

**HOUSTON RECOVERY CENTER LGC**  
 Minutes for Meeting of Board of Directors  
 April 4, 2024 at 1:30 p.m.

The undersigned, being the duly appointed Secretary of Houston Recovery Center LGC (the "Corporation"), hereby certifies that the following are true and correct Minutes of the April 4<sup>th</sup> meeting of the Board of Directors (the "Board") of the Corporation.

In a manner permitted by the Corporation's Bylaws, the meeting was called by providing all Directors with notice of the date, time, place, and purposes of the meeting more than three days before the meeting date. In accordance with Chapter 551, Texas Government Code, which Chapter is made applicable to the Corporation by Section 431.004, Texas Transportation Code, and a notice of the meeting, was duly filed on April 1<sup>st</sup> 2024 in the same manner and location as required by law of the City of Houston, Texas (the "City").

<b>Summarized Agenda Item</b>	<b>Discussion</b>	<b>Decision &amp; Follow-Up</b>
I. Call to order (Board Member)	The meeting was called to order by Board Chair Dr. Shah at approximately 1:30 p.m. at the Houston Recovery Center training room, 150 N. Chenevert St., Houston, Texas 77002	
II. Roll call, confirm presence of quorum (Chair)	<p>Board Chair Dr. Shah recognized the acting Administrative Assistant, Ms. Stacey Cramer-Morais as recording Secretary for the meeting and she took roll.</p> <p>The roll is noted below:</p> <p><i>Officio</i>            Asim Shah M.D. – Present            Attorney Burnell Jones – Present            Hank Rush - Present            Judge Bonnie Crane Hellums – Absent            Scott F. Basinger, Ph.D. – Present            Howard Henderson, Ph.D. – Present            Randall Houston – Present            Cathryn Taylor – Absent            Michelle Alexander – Absent</p> <p><i>Ex-Officio</i>            David Persse, M.D. – Absent            Stephen Williams – Absent            Asst. Chief Yasar Bashir – Absent            Legal Counsel, Mr. Clifton Journet – Present            Commander Jennifer Read – Absent            Lieutenant Patrick LeBlanc – Absent</p>	Board Chair Dr. Shah announced that a quorum of the Directors was present.

	<p>Mr. Leonard Kincaid, Houston Recovery Center Chief Executive Officer – Present  Stacey Cramer, Houston Recovery Center Admin. Assistant – Present  Debra Villanueva, Houston Recovery Center Human Resource/ Payroll Manager – Absent  Suzanne Jarvis/Director of Data Management and Program Analytics – Absent  Julie Long, Houston Recovery Center Director of Finance – Absent</p> <p><i>*Andy Icken – Recently Retired (03-08-24)</i></p> <p><i>Members of the public:</i></p> <ul style="list-style-type: none"> <li>· None in attendance</li> </ul>	
III. Reading of the draft Minutes	Howard Henderson moved to approve minutes for February 29, 2024 and Judge Randy Houston seconded the approval of the draft Minutes. The Board unanimously accepted.	The Board unanimously approved the Draft Minutes for February 29 <sup>th</sup> , 2024. Exh: (A)
IV. Opportunity for Public Comment	Board Chair Dr. Shah allowed an opportunity for the Board to greet visiting guests: <ul style="list-style-type: none"> <li>– No public visitors</li> </ul>	Board Administrative Assistant, Stacey Cramer announced no visitor(s) or special guests present.
V. Reports from the Chief Executive Officer	<p>Board Chair Dr. Shah recognized Mr. Kincaid for a review of the Chief Executive Officer’s activity for the month of March 2024. Mr. Kincaid discussed business development activities and ongoing operational improvements.</p> <p>The momentum of the January Chevron Houston Marathon continued with a 30-year anniversary outreach and fundraising event in April. The work with Your Part Time Controller continues and helps the HRC management team stay abreast of accounting policies and procedures; there is an upcoming training scheduled for April 15<sup>th</sup>.</p> <p>Mr. Kincaid discussed recent business development endeavors and meeting activities. Mr. Kincaid attended a meeting with the City Health Department (Baylor) and members of the Frontlines team. Mr. Kincaid met with members of the County Public Health and Harris County</p>	<p>Exh. (B) CEO Report for March 2024</p> <p>The Board unanimously approved the CEO Report.</p>

	<p>Sheriff’s office to continue conversations about expansion of jail in-reach services. Mr. Kincaid attended a Coalition for the Homeless meeting where the new President and CEO, Kelly Young was introduced. Kelly suggested we look for opportunities to expand our collaboration. Mr. Kincaid held a meeting at the Sobering Center with the Harris County Office of Administration team for the American Rescue Plan Act (ARPA) quarterly and on-site review. Mr. Kincaid held a virtual meeting with Dr. Ben King, a University of Houston neuroscience and population science professor to discuss participation in a pilot study on prevention of fatal toxicity and overdose interventions in Houston’s homeless population. Mr. Kincaid met with staff from Harris Health to discuss options and logistics for providing EPIC access at the sobering center. Baylor covered the inaugural first-year cost of the EIPC software installation with Dr. Asim Shah’s assistance in submitting the case need and funding request.</p> <p>Randy Houston moved to approve the Chief Executive Officer report for April 2024. Burnell Jones seconded the approval and the Board unanimously approved the report.</p>	
<p>VI. Report from Finance Committee (Mr. Randy Houston)</p>	<p>Board Chair Dr. Shah recognized Mr. Houston to present the Financials for the month of January 2024 and February 2024.</p> <p>Randy Houston discussed the January Financials that show the liabilities, total assets, and net assets for the applicable months and briefly highlighted the revenues, expenditures, and any losses listed on the Statement of Activity.</p> <p>Mr. Houston discussed the February liabilities, total assets, and net assets for the month of February 2024. Mr. Houston stated that the February 28<sup>th</sup> Statement of Cash Flows indicates there is a cash balance totaling \$697,068.83. Mr. Houston stated that page 2 of the Statement of Financial Position shows the Total Liabilities as \$1,269,434.08 and the Total Equity at \$723,385.96 which indicates a solid Balance Sheet. Mr. Houston stated that the</p>	<p>Exh: (C) January 2024 Financial Statement</p> <p>Exh: (D) February 2024 Financial Statement</p> <p>The Board unanimously approved the January and February 2024 Financial Statements</p>

	<p>receivables activity is strong and to keep up the good work.</p> <p>Dr. Howard Henderson moved to approve the January and February 2024 Financials (Exhibits C and D) and Dr. Scott Basinger seconded the approval. The Board unanimously approved the Financial Statements for the months of January and February 2024.</p>	
<p>VII. Board Development and Nomination Committee</p>	<p>Board Chair Dr. Shah recognized Burnell Jones, Chair of the Board Development and Nomination Committee, to report on any Advisory Board Development activities, and Mr. Jones reminded the Board of Judge Bonnie Hellums notice that she will not be renewing her upcoming term on the HRC Board coming up in September 2024 and that the Board is searching for a suitable replacement.</p> <p>Burnell Jones announced that two additional Board Members will be retiring from the Board in September 2024, both Cathryn Taylor and Hank Rush are stepping down; stating that, in total there will be three Board vacancies. Burnell Jones recognized Hank Rush's and Cathryn Taylor's service on the HRC Board and their servitude to the community. Mr. Jones stated that the City Mayor's office approved any open term renewals.</p> <p>Mr. Jones closed by proposing planning a farewell event (with the assistance of Stacey Cramer and Mr. Kincaid) to celebrate the impacts made to HRC endeavors over the years. It would include inviting retired and/or any retiring Board members and Ex-Officio's. The Board reviewed the restaurant choices for a 30-40 person event in late August or September and Rumi's Kitchen was selected as the top venue choice for the lunch celebration from the list of choices.</p> <p>Hank Rush moved to approve the Board Development Activities and Dr. Howard Henderson seconded the approval. The Board unanimously</p>	<p>The Board unanimously approved the Board Development and Nomination activity report.</p>

	approved the Board Development and Nomination report.	
VIII. Report from HR and Compensation Committee (Cathryn Taylor)	Board Chair Dr. Shah recognized that Cathryn Taylor is absent and it was indicated there is nothing new to report on the HR and Compensation Committee-related activities at this time.	No approvals needed by HRC Board at this time.
IX. Report from Programs, Evaluations and Development Committee	<p>Board Chair Dr. Shah recognized Dr. Scott Basinger's to discuss the report on the Programs and Development Committee activities.</p> <p>Dr. Scott Basinger touched on the effectiveness and reach of the Development report and the impact of many respected Houston Foundations in the mix of funders.</p> <p>The 2023-2024 Grant plan's goal is \$500,000 for private giving in FY 23-24 and the Development team is getting closer to that goal and there is a lot of work being done behind the scenes to foster these important relationships.</p> <p>Dr. Scott Basinger touched upon the recent grant applications and any recent awards listed on the Development report and informed Mr. Kincaid to let the staff working on Development endeavors know to keep up the good work.</p> <p>Dr. Howard Henderson moved to approve the Development Report for March 2024 report. Randy Houston seconded the approval and the Board unanimously approved the report.</p>	The Board unanimously approved the March 2024 Programs and Development Report.
X. Discussion of Agenda items for Next Board Meeting	<p>The Board discussed reconvening next on Thursday, June 6th for a regular Board meeting.</p> <p>Dr. Basinger moved to adjourn and Randy Houston seconded the motion.</p>	

There being no further business, the meeting adjourned at approximately 2:18 p.m.

By:

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Stacey Cramer, Secretary Pro-Tem

*Cathryn G. Taylor (Board Secretary – Absent)*

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