

HOUSTON RECOVERY CENTER LGC
 Minutes for Meeting of Board of Directors
 June 20, 2024 at 1:00 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 June 20th 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 June 13th 2024 in the same manner and location as required by law of the City of Houston, Texas (the "City").

Summarized Agenda Item	Discussion	Decision & Follow-Up
I. Call to order (Board Member)	The meeting was called to order by Board Chair Dr. Shah at approximately 1:01 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 – Absent Hank Rush - Present Judge Bonnie Crane Hellums – Present Scott F. Basinger, Ph.D. – Present Howard Henderson, Ph.D. – Present Randall Houston – Absent Cathryn Taylor – Absent Michelle Alexander – Present</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 Isaac Duplechain (HPD) – Present Mr. Leonard Kincaid, Houston Recovery Center</p>	Board Chair Dr. Shah announced that a quorum of the Directors was present.

	<p>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>Members of the public:</i> · None in attendance</p>	
III. Reading of the draft Minutes	Dr. Howard Henderson moved to approve minutes for April 4, 2024 and Dr. Scott Basinger seconded the approval of the draft Minutes. The Board unanimously accepted.	The Board unanimously approved the Draft Minutes for April 4 th , 2024. Exh: (A)
IV. Opportunity for Public Comment	Board Chair Dr. Shah allowed an opportunity for the Board to greet visiting guests: – No public visitors	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 April and May 2024. Mr. Kincaid discussed business development activities and ongoing operational improvements.</p> <p>Mr. Kincaid discussed operational improvements such as the Certification on Accreditation of Rehabilitation Facilities (CARF) Accreditation. Included in that accreditation requirement process is the development of an Agency Compliance Guide for HRC employees. The CARF application is moving along well and procedural documents are being drafted/refined by weekly team input at meetings and the project is progressing well.</p> <p>Mr. Kincaid highlighted that the staff satisfaction survey was completed, results were tallied and the feedback was informative. Next steps are to conduct one-on-one interviews with front-line staff to gain a</p>	<p>Exh. (B) CEO Report for April and May 2024</p> <p>The Board unanimously approved the CEO Report.</p>

	<p>better understanding of their points of view. Mr. Kincaid pointed out that two additional surveys are ongoing to gain feedback on how our community partners view HRC overall. One survey is targeted directly at partners who refer to us and the other survey targets that that HRC refers to.</p> <p>Other ongoing operational endeavors were discussed such as the yearly staff performance reviews, which are in progress. The reviews are comprised of two components, the self-evaluation and the supervisor evaluation of which Mr. Kincaid explained are reviewed by him as well. The annual Impact Report was discussed and Mr. Kincaid expressed that Suzanne Jarvis is the project lead and Bob Lytle (Marketing Consultant) is supporting the project along with Stacey Cramer for administrative support. The Chevron Marathon campaign for the next Run for a Reason (RFAR) program events is underway and running smoothly.</p> <p>Mr. Kincaid discussed other business updates such as a recent presentation at the annual meeting/training for the re-entry (RIC) drug court personnel and attorneys working with this court. In addition, Mr. Kincaid highlighted a meeting with Dr. Ben King, a professor from the University of Houston (Neuroscience and Population Science Dept.) who is providing consultation for a pilot study on prevention of fatal toxicity and overdose in Houston's homeless population. In addition, Mr. Kincaid shared that he provided a Sobering Center tour at the request of Harris Center staff, for a group from Atlanta, Georgia interested in opening a sobering center and recently attended a virtual stakeholder partner meeting developing elements in the Houston area homeless response system. Mr. Kincaid discussed a recent meeting held with staff from the Health and Human Services Community Support Offices for a site visit with HRC's ARPA Project Manager, Lovinah Perkins, for an annual site visit as part of their annual compliance quality measures.</p>	
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	<p>Mr. Kincaid discussed recent business development endeavors such as ongoing work with the new Development consultant, Robert Arnold. Such activities included the review of the current working list of past foundation donors and the reapplication process. In addition, refining the working schedule of new foundation grant opportunities for some smaller grant awards that tie in with our addiction and recovery service model. Mr. Kincaid highlighted the work that Robert is doing to update HRC’s charity profile with Guidestar/Candid, one of the larger philanthropic research databases connecting funders to nonprofit / charity resources.</p> <p>Mr. Kincaid discussed contracts updates such as the Jail In-Reach project in which he met with staff from Sheriff Gonzales office to discuss funding for the jail in-reach services. The Sheriff’s office indicated they want to take over the funding of the project initially funded by Harris County Public Health that ended last year. Mr. Kincaid shared that he held a regular bi-weekly meeting with the City Health Department (Baylor) and members of the Frontlines team. The contract has been submitted to the city purchasing department and is scheduled to go before the City Council on June 26th. Mr. Kincaid shared that the RIC/Adult Probation contract and the Adult Probation contracts have been reviewed and approved with a budget increase requested for 2024-2025. Mr. Kincaid announced work being done on a new SAMHSA Grant Application where HRC is in collaboration with Baylor College of Medicine and applying for a SAMHSA grant under the HIC/AIDS Initiative with a focus on SUD treatment and Prevention. If awarded, this will be the second project we’ve collaborated on.</p> <p>Dr. Howard Henderson moved to approve the Chief Executive Officer report for April and May 2024. Judge Bonnie Hellums seconded the approval and the Board unanimously approved the report.</p>	
VI. Report from Finance Committee (Mr.	Board Chair Dr. Shah recognized that Mr. Houston is absent and Mr. Kincaid is prepared to present the	Exh: (C) March 2024 Financial Statement

<p>Randy Houston)</p>	<p>Financials for the month of March 2024 and April 2024.</p> <p>Leonard Kincaid discussed the March 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. Kincaid discussed the April liabilities, total assets, and net assets for the month of April 2024. Mr. Kincaid stated that the April 30th Statement of Cash Flows indicates there is a cash balance totaling \$423,549.01 Mr. Kincaid stated that page 2 of the Statement of Financial Position shows the Total Liabilities as \$851,884.42 and the Total Equity at \$694,426.23. Mr. Kincaid stated that they are making progress on the amount of money owed and the work is continuing.</p> <p>Dr. Howard Henderson moved to approve the March and April 2024 Financials (Exhibits C and D) and Judge Bonnie Hellums seconded the approval. The Board unanimously approved the Financial Statements for the months of March and April 2024.</p>	<p>Exh: (D) April 2024 Financial Statement</p> <p>The Board unanimously approved the March and April 2024 Financial Statements</p>
<p>VII. Board Development and Nomination Committee</p>	<p>Board Chair Dr. Shah recognized that Burnell Jones, Chair of the Board Development and Nomination Committee, is absent and Mr. Kincaid will report on Advisory Board Development activities. Mr. Kincaid started off by discussing progress made regarding the three retiring HRC Board members who will be stepping down at the end of September 2024 and that conversations are in progress with the City to source suitable replacements for Judge Bonne Hellums, Hank Rush, and Cathryn Taylor.</p> <p>Mr. Kincaid closed by updating the Board on plans for a farewell event (with the assistance of Stacey Cramer) to plan a luncheon to celebrate the impacts made to HRC over the years. Plans to visit one of the two leading restaurants (selected from the list presented at the last Board Session) is ongoing and menu event pricing is in the works with the catering managers of both Rumi's and Eunice's restaurants. Mr. Kincaid indicated he will work with Stacey on refining the invite list for a late July or mid-August</p>	<p>The Board unanimously approved the Board Development and Nomination activity report.</p>

	<p>lunch.</p> <p>Dr. Scott Basinger moved to approve the Board Development Activities and Dr. Howard Henderson seconded the approval. The Board unanimously approved the Board Development and Nomination report.</p>	
VIII. Report from HR and Compensation Committee	<p>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.</p>	<p>No approvals needed by HRC Board at this time.</p>
IX. Report from Programs, Evaluations and Development Committee	<p>Board Chair Dr. Shah recognized Dr. Scott Basinger to discuss the report on the Programs and Development Committee activities.</p> <p>Dr. Scott Basinger reminded the board of the reach of the Development team and the report and the impact of many respected Houston Foundations in the mix of HRC program funders. Dr. Basinger shared that HRC’s outcomes reporting is second to none and we should take a moment to celebrate that success.</p> <p>Dr. Scott Basinger touched upon the recent grant applications and any recent awards listed on the Development report.</p> <p>Dr. Scott Basinger moved to approve the June Development Report report. Judge Bonnie Hellums seconded the approval and the Board unanimously approved the report.</p>	<p>The Board unanimously approved the June Programs and Development Report.</p>
X. Discussion of Agenda items for Next Board Meeting	<p>The Board discussed reconvening next on Thursday, August 1st for a regular Board meeting.</p> <p>Judge Bonnie Hellums moved to adjourn and Dr. Scott Basinger seconded the motion.</p>	

There being no further business, the meeting adjourned at approximately 1:47 p.m.

By:

Stacey Cramer, Secretary Pro-Tem

Cathryn G. Taylor (Board Secretary – Absent)

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