

HOUSTON RECOVERY CENTER LGC
 Minutes for Meeting of Board of Directors
 August 2, 2023 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 August 2nd 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 date of the meeting. 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 July 28th, 2023 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 1:04 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 - Absent Judge Bonnie Crane Hellums – Present Scott F. Basinger, Ph.D. – Present Howard Henderson, Ph.D. – Present Randall Houston – Absent Cathryn Taylor – Present Michelle Alexander – Absent</p> <p><i>Ex-Officio</i> Andy Icken – Absent David Persse, M.D. – Absent Stephen Williams – Absent Asst. Chief Yasar Bashir – Absent Legal Counsel, Mr. Clifton Journet – Present Commander Jennifer Read – Absent</p>	Board Chair Dr. Shah announced that a quorum of the Directors was present.

	<p>Mr. Leonard Kincaid, Houston Recovery Center Executive Director – Present</p> <p>Stacey Cramer, Houston Recovery Center Admin. Assistant – Present</p> <p>Debra Villanueva, Houston Recovery Center Human Resource/ Payroll Manager – Absent</p> <p>Suzanne Jarvis/Director of Data Management and Program Analytics – Absent</p> <p>Julie Long, Houston Recovery Center Director of Finance – Present</p> <p><i>Members of the public:</i></p> <ul style="list-style-type: none"> · None in attendance 	
III. Reading of the draft Minutes	Dr. Howard Henderson moved to approve minutes for April 13th, 2023 and Burnell Jones seconded the approval of the draft Minutes. The Board unanimously accepted.	The Board unanimously approved the Draft Minutes for April 13, 2023. 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"> · No public visitors 	Board Administrative Assistant, Stacey Cramer announced no visitor(s) or special guests present.
V. Reports from Executive Director	<p>Board Chair Dr. Shah recognized Mr. Kincaid for a review of the Executive Director’s activity for the months of April, May, June and July 2023.</p> <p>Mr. Kincaid discussed recent activities related to the annual sobering center budget including the City of Houston budget being approved at \$1,810,050.00 which included a merit bonus payout of 3% based on annual review benchmark score and tenure.</p> <p>Recent grant applications for SAMHSA’s HIV/AIDS initiative \$500,000 grant submission was not awarded. The detox program with HRC and the Harris Center after analysis of operating at a loss with operating costs, is not sustainable and a decision not to move forward in staffing the program.</p> <p>The annual Impact Report was completed and sent out for the Board and ex-Officio’s to review and input. Two errors were corrected and the project is out for bid with local printers.</p>	<p>Exh. (B) Directors Report for April, May, June, and July 2023</p> <p>The Board unanimously approved the Executive Directors Report.</p>

	<p>Placed online job posting at the American Marketing Association job board to seek out a replacement for the departed Development and Marketing Director, Jessica McDaniel. Looking for candidate with marketing background coupled with foundation and grant experience.</p> <p>Dr. Howard Henderson moved to approve the Executive Director report for April, May, June and July 2023. 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 is absent but had recently held the Finance Committee meeting and Julie Long, Director of Finance will be presenting the Financials for the month of March 2023, April 2023, and May 2023 Financials (Exhibit C, D, and E respectively).</p> <p>Julie Long discussed the March, April, and May 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. Julie Long discussed the liabilities, total assets, and net assets for the month of May 2023. Ms. Long then discussed the revenues, expenditures, and losses for the months of May 2023 listed on the Statement of Activity.</p> <p>Ms. Long stated that the May 31st Statement of Cash Flows indicates there is a cash balance totaling \$511,452.42. Ms. Long stated that page 2 of the Statement of Financial Position shows the Total Liabilities as \$872,262.28 and the Total Equity at \$828,460.35 which indicates a solid Balance Sheet.</p> <p>Dr. Scott Basinger moved to approve the March '23, April '23, and May '23 Financials (Exhibits C, D, and E respectively) and Judge Bonnie Hellums seconded the approval. The Board unanimously approved the Financial Statements.</p>	<p>Exh: (C) Mar. 2023 Financial Statement</p> <p>Exh: (D) Apr. 2023 Financial Statement</p> <p>Exh. (E) May.2023 Financial Statement</p> <p>The Board unanimously approved the Mar. '23, Apr. '23, and May '23 Financial Statements.</p>
<p>VII. Board Development</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 there is nothing new to</p>	<p>No approvals needed by HRC Board at this time.</p>

	report at this time.	
VIII. Report from HR and Compensation Committee (Cathryn Taylor)	Board Chair Dr. Shah recognized that Cathryn Taylor is present and Ms. Taylor indicated there is nothing new to report on the HR and Compensation Committee and related activities at this time.	No approvals needed by HRC Board at this time.
IX. Report from Programs, Evaluations and Development Committee (Scott Basinger)	<p>Board Chair Dr. Shah recognized Dr. Scott Basinger to report on the Programs and Development Committee and related activities.</p> <p>Recent grant submissions for the Brown Foundation went out Friday, July 28th, 2023 along with a recent Outcomes Report. HRC received a recent award for \$10,000.00 from the Ruth Jones MacDonald Charitable Trust. HRC also received a \$25,000 grant award from the William Stamps Farish Fund. In addition, a new donation of \$2,500 was received from the Good Earth Foundation.</p> <p>Some upcoming grant writing activities include the Texas Methodist Foundation and the Cullen Foundation for Health Care along with review for the John O’Quinn (Fall/Nov deadline). Research on Cameron, Dunn, and Andrews Foundation is under review.</p> <p>HRC, under Suzanne Jarvis’ leadership, is seeking walkers or runners for the Chevron Marathon (Jan. 2024) <i>Run for a Reason</i> – HRC is one of the selected charities under that RFAR program. Active recruitment of 5k walkers or ½ or full marathon runners is underway.</p> <p>Dr. Howard Henderson moved to approve the Programs, Evaluation, and Development report for April, May, June and July 2023. Burnell Jones seconded the approval and the Board unanimously approved the report</p>	The Board unanimously approved the Programs and Development Report.
X. Discussion of Agenda items for Next Board	The Board discussed the next regular meeting for Thursday, September 7, 2023. The Board discussed	

Meeting	and scheduled the meeting out further, for the first Thursday of the month in October which is Thursday, October 5 th , 2023 unless any precluding business deems a sooner meeting date. Dr. Howard Henderson moved to adjourn and Dr, Scott Basinger seconded the motion.	
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There being no further business, the meeting adjourned at approximately 2:03 p.m.

By:

Cathryn G. Taylor, Board Secretary

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