

HOUSTON RECOVERY CENTER LGC
 Minutes for Meeting of Board of Directors
 September 27, 2023 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 September 27th 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 September 22, 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 1:31 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. – Absent Randall Houston – Present Cathryn Taylor – Present Michelle Alexander – Absent</p> <p><i>Ex-Officio</i> Andy Icken – Absent David Perse, M.D. – Absent Stephen Williams – Absent Asst. Chief Yasar Bashir – Absent Legal Counsel, Mr. Clifton Journet – Present Commander Jennifer Read – Present</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 – Absent</p> <p><i>Members of the public:</i></p> <ul style="list-style-type: none"> · None in attendance 	
III. Reading of the draft Minutes	<p>Dr. Scott Basinger moved to approve minutes for August 2, 2023 and Randy Houston seconded the approval of the draft Minutes. The Board unanimously accepted.</p>	<p>The Board unanimously approved the Draft Minutes for August 2, 2023. Exh: (A)</p>
IV. Opportunity for Public Comment	<p>Board Chair Dr. Shah allowed an opportunity for the Board to greet visiting guests:</p> <ul style="list-style-type: none"> – No public visitors 	<p>Board Administrative Assistant, Stacey Cramer announced no visitor(s) or special guests present.</p>
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 August and September 2023.</p> <p>Mr. Kincaid discussed the annual audit with Blazek & Vetterling CPA firm and that there will be one (1) finding this year. The finding relates to how the organization documents work time for staff assigned to more than one grant when a federal grant is involved. A proactive solution was sourced with a CPA firm, ‘Your Part Time Controller’ who specializes in federal grant management. Processes and procedures will be created to address the weakness. In addition, they will provide guidance and training for management of federal grants and the reporting complexities.</p> <p>Mr. Kincaid held a monthly call with a business development consultant to strategize how best to proceed with the sobering center accreditation action plan. HRC has been assigned a representative from the Commission on</p>	<p>Exh. (B) Directors Report for August and September 2023</p> <p>The Board unanimously approved the Executive Directors Report.</p>

	<p>Accreditation of Rehabilitation Facilities (CARF) who has significant experience with the application process. In addition, Jim Clarkson (Managing Director of Via Positiva) scheduled a national webinar for Suzanne Jarvis and Mr. Kincaid to present the HRC 10-year Impact Report. There is an upcoming Houston site visit from a Sr. Director at CARF to tour the Sobering Center and meet the Sr. Management team. Jim Clarkson was invited to be a presenter to Sr. Staff at the Substance Abuse and Mental Health Administration (SAMHSA) forum; he requested permission to tell attendees about HRC and its innovative programs.</p> <p>Two new part-time contract employees were added to replace Jessica McDaniel, our former Director of Development and Marketing. The first is a Marketing and Communication specialist who will be working under the direction of Suzanne Jarvis. The second is a Development consultant who will be working directly with me. Both individuals are off to a fast-paced start.</p> <p>Mr. Kincaid discussed the decision to change banks; the shift from Bank of Texas to PNC Bank. The primary drivers were challenges with customer services and that PNC bank specializes in serving the non-profit sector with higher interest earnings opportunities.</p> <p>A population health team from the Harris Health System toured the sobering center with Mr. Kincaid. Afterward, he held a substance use disorder (SUD) discussion with the touring panel on improving health outcomes and services within the jail health services framework.</p> <p>Hank Rush moved to approve the Executive Director report for August and September 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 to present the Financials for the months of July 2023 and August 2023 Financials (Exhibit C and D respectively).</p>	<p>Exh: (C) Jul. 2023 Financial Statement</p> <p>Exh: (D) Aug. 2023</p>

	<p>Randy Houston discussed the July and August 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. Randy Houston discussed the liabilities, total assets, and net assets for the month of July 2023. Randy Houston then discussed the revenues, expenditures, and losses for the months of July 2023 listed on the Statement of Activity.</p> <p>Randy Houston stated that the August 31st Statement of Cash Flows indicates there is a cash balance totaling \$1,721,401.46. Mr. Houston stated that page 2 of the Statement of Financial Position shows the Total Liabilities as \$2,162,365.67 and the Total Equity at \$836,669.22 which indicates a solid Balance Sheet.</p> <p>Mr. Houston discussed the HRC Full Budget for July 1, 2023 through June 30, 2024. Board Chairman, Dr. Asim Shah proposed we table the approval vote for the November session to allow all members additional time to review at a more granular level, the Board concurred.</p> <p>Hank Rush moved to approve the July '23 and August '23 Financials (Exhibits C and D respectively) and Catherine Taylor seconded the approval. The Board unanimously approved the Financial Statements.</p>	<p>Financial Statement</p> <p>The Board unanimously approved the July and August 2023 Financial Statements.</p>
VII. Board Development	<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 report at this time.</p>	<p>No approvals needed by HRC Board at this time.</p>
VIII. Report from HR and Compensation Committee (Cathryn Taylor)	<p>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.</p>	<p>No approvals needed by HRC Board at this time.</p>
IX. Report from Programs, Evaluations and	<p>Board Chair Dr. Shah recognized Dr. Scott Basinger to report on the Programs and</p>	<p>The Board unanimously approved the Programs and</p>

<p>Development Committee (Scott Basinger)</p>	<p>Development Committee and related activities.</p> <p>Developed the 2023-2024 Grant Plan. The target is to raise \$500,000 in private giving in FY 23-24 (apply for \$1.5 - \$2 million in grants). The strategies to attain this goal are to complete research and update contact information on 100_ local foundations. In addition, update 25+ national foundations' contact information and perform current research. Hoping to schedule 3-4 funder meetings per month and to submit 3-4 grant applications totaling \$100-\$200K a month.</p> <p>Vamping up stewardship activities, such as tours of the Sobering Center for recent donors that have given within the last 6 months.</p> <p>HRC received a recent grant award for \$10,000.00 from the Ruth Jones MacDonald Charitable Trust. In addition, a new donation of \$2,500 was received from the Good Earth Foundation. Some upcoming grant submissions include the Cullen Trust for Health Care (75K), the Brown Foundation (50K), Houston Texans Foundation (50K), John S. Dunn Foundation (30K), and the Andrews Foundation (5K) with a request total of \$210,000.</p> <p>Planned October grant applications include the Hamill Foundation (75K), the Proehl Foundation (10K), and John O'Quinn Foundation (50K) for a total request of \$135,000. The planned October development meetings include the Hamill Foundation (10/03), the Greater Houston Community Foundation (10/06), and the John O'Quinn Foundation (TBD). The Development team looks forward to seeing the fruit of these efforts in the second quarter when we will receive notification regarding many of the gifts. Aside from grant applications, the team also looks forward to working with the staff and Board to strengthen HRC's individual giving efforts.</p> <p>Randy Houston moved to approve the Programs, Evaluation, and Development report for August 2023. Catherine Taylor seconded the approval and the Board unanimously approved the report</p>	<p>Development Report.</p>
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<p>X. Discussion of Agenda items for Next Board Meeting</p>	<p>The Board discussed the next regular meeting for Thursday, November 2, 2023. The Board discussed next agenda topics related to the vote on the HRC full budget (after reviewing more granularly). In addition, the discussion of employee compensation and best practices framework.</p> <p>Randy Houston moved to adjourn and Catherine Taylor seconded the motion.</p>	
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There being no further business, the meeting adjourned at approximately 2:34 p.m.

By:

Cathryn G. Taylor, Board Secretary

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