

**HOUSTON RECOVERY CENTER LGC**  
 Minutes for Meeting of Board of Directors  
 November 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 November 2<sup>nd</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 October 30, 2023 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 1:02 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 – Present            Scott F. Basinger, Ph.D. – Absent            Howard Henderson, Ph.D. – Present            Randall Houston – Present            Cathryn Taylor – Present            Michelle Alexander – Present</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"> <li>· None in attendance</li> </ul>	
III. Reading of the draft Minutes	Burnell Jones moved to approve minutes for September 27, 2023 and Dr. Howard Henderson seconded the approval of the draft Minutes. The Board unanimously accepted.	The Board unanimously approved the Draft Minutes for September 27, 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"> <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 months of October 2023.</p> <p>Mr. Kincaid discussed new Development opportunities and the updated grants calendar with a goal for private giving endeavors for FY 23-24 to raise \$500,000 and apply for over 1 ½ million in grant funding. Recent grant applications submitted were Vivian L. Smith Foundation, the Strake Foundation, Ruth Jones MacDonald Foundation (awarded), and the Brown Foundation (awarded). In addition, the Cullen Trust for Health Care and the John S. Dunn Foundation were submitted. Met with Grants Director at the Hamill Foundation to discuss a future funding opportunity. Andrea Usanga is building the Giving Tuesday campaign with our new Communications and Marketing contractor, Bob Lytle.</p>	<p>Exh. (B) CEO Report for October 2023</p> <p>The Board unanimously approved the CEO Report.</p>

	<p>HRC has been assigned a lead (sr. representative) from the Commission on Accreditation of Rehabilitation Facilities (CARF) who has significant experience with the CARF application and he has a planned visit in November to tour the sobering center and meet with the management team. Held meeting with Harris Health to discuss substance use disorder (SUD) within the jail framework and how best to address that population. Traveled to Santa Barbara, California with Board member, Dr. Howard Henderson to join in a researcher workshop and diversion mechanisms with attendees and prosecutors.</p> <p>Dr. Howard Henderson moved to approve the Executive Director report for October 2023. Judge Bonnie Hellums 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 September 2023 and the HRC Full Budget (Exhibit C and D respectively).</p> <p>Randy Houston discussed the September 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. Mr. Houston discussed the liabilities, total assets, and net assets for the month of September 2023. Mr. Houston then discussed the revenues, expenditures, and losses for the months of September 2023 listed on the Statement of Activity.</p> <p>Mr. Houston stated that the September 30<sup>th</sup> Statement of Cash Flows indicates there is a cash balance totaling \$1,702,108.88. Mr. Houston stated that page 2 of the Statement of Financial Position shows the Total Liabilities as \$1,982,921.87 and the Total Equity at \$826,711.98 which indicates a solid Balance Sheet.</p> <p>Mr. Houston discussed the HRC Full Budget for July 1, 2023 through June 30, 2024. Mr. Houston proposed and the Board agreed to table the approval vote for the January 2024 session to allow for additional time to review and the Board concurred.</p>	<p>Exh: (C) Sept. 2023 Financial Statement</p> <p>Exh: (D) HRC Full Budget</p> <p>The Board unanimously approved the September 2023 Financial Statements.</p> <p>The HRC Full Budget was tabled for review at the next Board Session.</p>

	<p>Hank Rush moved to approve the September 2023 Financials (Exhibits C) and Cathryn Taylor seconded the approval. The Board unanimously approved the 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 reported on the HR and Compensation Committee activities which focused on consideration of changing the way the Human Resources Department performs compensation as a one-time lump sum payment and added merit pay once an employee reaches their first year of employment at three percent (3%) rate increase starting January of 2024.</p> <p>Hank Rush moved to approve the employee compensation and best practice enhancements and Judge Bonnie Hellums seconded the approval. The Board unanimously approved the HR and Compensation Committee recommendations.</p>	<p>The Board unanimously approved the HR and Compensation Committee recommendations.</p>
IX. Report from Programs, Evaluations and Development Committee (Scott Basinger)	<p>Board Chair Dr. Shah recognized Dr. Scott Basinger's absence and permitted HRC's Development lead to discuss the report on the Programs and Development Committee activities.</p> <p>The 2023-2024 Grant plan's goal is focused on the target to raise \$500,000 in private giving in FY 23-24 and apply for \$1.5 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. In addition, the target is to schedule 3-4 funder meetings per month and to vamping up stewardship activities, such as tours of</p>	<p>The Board unanimously approved the Programs and Development Report.</p>

	<p>the Sobering Center for recent donors that have given within the last 6 months.</p> <p>HRC received a recent grant awards for \$10,000.00 from the Ruth Jones MacDonald Charitable Trust and a donation of \$2,500 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 \$210,000.00</p> <p>Planned October grant applications include the Herzstein Foundation, (15K), Texas Methodist Foundation (50K), Houston Methodist Foundation (100K), and the Meadows Foundation (50K) for a total request of over \$215,000.00 The planned November development meetings include the Glassell Foundation (11/08), the Cockrell Foundation (TBD), and the Hamman Foundation (TBD).</p> <p>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>Dr. Howard Henderson moved to approve the Programs, Evaluation, and Development report for August 2023. Burnell seconded the approval and the Board unanimously approved the report</p>	
<p>X. Discussion of Agenda items for Next Board Meeting</p>	<p>The Board discussed the next regular meeting for Thursday, January 4, 2023. The Board discussed next agenda topics related to the vote on the HRC full budget (after tabling this agenda item).</p> <p>Hank Rush moved to adjourn and Burnell Jones seconded the motion.</p>	

There being no further business, the meeting adjourned at approximately 1:49 p.m.

By:

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Cathryn G. Taylor, Board Secretary

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