

HOUSTON RECOVERY CENTER LGC
Minutes for Meeting of Board of Directors
November 7, 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 November 7th 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 November 4th 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 1:03 p.m. at Houston Recovery Center, 2 nd floor conference 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 Scott F. Basinger, Ph.D. – Present Howard Henderson, Ph.D. – Present Randall Houston – Present Michelle Alexander, Ph.D. – 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) – Absent Mr. Leonard Kincaid, Houston Recovery Center Chief Executive Officer – Present Stacey Cramer, Houston Recovery Center Admin.</p>	Board Chair Dr. Shah announced that a quorum of the Directors was present.

	<p>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></p> <ul style="list-style-type: none"> · None in attendance 	
III. Reading of the draft Minutes	Dr. Scott Basinger moved to approve minutes for September 25, 2024 and Burnell Jones seconded the approval of the draft Minutes. The Board unanimously accepted.	The Board unanimously approved the Draft Minutes for September 25 th , 2024. Exh: (A)
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 	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 September and October 2024. Mr. Kincaid discussed some major highlights such as:</p> <ul style="list-style-type: none"> • Working closely with Randy Houston and finalizing a couple of small administrative edits with the annual audit, overall the audit process went really well this year. • Frontlines+ Contract: The Frontlines Plus project was received from the City Health Department which included eight months of back pay. • United Way SIP Grant: Awaiting notification of the SIP grant for a December applicant award announcement timeframe. • Specialized Jail Work Group: Continued work with the Residential Advisory Council (RAC) with a follow-up meeting a month after the tour of the four downtown Harris County jails; ongoing discussions 	<p>Exh. (B) CEO Report for September and October 2024</p> <p>The Board unanimously approved the CEO Report.</p>

	<p>about strategies in addressing needs of the jail population for FY 25.</p> <ul style="list-style-type: none"> • Baylor College of Medicine: Ongoing support by Baylor providing a Board-Certified substance use Psychiatrist (Dr. Robert Sanchez) along with an additional support specialist (Kareem) has been a major value-add for the sobering center. This effort has allowed for a more seamless intake process into the sobering center for those facing barriers to essential medication(s). The Tuesday and Thursday (two-day-a-week) frequency with the in-house access to the Baylor psychiatric team is a critical step in recovery. Accolades to Dr. Asim Shah for championing and putting this program to fruition for HRC. • Site Visit: Completed a September site visit with the CARF consultant group assisting with the application documentation preparation. This project is in-depth and making good progress. • Community Exposure: Participated again this year in the 15th annual Big Texas Rally for Recovery (BTRR) event at the Houston Botanic Garden held Saturday, September 28th. HRC plays a pivotal role in the event and both Devon Anderson, CEO of Justice Forward, and Mr. Kincaid open up the event, which is gaining in attendance/exposure each year. <p>Dr. Scott Basinger moved to approve the Chief Executive Officer report for September and October 2024. Hank Rush seconded the approval and the Board unanimously approved the report.</p>	
VI. Report from Finance Committee (Mr. Randy Houston)	<p>Board Chair Dr. Shah recognized Randy. Houston to present the Financials for the month of July 2024 and The HRC Annual Audit.</p> <p>Mr. Houston discussed the details of the July and August 2024 Financial Statements. Mr. Houston discussed the September 2025 Financial Statement highlighting page 2 showing approximately \$1,600,980.05 in cash on hand and highlighted the Total Assets showing as \$2,502.956.05.</p>	<p>Exh: (C) July 2024 Financial Statement</p> <p>Exh: (D) August 2024</p> <p>Exh: (E) September 2024</p> <p>The Board unanimously approved the Financial</p>

	<p>Mr. Houston moved to page 3 discussing the Liabilities as \$1,858,825.81 and the Equity as \$644,130.24 for a Total Liabilities and Equity combined total of \$2,502,956.05. Mr. Houston progressed to page 4 discussing the Statement of Activities showing a net operating income deficit of -\$101,41406 which reflects a negative -3.25% percentage of income for the year-to-date period ending September 30, 2024.</p> <p>Dr. Howard Henderson moved to approve the July, August, and September Financial Statements (Exhibit C, D, and E respectively) and Dr. Michelle Alexander seconded the approval. The Board unanimously approved the Financial Statements.</p>	Statements for Jul/Aug/Sept 2024
VII. Board Development and Nomination Committee	<p>Board Chair Dr. Shah recognized that Burnell Jones to report on progress with Board Development and Nomination Committee activities.</p> <p>Mr. Jones shared the progress made regarding HRC Board open positions and that candidates were identified and the reviews are underway. The selection process is moving forward and a focus on candidates with strong community contacts, capability for development endeavors, and advisory board capabilities. Things are still in the discovery phase and a more focused discussion will take place next session.</p> <p>Randy Houston moved to approve the October Board Development and Nomination report, and Hank Rush seconded the approval. The Board unanimously approved the Board Development and Nomination report.</p>	The Board unanimously approved the October 2024 Board Development and Nomination activity report.
VIII. Report from HR and Compensation Committee	Board Chair Dr. Shah recognized that position number 4 remains open (vacancy after the departure of Cathryn Taylor) and there is nothing new to report on 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	Board Chair Dr. Shah recognized Dr. Scott Basinger to discuss the report on the Programs and Development Committee activities.	The Board unanimously approved the October 2024 Program and

	<p>Dr. Basinger is looking forward to the exposure that the Meg Ryan Foundation will bring early next year. Scott Basinger expressed his excitement about delving into the planning of an approximate 250-person documentary premiere opening event with Mr. Kincaid and Suzanne Jarvis and the far-reaching exposure it can bring for HRC.</p> <p>Dr. Basinger discussed the Development Report for October 2024 and that the team continues to make strides in fundraising efforts and future plans are being discussed regarding some publication work, donor-directed funding efforts, and an outcomes-focused approach after the documentary film premiere.</p> <p>Dr. Howard Henderson moved to approve the October 2024 Development report and Burnell Jones seconded the motion for approval. The Board unanimously approved the report.</p>	Development Report.
X. Discussion of Agenda items for Next Board Meeting	<p>The Board discussed reconvening after the new year, and going out one extra week to allow for holiday schedules. The next meeting is scheduled for Thursday, January 9th, 2025.</p> <p>At the next session, the HRC Bylaws updates can be discussed along with CEO evaluation progress.</p> <p>Dr. Howard Henderson moved to adjourn and Randy Houston seconded the motion.</p>	

There being no further business, the meeting adjourned at approximately 2:11 p.m.

By:



Stacey Cramer, Secretary Pro-Tem