

HOUSTON RECOVERY CENTER LGC

Minutes for Meeting of Board of Directors

February 13, 2025 at 12:30 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 February 13th 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 February 10th 2025 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 12:33 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, 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></p> <p>Asim Shah, M.D. – Present Attorney Burnell Jones – Present Hank Rush - Absent 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></p> <p>David Persse, M.D. – Absent Stephen Williams – Absent Legal Counsel, Mr. Clifton Journet – Present Asst. Chief Patricia Cantu – Absent Commander Isaac Duplechain (HPD) – Absent Mr. Leonard Kincaid, Houston Recovery Center Chief Executive Officer – Present Stacey Cramer, Houston Recovery Center Admin. Assistant – Present</p>	Board Chair Dr. Shah announced that a quorum of the Directors was present.

	<p>Debra Villanueva, Houston Recovery Center Human Resource/ Payroll Manager – Absent</p> <p>Suzanne Jarvis/Director of Data Management and Program Analytics – Present</p> <p>Julie Long, Houston Recovery Center, Finance and Accounting Department – Present</p> <p>Melissa Tucker, Sobering Center/Opioid Services Manager – Present</p> <p>Lovinah Perkins, Manager of Clinical Services – Present</p> <p>Shawn Krumrey, Manager of Criminal Justice Programs – Present</p>	
III. Reading of the draft Minutes	Dr. Howard Henderson moved to approve minutes for January 16, 2025 and Burnell Jones seconded the approval of the draft Minutes. The Board unanimously accepted.	The Board unanimously approved the Draft Minutes for January 16 th , 2025. Exh: (A)
IV. Opportunity for Public Comment	<p>Board Chair Dr. Shah allowed an opportunity for the Board to greet visiting guests:</p> <p><i>Members of the public:</i></p> <ul style="list-style-type: none"> • David Stutts – CFO, Star of Hope • Sherry Mose – City of Houston, Finance Dept. • Tung Linh – City of Houston, Finance Dept. 	Board Administrative Assistant, Stacey Cramer, announced the visitors present.
V. Reports from the Chief Executive Officer (<i>Leonard Kincaid</i>)	<p>Board Chair Dr. Shah recognized Mr. Kincaid for two items on the Agenda, item 5a, the CEO introduction of HRC’s Program Management Team, and item 5b, the Review and Approval of the Revised CEO Succession Plan.</p> <p>Mr. Kincaid introduced the HRC Programs Management team, allowing them time to speak about their role(s) and background.</p> <ul style="list-style-type: none"> • Julie Long – Finance and Accounting for past 4 ½ years for HRC. Graduated from University of Houston with a Masters of Accounting, attended the University of Texas for undergraduate studies, and is currently, one test away from obtaining the CPA license. • Suzanne Jarvis – Chief Analytics and Communication Officer. Joined HRC in 2014, celebrating her 11th anniversary this month. 	<p>CEO Programs Team Presentation and Exh. (B) Revised CEO Succession Plan.</p> <p>The Board unanimously approved the Revised CEO Succession Plan.</p>

	<p>Primary responsibilities are performing data analytics, program performance, and oversee publishing and communication tasks. Also helped design the Partners in Recovery (PIR) 12-million-dollar program grant.</p> <ul style="list-style-type: none"> • Shawn Krumrey – Manager of Criminal Justice Programs. Joined HRC three years ago leading Project Reach. After the program concluded, role then supported HRC programs such as the Reintegration Court (RIC), Adult Probation, the Star Drug Court, and the Jail In-Reach Program. Prior to working at HRC, was employed at Cenikor, private facilities, and for thirteen years as a program manager and addiction counselor for a 188-bed outpatient facility. • Melissa Tucker – Sobering Center and Opioid Services Manager. Started at HRC as an Emergency Medical Technician (EMT) and Intake Specialist. Prior work at Houston Methodist Hospital in the Medical Center and EMT positions at the Neighbors Clinic and in Harris County and Crosby, Texas as an EMT. • Lovinah Perkins – HRC’s Manager of Clinical Services, overseeing the Homeless Outreach Team and the Partners in Transport Team. Prior experience was serving as a Project Manager for the American Rescue Plan Act (ARPA) a 3-year grant when first joining HRC. Previously served as a Licensed Chemical Dependency Coach (LCDC) at Healthcare for the Homeless, along with two years of work at the Survivors of Human Trafficking. <p>Mr. Leonard Kincaid discussed the 12-page revised CEO Succession Plan. Mr. Kincaid detailed that page two of the succession plan indicates a planned retirement date of December 31, 2026, which is a two-year proposed timeline. Mr. Kincaid stated that page three highlights the temporary transition period framework until a permanent replacement is chosen and that the key positions within the organization that would be covered under the succession plan.</p>	
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	<p>Dr. Scott Basinger reiterated the importance of the (Board Chair-appointed) Search Committee referenced on page seven. That it details a recommendation of a team of five to eight people that should encompass members of: 1) the Transition Committee, 2) additional Board members, 3) former Board members, 4) the Chair of the Finance Committee, and 5) selected Community Members on the Search Committee for a well-rounded group. Dr. Scott Basinger referred to Section 16 (shown on page 7) and stated that there are unique complexities to the Houston Recovery Center (HRC) and that six months of CEO mentoring for the selected replacement will be essential. The HRC Board agreed with that sentiment.</p> <p>Dr. Howard Henderson moved to approve the Chief Executive Officer's report on the HRC Programs team and the revised CEO Succession Plan. Burnell Jones seconded the approval and the Board unanimously approved the CEO report and the revised CEO Succession Plan.</p>	
<p>VI. Report from Finance Committee (<i>Randy Houston</i>)</p>	<p>Board Chair Dr. Shah recognized Randy Houston to present the Financials for the month of December 2024 and the HRC Budget for 2025-2026.</p> <p>Mr. Houston discussed the details of the December 2024 Financial Statements, highlighting page 2 that lists approximately \$1,131,018.54 of cash on hand and highlighted the Total Assets showing as \$2,102,099.12. Mr. Houston moved to page 3, discussing the Total Liabilities as \$1,408,044.95 and the Total Equity as \$694,054.17 for a combined total of \$2,102,099.12. Mr. Houston progressed to page 4 discussing the Statement of Activities showing a net operating income deficit of -\$51,490.13 that reflects a negative -3.80% percentage of income for the year-to-date period ending December 31, 2024. Mr. Houston stated that there is not too much reflected in the month-to-month changes, and the goal is to break even with work being done with Leonard Kincaid.</p> <p>Mr. Burnell Jones moved to approve the December 2025 Financial Statements (Exh. C) and Dr. Scott Basinger seconded the approval. The Board</p>	<p>Exh: (C) December 2024 Financial Statement</p> <p>Exh: (D) HRC Budget for 2025-2026</p> <p>The Board unanimously approved the Financial Statements for December 2024 and The HRC Annual Budget (7/1/2025 through 6/30/2026)</p>

	<p>unanimously approved the December 2025 Financial Statements.</p> <p>Mr. Randy Houston moved to the second item on the Agenda from the Finance Committee, the proposed HRC Annual Budget for 2025-2026. Mr. Houston referred to page 2 and the budget comparison from last year's budget totaling \$1,810,050.00 to the current 2025-2026 HRC Annual Budget proposed for \$1,819,513.00. Mr. Houston shared that these numbers reflect a \$9,463.00 increase.</p> <p>Mr. Houston stated that the Full Enterprise Budget is currently being worked on. The City of Houston, Finance Department guest, Ms. Sherry Mose, stated that she will keep Mr. Kincaid informed regarding the Emergency Telehealth and Navigation (ETHAN) system. She explained to the Board that ETHAN is a telehealth tool developed by the Houston Fire Department and City of Houston, and there may be an opportunity for a deeper adoption of the system.</p> <p>Dr. Scott Basinger moved to approve the 2025-2026 Annual Budget (Exh. D) and Burnell Jones seconded the approval. The Board unanimously approved the 2025-2026 Annual Budget.</p>	
<p>VII. Programs and Development Committee (<i>Scott Basinger</i>)</p>	<p>Board Chair Dr. Shah recognized Dr. Scott Basinger to discuss the Programs and Development Committee report.</p> <p>Dr. Basinger reviewed a few items from the February 2025 Development report and stated there is not much news related to recent funding awards. Dr. Basinger asked if the Board learns of any new grant opportunities to please share, or if there are any local foundation contacts to please help make that connection, as there is a shortfall of funding currently. Dr. Basinger concluded the report, stating that the team continues researching new opportunities.</p> <p>Dr. Howard Henderson moved to approve the February 2025 Programs and Development Report, and Randy Houston seconded the motion. The Board unanimously approved the February 2025 report.</p>	<p>The Board unanimously approved the February 2025 Programs and Development activity report (Exh. E)</p>

<p>VII. Board Development and Nomination Committee (<i>Burnell Jones</i>)</p>	<p>Board Chair Dr. Shah recognized Burnell Jones for a report on the progress with Board Development and Nomination Committee activities.</p> <p>Mr. Jones shared that the selection process is moving forward, but with a slight delay from the Mayor's office for the two open seats under consideration for candidates: Dr. Sara Jahansouza Wray and Mr. David Stutts. The decision is pending. Burnell Jones thanked everyone for their patience and concluded his report.</p> <p>Randy Houston moved to approve the February Board Development and Nomination report, and Dr. Howard Henderson seconded the motion for approval. The Board unanimously approved the February Board Development and Nomination report.</p>	<p>The Board unanimously approved the February 2025 Board Development and Nomination activity report.</p>
<p>IX. Report from HR and Compensation Committee</p>	<p>Board Chair Dr. Shah recognized Dr. Michelle Alexander for a report on activities from the HR and Compensation Committee.</p> <p>Dr. Michelle Alexander discussed the proposed consideration to suspend the employee 3% cost-of-living increase with the effective date of June 30, 2025. The Board decided that no formal vote is needed on the matter, and everything remains the same.</p> <p>Dr. Alexander and Burnell Jones asked Stacey Cramer to share a copy of the Board term schedule with everyone so an assessment of current term end-dates and renewals can be reviewed.</p>	
<p>X. Discussion of Agenda items for Next Board Meeting</p>	<p>The Board discussed reconvening, and the next meeting is scheduled for Thursday, April 10th, 2025</p> <p>Dr. Michelle Alexander moved to adjourn, and Dr. Howard Henderson seconded the motion.</p>	

There being no further business, the meeting adjourned at approximately 1:18 p.m.

By:

/s:/ Michelle Alexander

Michelle Alexander, Ph.D., Board Secretary