HOUSTON RECOVERY CENTER, LGC

Minutes for Meeting of Board of Directors
March 12, 2026 at 11:30 a.m.
150 N. Chenevert St., 2nd fl.
Houston, Texas 77002

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 March 12th, 2026 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 full 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 March 6, 2026 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 11:31 a.m. at 150 N. Chenevert St., 2nd floor conference room, Houston, Texas 77002.	
II. Roll call, confirm presence of quorum (Chair)	Board Chair Dr. Shah recognized the acting Administrative Assistant, Stacey Cramer-Morais, as recording Secretary for the meeting, and she took roll. The roll is noted below: *Officio* · Asim Shah, M.D. – Present · Burnell Jones – Present · Howard Henderson, Ph.D. – Present · Michelle Alexander, Ph.D. – Absent · Sara Jahansouz Wray – Absent · David Stutts – Present · Kimberly Thompson – Present *Ex-Officio* · David Persse, M.D. – Absent · Larry Satterwhite – Present · Legal Counsel, Mr. Clifton Journet – Present · Asst. Chief Patricia Cantu – Absent · Captain Samanda Rubin – Present · Susana Deltoro, Houston Recovery Center, Chief Executive Officer – Present · Stacey Cramer, Houston Recovery Center Admin.	Board Chair Dr. Shah announced that a quorum of the Directors was present.

	Assistant – Present · Debra Villanueva, Houston Recovery Center Human Resource/ Payroll Manager – Absent · Suzanne Jarvis/Director of Data Management and Program Analytics – Absent · Mo Menissy, Houston Recovery Center, Accounting Manager – Present	
III. Opportunity for Public Comment	Board Chair Dr. Shah allowed an opportunity for the Board to acknowledge guests: No guests present	Board Administrative Assistant, Stacey Cramer, announced no visitor(s) present.
IV. Reading of the draft Minutes	The January 8, 2026 meeting minutes were reviewed, and the Board had no revisions. David Stutts moved to approve minutes for January 8, 2026 meeting. Dr. Howard Henderson seconded the approval of the draft Minutes. The Board unanimously approved the January 8, 2026 meeting minutes.	The Board unanimously approved Exh: (A) Draft Minutes for Jan. 8, 2026.
V. Report from the Chief Executive Officer (Susana Deltoro)	Board Chair, Dr. Asim Shah, recognized Chief Executive Officer, Susana Deltoro, to provide a report for February and March 2026. Ms. Deltoro briefly highlighted the Sobering Center programs and projects and outlined current initiatives as the newly appointed CEO. Ms. Deltoro highlighted that the CARF survey was conducted and that, of the 1,100 standards reviewed, only 3 recommendations for modification were made. Ms. Deltoro stated that the official certification is expected soon and that the accreditation is valid for 3 years. The CARF recognition signifies rigorous national and international standards for service delivery, client care, and governance. In addition, the CARF certification demonstrates to government and foundation funders that HRC is demonstrating strong compliance, as well as stakeholder confidence among HRC's donors, partners, regulators, and client base.	Exh: (B) CEO Report for Feb.-Mar. 2026. The Board unanimously approved the CEO Report for Feb.-Mar. 2026.

Ms. Deltoro highlighted that the sobering center operated as a warming center, providing shelter and safety to over 60 individuals. In addition, the local food bank generously donated food supplies to help support clients during the January weather events.

Susana Deltoro discussed agency finances, noting that all programs are operating efficiently and within approved budget parameters, and that all expense controls and revenue tracking remain stable. Ms. Deltoro stated that HRC is continuing with proactive fiscal oversight measures to maintain sustainability. Ms. Deltoro indicated that three major grant applications were submitted to support and expand case management and peer recovery support programs: 1) HUD CoC $340,000 one-time, 2) CORE Opioid Abatement Fund $150,000 3-years for a total of $750,000, 3) Elevance Health Foundation Grant $250,000 3-years for a total of $750,000. In addition, the Harris County Jail contract was renewed for 6 months with no increase in funding.

Susana Deltoro discussed other agency operational initiatives. A discovery meeting was held in February with Wild Blue Health to explore advisory services contracting related to revenue stream development. In addition, a proposal was submitted to the Midtown Business District for public intoxicant transport to the sobering center during the FIFA event in June, and HRC is awaiting a response. Ms. Deltoro discussed the administrative office downsizing and relocation, stating that a new location was identified after reviewing multiple commercial office sites. Selection for a smaller 1,300 square foot space at Urban Offices, 2339 Commerce Street, Houston, TX 77003, at $4,300/month for a 12-month lease with 2 months free (total of 14 months). In addition, a small CEO office down the hall corridor was sourced. This location at Urban Offices supports administrative consolidation of space and cost-control measures.

	Dr. Howard Henderson moved to approve the CEO Report for the month of February and March 2026. David Stutts seconded the motion, and the Board unanimously approved the CEO Report.	
VI. Report from Finance Committee *(David Stutts)*	Board Chair, Dr. Asim Shah, recognized the Finance Committee Chair, David Stutts, to present the Financials for December 2025 and January 2026. Mr. Stutts briefly discussed the details of the December 2025 Financial Statements. Mr. Stutts then discussed details of the January 2026 Financial Statements, highlighting page 2, which lists approximately $1,272,636.01 of cash on hand. David Stutts then discussed page 3, which lists Total Liabilities as $899,588.67 and Total Equity as $578,520.74, bringing Total Liabilities and Equity to $1,478,109.41. Mr. Stutts stated the end-of-fiscal-year budget is winding down by the end of May and June, and is anticipating the City of Houston review of funding for the new fiscal year, around July 2026. Dr. Howard Henderson moved to approve the December 2025 and January 2026 Financial Statements (Exh. C and D, respectively), and Kimberly Johnson seconded the approval. The Board unanimously approved the December '25 and January '26 Financial Statements.	Exh: (C) Dec. 2025 Financial Statements Exh: (D) Jan. 2026 Financial Statements The Board unanimously approved the Financial Statements for December 2025 and January 2026.
VII. Programs and Development Committee (Dr. Asim Shah)	Board Chair, Dr. Asim Shah, presented the Development Committee report for February-March 2026, as the committee chair is currently vacant with the recent retirement of Dr. Scott Basinger. Dr. Shah highlighted the recent awards noted in blue on the Development report, while ongoing efforts (pending or declined-to-award) are noted in the response column. Dr. Shah referenced the "on our radar" section at the bottom of page 2, which lists the grants and foundations targeted for future prospecting efforts. Dr. Howard Henderson moved to approve the February through March 2026 Development Report, and Burnell Jones seconded the motion. The	Exh: (E) The Board unanimously approved the Feb.-Mar. '26 Development activity report.

	Board unanimously approved the Programs and Development report.	
VIII. Report from Nomination and Executive Search Committee *(Burnell Jones)*	Board Chair Dr. Shah recognized Burnell Jones for a report on the progress related to the Executive Search Committee activities and Board vacancies. Mr. Jones discussed ongoing efforts regarding vacancies with position no. 7 with Dr. Scott Basinger's retirement and position no. 9 with Randy Houston's retirement in November 2025 and the search for candidates is ongoing, with a couple of leads, along with a possible upcoming United Way Annual Board prospecting evening event slated for Wednesday, April 8th, at their main offices at 50 Waugh Drive in Houston. David Stutts made a motion to approve the Board Development and Nomination Report, and Dr. Howard Henderson seconded that motion. The Board unanimously approved the February-March 2026 report.	The Board unanimously approved the Board Development and Nomination Report for Feb.-Ma.r '26.
IX. Report from Compensation Committee (Michelle Alexander)	Board Chair, Dr. Asim Shah, noted that the Compensation Committee Chair, Michelle Alexander, was absent and that there was nothing to present at this time.	
Discussion of Agenda items for Next Board Meeting	The Board discussed reconvening in early May 2026 after the 1500 McGowen office relocated, and the Thursday, May 7, 2026, meeting was slated to be held in the conference room of the new 1300 SF co-working space. The discussion and decision on the next meeting date were agreed to by all in attendance for Thursday, May 7, 2026, at 11:00 a.m. The date for the next HRC Board meeting is set for Thursday, March 12, 2026, at 11:30 AM at the Sobering Center. Burnell Jones made a motion to dismiss the meeting, and Dr. Howard Henderson seconded the motion to dismiss the meeting. The Board approved the motion and convened	

	into the scheduled closed Executive Session.	

There being no further business, the meeting adjourned for closed executive session at approximately 12:41 p.m.

By:

Stacey Cramer

Stacey Cramer, Secretary Pro-Tem

Michelle Alexander (Board Secretary – Absent)