HOUSTON RECOVERY CENTER, LGC
Minutes for Meeting of Board of Directors
150 N. Chenevert St., 2nd Fl., Houston, TX 77002
June 26, 2025 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 June 26th 2025 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 June 26, 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 1:11 p.m. at Houston Recovery Center, 2nd floor conference room, 150 N. Chenevert St., 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 Scott F. Basinger, Ph.D. – Present Howard Henderson, Ph.D. – Present Randall Houston – Present Michelle Alexander, Ph.D. – Absent *Ex-Officio* David Persse, M.D. – Absent Stephen Williams – Absent Larry Satterwhite – Present **new ex-officio appointed Jun '25* Legal Counsel, Mr. Clifton Journet – Present Asst. Chief Patricia Cantu – Absent Captain Isaac J. Duplechain (HPD) – Absent Mr. Leonard Kincaid, 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 Susana Deltoro, Houston Recovery Center, Chief Operating Officer – Present Debra Villanueva, Houston Recovery Center Human Resource/ Payroll Manager – Absent Suzanne Jarvis/Director of Data Management and Program Analytics – Present Julie Long, Houston Recovery Center, Finance and Accounting Department – Present	
III. Reading of the draft Minutes	The May 1, 2025 meeting minutes were reviewed and the Board had no revisions. Dr. Scott Basinger moved to approve minutes for May 1, 2025 and Dr. Scott Basinger seconded the approval of the draft Minutes. The Board unanimously accepted.	The Board unanimously approved the Draft Minutes for May 1st 2025. Exh: (A)
IV. Opportunity for Public Comment	Board Chair Dr. Shah allowed an opportunity for the Board to greet visiting guests: *Members of the public:* · David Stutts – CFO, Star of Hope · Larry Satterwhite – Dir. Mayor's Office of Public Safety and Homeland Security, City of Houston *(Mr. Kincaid announced that he is now an ex-Officio, appointed earlier this month by the Mayor's office)* · Captain Samanda Rubin, Commander, Houston Police Department	Board Administrative Assistant, Stacey Cramer, announced the visitors present.
V. Reports from the Chief Executive Officer *(Leonard Kincaid)*	Board Chair Dr. Shah recognized Mr. Kincaid for a review of the Chief Executive Officer's activity report for May and June 2025. Mr. Kincaid briefly discussed the highlights of May and June activities. Mr. Kincaid stated that the Coalition for the Homeless emergency shelter bed application process was completed. Mr. Kincaid indicated that he held a call with the District Attorney's office discussing jail diversion jail population reduction strategies. Mr. Kincaid highlighted that a similar meeting with the Public Defender's office was held to discuss jail diversion for individuals with addiction and mental health issues. Mr. Kincaid gave a presentation to the Harris County Criminal Justice Coordinating Council discussing HRC services and the intersections with the criminal justice system and substance use dependence. Mr. Kincaid stated that he also gave a	CEO Programs Team Presentation and Exh. (B) May and June CEO Report Exh. (C) Revised CEO Succession Plan. The Board unanimously approved the CEO report and the revised CEO Succession Plan.

	brief presentation to the Quality of Life City Council Committee on the services proposed under the emergency shelter bed grant project as part of the Mayors initiative to address homelessness. Mr. Kincaid highlighted a recent meeting with Dr. David Buck and members of his team to discuss how HRC and the University of Houston might collaborate on funding opportunities and the possibility of performing data analysis on HRC Partner in Recovery (PIR) data. In terms of community exposure, Mr. Kincaid discussed that both he and Dr. Alicia Kowalchuk (Baylor/Santa Maria Hostel) gave a presentation at the Health and Housing Summit regarding substance use and navigating recovery while experiencing homelessness. Mr. Kincaid stated that the 30-second Public Service Announcements (PSA's) are airing on the national TV networks and that in September the PSA with the *Plan a Good Time* will launch. Mr. Kincaid presented a revised CEO Succession Plan detailing that he would like for Susana Deltoro to shadow Mr. Kincaid and will share more executive authority including the transfer of supervision over accounting as part of Phase I of the plan, effective July 1st 2025. Mr. Kincaid explained that Phase II encompasses the entire 2026 calendar year and pivots his role to part-time status and at that time, Susana Deltoro would be appointed as CEO starting January 1, 2026. During the January-December timeframe, Mr. Kincaid would then focus more on business development and contract compliance until the retirement date of December 31, 2026. Susana Deltoro spoke to the HRC Board regarding her Chief Operating Officer (COO) responsibilities. Dr. Scott Basinger asked her to expand a little on her history with HRC. Ms. Deltoro shared that she started with HRC in May 2013, similar to Mr. Kincaid, and has a 12-year tenure and she expressed that she encompasses strong organizational and operational skills. Ms. Deltoro highlighted her dedication towards HRC's Vision and Mission and expressed her excitement to expand her reach into	

	the executive leadership role and in addition, supervising the accounting and human resource teams. Randy Houston moved to approve both the CEO report and the revised CEO Succession Plan and thanked Susana Deltoro and Mr. Kincaid for their dedicated years of service. Dr. Howard Henderson seconded the sentiment and seconded the motion for approval of both the CEO report and the revised CEO Succession Plan.	
VI. Report from Finance Committee *(Randy Houston)*	Board Chair Dr. Shah recognized Randy Houston to present the Financials for the month of April 2025 and the Enterprise Budget for fiscal year 2025-2026. Mr. Houston first discussed the details of the April 2025 Financial Statements. Mr. Houston highlighted page 2 that lists the cash on hand as $401,015.51. Mr. Houston moved to page 3, discussing the Liabilities as $690,874.49 and Equities as $488,205.92. With the Total Liabilities and Equity as $1,179,080.41. Mr. Houston progressed to page 4 discussing the Statement of Activities showing a net operating income deficit of -$257,338.38 that reflects a negative -7.33% percentage loss. Mr. Houston stated that the goal was to try and break-even work being done with Leonard Kincaid is moving things forward. Mr. Houston then discussed details of the Enterprise Operational Budget for fiscal year 2025-2026 (July 1, 2025, through June 30, 2026 respectively). Mr. Houston highlighted the total operational budget, including increases and decreases, development efforts which are notated as outside fundraising on the spreadsheet. Mr. Houston recommended approval for both the Financial Statement and the Enterprise Budget. Dr. Howard Henderson moved to approve the April 2025 Financial Statements and the Operational Enterprise Budget for FY 25-26 (Exh. D and E respectively) and Burnell Jones seconded the approval. The Board unanimously approved the April 2025 Financial Statements and the Operational Enterprise Budget for FY 25-26.	Exh: (D) April 2025 Financial Statement Exh: (E) Enterprise Budget FY 25-26 The Board unanimously approved the Financial Statements for April 2025 and the Enterprise Budget FY 25-26

VII. Programs and Development Committee *(Scott Basinger)*	Board Chair Dr. Shah recognized Dr. Scott Basinger to discuss the Programs and Development Committee report. Dr. Basinger reviewed a few items from the May and June 2025 Development report and stated there is not much news related to recent funding awards other than several grant opportunities that are in the works currently. Dr. Basinger moved to approve the May and June 2025 Programs and Development Report, and Randy Houston seconded the motion. The Board unanimously approved the May/June 2025 report.	The Board unanimously approved the May/June 2025 Programs and Development activity report (Exh. F)
VII. Board Development and Nomination Committee *(Burnell Jones)*	Board Chair Dr. Shah recognized Burnell Jones for a report on the progress with Board Development and Nomination Committee activities. Mr. Jones shared that the selection process is moving forward with the Mayor's office for the open seats under consideration for candidates: Dr. Sara Jahansouz Wray and Mr. David Stutts. Applications are under review for the third open seat and it is progressing. The Mayor's Advisor for the City's Boards and Commissions, notified Dr. Shah that she is hoping to have the decision placed on City Council Agenda very soon (mid-to late July 2025). Burnell Jones thanked everyone for their patience and concluded his updates, no vote needed at this time.	
IX. Report from HR and Compensation Committee	Board Chair Dr. Shah recognized Michelle Alexander to report on activities related to the HR and Compensation Committee, nothing new to report at this time and similarly, no vote needed at this time.	
X. Discussion of Agenda items for Next Board Meeting	The Board discussed reconvening, and the next meeting date was discussed and is scheduled for Thursday, August 14th, 2025	

	Randy Houston moved to adjourn, and Dr. Howard Henderson seconded the motion.	

There being no further business, the meeting adjourned at approximately 3:23 p.m.

By:

PENDING APPROVAL: not finalized/discussed in July 2025 session – CEO transition was slated as focus of July 2025 session (per Dr. Asim Shah)

____/s:/ Michelle Alexander________

Michelle Alexander, Board Secretary