HOUSTON RECOVERY CENTER, LGC
Minutes for Meeting of Board of Directors
September 24, 2025 at 11:00 p.m. via Zoom
https://us02web.zoom.us/j/83448881204?pwd=9HLTbOYOsWW8KfnpaONZk7cinTliB7.1
Meeting ID: 834 4888 1204
Passcode: 988691
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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 September 24th 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 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 September 17, 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 11:05 a.m. via virtual Zoom call open to the public.	
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 Sara Jahansouz Wray – Present David Stutts – Absent Kimberly Thompson – Present *Ex-Officio* David Persse, M.D. – Absent Stephen Williams – Absent Larry Satterwhite – Present Legal Counsel, Mr. Clifton Journet – Present	Board Chair Dr. Shah announced that a quorum of the Directors was present.

	Asst. Chief Patricia Cantu – Absent Captain Isaac J. Duplechain (HPD) – Present Susana Deltoro, Houston Recovery Center, Interim Chief Executive Officer – Present Stacey Cramer, Houston Recovery Center Admin. 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, Finance Manager – Present	
Reading of the draft Minutes	The June 26, 2025 meeting minutes were reviewed and the Board had no revisions. The July 23, 2025 meeting minutes were reviewed and the Board had one revision on page 2, section 3 that was brought to the attention of recording secretary, Stacey Cramer, by Dr. Scott Basinger. A corrected copy will be sent electronically to the Board with that noted minor verbiage correction replacing the current version. Dr. Scott Basinger moved to approve minutes for June 26, 2025 and the July 23, 2025 meetings. Mr. Burnell Jones seconded the approval of the draft Minutes. The Board unanimously accepted.	The Board unanimously approved Exh: (A) Draft Minutes for June 26, 2025. Exh (B) Draft Minutes for July 23, 2025.
Opportunity for Public Comment	Board Chair Dr. Shah allowed an opportunity for the Board to acknowledge guests: *Members of the public on virtual zoom call:* · NONE	Board Administrative Assistant, Stacey Cramer, announced no visitor(s) present.
Report from the Chief Executive Officer *(Leonard Kincaid)*	Board Chair, Dr. Asim Shah recognized the Interim Chief Executive Officer, Susana Deltoro, to provide a report for September 2025. Ms. Deltoro briefly discussed highlights related to the Sobering Center programs and projects and discussed current initiatives as the Interim CEO and thanked everyone for their support and collaboration during the initial phase in this new role. Susana Deltoro then discussed the Interim CEO 6-Month Plan that highlighted building trust, financial transparency, implementing cost savings, maintaining a constant presence at the sobering center, and fostering and	Exh: (C) Interim CEO Report for September 2025 and Exh: (D) Interim CEO 6-Month Plan The Board unanimously approved the Interim CEO Report and the Interim CEO 6-Month Plan.

	continual efforts to build trust and connect with staff and community partners. Dr. Scott Basinger moved to approve the Interim CEO Report and the Interim CEO 6-Month Plan. Mr. Randy Houston seconded the approval and the Board unanimously accepted.	
Report from Finance Committee *(Randy Houston)*	Board Chair Dr. Asim Shah recognized Randy Houston to present the Financials for the months of May, June, and July 2025 along with the HRC Annual Audit Review. Mr. Randy Houston discussed the details of the May, June and July Financial Statements. Mr. Houston moved to discuss the HRC Annual Audit being performed by Blazek and Vetterling Audit/CPA firm. Mr. Houston highlighted the tremendous work done by staff and that the auditors are showing this year's audit as a clean and unqualified audit report. Mr. Houston stated this is the most favorable opinion and independent auditor can issue, that it demonstrates accounting standards were compliant and free from errors or omissions. Both Mr. Houston and David Stutts (whom is not present today) were in agreement that this year's audit demonstrated effective controls were in place. Mr. Houston closed out by stating the finalized audit report which is due to the City of Houston on or before the deadline of October 1, 2025 is looking positive to meet that deadline. Burnell Jones moved to approve the May, June, July Financial Statements and the HRC Annual Audit. Dr. Howard Henderson seconded the approval and the Board unanimously accepted.	Exh: (E) May 2025 Financial Statements Exh: (F) June 2025 Financial Statements Exh: (G) July 2025 Financial Statements Exh: (H) HRC Annual Audit Review The Board unanimously approved the Financial Statements for May, June, July 2025 and the HRC Annual Audit Review.
Programs and Development Committee *(Scott Basinger)*	Board Chair Dr. Shah recognized Dr. Scott Basinger to discuss the Programs and Development Committee report for July – September 2025. Dr. Basinger reviewed a few items from the July-September 2025 Development report and highlighted that HRC is approaching the hallmark of seeing/servicing over 50,000 clients since the	Exh: (I) The Board unanimously approved the July – Sept. 2025 Programs and Development

	doors opened over a decade ago and that is no small feat. Dr. Basinger touched on the idea of entertaining doing lunch and learns and offered updates on the Empowerment project. Dr. Scott Basinger moved to approve the July – September Programs and Development Report, and Randy Houston seconded the motion. The board unanimously approved the July – September report.	activity report
III. Report from Executive Search Committee *(Burnell Jones, Michelle Alexander, Scott Basinger)*	Board Chair Dr. Shah recognized Burnell Jones for a report on the progress related to the Executive Search Committee activities. Mr. Burnell Jones shared that the selection process concluded and on July 29th the Mayor's office notified HRC that the (3) three pending Board Candidates were approved by City Council and officially seated. Position 3: David Stutts, Position 4: Kimberly Thompson, and Position 6: Dr. Sara Jahansouz-Wray Dr. Howard Henderson made a motion to approve the Board Development and Nomination Committee report and Kimberly Thompson seconded the motion. The Board unanimously approved the Executive Search Committee's report.	The Board unanimously approved the Executive Search Committee activity report.
Discussion of Agenda items for Next Board Meeting	The Board discussed reconvening Thursday, November 6, 2025 at 11:00 AM *in person* with this upcoming session to be held at Board Chair's available conference room at Ben Taub Hospital and that it would allow a nice opportunity for new members (and tenured members) to tour the hospital and enjoy a lunch to celebrate the retirement and tremendous service by Randy Houston and also to celebrate 10-years of service on the HRC Board by Dr. Scott Basinger. Dr. Howard Henderson made a motion to adjourn and Dr. Scott Basinger seconded the motion.	

There being no further business, the meeting adjourned at approximately 12:03 p.m.

By:

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Stacey Cramer, Secretary Pro-Tem