

Notice of Meeting for
HOUSTON RECOVERY CENTER LGC
1:00 p.m., October 2, 2014
150 N. Chenevert (2nd Floor)
Houston, Texas 77002

NOTICE IS HEREBY GIVEN to all interested persons that the Board of Directors of the HOUSTON RECOVERY CENTER LGC (the “Corporation”) will meet on the date and at the time and place stated above. The Board will consider, discuss, and take such actions as may be necessary, convenient, or desirable with respect to the following matters:

- I. Call to Order (Chair Kay Austin)
- II. Appointment of Acting Secretary for meeting; roll call; confirmation of presence of quorum (Kay Austin)
- III. Reading of the draft Minutes of previous meetings (September 4, 2014); consideration of proposed corrections, if any; approval of Minutes
- IV. Opportunity for Public Comment (See "Notice Regarding Public Comment" below)
- V. Monthly Financial Report (Kathy Ploch)
- VI. Report from Executive Director (Leonard Kincaid)
- VII. Strategic planning and organizational development for HRC:
 - a. Expanded entry into the sobering center
 - b. Resources in the community for referral and support of clients
 - c. Fundraising and development
 - d. Referral Issues – Detox
 - e. Appointment and Report from Committees
- VIII. Discussion of agenda items for the next Board meeting
- IX. Evaluation of Director (Closed Executive Session)

Pursuant to Section 551.074(a)(a) of the Texas Government Code, the Board will convene in a closed meeting to deliberate regarding personnel matters, specifically the annual evaluation of Mr. Leonard Kincaid, Executive Director

Adjournment

– NOTICE REGARDING SPECIAL NEEDS –

Persons requiring accommodations for special needs may contact Ashley Ochoa (713-236-7801) to arrange for assistance.

– NOTICE REGARDING PUBLIC COMMENT –

Action may be taken on any or all of the above items. Members of the public may address the Board during the "Public Comment" segment of the meeting. At least ten minutes before the meeting is called to order, each speaker should sign the Public Comment Sheet available in the meeting room. Each speaker should limit his or her comments to three minutes. The presiding officer may limit both the number of speakers and the time allotted for each speaker. A speaker may address any subject relevant to the purpose of the Corporation; however, under Texas law the Board may not respond to or otherwise discuss a subject not listed on the Agenda set out above. (Exception: The Board may discuss a proposal to place a subject on the agenda for a future meeting.) A speaker who plans to submit a document for the Board's consideration should provide at least ten copies of the document, each marked with the speaker's name.

– NOTICE REGARDING CLOSED MEETINGS –

As authorized by Texas Government Code Chapter 551 (the "Open Meetings Act"), the presiding officer may announce that the Board will convene in a closed meeting; that is, in "a meeting to which the public does not have access," sometimes known as an "executive session." The presiding officer's announcement will identify the provision(s) of the Open Meetings Act under which the closed meeting will be held. Any final action by the Board on a matter deliberated in the closed meeting will be taken only in a meeting open to the public.

HOUSTON RECOVERY CENTER LGC

MEETING OF BOARD OF DIRECTORS MINUTES

October 2, 2014

The undersigned, being the duly appointed Acting Secretary of Houston Recovery Center LGC (the "Corporation"), hereby certifies that the following are true and correct Minutes of the October 2, 2014 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 date of the meeting.

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 29, 2014, in the same manner and location as required by law of the City of Houston, Texas (the "City").

- I. The meeting was called to order by Ms. Kay Austin, Chair of the Board, at approximately 1:00 p.m. on Thursday, October 2, 2014, in the Sobering Center Training Room, (150 N. Chenevert), Houston, Texas 77002.
- II. Ms. Austin appointed Ms. Ashley Ochoa as Acting Secretary for the meeting. Ms. Austin called the roll. The following Directors were present:
 - Kay Austin, Chair
 - Elizabeth T. Nunnally
 - David S. Buck, MD
 - Arlo Weltge, MD

Mr. Leonard Kincaid, Executive Director, Ms. Ursula Williams, Legal Counsel to the Board, and Ms. Kathy Ploch, Certified Public Accountant, were also present at the meeting.

The following Directors were absent:

- Deborah Duncan
- Timothy N. Oettmeier (ex-officio)
- David Persse, MD (ex-officio)
- Andy Icken (ex-officio), joined later
- Stephen Williams (ex-officio), joined later

Ms. Austin announced that a quorum of the Directors was present.

- III. Ms. Austin noted that a draft of the Minutes of the Corporation's meeting of September 4, 2014 had been distributed to the Board. A motion was made by Dr. Weltge to approve the September 4, 2014 Minutes without modification and was seconded by Dr. Buck. Minutes were adopted by unanimous consent.
- IV. Ms. Austin opened the meeting to members of the public who wished to address the Board. There was no comment from members of the public.
- V. Ms. Austin noted the August 2014 monthly financial report had been distributed to the Board (Exhibit A). Ms. Austin recognized Ms. Ploch for a summary of the financial report. Ms. Ploch reviewed the financial report. The Board discussed equipment for the 1115 Waiver, staff salaries and retirement in regards to the financial report, as well as the audit currently being conducted.
- VI. Ms. Austin recognized Mr. Kincaid for the Report from Executive Director. Mr. Kincaid presented the Client Analysis (Exhibit B). The Board discussed expanded entry and admission policies for clients walking in from the community for services, particularly clients with substances and/or weapons.

Dr. Buck requested the Director's Report include a short narrative that explains actions taken to achieve the organization goals. Mr. Kincaid presented the draft Year-end report that will be distributed shortly. Mr. Kincaid reported Blazek and Vetterling are almost completed with the audit. No action was taken.

- VII. Ms. Austin opened the meeting for strategic planning. Mr. Kincaid reiterated the Houston Recovery Campus closing as a challenge to fully serving clients in need of residential treatment. The Board also discussed detox resources in the community. The Board discussed the efforts of the Houston Recovery Center in expanding client entry from law enforcement. The Houston Recovery Center has held conversations with various law enforcement agencies, jail staff, colleges and other institutions, hospital emergency rooms, and Emergency Medical Services to discuss potential collaboration, in addition to accepting walk-in clients.

Ms. Austin recognized Ms. Williams for the report from the Finance Committee meeting held September 22, 2014. Ms. Williams announced the Houston Recovery Center received its' 501(c)(3) status from the IRS. The committee is working to identify the Center's specific financial service needs and generating recommendations to ensure such services are available. The committee requested to review the audit report prior to reporting to the City of Houston. No action was taken.

- VIII. The Board discussed the next meeting, which is scheduled for Thursday, November 6,

2014 at 1 pm. Dr. Weltge requested Item VII remain as a standing placeholder on the agenda.

IX. Evaluation of Director (Closed Executive Session)

Pursuant to Section 551.074(a)(a) of the Texas Government Code, the Board convened in a closed meeting at 2:15 p.m. to deliberate regarding personnel matters, specifically the annual evaluation of Mr. Leonard Kincaid, Executive Director. The Board appointed Ursula Williams Secretary for the Executive Session. Ms. Williams memorialized the closed meeting by certified agenda which will be retained in accordance with Texas Government Code § 551.103(a).

There being no further business, the Board adjourned approximately 2:45 pm.

HOUSTON RECOVERY CENTER LGC

By:

Ashley Ochoa
Acting Secretary