

**HOUSTON RECOVERY CENTER LGC**  
**Minutes for Meeting of Board of Directors**  
**July 13, 2017**

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 July 13, 2017 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 July 10, 2017, in the same manner and location as required by law of the City of Houston, Texas (the "City").

| Summarized<br>Agenda Item                         | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Decision & Follow-Up                                            |
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| I. Call to order (Chair)                          | The meeting was called to order by Chair Kay Austin at approximately 1 pm on Thursday, July 13, 2017, in the Houston Recovery Center training room, (150 N. Chenevert), Houston, Texas 77002.                                                                                                                                                                                                                                                                                                   |                                                                 |
| II. Roll call, confirm presence of quorum (Chair) | <p>The Acting Chair recognized Ms. Tracy Beavers as Secretary and Ms. Ashley Ochoa as Recording Secretary for the meeting. Ms. Ochoa called the roll as noted below:</p> <p><i>Officio</i><br/>Kay Austin- Present<br/>Tracy Beavers- Present<br/>Arlo Weltge, MD- Present<br/>John M. Mills- Present<br/>Elizabeth T. Nunnally- Present<br/>Bonnie Crane Hellums- Absent<br/>Scott F. Basinger, PhD- Present</p> <p><i>Ex Officio</i><br/>Andy Ickens- Absent<br/>David Persse, MD- Absent</p> | The Chair announced that a quorum of the Directors was present. |

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|                                                                           | <p>Stephen Williams- Absent<br/>Wendy Baimbridge- Absent</p> <p>Mr. Leonard Kincaid, Executive Director of Houston Recovery Center and Ms. Ursula Williams, Legal Counsel for the Board were also present at the meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                   |
| III. Reading of the draft Minutes                                         | Mr. Mills moved and Ms. Nunnally seconded approval of the April 13, 2017 draft minutes. The Board unanimously accepted. Mr. Mills moved and Ms. Nunnally seconded approval of the April 26, 2017 draft minutes. The Board unanimously accepted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | The Board unanimously approved the draft Minutes. |
| IV. Opportunity for Public Comment                                        | There was no comment from members of the public.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | See public sign-in sheet.                         |
| V. Report from Executive Director<br>a. Distribution of Employee Handbook | <p>Mr. Kincaid shared the Employee Handbook had been approved and was distributed via the Board Portal.</p> <p>Mr. Kincaid reviewed the Houston Recovery Center Client Analysis (Exh. A). The Board commented on the impressive decrease in arrests for public intoxication since the Houston Recovery Center launched the sobering center program. Mr. Kincaid shared an upcoming pilot project targeting bus that Houston Recovery Center's Public Intoxication Transportation (PIT) program will support.</p> <p>Mr. Kincaid reviewed the meetings and activities for April, May and June 2017 (Exh. B). Houston Recovery Center is working on collaboration with existing treatment programs; Provided insight in the Smart Justice Project on issues facing the field of addiction services being led by the Meadows Mental Health Policy, the report is scheduled for release later in 2017; Collaborating services with Harris County Adult Probation; Working on a needs and cost statement for a publicly supported detox program; Hosted</p> |                                                   |

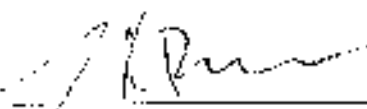
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|                                                                                                                                                 | <p>representatives from a behavioral health and recovery services provider in California who are opening a sobering center in their area and wanted to see the Houston Recovery Center for ideas; Submitted the a grant to SAMHSA targeting individuals using substances who have or are at-risk for HIV/AIDS for comprehensive screening and treatment options in the community; Sending out a request for proposals for a new security camera system to update the current system; Started the program evaluation with the UT School of Public Health; Organized and hosted the Care Coordination Planning Team to improve care coordination for all groups interacting with clients with a substance use disorder that are high utilizers of high-cost services; Collaborated with Tomenos III Housing project on plans to provide housing for individuals who continue drinking; Met with representatives from the District Attorney's office for jail diversion program ideas; Provided an update on the Houston Recovery Center to Texas State Representative Sarah Davis; Participated in a forum for Mayor Turner through the Network of Behavioral Health Providers to share the collective resources in the community and what can be provided to and by the City of Houston; Met with representatives from the Health Department and Baylor College of Medicine to submit a SAMHSA grant where Houston Recovery Center serves as a referral source.</p> |                                                                                              |
| <p>VI. Report from Finance Committee (J. Mills)</p> <p>a. Monthly financial report</p> <p>b. Recommendation of finance policy and procedure</p> | <p>Mr. Mills reviewed the financial statements for April, May and June 2017 (Exh. C, D, E) respectively. The Finance Committee recommended approval of the April, May and June 2017 financial statements. The Board unanimously accepted.</p> <p>Mr. Mills presented the Finance Committee</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>The Board unanimously accepted the financial statements.</p> <p>The Board unanimously</p> |

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|                                                                                                                                                                                                                       | <p>recommendation to adopt the finance policy and procedure. The Board unanimously adopted.</p> <p>Mr. Henry Yu (member of the public) shared City Council approved the Houston Recovery Center FY17-18 budget as submitted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>adopted the finance policy and procedures.</p> |
| <p>VII. Report from Programs, Evaluations and Development Committee (S. Basinger)</p> <p>a. Discussion regarding funding opportunities</p> <p>b. Discussion of additional grant opportunities</p>                     | <p>Dr. Basinger shared the Programs, Evaluation and Development (PED) Committees progress on reaching out to funding sources to consistently fund the Houston Recovery Center programs using the impressive data collected by the Center.</p> <p>Dr. Basinger shared updates on two SAMHSA grant applications. One application was submitted with Houston Recovery Center as the lead agency and is currently waiting announcement for funding selection. The second SAMHSA grant application has the endorsement of the PED Committee and would provide funding for Houston Recovery Center to serve as a referral source for the application's lead agency, the Houston Health Department and partner Emergency Medical Services after administration of Naloxone for opioid overdose.</p> |                                                   |
| <p>VIII. Board Development (Ursula Williams)</p> <p>a. Presentation of standardized process for reviewing and/or presenting new programs and funding</p> <p>b. Open Meetings Act and timing of committee meetings</p> | <p>Ms. Williams shared the New Program Review Form (Exh. F) for when Board action is required to streamline the process and information regarding material the Board will need to make decisions.</p> <p>Ms. Williams reviewed the Open Meetings Act requirements to post Board agendas 72 hours in advance. In order to receive all agenda items in time, committee chairs are asked to submit agenda items the Wednesday the week prior to the Board meeting (eight days in advance).</p>                                                                                                                                                                                                                                                                                                  |                                                   |
| IX. Discussion of                                                                                                                                                                                                     | The Board discussed the next meeting which is                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                   |

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| agenda items<br>for next<br>Board<br>meeting | <p>scheduled for Thursday, September 7, 2017, 1 pm at the Houston Recovery Center.</p> <p>The Board discussed filling the two vacant Board seats and possibly expanding the Board size. Ms. Austin requested Ms. Williams to verify the Board term expirations.</p>                                                                                                                                             | <p>The Board agreed to bring resumes for potential Board members to the next meeting.</p> <p>Ms. Williams will report on Board member term expirations.</p> |
| X. Closed Session                            | <p>Pursuant to Section 551.071 (Consultation with Attorney) and 551.074 (a)(2) (Personnel Matters) of the Texas Government Code, the Board will convene in a closed meeting.</p> <p>The open meeting resumed at approximately 2:00pm.</p> <p>Upon motion and second, the board voted to formally report to the police the discovery of theft committed by an employee who has now left the Center's employ.</p> |                                                                                                                                                             |

There being no further business, the Board adjourned approximately 2:15 pm.

By:



Tracy Heavers  
Secretary