

HOUSTON RECOVERY CENTER LGC

Minutes for Meeting of Board of Directors

April 13, 2023 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 April 13th 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 April 6th, 2023 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 1:03 pm at the Star of Hope Men's Development Center, 1811 Ruiz St. at Chenevert, Houston, Texas 77002	
II. Roll call, confirm presence of quorum (Chair)	Board Chair Dr. Shah recognized the acting administrative assistant, Ms. Stacey Cramer-Morais as Recording Secretary for the meeting and she took roll. The roll is noted below: <i>Officio</i> Asim Shah M.D. – Present Attorney Burnell Jones – Present Hank Rush - Present Judge Bonnie Crane Hellums – Present Scott F. Basinger, Ph.D. – Absent Howard Henderson, Ph.D. – Present Randall Houston – Present Cathryn Taylor – Present Michelle Alexander – Present <i>Ex-Officio</i> Andy Icken – Absent David Persse, M.D. – Absent Stephen Williams – Absent Asst. Chief Yasar Bashir – Absent Legal Counsel, Mr. Clifton Journet – Present Commander Jennifer Read – Absent	Board Chair Dr. Shah announced that a quorum of the Directors was present.

	Mr. Leonard Kincaid, Houston Recovery Center Executive Director – Present Jessica McDaniel – Absent 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 Julie Long, Houston Recovery Center Director of Finance – Absent <i>Members of the public:</i> · None in attendance	
III. Reading of the draft Minutes	Randy Houston moved to approve minutes for January 5, 2023. Hank Rush seconded the approval of the draft Minutes. The Board unanimously accepted.	The Board unanimously approved the Draft Minutes for January 5, 2023. Exh: (A)
IV. Opportunity for Public Comment	Board Chair Dr. Shah allowed an opportunity for the Board to greet visiting guests: · No public visitors	Board Administrative Assistant, Stacey Cramer announced no visitor(s) or special guests present.
V. Reports from Executive Director	Board Chair Dr. Shah recognized Mr. Kincaid for a review of the Executive Director’s activity for the months of January, February, and March 2023 (Exhibit B) Mr. Kincaid discussed recent meetings regarding the McGowen office location and additional office space and progress finalizing the scope of lease requirements with Oxford Partners, HRC’s real estate broker. Held the HRC Finance Committee and Board of Directors meeting to review and approve the HRC Sobering Center budget for 2023-2024. Held a virtual Project Reach meeting with the Baylor leads (Dr. Roger Zoorob, Dr. Alicia Kowalchuk, and Sandra Gonzalez) and SAMHSA Project Reach Manager, Shawn Krumrey. Met with Healthcare for the Homeless new Medical Director and other staff to discuss HRC programs and referral processes and tour of the sobering center.	Exh. (B) Directors Report for January, February, and March 2023 The Board unanimously approved the Executive Directors Report. The Board unanimously approved restructuring of job titles within the organization.

	Held HRC Quarterly meeting with staff and each Project Manager introduced their team and shared project successes and challenges. Held meetings with Texas Department of Transportation (TXDOT) and the Harris County Sheriff's office personnel to discuss HRC social media campaign against drunk driving "Make A Plan" with a focus on the upcoming Houston Rodeo for months of February and March. Held virtual call with Harris County Courts, Judge Brock Thomas and Vicki Long, regarding HRC recovery and diversion programs. They reported being very pleased with our staff and our services. Attended a Developing Emotional Intelligence training with the HRC Management team. It was well received by the management staff and offered a great teambuilding experience as well. Invited and attended a round table meeting with staff from the Brown Foundation. A select group of their grantees met at their offices to share our experience with their foundation and hear recommendations for improvements. Several of us mentioned the need for general operating funds. Worked with staff on prepping for a SAMHSA Adult Re-Entry grant announcement (NOFO-TI-23-). The grant focus is on providing substance use disorder treatment and related recovery services for individuals returning to the community from a stay in a criminal justice institution like Harris County jail which is a service we have provided for years; these funds would allow us to increase our current staff on this project. Attended virtual meeting with staff from one of the National Consultant groups over the ARPA funding. This meeting provided an overview of the implementation plan and performance measurement for this project. Met with and provided a sobering center tour for the American Policy Research Associates (APRA). In attendance were Lisa Callahan (Sr. Project Assoc. in Criminal Justice Sector), Richard Van Dorn (Sr. Research Associate), and Nichole Livesay, Sr. Director at the Harris Center. Held the annual HRC holiday staff luncheon, which was a huge success.	
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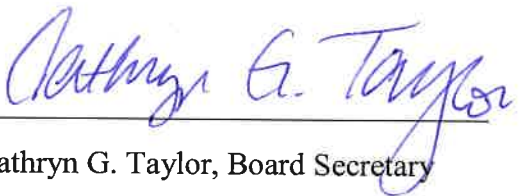
	Mr. Kincaid highlighted some recent accomplishments such as completing/submitting the HRC Sobering Center budget ahead of the due date and they requested budget increase being approved. Two other highlights were discussed, the completion of the acquisition of additional space at the McGowen office location and the successful retreat for the Board. From a donor prospecting perspective, completed a successful mailing of over 200 letters of introduction to small family foundations and completion of the grant calendar for the year. Received approval for an addition of an Advisory Board to focus on fundraising and restructuring of senior leadership with job title changes from Directors to CEO, CFO, and COO, etc. Leonard Kincaid made a motion to approve the job title restructure consideration and Randy Houston seconded the approval. The Board unanimously approved the motion to restructure job titles with an effective date of July 1st, 2023. Dr. Howard Henderson moved to approve the Executive Director report for January, February, and March 2023. Judge Bonnie Hellums seconded the approval and the Board unanimously approved the report.	
VI. Report from Finance Committee (Mr. Randy Houston)	Board Chair Dr. Shah recognized Mr. Houston to review the Houston Recovery Center Financials for the month of December closing out the 2022 calendar year, along with the January 2023 and February 2023 Financials (Exhibit C, D, and E respectively). Mr. Houston discussed the December, January, and February Financials that show the liabilities, total assets, and net assets for the applicable months and briefly highlighted the revenues, expenditures, and any losses listed on the Statement of Activity. Mr. Houston discussed the liabilities, total assets, and net assets for the month of February 2023. Mr. Houston then discussed the revenues, expenditures, and losses for the months of February 2023 listed on the Statement of Activity. Mr. Houston stated that the February 28th Statement of Cash Flows indicates there is a cash balance totaling	Exh: (C) Dec 2022 Financial Statement Exh: (D) Jan 2023 Financial Statement Exh. (E) Feb 2023 Financial Statement The Board unanimously approved the Dec '22, Jan '23, and Feb '23 Financial Statements.

	\$918,480.00. Mr. Houston stated that page 2 of the Statement of Financial Position shows the Total Liabilities as \$1,133,846.21 and the Total Equity at \$852,546.02 which indicates a solid Balance Sheet. Dr. Howard Henderson moved to approve the December '22, January '23, and February '23 Financials (Exhibits C, D, and E respectively) and Judge Bonnie Hellums seconded the approval. The Board unanimously approved the Financial Statements.	
VII. Board Development	Board Chair Dr. Shah recognized Burnell Jones, Chair of the Development and Nomination Committee to report on the creation of an Advisory Board to focus on fundraising efforts for the organization. All present agreed that the need is there and recognized the importance the impact could make. Leonard Kincaid made a motion to approve the creation of an Advisory Board and Randy Houston seconded the approval. The Board unanimously approved the motion to create an Advisory Board.	The Board unanimously approved the Creation of an Advisory Board.
VIII. Report from HR and Compensation Committee (Cathryn Taylor)	Board Chair Dr. Shah recognized that Cathryn Taylor is present and it was indicated there is nothing new to report on the HR and Compensation Committee and related activities at this time.	
IX. Report from Programs, Evaluations and Development Committee (Scott Basinger)	Board Chair Dr. Shah recognized that Dr. Scott Basinger is absent and it was indicated there is nothing new to report on the Programs and Development Committee and related activities at this time.	
X. Report on Strategic Goals (Leonard Kincaid)	Board Chair Dr. Shah recognized Leonard Kincaid to report on any activity updates on Strategic Goals and it was indicated there is nothing new to report at this time.	

IX. Discussion of Agenda items for Next Board Meeting	The Board discussed the next regular meeting potentially for May 4, 2023. The next Board session was discussed and scheduled for the first Thursday of the month for the following month, Thursday, June 1st, 2023. Dr. Howard Henderson moved to adjourn and Judge Bonnie Hellums seconded the motion.	
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There being no further business, the meeting adjourned at approximately 2:01 p.m.

By:


Cathryn G. Taylor, Board Secretary