

HOUSTON RECOVERY CENTER LGC

Minutes for Meeting of Board of Directors

May 1, 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 May 1st 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 April 28, 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 1:08 p.m. at Houston Recovery Center, 2 nd 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: <i>Officio</i> Asim Shah, M.D. – Present Burnell Jones – Absent Scott F. Basinger, Ph.D. – Present Howard Henderson, Ph.D. – Absent Randall Houston – Present Michelle Alexander, Ph.D. – Absent <i>Ex-Officio</i> David Persse, M.D. – Absent Stephen Williams – Absent Legal Counsel, Mr. Clifton Journet – Present Asst. Chief Patricia Cantu – Absent Captain Isaac Duplechain (HPD) – Present Mr. Leonard Kincaid, Houston Recovery Center Chief Executive Officer – Present Stacey Cramer, Houston Recovery Center Admin. Assistant – Present Susana Deltoro, Houston Recovery Center, Chief	Board Chair Dr. Shah announced that a quorum of the Directors was present.

	Operating Officer – 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, Finance and Accounting Department – Absent	
III. Reading of the draft Minutes	The February 2025 meeting minutes were reviewed and the Board had no revisions. Randy Houston moved to approve minutes for February 13, 2025 and Dr. Scott Basinger seconded the approval of the draft Minutes. The Board unanimously accepted.	The Board unanimously approved the Draft Minutes for February 13 th , 2025. Exh: (A)
IV. Opportunity for Public Comment	Board Chair Dr. Shah allowed an opportunity for the Board to greet visiting guests: <i>Members of the public:</i> • David Stutts – CFO, Star of Hope • Chief Mike Lee – Harris County Sheriff's Office • Larry Satterwhite – Dir. Mayor's Office of Public Safety and Homeland Security, City of Houston • Samanda Rubin, Commander, Houston Police Department • Robert Arnold, Development Consultant, Houston Recovery Center	Board Administrative Assistant, Stacey Cramer, announced the visitors present.
V. Reports from the Chief Executive Officer (<i>Leonard Kincaid</i>)	Board Chair Dr. Shah recognized Mr. Kincaid for a review of the Chief Executive Officer's activity report for March and April 202. Mr. Kincaid briefly discussed highlights related to March and April activities. Then he allowed Chief Mike Lee from the Harris County Sheriff's Office to speak about current initiatives, and then Larry Satterwhite spoke about the City of Houston's Public Safety and Homeland Security initiatives. Randy Houston moved to approve the Chief Executive Officer's report and thanked both Chief Mike Lee and Larry Satterwhite for attending and offering the HRC Board of Directors updates on recent endeavors and initiatives. Dr. Scott Basinger seconded the sentiment and seconded the motion for	CEO Programs Team Presentation and Exh. (B) Revised CEO Succession Plan. The Board unanimously approved the Revised CEO Succession Plan.

	approval and the Board unanimously approved the CEO report.	
VI. Report from Finance Committee (Randy Houston)	Board Chair Dr. Shah recognized Randy Houston to present the Financials for the month of January 2025, February 2025 and March 2025. Mr. Houston discussed the details of the January and February 2025 Financial Statements. Mr. Houston then discussed details of the March 2025 Financial Statements, highlighting page 2 that lists approximately \$685,957.38 of cash on hand and highlighted the Total Assets showing as \$298,057.96 Mr. Houston moved to page 3, discussing the Total Liabilities and Equity as \$1,348,841.69. Mr. Houston progressed to page 4 discussing the Statement of Activities showing a net operating income deficit of -\$52,739.04 that reflects a negative -16.79% percentage loss. Mr. Houston stated that the goal was to try and break even work being done with Leonard Kincaid on prospecting and some budget streamlining reviews going forward. Randy Houston moved to approve the January, February, and March 2025 Financial Statements (Exh. C, D, and E respectively) and Dr. Scott Basinger seconded the approval. The Board unanimously approved the January, February, and March 2025 Financial Statements.	Exh: (C) January 2025 Financial Statement Exh: (D) February 2025 Financial Statement Exh: (E) March 2025 Financial Statement The Board unanimously approved the Financial Statements for Jan/Feb/Mar 2025
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 April 2025 Development report and stated there is not much news related to recent funding awards, other than a forecasted \$125,000 award on the horizon. Dr. Basinger stated that the Development team continues researching new opportunities and thanked Chief Mike Lee and Larry Satterwhite for attending. Dr. Basinger moved to approve the April 2025 Programs and Development Report, and Randy	The Board unanimously approved the April 2025 Programs and Development activity report (Exh. F)

	Houston seconded the motion. The Board unanimously approved the April 2025 report.	
VII. Board Development and Nomination Committee <i>(Burnell Jones)</i>	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, but with a slight delay from the Mayor's office for the two open seats under consideration for candidates: Dr. Sara Jahansouz Wray and Mr. David Stutts. The decision is pending with recent news from Scout Odegaard, the Mayor's Advisor for Boards and Commissions, stating to Mr. Kincaid via email in late April that the appointments were well underway and that she is hoping to have final word regarding the appointments being placed on the Council Agenda by early Summer. 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 stated that Dr. Michelle Alexander is absent and there is nothing to report on activities related to the HR and Compensation Committee, no vote needed at this time.	
X. Discussion of Agenda items for Next Board Meeting	The Board discussed reconvening, and the next meeting is scheduled for Thursday, June 26th, 2025 Dr. Scott Basinger moved to adjourn, and Randy Houston seconded the motion.	

There being no further business, the meeting adjourned at approximately 2:14 p.m.

By:



Stacey Cramer, Secretary Pro-Tem

Michelle Alexander (Board Secretary – Absent)