

HOUSTON RECOVERY CENTER LGC
 Minutes for Meeting of Board of Directors
 January 5, 2017

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 January 5, 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 December 27, 2016, 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 (Chair)	The meeting was called to order by Chair Kay Austin at approximately 1 pm on Thursday, January 5, 2017, in the Houston Recovery Center training room, (150 N. Chenevert), Houston, Texas 77002.	
II. Appointment of Acting Secretary; roll call, confirm presence of quorum (Chair)	<p>Ms. Austin appointed Ms. Ashley Ochoa as Acting Secretary for the meeting. Ms. Ochoa called the roll as noted below:</p> <p><i>Officio</i> Kay Austin- Present Tracy Beavers- Present Arlo Weltge, MD- Present John M. Mills- Present Elizabeth T. Nunnally- Present Bonnie Crane Hellums- Absent Scott F. Basinger, PhD- Present</p> <p><i>Ex-Officio</i> Andy Ickens- Absent David Persse, MD- Present Stephen Williams- Present</p>	Ms. Austin announced that a quorum of the Directors was present.

	Mr. Leonard Kincaid, Executive Director and Ms. Ursula Williams, Legal Counsel to the Board were also present at the meeting.	
III. Reading of draft Minutes	Ms. Austin noted that a draft of the Minutes of the Corporation's meeting of November 3, 2016 had been distributed to the Board. A motion was made by Dr. Weltge to adopt the November 3, 2016 minutes and was seconded by Dr. Basinger.	Minutes were unanimously adopted by the Board with minor revisions.
IV. Opportunity for Public Comment	Ms. Lisa Dahm, Harris County Assistant Attorney and Privacy Officer introduced herself. Attorney Dahm has applied for the Technical Advisory Group.	See public sign-in sheet.
V. Report from Executive Director (Leonard Kincaid) a. Report on data migration contract b. Report on development consultant	<p>Ms. Austin recognized Mr. Kincaid for the report from the Executive Director. Mr. Kincaid shared the HRC's Client Analysis (Exhibit A). The monthly admissions decreased in diversions from Houston Police Department and the Public Intoxication Transport (PIT) program. The Board discussed what may cause the decrease in admissions and how it can be improved. The monthly analysis included data on the Personal Addiction Recovery Team (PART), PIT encounters by location and source requested.</p> <p>The Board discussed a potential change to the PIT program. Dr. Basinger made a motion to support exploration of transport without law enforcement involvement. Dr. Weltge seconded the motion.</p> <p>Mr. Kincaid highlighted the activities of November and December (Exhibit B and C respectively), which included hosting representatives from PBS visiting the Houston Recovery Center to review data dashboards related to Primary Care Innovation Center (PCIC); submitting an application to the Houston Endowment on behalf of the Houston</p>	

	<p>Recovery Initiative and partnering with the Houston Health Foundation as a fiscal agent; being invited to live screen the Houston Recovery Center programs as part of the Surgeon General’s public service announcement <i>Facing Addiction in America</i>; moving forward with peer recovery support services for the new Harris County reintegration court; joining the Mayor and other City leaders for a tour of San Antonio’s Haven for Hope; and attending the Meadows Mental Health Foundation Policy Institute on transforming behavioral health systems.</p> <p>In full disclosure, Mr. Williams shared with the Board he is an ex-officio member of the Houston Health Foundation Board.</p>	
<p>VI. Report from Programs and Evaluations Committee (Scott Basinger)</p>	<p>Ms. Austin recognized Dr. Basinger for the report from the Programs, Evaluation and Development (PED) committee. Dr. Basinger shared the PED committee has met with Open Door Mission for treatment options. HRC submitted a letter of intent to Hammill Foundation that was not accepted. Ms. Gardenia Garza, intern with the Graduate College of Social completed the needs assessment conducted as her internship project. A review of the needs assessment will be presented March 2016.</p> <p>Dr. Basinger shared information on the pending contract for program evaluation through the UT School of Public Health. The Board wishes to move forward and will make a final decision on the contract at a special meeting scheduled for February 6, 2017 at 1 pm.</p>	
<p>VII. Report from Finance Committee (John Mills)</p>	<p>Ms. Austin recognized Mr. Mills for the report from the Finance Committee. Mr. Mills shared the monthly financial reports from October</p>	

<p>a. Monthly Financial Report</p> <p>b. Presentation of finance policy and procedure</p>	<p>2016 and November 2016 (Exhibit D and E respectively). HRC is ahead of its budget. Mr. Mills recommended acceptance of the financial reports on behalf of the Finance committee.</p> <p>Mr. Mills presented the Fiscal Year 2017-2018 budget (Exh. F). On behalf of the Finance Committee, Mr. Mills recommended the Board accept the proposed FY18 budget the Board to present to City Council for approval.</p> <p>Mr. Mills presented internal finance policy and procedures.</p>	<p>The Board unanimously accepted the financial report.</p> <p>The Board unanimously accepted the FY18 proposed budget that will be presented to the City March 2017.</p>
<p>VIII. Board Development</p>	<p>Ms. Austin opened the meeting for discussion on board development. Dr. Basinger shared the Board Retreat scheduled for March 2, 10-3 pm and will be facilitated by Tom Fritsch. The Board will hold a regular meeting at 10 am that will be followed by Retreat facilitation.</p>	
<p>IX. Vote on proposed strategic planning and organizational development for HRC:</p> <p>a. Expanded entry</p> <p>b. Resources in the community</p> <p>c. Fundraising and development</p> <p>d. Referral issues</p> <p>e. Appointment and report from Committees</p> <p>f. Marketing strategy</p>	<p>Ms. Austin opened the meeting for discussion of strategic planning and organizational development.</p>	
<p>X. Discussion of agenda items for next Board meeting</p>	<p>The Board discussed the next meetings. The regularly scheduled meeting is Thursday, March 2, 2017, 10 am at the Houston Recovery Center. A special meeting will be held Monday, February 6 at 1 pm at the Houston Recovery Center to vote on the contract for program</p>	

	evaluation with UT School of Public Health.	
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There being no further business, the Board adjourned approximately 2:40 pm.

By:

Ashley Ochoa,
LMSW

Digitally signed by Ashley Ochoa, LMSW
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Date: 2017.03.02 16:36:48 -06'00'

Ashley Ochoa
Acting Secretary