

HOUSTON RECOVERY CENTER LGC

Minutes for Meeting of Board of Directors

April 7, 2022 at 11:00 a.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 March 3, 2022 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 February 28, 2022, 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 11:03 am in the Houston Recovery Center training room, 150 N. Chenevert St., Houston, Texas 77002	
II. Roll call, confirm presence of quorum (Chair)	<p>Board Chair Dr. Shah recognized the acting administrative assistant, Ms. Stacey Cramer-Morais as Recording Secretary for the meeting and she took roll.</p> <p>The roll is noted below:</p> <p><i>Officio</i></p> <p>Asim Shah M.D. – Present Attorney Burnell Jones – Present Hank Rush - Absent John M. Mills – Present Elizabeth T. Nunnally – Present Judge Bonnie Crane Hellums – Absent Scott F. Basinger, Ph.D. – Present Howard Henderson, Ph.D. – Present Randall Houston – Present</p> <p><i>Ex-Officio</i></p> <p>Andy Icken – Absent David Persse, M.D. – Absent Stephen Williams – Absent Asst. Chief Yasar Bashir – Absent Legal Counsel Ms. Ursula Williams – Absent Commander Jennifer Read – Present</p>	Board Chair Dr. Shah announced that a quorum of the Directors was present.


	<p>Lieutenant Bridget Lummus – Present Mr. Leonard Kincaid, Houston Recovery Center Executive Director – Absent 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 – Present</p> <p><i>Members of the public:</i> None in attendance.</p>	
III. Reading of the draft Minutes	<p>John Mills moved to approve minutes for March 3, 2022. Burnell Jones seconded the approval of the draft Minutes. The Board unanimously accepted.</p>	<p>The Board unanimously approved the Draft Minutes for March 3, 2022.</p> <p>Exh: (A)</p>
IV. Opportunity for Public Comment	<p>Board Chair Dr. Shah omitted/skipped the opportunity for public comment as no attendees from the public were present.</p>	<p>No public comment.</p>
<i>no scheduled discussion this month</i> Reports from Executive Director	<p>Board Chair Dr. Shah omitted/skipped the opportunity for Mr. Kincaid to review his Director's activity as he is traveling out of the state for a governmental annual conference.</p>	
V. Report from Finance Committee (Mr. Randy Houston)	<p>Board Chair Dr. Shah recognized Mr. Houston to review the Houston Recovery Center February 2022 Financials (Exhibit B)</p> <p>Mr. Houston discussed the liabilities, total assets, and net assets for the month of February. Mr. Houston then discussed the revenues, expenditures, and losses for the months of February 2022 listed on the Statement of Activity.</p> <p>Mr. Houston stated that on page two of the Statement of Financial Position there is a total equity of \$1,025,905.05 and that February Financial Statement indicates, that as of February 28th the Statement of Cash Flows indicates there is cash balance totaling</p>	<p>Exh: (B) February 2022 Financial Statement</p> <p>Exh: (C) Agency-Wide Budget 2022-2023</p> <p>The Board unanimously approved the February '22 Financial Statements and the Agency-Wide Budget.</p>

	<p>\$1,257, 507.32 which is good. Randy Houston stated that on page 2 of the January 2022 Financial Statement shows the Total Liabilities as \$749,478.86 and the Total Equity at \$1,025,905.05 which indicate a solid Balance Sheet.</p> <p>Randy Houston moved next to the review of the Agency-Wide Annual Budget (2022-2023) highlighting annual awards from grants and foundations, highlighting those operational expenses and any shortfalls, if applicable. (Exhibit C)</p> <p>Randy Houston moved on to the next topic on the Agenda which he highlighted required no formal decisions on behalf of the board, but sharing recent considerations such as the renewals for commercial insurance, health insurance, payroll, and other audit firm assessments. A brief highlight of HRC health insurance premiums was discussed.</p> <p>John Mills moved to approve all Financials and Dr. Scott Basinger seconded the approval. The Board unanimously accepted the February 2022 Financial Statement and the Agency-Wide Annual Budget.</p>	
<p><i>no scheduled discussion this month</i></p> <p>Report from Programs, Evaluations and Development Committee (Scott Basinger)</p>	<p>Board Chair Dr. Shah omitted/skipped the opportunity to discuss a report on the Programs, Development, and (PED) Committee activities by Dr. Scott Basinger this month as nothing new to report.</p>	
<p>Report from Compensation Committee (Betty Nunnally)</p>	<p>Board Chair Dr. Shah recognized that Mrs. Betty Nunnally is present and there is nothing new to report from the Compensation Committee and at this time.</p>	
<p>Board Development</p>	<p>Board Chair Dr. Shah recognized Mr. John Mills to review and Board Development activities and there are no new appointments or nomination activities at this time.</p>	
<p>VI. Discussion of Agenda items for</p>	<p>The Board discussed the next regular meeting which is scheduled for Thursday, May 5th which</p>	

Next Board Meeting	<p>happens to fall on Cinco de Mayo could be a fun consideration for a potential Board Retreat. The idea considered is based on availability for a longer duration meeting session and a poll of the board members will take place along with the consideration of recognizing the retired Board Chair, Kay Austin, for her 10 years of service from 2012-2021.</p> <p>Agenda items upcoming for discussion are open, nothing new at this time.</p> <p>Dr. Scott Basinger moved to adjourn and Burnell Jones seconded the motion.</p>	
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There being no further business, the meeting adjourned at approximately 11:39 a.m.

By:



Elizabeth Nunnally, Board Secretary