

# HOPE COMMUNITY SERVICES, INC.

## MEETING OF THE BOARD OF DIRECTORS

January 27, 2022 at 5:30 p.m.

6100 S. Walker Ave., OKC, OK 73139

### AGENDA

<b>I. WELCOME</b>	Walter		
<b>II. BOARD MEMBER APPLICATION</b>			
A. Cassandra Negron	Walter	1	Approve
<b>III. MINUTES</b>			
A. October 28, 2021 Meeting Minutes	Walter	2	Approve
<b>IV. FINANCIAL REPORTS</b>			
A. October 2021 Financial Report	Eric	3	Accept
B. November 2021 Financial Report	Eric	4	Accept
C. FY'21 and FY'22 Capital Improvement	Eric	5	Approve
D. FY'22 Operating Budget	Eric	6	Approve
E. FY'22 Sole Source Amendment – ETPS – increase \$711,425.77	Jeanette	7	Approve
F. FY'22 Sole Source Amendment – Helping Connections I & II, Crisis Continuum of Care – increase \$574,210.45	Jeanette	8	Approve
G. FY'22 Sole Source Amendment – Recovery Support – Transition Youth Housing Subsidy – Oklahoma Healthy Transitions – 2 (OHTI-2) – increase \$6,675.00	Jeanette	9	Approve
H. FY'22 Sole Source Amendment – Flex Funds, SQE – MH Adult & Child (Interpreter Services), Recovery Support – Transition Youth Housing Subsidy – increase \$10,000.00	Jeanette	10	Approve
<b>V. NEW BUSINESS</b>			
A. 416 SW 79 <sup>th</sup> St Purchase, Improvements and Repairs	Jeanette	11	Approve
B. Sunset Renovations	Jeanette	12	Approve
C. Modernization of elevator - \$100,000.00	Jeanette/Heather	13	Approve
D. IT Plan	Jeanette	14	Approve
E. Hope Vehicle	Jeanette	15	Approve
<b>VI. CEO SUMMARY</b>	Jeanette		Info Only
<b>VII. CITIZENS TO BE HEARD</b>			

Next Board Meeting: Thursday, April 28, 2022 at 5:30pm

Please RSVP (405-510-3757) by noon Wednesday, April 27, 2022



# Board Member Application

Date: January 24, 2022

Welcome and thank you for your interest in becoming a member of our Board of Directors at HOPE Community Services, Inc. (HOPE). Volunteering your time for a non-profit community mental health center can be a very rewarding experience. Every day we make a difference in the lives of so many, and we are excited to have your valuable expertise in helping us to do this.

We appreciate you taking the time to complete this application and providing important information about yourself. This application will be reviewed by members of our Senior Management Team, as well as our current members of our board.

Name: Cassandra Negron

Address [REDACTED]

Email Address [REDACTED]

Home Phone: NA

Cell Phone [REDACTED]

Place of Employment: University of Oklahoma

Position: Assistant Director of Academic Advising

Work Phone: [REDACTED]

Education: BA in Music and Public and Nonprofit Administration; Master's in Music

Work History (or attach resume): Resume provided

Professional Organizations and Memberships: None

Volunteer Activities (Past or Present): Board Member for Friend to the Norman Library, occasionally volunteer with Women's Resource Center/OKC Pride, Past Big Sister with Big Brother's Big Sisters

Hobbies or Special Interests: I enjoy board games, gardening, and pets! I also enjoy studying and learning languages. From a work perspective, I contribute to budgeting meetings, strategic plans, personnel decisions, and event planning.

Special Interest in Mental Health, Addiction, Homelessness, Youth/Elderly Service: I have the most experience with mental health, addiction, and homelessness through my work with the Women's Resource Center,

How did you learn about **HOPE Community Services, Inc.** ? Sunny Wenger

Why do you wish to join the Board of Directors? I admire the great work that HOPE Community Services does. When Sunny Wenger mentioned this opportunity to me, I took time to learn more about the organization and its services. Being able to support essential community programming (mental health services, case management, psychiatric rehabilitation, court advocacy, crisis intervention, housing assistance, prison re-entry, opioid treatment, etc.) from your board would not only provide me with opportunities to impact the larger community, but it would also be a great learning experience for me. In addition to my interest in supporting organizational programming, I'm also passionate

about supporting staff, who is no doubt working tirelessly to support the community. As a board member, you can expect me to be engaged, caring, and mission minded.

If you become a member of HOPE's Board of Directors, you agree that you will be able to provide at least 2-4 hours every two months in attendance to Board and Committee meetings, and that you do not have any conflict-of-interest in participating on the Board.

A handwritten signature in dark ink, appearing to read "C.R. M." followed by a stylized, wavy line.

Applicant's Signature:

Date: 01/24/2022

We are excited at the possibility of having you as a Board Member. We will be contacting you shortly at which time you will meet with our Senior Management where we can share more information about HOPE as well as learn more about you.

If you should need any additional information, please feel free to contact me. Thank you for your application.

Ashley Brown  
Executive Administrative Assistant  
405-634-4400

# CASSANDRA NEGRON

*A committed student advocate and community builder who applies a coaching framework to promote engagement, inclusivity, and student success*

## **EDUCATION**

University of Oklahoma; Norman, OK 2013-2016  
M.M. Musicology • M.M. Oboe Performance

Grand Valley State University; Allendale, MI 2009-2013  
B.A. Public and Nonprofit Administration • B.A. Music

## **PROFESSIONAL EXPERIENCE**

**Assistant Director of Academic Advising, University College** 2020-current  
**University of Oklahoma**

- Supervises and provides individualized support to 6 academic advisors
- Created and implemented pre-advising survey, which focuses on a student's holistic experience at OU
- Organizes and leads interactive workshops before the semester, focused on developmental advising, coaching, university/college strategic initiatives, and team building
- Coordinates training for new academic advisors and works with senior advisors on how to teach topics to new advisors
- Performs 6-month and annual evaluations for advising team
- Creates and organizes student/advisor rosters
- Leads advising team meetings and incorporates meet-and-greets with key stakeholders
- Delegates and supervises various committee efforts
- Advises and coaches roster of 180-200 first-year students
- Counsels readmitted students and non-traditional students
- Resolves and addresses conflicts from parents/students
- Committee Involvement: Provost's Advisory Committee for Academic Advising (PACAA) Executive Council (2020-2021), Education Abroad/Advising Coalition (2021), UC Strategic Planning Committee (2021), UC Professional Development Committee (2020-2021), multiple hiring committees
- Select Trainings: Leading in a Crisis, Building Emotional Intelligence Part 1 and Part 2, Leading with Emotional Intelligence, How to Build a Culture of Trust, Keep It Legal: Manager and Supervisor Training

**Academic Counselor, University College** 2018-2020  
**University of Oklahoma**

- Initiated and spearheaded the development of UC's virtual drop-in advising
- Trained staff and practicum students on advising processes, curriculum, and technology use (Zoom, iAdvise, Adobe, Banner, etc.)
- Coordinated International Student Orientation and partners with International Student Admissions on educational webinars while advocating for the interests of international students
- Provided holistic academic advising and coaching to approximately 280 students, which is focused on goal setting, university policies, and individualized needs
- Communicated with and managed concerns of students' guardians while maintaining FERPA regulations
- Consulted with the New Sooner Orientation planning committee and provided essential support when NSO moved to a virtual platform

- Redesigned the UC newsletter and generated various listservs and standardized e-mails for UC Advising
- Provides leadership training and support for the UC Student Leadership Board
- Facilitated book clubs over "Race and the University" and "Wait, What?"
- Presented "From Theory to Practice" with colleague at OACADA
- Committee Involvement: PACAA Executive Council (2019-2020), UC Professional Development Committee (2020-current), UC Advising Philosophy Committee (2018-2019), PACAA "Real Conversations" Committee (2018-2019), PACAA Professional Development Committee (2018-2019), Staff Senate Awards Ceremony Committee (2018-2019), Staff Senate Awards Selection Committee (2019), UC Pace Awards Selection Committee (2019)
- Select Trainings: LGBTQ Ally 2.0, LGBTQ Ally 1.0, Academic Life Coach Certification Healthy Conflict Part 1 and 2, Employee Engagement, Leading a Blended Time, Helping Your Employees Manage Workplace Stress, Minimizing Bias in the Workplace Unlearning Series (Transnegativity, Racism, Classism, Ableism, Sexism), Mental Health First Aid Certification

**Adjunct Professor, University College  
University of Oklahoma**

2019- current

- Instructs UCOL 1002: First-Year Foundations (an orientation to college course) and UCOL 2002: Strategies to Success (a course for students on academic probation)
- Utilizes active learning strategies in the classroom
- Mentors and fosters growth of Peer Teaching Assistants
- Develops curriculum by assessing student needs and soliciting feedback from PTA

**Advocate, Rape Crisis Center  
Women's Resource Center**

2017-2018

- Trained staff and volunteers on cross-cultural communication and crisis intervention
- Represented the WRC at presentations and community resource discussion panels
- Organized collaborative training sessions with local community agencies
- Adapted paperwork to be LGBTQ+ friendly
- Advocated for victims of stalking, sexual assault, and domestic violence
- Collaborated with director to organize volunteer training

**Adjunct Professor, Division of Fine Arts  
Oklahoma Baptist University**

2013-2016

- Created the curriculum for FNAR 2163: Arts & Ideas, which focused on the intersections of art, music, gender, politics, religion, culture, technology, and sports
- Prepared weekly lectures to over 70 students
- Designed curriculum, which equipped students with the skills to be successful in their other college courses

**Office Assistant and Graduate Assistant, Housing and Food Services  
University of Oklahoma**

2015-2016

- Established and coordinated a multi-departmental information fair for Move-In 2015
- Organized Move-In for SJS students (a specific ESL international student population)

**Graduate Assistant, School of Music  
University of Oklahoma**

2013-2016

- Served as instructor for MUSC 5100: Musicology Graduate Review I, MUSC 5200: Musicology Graduate Review II, and MUTE 1231: Woodwind Instrument class

**COMMUNITY ENGAGEMENT**

Big Brothers Big Sisters, Big Sister  
Women's Resource Center, Volunteer Crisis Advocate  
Friends of the Norman Library, Board Member  
OKC Pride, Volunteer Group Leader

**HOPE COMMUNITY SERVICES, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**

October 28, 2021 at 5:30 p.m.  
6100 S. Walker Ave  
Oklahoma City, OK 73139

**MEMBERS PRESENT:**

Walter Long	Jenna Howard	Steve Rice
Miguel Troncoso	Brittany Riffin	Dee Liggins

**MEMBERS ABSENT:**

Jory Daniel	Sunny Wenger	Earlene Bieger
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**STAFF PRESENT:**

Jeanette Moore	Stephanie Stuckert	Phillip Thomson
Heather Helberg	Angela Wernke	Lisa Webb
Billy Ray	Brent VanBerg	LaSonya Young
Shannon Barczak	Nora Castillo	Robert Scott
		Ashley Brown

**GUESTS:**

No guests

Walter Long called the meeting to order at 5:34 p.m., and welcomed all in attendance.

Mr. Long began by stating the position for Board President is open for voting and asked for any nominations. Steve Rice nominated Walter Long and made a motion to name Walter Long as Board President. Miguel Troncoso seconded the motion. Motion passed by unanimous vote. Mr. Long stated the position for Vice President is open and will be until June of 2022. Mr. Long asked for any nominations. Mr. Long nominated Miguel Troncoso and made a motion to name Mr. Troncoso as Vice President of the Board. Steve Rice seconded the motion. Motion passed by unanimous vote. Mr. Long stated the position for Secretary is open and asked for nominations. Steve Rice made a motion to nominate Jenna Howard. Miguel Troncoso seconded the motion. Motion passed by unanimous vote. Mr. Long stated the position to oversee the Finance Committee is open and nominated Steve Rice and made a motion to name him head of the Finance Committee. Miguel Troncoso seconded the motion. Motion passed by unanimous vote. Jeanette Moore stated that she is asking for approval to have a Finance Committee to act on behalf of the Board in the absence of further meetings until next year. There are many projects upcoming with building purchasing that will need decisions made. The Finance Committee will be open for one year. Steve Rice made a motion to accept the Finance Committee. Miguel Troncoso seconded the motion. Motion passed by unanimous vote.

Walter Long asked the Board to review the minutes from the last meeting and look for any corrections needed in the August 26, 2021 minutes. Mr. Long made a motion to approve the minutes. Miguel Troncoso seconded the motion; Motion passed by unanimous vote.

Jeanette Moore gave a brief summary of the FY'21 Fixed Rate Amendment Closeout from the Department of Mental Health for a total of \$1,421,217.78. Ms. Moore presented that there was an error on the ETPS figures and OHCA agreed and we were refunded \$700,000. Walter Long recommended employee recognition for finding the error. HOPE applied for a grant for the U.R.C for \$500,000 and it was awarded. Steve Rice made a motion to accept the FY'21 Fixed Rate Amendment Closeout amount, the ETPS refund, and the U.R.C. grant, Miguel Troncoso seconded the motion. Motion passed by unanimous vote.

Eric Blakeney presented an updated financial report for June 2021, with total revenue being \$14,013,458.56. He reviewed total expenses as \$13,965,484.13, and a net income totaling roughly \$50,000. Our current total cash, total receivables, and other assets is approximately \$12,000,000. Our total net assets and liabilities, with the mortgage being the largest amount, is about \$18,500,000. Mr. Blakeney presented the July, August, and September 2021 financial reports. Our first quarter totaled roughly \$3.5 million in revenue and \$2.4 million in total expenses. Walter Long asked the Board for approval of the June, July, August, and September 2021 financial reports. Miguel Troncoso made a motion to approve the reports. Steve Rice seconded the motion. Motion passed by unanimous vote.

Jeanette Moore presented the FY'22 Fixed Rate Amendment for Child Welfare and TANF with an increase of \$72,500.00. Ms. Moore presented the FY'22 Sole Source Amendment for Overdose Education and Naloxone Distribution (OEND) PDO and PDO II with an increase of \$15,300.00. She stated that PDO is for individuals 19 years of age and under, and PDO II is for individuals aged 20 and above. Ms. Moore presented the FY'22 Sole Source Amendment for Medication/Flex – SOS Grant with an increase of \$46,678.56. Ms. Moore presented the FY'22 Sole Source Amendment for Recovery Support – SQE – Projects for Assistance in Transition from Homelessness (PATH) with an increase of \$5,000.00, Ms. Moore stated this will help Angela Wernke with new training opportunities for our PATH providers. Walter Long asked for approval of the FY'22 Fixed Rate Amendments and the FY'22 Sole Source Amendments as stated. Miguel Troncoso made a motion to approve the Amendments, as stated. Jenna Howard seconded the motion; motion passed by unanimous vote.

Walter Long and Jeanette Moore presented that it has been difficult for some Board Members to attend the meetings at 5:00 p.m. and asked to move the meeting time to 5:30 p.m. Miguel Troncoso made a motion to accept the new meeting time. Dee Liggins seconded the motion. Motion passed by unanimous vote.

Ms. Moore presented on the partial demolition of Sunset Apartments and adding a security fence. Units that were damaged by fire will be demolished and a courtyard will be made in their place. HOPE has decided that the apartments will only be used for HOPE clients. Ms. Moore stated that some clients have been upset but we are working on helping them move. Eric Blakeney presented that the security fence could cost up to \$50,000, and that it will be placed on the south side of the complex. The fence shape will help prevent an individual from crawling over. The fence will help protect the property. It has been noted that most damage occurring to the property has been from non-clients. Ms. Moore asked for \$50,000 plus

or minus \$5,000. Steve Rice made a motion to approve the demolition and the security fence. Miguel Troncoso seconded the motion. Motion passed by unanimous vote.

Ms. Moore asked the Board for permission to sell the HOPE Duplexes. We currently have two programs that may utilize the duplexes; our court programs and our VA program. It is beginning to cost HOPE more money to maintain than the property is worth. Steve Rice made a motion to sell the HOPE duplexes. Miguel Troncoso seconded the motion. Motion passed by unanimous vote.

Ms. Moore presented that HOPE has purchased 416 S.W. 79<sup>th</sup> Street. The building needs very little renovations. HOPE had the option to lease but it makes more sense to purchase the property. HOPE will use the same attorney that helped with previous building purchases. She stated that the seller might not come down on the price. The building is approximately 11,000 square feet. It will hold roughly 40 employees. The renovations would cost roughly \$200,000. Miguel made a motion to accept the purchase and renovations. Jenna Howard seconded the motion. Motion passed by unanimous vote.

Stephanie Stuckert presented the DMH Audit Results for FY'2020. HOPE made a 94% and had two deficiencies. The first being a ding for Consent for Release of Confidential Information (ROI) and the second being a missed training on co-occurring disorders. HOPE has submitted corrections to these deficiencies and they have been approved. This year was a difficult audit due to COVID. HOPE will be recertified with distinction. Jenna Howard made a motion to approve the DMH audit results. Miguel Troncoso seconded the motion. Motion passed by unanimous vote.

Ms. Moore presented policy revisions in sections 1-5. Walter Long and Steve Rice had some difficulty reviewing the documents but the documents were reviewed. Steve Rice made a motion to approve all policy revisions in sections 1-5. Miguel Troncoso seconded the motion. Motion passed by unanimous vote.

Eric Blakeney presented the Insurance Renewal, Universal Property and Liability. Our agent has reported an increase of 5.9% but the increase was not on account of claims. HOPE has added a Cyber Security policy. The insurance package provides adequate coverage. Jenna Howard made a motion to approve the insurance renewal. Miguel Troncoso seconded the motion. Motion passed by unanimous vote.

Jeanette Moore presented continuing Zoom meetings and following the Open Meeting Act. A decision needs to be made on using Zoom. The Governor of Oklahoma has ended the State of Emergency so in our continuance of using Zoom for meetings we have not been following the Open Meeting Act. We will continue to utilize Zoom and no longer notify the Secretary of State about future Board Meetings. Walter Long stated that using Zoom is beneficial to our members. Jenna Howard made a motion to approve using Zoom for future meetings. Miguel Troncoso seconded the motion. Motion passed by unanimous vote.

Ms. Moore presented that she has authorized the purchase of 35 computers/monitors. She apologized to the Board for not asking approval ahead of time but was in a rush to purchase. These computers will be



used in the new building. Jenna Howard moved the motion to be approved by the Finance Committee. Steve rice seconded the motion. Motion passed by unanimous vote.

Ms. Moore presented to the Board that HOPE has reached its max amount of phone lines. IT did some bidding for a new system. C.T. will cost about \$2,000 more a month than our current system. The upfront cost will be about \$21,000. The new system will accommodate about 321 lines. Mr. Long asked for approval. Miguel Troncoso made a motion to approve, Jenna Howard seconded the motion. Motion passed by unanimous vote.

Ashley Brown presented the 2022 Holiday Schedule and the 2022 Board Meeting schedule. There was an error on the Christmas dates. Steve Rice made a motion to approve the dates, with corrections. Miguel Troncoso seconded the motion. Motion passed by unanimous vote.

Jeanette Moore gave the CEO report. Ms. Moore presented Board Members with a card and gift card to show appreciation for their serving HOPE. HOPE has a new community development liaison, Gabby Palacios, she has been helping HR with job recruitment. On Friday, October 15<sup>th</sup>, HOPE lost power and ended business at noon. Power was restored the next day except for the Shields location, causing staff to use temporary equipment. Powerlines have caused many issues at Shields. Ms. Moore had an article published in the Norman Transcript. HOPE is needing help with maintenance and has struggled with up keep, Miguel Troncoso's team will help provide bids for projects. HOPE's CCBHC application has been accepted and HOPE will receive temporary certification. It could take up to a year for full certification. Ms. Moore thanked Shannon Barczak for writing policy and helping with the certification.

Heather Helberg gave an update on 8125 S. Walker. Renovations have begun. Ms. Helberg presented the colors that have been picked out. A façade on the front of the building has been removed. Renovations will take approximately 8 to 10 months. Watermark Bank will get the loan for the renovations, the rate will be about 3.5%. HOPE will also bid to Watermark and Simmons Bank for 416 SW 79<sup>th</sup> Street.

Walter Long made a motion to move into Executive Session. The Executive Session began at 6:42 p.m. and ended at 6:55 p.m., with Jeanette Moore, Heather Helberg, Walter Long, Steve Rice, Jenna Howard, Dee Liggins, Miguel Troncoso, and Brittany Riggin present.

No citizens were heard or present.

Walter Long adjourned the meeting at 6:57 p.m.

SUBMITTED:

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Miguel Troncoso, Secretary

**HOPE Community Services, Inc.**

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD					
				1 July 2021	2 Aug 2021	3 Sept 2021	4 Oct 2021	5 Nov 2021	
REVENUE									
DMHSAS (SS FFS ETPS)	\$ 10,338,354	\$ 11,581,585	\$ 10,687,542	\$ 1,119,194	\$ 141,212	\$ 1,379,188	\$ 147,698	\$ 107,326	\$ 2,894,618
HCA - Medicaid	2,061,000	1,882,215	1,800,000	174,001	188,576	181,308	164,207	151,410	859,502
Certified Community Behavioral Health Clinic	-	-	1,995,449	-	-	-	-	-	-
Service Fees	86,737	136,130	105,000	4,878	6,503	144,607	6,588	11,605	174,182
Community Living Program Grants	1,404,305	1,524,364	1,400,000	117,957	117,178	121,128	126,337	144,399	636,999
Contract Income	6,656	86,635	7,000	250	-	-	-	-	250
Rental Income	89,238	120,260	50,000	-	15,656	9,416	9,302	6,581	40,955
Interest Income	58,127	33,017	60,000	3,186	3,636	1,510	4,181	-	12,513
Other Income & Donations	324,429	1,550,683	200,000	222,063	515	50,374	5,441	204,401	482,793
Gain on sale of assets	15	(10,008)	100,000	-	-	-	-	-	-
Total Revenue	\$ 14,368,861	\$ 16,904,880	\$ 16,404,991	\$ 1,641,528	\$ 473,276	\$ 1,887,531	\$ 463,755	\$ 625,722	\$ 5,091,812
EXPENSES									
Staffing Expense (Salary & Benefits)	\$ 8,685,200	\$ 9,273,173	\$ 10,532,178	\$ 206,257	\$ 615,593	\$ 712,231	\$ 1,029,846	\$ 750,821	\$ 3,314,748
CCBHC - URC Expense (Equipment & Supplies)	-	-	305,400	-	-	-	1,674	22,608	24,282
Legal Expense	758	645	8,000	-	-	570	2,050	1,896	4,516
Accounting & Audit	54,996	20,281	60,000	2,686	3,879	2,635	9,704	2,794	21,697
Commercial & Liability Insurance	204,932	208,796	350,000	22,086	22,086	22,086	22,086	22,086	110,430
Facilities Maintenance & Repair	416,719	565,928	400,000	31,710	39,441	51,438	19,880	28,265	170,734
Depreciation	182,265	220,429	200,000	17,942	18,446	21,972	21,843	21,745	101,948
Medication Clinic	1,178,359	923,826	1,000,000	66,438	56,810	42,694	39,427	35,286	240,654
Client Assistance (Rent Utilities & Supplies)	1,780,939	2,018,877	2,250,500	140,983	136,348	150,198	147,937	185,973	761,439
Transportation	14,095	11,818	40,000	3,728	1,399	6,437	12,366	722	24,651
Office/Communication	208,395	185,834	200,000	14,894	18,474	30,669	16,889	29,100	110,026
Management Information	240,628	309,501	300,000	34,234	27,510	33,048	49,615	22,463	166,869
Marketing - Advertising - Recruitment	22,851	38,039	40,000	550	637	650	1,489	5,365	8,691
Interest & Finance Charges	17,566	47,850	50,000	3,957	3,940	7,023	4,587	44	19,551
Miscellaneous	78,099	97,237	100,000	30,815	1,109	1,199	987	284	34,395
Total Expenses	\$ 13,085,801	\$ 13,922,234	\$ 15,836,078	\$ 576,280	\$ 945,670	\$ 1,082,850	\$ 1,380,380	\$ 1,129,451	\$ 5,114,631
Net Income	\$ 1,272,415	\$ 2,939,740	\$ 568,913	\$ 1,065,248	\$ (472,393)	\$ 804,681	\$ (916,626)	\$ (503,729)	\$ (22,819)

HOPE Community Services, Inc.  
Proposed-Capital Budget

FY-2021 Capital Improvement Fund

<u>Priority Level</u>		<u>Estimated costs</u>	<u>Completed</u>	<u>Notes:</u>
<b>HIGH</b>	Rent Office Space	\$ 80,000	X	Purchased 416 SW 79th for \$1 million - January 2022
	URC build-out at 6100 S Walker	\$ 40,000	X	Completed December 2021
	Secure lobby at Shields Building #1	\$ 15,000	X	Completed January 2022
			<b>\$ 135,000</b>	
<b>MEDIUM</b>	New Buses (2x 14-passenger bus)	\$ 25,000		\$150,000 Provided by grant - waiting for delivery
	Phone System	\$ 105,000	X	Installed January 2022
			<b>\$ 130,000</b>	
<b>LOW</b>	Roof/facia repairs-Shields Bldg. 2	\$ 25,000	X	Completed April 2021
	Purchase 2-maintenance vehicle (used)	\$ 15,000	X	Purchased June 2021
			<b>\$ 40,000</b>	

HOPE Community Services, Inc.  
Proposed-Capital Budget

**FY-2022 Capital Improvement Fund**

<u>Priority Level</u>		<u>Estimated costs</u>	<u>Completed</u>	<u>Notes:</u>
<b>HIGH</b>				
	Demolition of Sunset apartment building after fire	\$ 50,000	X	Completed January 2022
	Asbestos Abatement	\$ 42,000	X	Completed January 2022
	Security fence for Sunset	\$ 30,000		Scheduled for February 2022
	Sod for Sunset	\$ 3,000		Scheduled for February 2022
	Outside Furniture for Sunset grounds	\$ 2,000		Scheduled for February 2022
	<b><u>Renovation of Sunset apartments:</u></b>			
	Apartment 20	\$ 4,747		In Progress
	Apartment 21	\$ 3,548		In Progress
	Apartment 24	\$ 5,792		In Progress
	Apartment 27	\$ 5,896		In Progress
	Apartment xx	\$ 5,000		Future Project
	Apartment xx	\$ 5,000		Future Project
	Renovate 2 duplexes and sell properties	\$ 5,000		In Progress
	Exterior Lighting - 6100 S Walker	\$ 16,000		Future Project
	Signage - 416 SW 79th (Entrance - Building - Road)	\$ 20,000		Future Project
	2-Smart Boards -- 8125 S Walker	\$ 20,000		Future Project
			\$ 217,983	
<b>MEDIUM</b>				
	Bus Barn for vehicle protection (built behind 8125 S Walker)	\$ 400,000		Future Project
	Phone System	\$ 105,000	X	Installed January 2022
	CCBHC Work Flow Study for new EMR System	\$ 16,000		Future Project
			\$ 521,000	
<b>LOW</b>				
	Landscaping - Walker	\$ 12,000		Future Project
	Landscaping - Shields	\$ 5,000		Future Project
	Replace flooring & baseboards - Wellness & Recovery Buildings	\$ 60,000		Future Project
			\$ 77,000	
	<b>Capital Improvement Total</b>		<b>\$ 815,983</b>	



## SERVICES WITHIN REACH

Carrie Slatton-Hodges | Commissioner

Kevin Stitt | Governor

**To: Jeanette Moore, Executive Director  
HOPE Community Services, Inc.**

**Re: FY22 Sole Source Amendment  
PO # 4529063686**

**Date: December 1, 2021**

The Oklahoma Department of Mental Health and Substance Abuse Services amends your FY22 contract by a total of **\$711,425.77**.

Contract Line (Name of Service)	Contract Source	Federal Funding (CFDA#)	SOW <a href="http://www.odmhsas.org/arc.htm">http://www.odmhsas.org/arc.htm</a>	Amendment Amount	FY22 Total Contract Amount
Enhanced Tier Payment System (ETPS)	n/a	n/a	Non-Categorical SOW	\$711,425.77	\$5,849,001.77

The changes to your contract are as follows:

Section IV (Compensation), subsection A for a total of **\$711,425.77** with appropriate adjustments to the applicable sections.

This amendment should be made a part of your contract.

Please indicate your acceptance of these conditions by your approval at your earliest convenience.

Thank you,

*LaToya Mitchell*

LaToya Mitchell, CPO

Contract Officer III



**To: Jeanette Moore, Executive Director  
HOPE Community Services, Inc.**

**Re: FY22 Sole Source Amendment  
PO # 4529063686**

**Date: December 20, 2021**

The Oklahoma Department of Mental Health and Substance Abuse Services amends your FY22 contract by a total of **574,210.45**.

Contract Line (Name of Service)	Contract Source	Federal Funding (CFDA#)	SOW <a href="http://www.odmhsas.org/arc.htm">http://www.odmhsas.org/arc.htm</a>	Amendment Amount	FY22 Total Contract Amount
Helping Connections Program - COVID-19 Emergency Grant - Helping Connections II - Federal (July-May)	n/a	936650000	same	\$42,122.00	\$84,244.00
Helping Connections Program - COVID-19 Emergency Grant - Helping Connections I - Federal (July-Aug 21)	n/a	936650000	same	\$32,088.45	\$70,480.45
Crisis Continuum of Care - Urgent Care - OKC - State	n/a	n/a	Non-Categorical SOW	\$500,000.00	\$500,000.00

The changes to your contract are as follows:

Section IV (Compensation), subsection A for a total of **574,210.45** with appropriate adjustments to the applicable sections.

This amendment should be made a part of your contract.

Please indicate your acceptance of these conditions by your approval at your earliest convenience.

Thank you,

*LaToya Mitchell*

LaToya Mitchell, CPO

Contract Officer III



## SERVICES WITHIN REACH

Carrie Slatton-Hodges | Commissioner

Kevin Stitt | Governor

**To: Jeanette Moore, Executive Director  
HOPE Community Services, Inc.**

**Re: FY22 Sole Source Amendment  
PO # 4529063664**

**Date: January 6, 2022**

The Oklahoma Department of Mental Health and Substance Abuse Services amends your FY22 contract by a total of **\$6,675.00**.

Contract Line (Name of Service)	Federal Funding (CFDA#)	SOW <a href="http://www.odmhsas.org/arc.htm">http://www.odmhsas.org/arc.htm</a>	Amendment Amount	FY22 Total Contract Amount
Recovery Support - Transition Youth Housing Subsidy - Oklahoma Healthy Transitions Initiative - 2 (OHTI-2) - Federal	932430000	Recovery Support Services	\$25,000.00	\$25,000.00
Engaging Adversity, Surviving Trauma in OKC (EAST OKC) - NCTSI CAT-III - Federal	932430000	Same	(\$18,325.00)	\$54,975.00

The changes to your contract are as follows:

Section IV (Compensation), subsection A for a total of **\$6,675.00** with appropriate adjustments to the applicable sections.

This amendment should be made a part of your contract.

Please indicate your acceptance of these conditions by your approval at your earliest convenience.

Thank you,

*Hsiu-Ting Cheng*

Hsiu-Ting Cheng

Director of Treatment Contracts



Carrie Slatton-Hodges | Commissioner

Kevin Stitt | Governor

To: **Jeanette Moore, Executive Director**  
**HOPE Community Services, Inc.**

Re: **FY22 Sole Source Amendment**  
**PO # 4529063664**

Date: **January 25, 2022**

The Oklahoma Department of Mental Health and Substance Abuse Services amends your FY22 contract by a total of **\$10,000.00**.

Contract Line (Name of Service)	Federal Funding (CFDA#)	SOW <a href="http://www.odmhsas.org/arc.htm">http://www.odmhsas.org/arc.htm</a>	Amendment Amount	FY22 Total Contract Amount
Flex Funds - State	n/a	Recovery Support Services	(\$8,000.00)	\$72,765.00
SQE - MH Adult & Child (Interpreter Services) - State	n/a	Same	\$8,000.00	\$13,000.00
Recovery Support - Transition Youth Housing Subsidy-State	n/a	Recovery Support Services	\$10,000.00	\$160,000.00

The changes to your contract are as follows:

Section IV (Compensation), subsection A for a total of **\$10,000.00** with appropriate adjustments to the applicable sections.

This amendment should be made a part of your contract.

Please indicate your acceptance of these conditions by your approval at your earliest convenience.

Thank you,

*LaToya Mitchell*

LaToya Mitchell, CPO  
Contracts Officer III



Invoice: 21-0043-1

# APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER:

HOPE Community Services  
6100 South Walker Avenue  
Oklahoma City, OK 73139

PROJECT:

HOPE 416 Renovation  
416 SW 79th Street  
Oklahoma City, OK 73139

AIA DOCUMENT G702

Application Number

1

Page 1 of 4 Pages

Distribution to:

☐ OWNER  
☐ ARCHITECT  
☐ CONTRACTOR

FROM CONTRACTOR:

Anderson & House, Inc.  
1627 West Main Street  
Oklahoma City, OK 73106

VIA ARCHITECT:

N/A  
N/A  
N/A

PERIOD TO: 01/31/22

Contractor Project # 21-0043

PROJECT NO: N/A

CONTRACT FOR: HOPE 416 Renovation

CONTRACT DATE: N/A

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM	\$	274,259.00
2. Net change by Change Orders	\$	17,091.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	291,350.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	67,690.00
5. RETAINAGE:		
a. % of Completed Work (Column D + E on G703)	\$	
b. % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	67,690.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	0.00
8. CURRENT PAYMENT DUE	\$	67,690.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	223,660.00

CONTRACTOR: Anderson & House, Inc.

By: Miguel A. Troncoso Date: 01-25-22  
State of: Oklahoma County of: Oklahoma  
Subscribed and sworn to before me this 25 day of Jan 2022  
Notary Public: Kaylee Horsington  
My Commission expires: 01/27/23



## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

By: Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$17,091.00	\$0.00
TOTALS	\$17,091.00	\$0.00
NET CHANGES by Change Order	\$17,091.00	

AIA DOCUMENT G702 - APPLICATION AND CERTIFICATION FOR PAYMENT - 1992 EDITION - AIA® © 1992

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20005-5202

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# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 4 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 1

APPLICATION DATE: 25-Jan-22

PERIOD TO: 31-Jan-22

ARCHITECT'S PROJECT NO: N/A

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
	HOPE 416 SW 79th Street								
	Original Budget Numbers								
1	Roofing Repairs & Gutters	\$8,567.00				\$0.00	0.00%	\$8,567.00	
2	Paving Repairs	\$58,700.00				\$0.00	0.00%	\$58,700.00	
3	Painting	\$36,000.00				\$0.00	0.00%	\$36,000.00	
4	Flooring	\$97,050.00		\$57,704.00		\$57,704.00	59.46%	\$39,346.00	
5	Access Controls	\$15,000.00				\$0.00	0.00%	\$15,000.00	
6	Framing/Drywall/Acoustical Ceilings	\$25,000.00				\$0.00	0.00%	\$25,000.00	
7	General Conditions	\$16,000.00				\$0.00	0.00%	\$16,000.00	
8	A&H OH&P (7%)	\$17,942.00		\$4,100.00		\$4,100.00	22.85%	\$13,842.00	
	Sub-Total: \$274,259.00								
	Building Inspections & Repairs								
9	Survey - Golden Land Surveying	\$2,100.00		\$2,100.00		\$2,100.00	100.00%		
10	Phase 1 - ROCA Engineering	\$2,500.00		\$2,500.00		\$2,500.00	100.00%		
11	Termite - McO Termite	\$250.00		\$250.00		\$250.00	100.00%		
12	Roofing - Advantage Roofing	\$350.00		\$350.00		\$350.00	100.00%		
13	HVAC & Plumbing - Metropolitan	\$285.00		\$285.00		\$285.00	100.00%		
14	Electrical - Osborne	\$141.00		\$141.00		\$141.00	100.00%		
15	Mold Abatement	\$3,180.00				\$0.00	0.00%	\$3,180.00	
16	Mechanical Repairs	\$4,620.00				\$0.00	0.00%	\$4,620.00	
17	Electrical Repairs	\$2,547.00				\$0.00	0.00%	\$2,547.00	
18	A&H OH&P (7%)	\$1,118.00		\$260.00		\$260.00	23.26%	\$858.00	
	Sub-Total: \$17,091.00								
	GRAND TOTALS	\$291,350.00	\$0.00	\$67,690.00	\$0.00	\$67,690.00	23.23%	\$223,660.00	

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## Anderson & House Inc.

General Contractor • Anderson & House Inc.

416 SW 79th Street  
 Oklahoma City, OK 73139  
 (405)232-1188  
 mtroncoso@ahinc.com

We propose hereby to furnish material and labor-complete in accordance with all below specifications, for the sum of :

# \$2,475.00

Proposal Date

Oct 20, 2021

Claim #

-

Insurance

-

This proposal may be withdrawn if not accepted within 7 days.

All Credit/Debit Card payments are subject to a 3% convenience fee. This fee is waived for ACH and Check payments.

## Proposal

### Work To Be Completed

Actual :	0.00 sq	Valley :	ft	Decking :	
Total :	0.00 sq	Pitch :		Rake :	ft
Stories :		Drip / Perim :	0.0 ft	Eave :	ft
Layers :		Hip & Ridge :	ft		

- Install 309LF 5" seamless gutters and 120LF of 2x3 downspouts on the entrances only.

- UPGRADE TO 6"seamless gutters & 3x4 downspouts ADD: \$825.00

### Additional Specifications

We will protect the landscaping and the environment around your home or business.

This contract consists of this page and reverse side of this page and shall be considered the entire contract by both parties. Payment to be made as follows: In full upon completion and/or insurance settlement within 30 days. All discounted contracts must be paid in full within 45 days of completion or discount will be void. Services or materials not expressly marked on this contract are not part of the work to be performed. Written change orders will be considered an addendum to this contract. No warranty exists until contract is paid in full.

### Acceptance Of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted.  
 You are authorized to perform the work as specified. Payment will be made as outlined above.



**Victor Maya**

Owner / President

victor@myar.pro • (405) 479-2806

Date :

Signature :

"It's our mission to positively impact your life with our services and talents."





3916 S High Ave  
Oklahoma City, OK 73129

O. (405) 605-8232 F. (405) 604-6875  
info@myar.pro • www.advantageok.net

## Anderson & House Inc.

General Contractor • Anderson & House Inc.

416 SW 79th Street  
Oklahoma City, Ok 73139  
(405)232-1188  
mtroncoso@ahinc.com

We propose hereby to furnish material and labor-complete in accordance with all below specifications, for the sum of :

# \$6,092.31

Proposal Date

Oct 20, 2021

Claim #

-

Insurance

-

This proposal may be withdrawn if not accepted within 7 days.

All Credit/Debit Card payments are subject to a 3% convenience fee. This fee is waived for ACH and Check payments.

## Proposal

### Work To Be Completed

Actual :	0.00 sq	Valley :	ft	Decking :	
Total :	0.00 sq	Pitch :		Rake :	ft
Stories :		Drip / Perim :	0.0 ft	Eave :	ft
Layers :		Hip & Ridge :	ft		

- Install 562LF 5" seamless gutters and 210LF of 2x3 downspouts on the entrances and around the entire building.

- UPGRADE TO 6" seamless gutters & 3x4 downspouts ADD: \$1,523.08

### Additional Specifications

We will protect the landscaping and the environment around your home or business.

This contract consists of this page and reverse side of this page and shall be considered the entire contract by both parties. Payment to be made as follows: In full upon completion and/or insurance settlement within 30 days. All discounted contracts must be paid in full within 45 days of completion or discount will be void. Services or materials not expressly marked on this contract are not part of the work to be performed. Written change orders will be considered an addendum to this contract. No warranty exists until contract is paid in full.

### Acceptance Of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted.  
You are authorized to perform the work as specified. Payment will be made as outlined above.

**Victor Maya**

Owner / President  
victor@myar.pro • (405) 479-2806

Date :

Signature :

"It's our mission to positively impact your life with our services and talents."

## Ashley M. Brown

---

**From:** Walter Long <ouwalter@cox.net>  
**Sent:** Friday, December 10, 2021 9:37 AM  
**To:** Stephen Rice  
**Cc:** Jeanette L. Moore; Miguel Troncoso (mtroncoso@ahinc.net); Ashley M. Brown  
**Subject:** Re: 416 SW 74th St Building - Misc. Repairs/Improvements

Jeanette, please move forward with the repairs ASAP after closing. Walter

Sent from my iPhone

On Dec 10, 2021, at 8:32 AM, Stephen Rice <smricecpa@hotmail.com> wrote:

I think you should proceed with the repairs as quickly as possible.

Get [Outlook for iOS](#)

---

**From:** Jeanette L. Moore <jlmoore@hopecsi.org>  
**Sent:** Friday, December 10, 2021 8:29:28 AM  
**To:** Miguel Troncoso (mtroncoso@ahinc.net) <mtroncoso@ahinc.net>; smricecpa@hotmail.com <smricecpa@hotmail.com>; Walter Long <ouwalter@cox.net>  
**Cc:** Ashley M. Brown <ambrown@hopecsi.org>  
**Subject:** FW: 416 SW 74th St Building - Misc. Repairs/Improvements

Hello Finance Committee,

Below please see a statement for the repairs 416 SW 79th will need prior to moving in.  
I would like to have permission to get it started as soon as we close on the building.

We are out of office space so we will want to start quickly.

Thank you,

Jeanette

Jeanette Moore, LCSW  
Chief Executive Officer  
HOPE Community Services, Inc.  
6100 S. Walker  
OKC, OK 73139  
510-3770

A member of the Alliance of Mental Health Providers of Oklahoma

Mission Statement: To be a progressive leader in the community providing innovative and supportive mental health and addiction programs that are responsive, efficient, and effective in delivering trauma and

recovery focused services that improve the quality of life for children, families, and adults in our community.

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-----Original Message-----

From: Miguel Troncoso [mailto:mtroncoso@ahinc.net]  
Sent: Friday, December 10, 2021 8:12 AM  
To: Jeanette L. Moore <jlmoore@hopecsi.org>  
Subject: FW: 416 SW 74th St Building - Misc. Repairs/Improvements

Roofing Repairs & Add Gutters: \$8,567.00 Paving Repairs: \$58,700.00 Painting Interior & Exterior: \$36,000.00  
Flooring: \$97,050.00  
Access Controls: \$15,000.00 Budget?  
Framing/Drywall/Acoustical Changes: \$25,000.00 General Conditions: \$16,000.00  
OH&P: \$17,942.00  
Total: \$274,259.00

Let me know your thoughts on these budget numbers.

Miguel A. Troncoso  
1627 W. Main Street  
Oklahoma City, OK 73106  
Phone  
405.232.1188

fax  
405.232.3061

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-----Original Message-----

From: Miguel Troncoso  
Sent: Friday, October 22, 2021 3:05 PM  
To: Eric Blakeney <erblakeney@hopecsi.org>  
Subject: 416 SW 74th St Building - Misc. Repairs/Improvements

Eric, see attached as discussed. Let me know if you have any questions.

Have a good weekend.

Thanks.

Miguel A. Troncoso  
1627 W. Main Street  
Oklahoma City, OK 73106  
Phone  
405.232.1188

fax  
405.232.3061

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-----Original Message-----

From: noreply@okcopiersolutions.com <scanner3@okcopiersolutions.com>  
Sent: Friday, October 22, 2021 2:59 PM  
To: Miguel Troncoso <mtroncoso@ahinc.net>  
Subject: Scanned image from Anderson & House, Inc.

Reply to: noreply@okcopiersolutions.com <noreply@okcopiersolutions.com> Device Name: Anderson & House, Inc.  
Device Model: MX-4140N  
Location: Not Set

File Format: PDF (Medium)  
Resolution: 200dpi x 200dpi

Attached file is scanned image in PDF format.

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## **SUNSET APARTMENT MAKE-OVERS**

### **APT 20 625 SQ FT 1 BEDROOM**

**\$4,747.00**

- Remove carpet in all rooms and replace with laminate flooring.
- Paint all walls, doors, trim, and kitchen cabinets.
- Replace all window blinds.
- Replace all wall outlet covers.
- Replace ceiling lights and ceiling fans as needed.
- Clean entire apartment after all work is complete.

### **APT 21 625 SQ FT 1 BEDROOM**

**\$3,548.00**

- Paint all walls, doors, trim, and kitchen cabinets.
- Replace all window blinds.
- Replace all wall outlet covers.
- Replace ceiling lights and ceiling fans as needed.
- Clean entire apartment after all work is complete.

### **APT 24 625 SQ FT 1 BEDROOM**

**\$5,792.00**

- Remove all debris from inside apartment.
- Remove carpet in all rooms and replace with laminate flooring.



- Paint all walls, doors, trim, and kitchen cabinets.
- Replace doors as necessary.
- Replace windows (windows are broken).
- Replace all window blinds.
- Replace all wall outlet covers.
- Replace ceiling lights and ceiling fans as needed.
- Clean entire apartment after all work is completed.

**APT 27 840 SQ FT 2 BEDROOM**

**\$5,896.00**

- Remove all carpet and replace with laminate flooring.
- Remove kitchen vinyl tile and replace with ceramic tile.
- Paint all walls, doors, trim, and kitchen cabinets.
- Replace all window blinds.
- Replace all wall outlet covers.
- Clean entire apartment after all work is completed.

**This punch list may not address all items that need fixing, repaired, or replaced. Please prepare a bid for each apartment, or if it's easier, for the entire project. If you come across any additional items that need to be**

added to the bid, as work progresses, please let me know before work is completed.

Any entrance doors that need replaced will need to be steel. All interior doors can be wood.

All paint colors will be white with a durable finish.

Laminate flooring can be a darker color, browns if possible.

Contact me with any questions : Garth Giles 405-201-5314. Thank you.

Grand Total \$19,983.00
-------------------------

**From:** Walter Long [mailto:ouwalter@cox.net]

**Sent:** Tuesday, December 28, 2021 11:45 AM

**To:** Stephen Rice <smricecpa@hotmail.com>

**Cc:** Jeanette L. Moore <jlmoore@hopecsi.org>; Miguel Troncoso (mtroncoso@ahinc.net) <mtroncoso@ahinc.net>

**Subject:** Re: HOPE Sunset Apartments Renovations 20, 21, 24, & 27

Jeanette,

Please proceed with the renovations.

Sent from my iPhone

**From:** Stephen Rice [mailto:smricecpa@hotmail.com]

**Sent:** Tuesday, December 28, 2021 11:04 AM

**To:** Jeanette L. Moore <jlmoore@hopecsi.org>; Miguel Troncoso (mtroncoso@ahinc.net) <mtroncoso@ahinc.net>;

Walter Long <ouwalter@cox.net>; Stephen Rice <smricecpa@hotmail.com>

**Subject:** RE: HOPE Sunset Apartments Renovations 20, 21, 24, & 27

I think you should proceed with the renovations.

**From:** Jeanette L. Moore [mailto:jlmoore@hopecsi.org]

**Sent:** Tuesday, December 28, 2021 9:10 AM

**To:** Miguel Troncoso (mtroncoso@ahinc.net); Walter Long; smricecpa@hotmail.com

**Subject:** FW: HOPE Sunset Apartments Renovations 20, 21, 24, & 27

Hello Financial Committee,

While each of these are under my 15,000 limit, the whole is above.

I would like permission to start the renovation of these 4 apartments at Sunset.

These are apartments that we will have individuals who are part of our program reside in.

Thank you for your consideration

Jeanette

*Jeanette Moore, LCSW*

Chief Executive Officer

HOPE Community Services, Inc.

6100 S. Walker

OKC, OK 73139

510-3770



A member of the Alliance of Mental Health Providers of Oklahoma



**Mission Statement:** To be a progressive leader in the community providing innovative and supportive mental health and addiction programs that are responsive, efficient, and effective in delivering trauma and recovery focused services that improve the quality of life for children, families, and adults in our community.

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**From:** Miguel Troncoso [<mailto:mtroncoso@ahinc.net>]

**Sent:** Tuesday, December 28, 2021 9:02 AM

**To:** Jeanette L. Moore <[jlmoore@hopecsi.org](mailto:jlmoore@hopecsi.org)>

**Cc:** Heather G. Helberg <[hghelberg@hopecsi.org](mailto:hghelberg@hopecsi.org)>; Garth Giles <[ggiles@hopecsi.org](mailto:ggiles@hopecsi.org)>

**Subject:** HOPE Sunset Apartments Renovations 20, 21, 24, & 27

Good Morning,

See attached. Let me know if you have any questions or need anything else from us.  
Thanks.



**Miguel Troncoso**

1627 W. Main Street  
Oklahoma City, OK 73106

Phone 405.232.1188

fax 405.232.3061

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## HOPE Technology Road Map 2022

### Current HOT need items

#### Shields outage:

During the large outage we suffered multiple pieces of hardware were damaged.

This appears to have been caused from a surge to the accounting building that traveled to the main front office.

This destroyed the NSA 3650 Firewall as well as a 48 port POE Switch.

This also damaged a couple of ports on another 48 port POE Switch.

Currently the backup 48port POE switch is in place leaving no backup units. Also, the firewall running that site is a HunterCare HQ backup firewall.

For that site we need to replace both of those units:

Firewall: NSA 2700 \$7900 Est Market based on end of year pricing

AV license: \$1200 Est Market based on end of year pricing

Switch: Aruba/Dell POE: \$3000 Est Market based on end of year pricing

Total: \$12,100 (The one damaged unit is operational, but we should think about replacing it)

#### Walker:

Full WIFI upgrade, the current system is legacy from Corey Kitchen before we came in and is starting to show signs of failure.

#### Aruba Upgrade:

2 Switches

36 new Access points

Cabling for AP's

Total: \$68,000

#### 416 SW 79<sup>th</sup>

We currently have the IP phones and Workstation PCs in warehouse to handle 45 workstations at that site.

With that in mind, we are lacking network switches, Firewall, Servers, WIFI access points, internet, cabling and controlled IT area.

Due to the pandemic and logistics on pretty much anything having to do with business electronics, there is no reasonable way to bring in the gear in time to open this site. After talks with suppliers, most business class gear is sitting at 6-8 months for Access points and server setups per my vendors and that is fluid based on needs.

Right now, I have enough backup gear onsite that I can furnish the switches, server, rack, and access points to get SW 79<sup>th</sup> up and running. This will allow that site to meet a reasonable start date.

Loaded Server rack and 3 WIFI access points: \$32,000 (20k less than current)

USI Labor and wire: \$48,000

Total: \$80,000

## Getting back on track

### Workstation replacements:

Pre-Pandemic we were doing 5 per month to keep a slow influx of new units to replace older ones about to fail. Also, we had the flood incident and have some units that will have a shorter life than normal due to that even. Talking with HP and Dell vendors, their ability to reliably get 5 per month is just not feasible anymore. My thought and theirs is to just do a quarterly purchase of 20 units and deal with the pricing at the time. To keep things in line, I would start the new order 3mo after the reception of the previous order. This would basically give us a month or two lag to bring in better priced units instead of whatever we can get our hands on.

20 work stations quarterly: \$26,000 Est based on Market price as of this month

### 8125 Walker:

This site is coming up, and after the discovery of delivery times, I have requested in bids for gear from vendors. If the goal is going to have an open date of August or September, we need to budget and order gear for this site in the next month. Some things will come in early, and we can warehouse that till the site is ready.

I have set dates with vendors to go over needs and will update as soon as I get pricing back.

From the HOPE leadership side, if we can setup a follow up meeting that will solidify what we think the opening needs are and a small bandwidth of what we think growth will be.

Personnel count, CCTV design for physical site and especially for the controlled patient area.

What gear and workstations if any we will be bringing from Shields or Walker, and what we think we will need to purchase. I would like to be part of the CCTV design; I have setup Multiple URC's and a GRC and would like to avoid a vendor not handling this properly.

### Data Analytics' and QCI 9 measures:

Currently I am working with my team and developing out methodology and dashboarding to create the measure in an accessible way. This will be a business tool that will allow these measures and concepts to be communicated and actioned on in a way that meets current needs and presents it in the most appropriate manner. I need a HOPE resource that is the most familiar with Think Health, and how HOPE staff use it. I think that over the course of the next couple months I would need 10hrs total spread across a month or two, so maybe an hour a week here and there. From there I will be able to report back what we are seeing, what we need to start recording and any metrics that might need to be coached to staff for collection.

In conclusion, upgrading the WIFI at all sites, standing up SW79th, opening 8125 and putting together the dashboards for the QCI measures; will be the major effort for this year. The benefits will be felt in terms of client outcomes, business decision toolsets, and overall improvement/advancement in HOPE's ability to provide better client care with expanded resources that benefit the community and HOPE.