

# HOPE COMMUNITY SERVICES, INC.

## MEETING OF THE BOARD OF DIRECTORS

August 25, 2022 at 5:30 p.m.

6100 S. Walker Ave., OKC, OK 73139

### AGENDA

<b>I. WELCOME</b>	Walter		
<b>II. BOARD MEMBER RESIGNATION</b>			
A. Dee Liggins	Walter	1	Accept
<b>III. BOARD MEMBER APPLICATION</b>			
A. Sherry Read	Walter	2	Approve
<b>IV. MINUTES</b>			
A. June 23, 2022 Meeting Minutes	Walter	3	Approve
<b>V. FINANCIAL BUSINESS</b>			
A. FY'22 Year-End Income Statement	Eric	4	Accept
B. FY'22 Year-End Balance Sheet	Eric	5	Accept
C. June 2022 Financial Report	Eric	6	Approve
D. FY23 Year Two of the Three-Year Fixed Rate Contract Renewal \$1,575,732.00	Jeanette	7	Approve
E. FY23 Year Two of the Three-Year Sole Source Contract Renewal \$7,185,621.00	Jeanette	8	Approve
<i>**Mobile Crisis Response Teams – State - \$307,917.00**</i>			
<b>VI. UNFINISHED BUSINESS</b>			
A. 416 SW 79 <sup>th</sup> and 8125 S Walker updates	Heather	9	Info Only
<b>VII. NEW BUSINESS</b>			
A. CohnReznick – CCBHC Cost Reporting System - ~\$27,500.00	Jeanette	10	Approve
B. Programs Committee	Jeanette	11	Approve
C. Workflow Reviews - EMR	Jeanette	12	Approve
D. Standley Systems laptop quote - \$20,900.00	Jeanette	13	Approve
E. MAPS4 Crisis Center Meeting, August 10 <sup>th</sup>	Jeanette	14	Info Only
F. Policy and Procedure Updates – All Sections	Heather	15	Approve
G. Section 5 Policy Changes	Heather	16	Approve
H. Diversity and Inclusion Policy	Heather	17	Approve
I. Approval of Arnall Community Fund Grant \$213,360.00	Jeanette	18	Approve
J. Covid Relief Funds - \$25,000.00	Jeanette	19	Approve

**VIII. EXECUTIVE SESSION**

A. Managed Care Discussion

Jeanette 20 Accept

**IX. CEO SUMMARY**

Jeanette Info Only

**X. CITIZENS TO BE HEARD**

Next Board Meeting: Thursday, October 27, 2022 at 5:30pm  
Please RSVP (405-510-3757) by noon Wednesday, October 26, 2022

**HOPE COMMUNITY SERVICES, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
June 23, 2022 at 5:30 p.m.  
6100 S. Walker Avenue  
Oklahoma City, OK 73139

**MEMBERS PRESENT:**

Walter Long  
Cassandra Negron

Steve Rice  
Miguel Troncoso

Earlene Bieger  
Kimberley Walker

**MEMBER ABSENT:**

Jory Daniel  
Jenna Howard

Dee Liggins

Sunny Wenger

**STAFF PRESENT:**

Heather Helberg  
Nora Castillo  
Stephanie Stuckert  
La'Trice Washington  
Shannon Barczak

Eric Blakeney  
Jamie Burchard  
Andrew Kelly  
Sean Holt

Ashley Brown  
Robert Scott  
Shane Martin  
Angela Wernke

**GUESTS:**

Robert Curfman

Vanessa Dutton

Walter Long welcomed everyone and called the meeting to order at 5:36 p.m. Mr. Long and Steve Rice attended a tour of 416 SW 79<sup>th</sup> Street and were impressed with the building.

Robert Curfman and Vanessa Dutton introduced themselves and presented the EideBaily Audit findings. Data reviewed was as of and for the year ending June 30, 2021. The audit has two parts, Financial statement audit and Compliance (single) audit. There were four findings on the financial audit and one passed adjustment. There were no significant estimates, difficulties, or disagreements with management. The Single Audit covered two programs, Continuum of Care and Shelter Plus Care. There were no findings in either program. Earlene Bieger made a motion to accept the audit findings and Miguel Troncoso seconded the motion. Motion passed by unanimous vote.

Nora Castillo and Jamie Burchard presented the Addiction and Recovery Program and what services are offered through each program. It is comprised of three programs, OZ, MAT, and Child Welfare/TANF.

Walter Long presented that Brittany Riffin has resigned from the Board due to time conflicts with work. Steve Rice made a motion to accept the resignation. Earlene Bieger seconded the motion.

Walter Long presented Kimberley Walker's application to join the Board. Steve Rice made a motion to accept Ms. Walker's application. Earlene Bieger seconded the motion. Motion passed by unanimous vote.

Walter Long stated the position for Vice President is open for nominations. Mr. Long explained this position is offset from the President in case an issue arises with the President, the Vice President may step in. Steve Rice made a motion to nominate Miguel Troncoso. No other nominations were made. Earlene Bieger seconded the motion. Motion passed by unanimous vote.

Walter Long asked the Board to review the minutes from April 28, 2022 and asked if there were any corrections needed. Steve Rice stated the numbers for the 2021 Strategic Plan were not accurate. Ashley Brown will correct the numbers and send to the Board members. Mr. Long asked for a motion to approve the minutes with corrections made. Steve Rice made a motion to approve. Earlene Bieger seconded the motion. Motion passed with unanimous vote.

Eric Blakeney presented the April 2022 and May 2022 financial reports, and year to date ending May 31<sup>st</sup>, 2022. As compared to last year, Hope is behind by \$1.8 million in revenue although we will receive ETPS dollars in the fourth quarter to bring that number down. CCBHC expenses will continue to rise and will run into the next fiscal year. Staffing expenses have gone up this year. The year to date loss in expenses is \$3.9 million and Mr. Blakeney explained this was expected as we transition to full CCBHC certification. Walter Long asked for a motion to approve the April and May financial reports. Earlene Bieger made a motion, Kimberley Walker seconded the motion. Motion passed by unanimous vote.

Heather Helberg explained there has been a name change to one of the DMH Fixed Rate Contracts. The SA General Population- Federal SABG contract is now named the SA General Population – CRRSA SABG – Federal.

Heather Helberg presented that HOPE has sold the duplexes for \$90,000 and will net approximately \$85,000 for the sale. The Finance Committee had accept the sale price and now we are asking for full Board acceptance. Earlene Bieger made a motion to accept and Cassandra Negron seconded the motion. Motion passed by unanimous vote.

Heather Helberg presented that in 2019, Hope did not submit a 1095 form to the IRS. Hope had previously used a third party to submit this form and due to an error it was not submitted. The IRS has given Hope a fine of \$140,000. Jeanette Moore is asking for permission to use a lawyer to help protest the fine. Miguel Troncoso made a motion to approve hiring a lawyer, Kimberley Walker seconded the motion. Motion passed by unanimous vote.

Heather Helberg gave updates on 416 SW 79<sup>th</sup> and 8125 S Walker. 416 SW 79<sup>th</sup> is waiting on furniture to be delivered and will have signage put in next month. We will have a big opening with Alma Rhone-Edwards present, as the location will be named in her honor. At 8125 S Walker, the Children's area and URC are being worked on in stages. The biggest issue on delay is that OG&E has run out of wire and Hope has been placed on a waitlist for approximately six months. Concrete will be laid the second week of July. Once the location is no longer a hardhat area we will begin offering tours. Miguel Troncoso explained that without OG&E being able to complete their work we cannot complete the millwork or flooring without the building being air conditioned.

Heather Helberg stated we had another meeting on June 7<sup>th</sup>, 2022 with The Arnall Family Foundation. They are wanting to partner with Hope in a program to assist low-level offenders and keep them from reentering prison. Robert Scott has submitted a grant for \$215,000 to employ three case managers to be placed in the community to assist clients. We expect to hear back within 30 days on if we receive the grant.

Heather Helberg stated we had an audit for CCBHC, the result were that Hope received 100% in organizational, 100% in operational, and 93% in clinical. Hope will be certified with distinction. It will go to the DMH Board for voting on June 24<sup>th</sup>, 2022.

Heather Helberg presented Section 4 policy revision. Section 4.05.00 will now be titled Accounting for Client Fees/Sliding Scale Fees. This addition of the Sliding Scale Fee policy is a requirement for CCBHC. Steve Rice made a motion to approve the policy revision. Earlene Bieger seconded the motion, motion passed by unanimous vote.

Heather Helberg presented Section 5 has two revisions in policy. Section 5.02.00 Urgent Recovery Center has some changes in words used to describe certain staff members. The second revision is in Section 5.03.06 the Rehousing policy and procedure has been added per ODMHSAS requirement. Earlene Bieger made a motion to accept the policy revisions, Kimberley Walker seconded the motion. Motion passed by unanimous vote.

Heather Helberg presented the need for landscaping at the Walker location. This will add shrubbery in front of windows and will cost roughly \$30,000. We did not have the documents available to present the actual amount. Walter Long asked for a motion to approve the landscaping cost plus or minus \$1,000. Earlene Bieger made a motion to approve, Miguel Troncoso seconded the motion. Motion passed by unanimous vote.

Heather Helberg stated a potential breach of confidentiality has occurred at Sunset. A desktop computer was stolen from the location and may contain up to 50 clients personal information on the hard drive. Hope will notify the clients that have had their information breached and will also post on the website. Corrective action will include no longer having a stationary computer at the location.

Heather Helberg presented that Jeanette Moore would like to ask for approval to add Juneteenth to the list of recognized holidays. Cassandra Negron made a motion to approve the Holiday, Kimberley Walker seconded the motion. Motion passed by unanimous vote.

Ashley Brown presented the 2023 Holiday and the 2023 Board Meeting Schedule. Earlene Bieger made a motion to approve the 2023 schedules, Steve Rice seconded the motion. Motion passed by unanimous vote.

Steve Rice made a motion to move into Executive Session, Earlene Bieger seconded the motion. The session began at 6:46 p.m. and in attendance were; Steve Rice, Walter Long, Kimberley Walker, Miguel Troncoso, Earlene Bieger, Heather Helberg, and Shannon Barczak. The session ended at 6:52 p.m. Earlene Bieger made a motion to accept the findings, Steve Rice seconded the motion. Motion passed by unanimous vote.

Heather Helberg presented Jeanette Moore's CEO Summary. Hope provided Active Shooter training and will be reviewing policy and procedure. The Department of Corrections thanked Hope for its volunteer work. Hope received a resolution honoring Behavioral Health Service Agencies. Debbie Pippin's husband has passed away and Jeanette attended the service. The annual employee celebration will be June 4<sup>th</sup> at Holiday Lanes, we will have bowling, t-shirts, lunch, karaoke, and games. Hope will have a celebration once we become a fully certified CCBHC. Hope received a grant for \$150,000 for Youth Housing Diversion Program, Hope will get that amount for two years. The Compass program has applied for an RFP to expand the program. Hope has also waiting to hear back from the Maps4Mental Health grant for the Crisis Center. Hope has another RFP for a Family Care Program Coordinator. Hope submitted an RFP

for the BISS program to place more staff in several schools in our area. Lastly, an RFP for dollars to assist with caring for individuals with certain chronic illnesses related to COVID. Managed Care has passed and we gave Centene a tour of Hope on June 7<sup>th</sup>, 2022, Centene is bidding for contract to manage the state's Medicaid dollars. Managed care is set to start in October 2023.

No citizens were heard or present.

Walter Long adjourned the meeting at 6:59 p.m.

SUBMITTED:

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Jenna Howard, Secretary

**HOPE Community Services, Inc.**  
**Preliminary Income Statement Before Audit -**  
**For the Twelve Months Ending, June 30, 2022**

	<u>Year-to-Date</u>	<u>Prior Year</u>	<u>Variance</u>	<u>Notes:</u>
<b>Revenue</b>				
DMHSAS	6,870,523	10,674,370	(3,803,847)	Q4 2022 = \$
HCA - Medicaid	2,415,784	1,882,215	533,569	
CCBHC	1,521,592	-	1,521,592	Started Q1 2022
HRSA - PR#4	353,139	-	353,139	
Other Service Fees	231,012	136,130	94,882	Private Insurance & Medicare
Community Living Program Grants	1,522,067	1,524,365	(2,298)	
Other Contract Income	1,816	86,635	(84,819)	
Rent Income	40,554	120,260	(79,706)	Sunset Apartments & Duplex
Interest Income	28,922	33,014	(4,092)	
Other Income/Donations	425,539	1,770,718	(1,345,179)	PPP loan forgiveness FY-21
Gain on Sale of Assets	74,762	(9,067)	83,829	Sale of 18/20 SE 45th
<b>Total Revenue</b>	<b>13,485,710</b>	<b>16,218,640</b>	<b>(2,732,930)</b>	
<b>Expenses</b>				
Staffing Expense	11,273,467	9,273,173	2,000,294	CCBHC/URC staff increase
Legal Expense	21,304	6,196	15,108	
Accounting & Audit	53,144	57,636	(4,492)	
Liability Insurance	415,407	208,796	206,611	Increase - added new properties
Facilities	619,082	354,893	264,189	Increase - Sunset apartment bldg. tear down
Depreciation	229,500	220,773	8,727	
Medication Clinic	535,585	923,826	(388,241)	Decrease - Opioid MAT & Pharmacy
Consumer Assistance / Supplies	2,160,349	2,018,877	141,472	
Transportation	79,242	11,818	67,424	Increase - repair & maintenance of aging vehicles
Office - Communication	298,451	185,834	112,617	
Management Information	552,041	309,501	242,540	New building set up
Marketing	42,143	38,039	4,104	
Interest & Finance Charges	66,021	47,850	18,171	
Miscellaneous	57,314	312,922	(255,608)	
<b>Total Expenses</b>	<b>16,403,050</b>	<b>13,970,134</b>	<b>2,432,916</b>	
<b>Net Income (loss)</b>	<b>(2,917,340)</b>	<b>2,248,506</b>	<b>(5,165,846)</b>	

HOPE Community Services, Inc.  
Preliminary Balance Sheet Before Audit  
For the Twelve Months Ending Thursday, June 30, 2022

CURRENT ASSETS

Checking Account	\$6,607,819.23	
Credit Card Deposit Account	38,620.96	
Tenant Security Deposit Account	7,605.00	
Petty Cash	<u>2,100.00</u>	
Total Cash		6,656,145.19

Accounts Receivable-Grants	2,196,516.19	
Accounts Receivable-Medicaid (Title XIX)	294,311.87	
Title XIX Allowance for Doubtful Accounts	<u>(64,917.74)</u>	
Total Receivables		2,425,910.32

Prepaid Expenses	197,175.89	
Utilities Deposits	40.00	
Construction in Progress	4,184,093.65	
Pharmacy Investment	<u>311,441.00</u>	
Total Other Current Assets		4,692,750.54

FIXED ASSETS

Land and Buildings	8,152,653.69	
Accumulated Depreciation-Buildings	(1,753,148.56)	
Furniture, Fixtures, & Equipment	93,272.04	
Accumulated Depreciation-Furn., Fixtures, & Equip.	(95,726.62)	
Vehicles	263,802.76	
Accumulated Depreciation-Vehicles	(231,718.06)	
Computer and Equipment	226,770.24	
Accumulated Depreciation-Computer and Equipment	<u>(160,294.77)</u>	
Total Fixed Assets		6,495,610.72
TOTAL ASSETS		<u><u>20,270,416.77</u></u>

LIABILITIES

Accounts Payable	315,521.63	
Accrued Expenses	7,892.46	
Accrued Salaries Payable	51,310.17	
Donations-LaBoon Client Assist	17,978.61	
Donations-Don Hall Ed Fund	10,142.63	
Payroll Deductions-United Way	5.00	
Payroll Deductions-Credit Union	1,946.10	
Payroll Deductions-Mutual of America Loans	264.94	
Payroll Deductions-Other	6.00	
Tenant Security Deposits	7,412.52	
Tenant Security-Sunset VA	23,174.05	
Mortgage Payable	859,843.41	
Watermark-Loan for 8125	1,915,839.33	
Simmons-Loan for 416 SW 79	839,857.14	
Deferred Revenue-Discharge Planning Housing Sub	<u>12,000.00</u>	
Total Liabilities		4,063,193.99

NET ASSETS

Unrestricted Net Assets	18,924,562.53	
Reserve Operating Fund	200,000.00	
Current Earnings	<u>(2,917,339.75)</u>	
Total Equity		16,207,222.78
TOTAL LIABILITIES & NET ASSETS		<u><u>20,270,416.77</u></u>



**HOPE Community Services, Inc.**  
**Preliminary Income Statement Before Audit -**  
**For June 30, 2022**

**REVENUE**

DMHSAS	478,475
HCA - Medicaid	357,920
CCBHC	408,702
Other Service Fees	8,442
Community Living Program Grants	108,328
Other Contract Income	77
Rental Income	900
Interest Income	2,228
Other Income/Donations	(25,773)
Gain on sale of assets	74,763
<b>Total Revenue</b>	<b><u>1,414,062</u></b>

**EXPENSES**

Staffing Expense	1,482,904
Legal Expense	1,999
Accounting & Audit	3,357
Liability Insurance	201,049
Facilities	32,960
Depreciation	19,556
Medication Clinic	65,353
Consumer Assistance/Supplies	259,654
Transportation	15,395
Office/Communication	30,927
Management Information	106,793
Marketing	1,203
Interest & Finance Charges	12,645
Miscellaneous	6,355
<b>Total Expenses</b>	<b><u>2,240,150</u></b>
<b>Net Income (loss)</b>	<b><u>(826,088)</u></b>



## SERVICES WITHIN REACH

Carrie Slatton-Hodges | Commissioner

Kevin Stitt | Governor

To: Jeanette Moore  
HOPE Community Services, Inc.

Re: FY23 Year Two of the Three-Year Fixed Rate Contract Renewal  
PO #TBD

Date: June 15, 2022

The Oklahoma Department of Mental Health and Substance Abuse Services would like to offer your agency the opportunity to renew your contract for FY23. This will represent year two of our three-year agreement. The total for FY23 is **\$1,575,732.00**. The following changes are effective for the time period July 1, 2022 through June 30, 2023.

Contract Line	CS	CFDA #	SOW <a href="http://www.odmhsas.org/arc.htm">http://www.odmhsas.org/arc.htm</a>	Maximum Payment
Basic Services - State	01AA	n/a	Big SOW	\$290,300.00
Child, Youth, Young Adults & Families - Family Self-Sufficiency Program - State	55AB	n/a	Child, Youth, Young Adults & Families	\$107,000.00
Criminal Justice - Drug Court Misdemeanor Treatment Expansion - Adult - Oklahoma County - MIT Grant - Federal (July-Sept)	90AR	932430000	Criminal Justice	\$45,000.00
Criminal Justice - Drug Court Treatment - Adult - State	90AA	n/a	Criminal Justice	\$115,000.00
Criminal Justice - Mental Health Court Treatment - State	45AA	n/a	Criminal Justice	\$45,000.00
Criminal Justice - Prison Based Trauma-Informed Therapeutic Services - State	51AA	n/a	Criminal Justice	\$15,000.00
Gambling - Revolving	70AA	n/a	Non-Categorical SOW	\$10,000.00
Outreach Services for the Elderly - MHBG - Federal	42AA	939580000	Non-Categorical SOW	\$15,000.00
Recovery Support - Community Living - Supported Transitional Housing - MHBG - Federal	42AM	939580000	Recovery Support	\$530,000.00
Recovery Support - Projects for Assistance in Transition from Homelessness (PATH) - Federal	25AA	931500000	Recovery Support	\$68,432.00

FY23 CONTRACT RENEWAL

ECRW # 17541

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Contract Line	CS	CFDA #	SOW <a href="http://www.odmhsas.org/arc.htm">http://www.odmhsas.org/arc.htm</a>	Maximum Payment
SA General Population - SABG - Federal	02AA	939590001	Big SOW	\$175,000.00
SA Treatment - SOS Grant - Federal	02BP	937880000	Non-Categorical SOW	\$55,000.00
SOC - Behavioral Intervention Services in Schools (BISS) - SOC - State	42BA	n/a	System of Care (SOC)	\$10,000.00
SOC - Wraparound - SOC - State	39AA	n/a	System of Care (SOC)	\$95,000.00

**FY23 Changes to the FY21 – FY23 Three-Year Fixed Rate MHSA –**

**Boilerplate Language**

1. The DUNS number will be phased out by April 2022. Organizations will be assigned a new 12-character alphanumeric value Unique Entity Identifier (UEI). This new identifier can be found under the entity's account in SAM.gov. **Page 1, paragraph 1, UEI (Unique Entity Identifier) replaces the DUNS number.**

2. **Part III (Performance Requirements), section A, second paragraph, and replace with:**

SAMHSA grant funds may not be used to purchase, prescribe, or provide marijuana or treatment using marijuana. See, e.g., 45 C.F.R. 75.300(a) (requiring HHS to ensure that Federal funding is expended in full accordance with U.S. statutory and public policy requirements); 21 U.S.C. 812(c)(10) and 841 (prohibiting the possession, manufacture, sale, purchase or distribution of marijuana).

3. **Part III (Performance Requirements), delete section O and replace with:**

If applicable, Contractor shall designate a domestic violence (DV) liaison. Contractors with multiple sites are strongly encouraged to identify a DV liaison for each site. DV liaison will be available to all staff. The DV liaison shall be responsible for developing a relationship with the closest domestic violence/sexual assault agency and/or Family Justice Center and/or Human Trafficking agency, collaborate with these agencies to become aware of the services available, ask for case consultation related to a client with domestic

**FY23 CONTRACT RENEWAL**

**ECRW # 17541**

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violence, sexual assault, stalking, or human trafficking issues if needed, post relevant referral information in the client waiting areas, and develop a partnership with these agencies so that a seamless referral system is in place when needed for consumers seeking domestic violence, sexual assault, stalking, or human trafficking resources.

New domestic violence liaisons shall attend orientation with the ODMHSAS Manager of Trauma Informed Care (or designee) within 90 days of designation. The domestic violence liaison for the agency is required to complete 6 hours of ODMHSAS designated domestic violence training. Initial training may be obtained online or at the annual Partners for Change Conference sponsored by the Oklahoma Attorney General's office. Agency domestic violence liaisons shall complete 3 hours of training within 90 days of designation and the additional 3 hours within the first year. The certificate(s) of completion will be verification of meeting this requirement and should be filed in the employee personnel file. The domestic violence liaison shall complete a minimum of 3 hours of continuing education on domestic violence, sexual assault, stalking, or human trafficking each year. Domestic violence liaisons will participate in regular support calls hosted by the ODMHSAS.

**4. Part IV (COMPENSATION), update section C, UEI (Unique Entity Identifier) replaces the DUNS number:**

Funding sources utilized to make payments pursuant to this contract (e.g., state and federal, etc.) shall be at the ODMHSAS discretion and shall not be subject to review or considered a breach of this contract. Contractor agrees that by accepting federal funds from the Department, Contractor is in receipt of pass-through federal funds and may be considered to be a subrecipient of these federal funds. Therefore, Contractor may be subject to all federal rules and regulations applicable to the appropriate expenditure of federal funds. See 2 CFR 200, [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl) and its Compliance Supplement and the Certifications and Assurances bound to receipt of federal funds. If Contractor is a subrecipient of federal funding, Contractor is required to maintain current and accurate information in the Central Contractor Registration (CCR); primary registrant database for the U.S. Federal Government and have obtained an UEI (Unique Entity Identifier) number. If Contractor is in receipt of federal funding, Contractor shall be identified as either a subrecipient or vendor in the Federal Funding Identification Form. The auditee of a Single Audit shall comply with provisions of 2 CFR Sections 200.508-512, pertaining to audit requirements for auditees.





5. **Part IV (COMPENSATION), update section L, increase co-pay from \$3.00 to \$4.00:**

Service providers delivering services pursuant to a mental health or substance abuse treatment contract with the Department may solicit a co-pay for services provided to adults, not to exceed **four dollars (\$4.00)** per service. However, no one shall be denied services due to an inability to pay or due to failure to honor a prior co-pay agreement. Co-pay amounts shall be agreed upon by the client and collected at the time of service or via a pre-treatment agreement for later payment. No additional funds from the client or the client's family are to be sought or accepted for services purchased by the Department, to include processing fees, applications fees, or any process necessary to determine eligibility for ODMHSAS services except as otherwise stated in the contract SOW(s). All client rights and applicable confidentiality requirements shall be strictly observed in the administration of this policy.

This renewal 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 Slatten-Hodges | Commissioner

Kevin Stitt | Governor

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

**Re: FY23 Year Two of the Three-Year Sole Source Contract Renewal  
PO #TBD**

**Date: July 5, 2022**

The Oklahoma Department of Mental Health and Substance Abuse Services would like to offer your agency the opportunity to renew your contract for FY23. This will represent year two of our three-year agreement. The total for FY23 is **\$7,185,621.00**. The following changes are effective for the time period July 1, 2022 through June 30, 2023.

Contract Line	CS	CFDA #	SOW <a href="http://www.odmhsas.org/arc.htm">http://www.odmhsas.org/arc.htm</a>	Maximum Payment
Criminal Justice - Drug Court Misdemeanor Treatment Expansion - Adult - Oklahoma County - Medication Assisted Recovery - MIT Grant - Federal (July - Sept)	n/a	932430000	Criminal Justice	\$24,000.00
Criminal Justice - Reentry Intensive Care Coordination Team (RICCT) - State	63AA	n/a	Criminal Justice	\$194,000.00
Criminal Justice - SQE - Prison Based Trauma Informed Service - State	n/a	n/a	Criminal Justice	\$2,000.00
Criminal Justice - SQE - Substance Abuse - Aftercare - DC Statewide Expansion Grant - Federal (July-Nov)	n/a	165850000	Criminal Justice	\$1,147.00
Criminal Justice - Supportive Housing for Reentry - RSAT - Federal	n/a	165930000	Criminal Justice	\$30,000.00
Engaging Adversity, Surviving Trauma in OKC (EAST OKC) - NCTSI CAT-III - Federal (July-Sept)	n/a	932430000	Non-Categorical SOW	\$18,825.00
Engaging Adversity, Surviving Trauma in OKC (EAST OKC) - NCTSI CAT-III - Federal (Oct-June)	n/a	932430000	Non-Categorical SOW	\$55,387.00
Enhanced Tier Payment System (ETPS)	n/a	n/a	Non-Categorical SOW	\$5,024,295.00

FY23 CONTRACT RENEWAL

ECRW # 17471

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Contract Line	CS	CFDA #	SOW <a href="http://www.odmhsas.org/arc.htm">http://www.odmhsas.org/arc.htm</a>	Maximum Payment
eSMI Outreach	n/a	939580000	Non-Categorical SOW	\$7,500.00
Flex Funds - State	n/a	n/a	Non-Categorical SOW	\$73,000.00
Helping Connections Program - COVID-19 Emergency Grant - Helping Connections II - Federal (July-May)	n/a	936650000	Non-Categorical SOW	\$5,000.00
Medication/Flex - SOS Grant - Federal	n/a	937880000	Non-Categorical SOW	\$110,000.00
Medications - State	n/a	n/a	Non-Categorical SOW	\$516,200.00
Mobile Crisis Response Teams - State	n/a	n/a	Non-Categorical SOW	\$307,917.00
Overdose Education and Naloxone Distribution (OEND) - CHIP - Revolving	n/a	n/a	Non-Categorical SOW	\$850.00
Overdose Education and Naloxone Distribution (OEND) - PDO II - Federal (July-Aug)	n/a	932430000	Non-Categorical SOW	\$5,000.00
Overdose Education and Naloxone Distribution (OEND) - PDO II - Federal (Sept-June)	n/a	932430000	Non-Categorical SOW	\$30,000.00
Recovery Support - Discharge Planning Housing Subsidy - CRRSA MHBG - Federal (July-Feb)	n/a	939580000	Recovery Support Services	\$25,000.00
Recovery Support - Discharge Planning Housing Subsidy - State	n/a	n/a	Recovery Support Services	\$150,000.00
Recovery Support - Employment and Housing Best Practices - MHBG - Federal	n/a	939580000	Recovery Support Services	\$150,000.00
Recovery Support - Shelter Plus Care (HUD) - Federal	n/a	142380000	Recovery Support Services	200,500.00
Recovery Support - SQE - Projects for Assistance in Transition from Homelessness (PATH) - Federal	n/a	931500000	Recovery Support Services	60,000.00
Recovery Support - Transition Youth Housing Subsidy - Oklahoma Healthy Transitions Initiative - 2 (OHTI-2) - Federal	n/a	932430000	Recovery Support Services	\$25,000.00

Contract Line	CS	CFDA #	SOW <a href="http://www.odmhsas.org/arc.htm">http://www.odmhsas.org/arc.htm</a>	Maximum Payment
Recovery Support - Transition Youth Housing Subsidy - State	n/a	n/a	Recovery Support Services	\$160,000.00
SOC - Generic Host Agency - State (Child Basic funded)	n/a	n/a	System Of Care	\$10,000.00

## FY23 Changes to the FY21 – FY23 Three-Year Sole Source MHSA

### Boilerplate Language

1. The DUNS number will be phased out by April 2022. Organizations will be assigned a new 12-character alphanumeric value Unique Entity Identifier (UEI). This new identifier can be found under the entity's account in SAM.gov. **Page 1, paragraph 1, UEI (Unique Entity Identifier) replaces the DUNS number.**

2. **Part III (Performance Requirements), section A, second paragraph, and replace with:**

SAMHSA grant funds may not be used to purchase, prescribe, or provide marijuana or treatment using marijuana. See, e.g., 45 C.F.R. 75.300(a) (requiring HHS to ensure that Federal funding is expended in full accordance with U.S. statutory and public policy requirements); 21 U.S.C. 812(c)(10) and 841 (prohibiting the possession, manufacture, sale, purchase or distribution of marijuana).

3. **Part III (Performance Requirements), delete section O and replace with:**

- O. If applicable, Contractor shall designate a domestic violence (DV) liaison. Contractors with multiple sites are strongly encouraged to identify a DV liaison for each site. DV liaison will be available to all staff. The DV liaison shall be responsible for developing a relationship with the closest domestic violence/sexual assault agency and/or Family Justice Center and/or Human Trafficking agency, collaborate with these agencies to become aware of the

FY23 CONTRACT RENEWAL

ECRW # 17471

PAGE 3





services available, ask for case consultation related to a client with domestic violence, sexual assault, stalking, or human trafficking issues if needed, post relevant referral information in the client waiting areas, and develop a partnership with these agencies so that a seamless referral system is in place when needed for consumers seeking domestic violence, sexual assault, stalking, or human trafficking resources.

New domestic violence liaisons shall attend orientation with the ODMHSAS Manager of Trauma Informed Care (or designee) within 90 days of designation. The domestic violence liaison for the agency is required to complete 6 hours of ODMHSAS designated domestic violence training. Initial training may be obtained online or at the annual Partners for Change Conference sponsored by the Oklahoma Attorney General's office. Agency domestic violence liaisons shall complete 3 hours of training within 90 days of designation and the additional 3 hours within the first year. The certificate(s) of completion will be verification of meeting this requirement and should be filed in the employee personnel file. The domestic violence liaison shall complete a minimum of 3 hours of continuing education on domestic violence, sexual assault, stalking, or human trafficking each year. Domestic violence liaisons will participate in regular support calls hosted by the ODMHSAS.

**4. Part IV (COMPENSATION), update section C, UEI (Unique Entity Identifier) replaces the DUNS number:**

Funding sources utilized to make payments pursuant to this contract (e.g., state and federal, etc.) shall be at the ODMHSAS discretion and shall not be subject to review or considered a breach of this contract. Contractor agrees that by accepting federal funds from the Department, Contractor is in receipt of pass-through federal funds and may be considered to be a subrecipient of these federal funds. Therefore, Contractor may be subject to all federal rules and regulations applicable to the appropriate expenditure of federal funds. See 2 CFR 200, [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl) and its Compliance Supplement and the Certifications and Assurances bound to receipt of federal funds. If Contractor is a subrecipient of federal funding, Contractor is required to maintain current and accurate information in the Central Contractor Registration (CCR); primary registrant database for the U.S. Federal Government and have obtained an UEI (Unique Entity Identifier) number. If Contractor is in receipt of federal funding, Contractor shall be identified as either a subrecipient or vendor in the Federal Funding Identification Form. The auditee of a Single Audit shall comply with provisions of 2 CFR Sections 200.508-512, pertaining to audit requirements for auditees.



5. **Part IV (COMPENSATION), update section L, increase co-pay from \$3.00 to \$4.00:**

- L. Service providers delivering services pursuant to a mental health or substance abuse treatment contract with the Department may solicit a co-pay for services provided to adults, not to exceed **four dollars (\$4.00)** per service. However, no one shall be denied services due to an inability to pay or due to failure to honor a prior co-pay agreement. Co-pay amounts shall be agreed upon by the client and collected at the time of service or via a pre-treatment agreement for later payment. No additional funds from the client or the client's family are to be sought or accepted for services purchased by the Department, to include processing fees, applications fees, or any process necessary to determine eligibility for ODMHSAS services except as otherwise stated in the contract SOW(s). All client rights and applicable confidentiality requirements shall be strictly observed in the administration of this policy.

This renewal 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



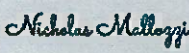

Laptops		Quote #nm005570 v1
	<b>Prepared For:</b> <b>Hope CSI</b> Billy Scott 6100 S Walker Ave Oklahoma City, OK 73139  <b>P: (405) 634-4400</b> <b>E: bscott@rightchoicex.com</b>	<b>Prepared by:</b> <b>Standley Systems</b> Nick Mallozzi 528 West Iowa Street Chickasha, OK 73018  <b>P: 405-574-1181</b> <b>E: nmallozzi@standleys.com</b>
	<b>Delivery Date:</b> <b>06.29.2022</b> <b>Expires:</b> <b>07.22.2022</b>	

#### Hardware

Description	Price	Qty	Ext Price
01QU54 HP ProBook 445 G8 14" Notebook - Full HD - 1920 x 1080 - AMD Ryzen 5 5625U Hexa-core (6 Core) - 16 GB Total RAM - 256 GB SSD - Windows 10 Pro - AMD Radeon Graphics - In-plane Switching (IPS) Technology - English Keyboard	\$915.00	20	\$18,300.00
HP Care Pack - 3 Year - Service - 9 x 5 x Next Business Day - On-site - Maintenance - Parts & Labor - Electronic and Physical	\$130.00	20	\$2,600.00
HP Care Pack - 3 Year - Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Electronic and Physical Service			
Subtotal:			\$20,900.00

Quote Summary	Amount
Hardware	\$20,900.00
<b>Total:</b>	<b>\$20,900.00</b>

Taxes, shipping, handling and other fees may apply. This quote is valid for 30 days.

Acceptance	Standley Systems	Hope CSI
		
<b>Nick Mallozzi</b> Signature / Name		<b>Billy Scott</b> Signature / Name
<b>06/29/2022</b> Date		<b>06/29/2022 3:52:16 PM</b> Date
<b>hghelberg@hopecsi.org</b> Email Address		<b>hghelberg@hopecsi.org</b> Email Address
<b>70.184.28.2</b> IP Address		<b>hghelberg@hopecsi.org</b> IP Address
		<b>PO Number</b>



## Policy Changes

### Section 1

Pronouns	9
Executive Director/Chief Executive Officer	40
HR Manager/ HR Director	8
Updated EEOC Statement	2
People/Persons with disabilities	3

### Section 2

Pronouns	4
Executive Director/Chief Executive Officer	1
HR Manager/ HR Director	1

### Section 3

Pronouns	71
Executive Director/Chief Executive Officer	2
HR Manager/ HR Director	3

### Section 4

Pronouns	1
Executive Director/Chief Executive Officer	3

### Section 5

Pronouns	39
Executive Director/Chief Executive Officer	30

	Total
Pronouns	124
Executive Director/Chief Executive Officer	76
HR Manager/ HR Director	12
Updated EEOC Statement	2
People/Persons with disabilities	3

**Total edits 217**

**HOPE COMMUNITY SERVICES, INC.  
CLINICAL PROGRAM POLICIES AND PROCEDURES**

Last Review: August 15, 2022

Last Revision: August 15, 2022

### **5.03.10 WELLNESS/HEALTH PROMOTION, CARE COORDINATION, AND RECOVERY RELATED SERVICES**

#### **PHILOSOPHY**

The Wellness and Recovery related services are an enhancement to the behavioral health services already in place at HOPE Community Services, Inc. These wellness services are provided by a variety of staff and will focus on individuals in need of primary care services, education to enhance wellness and recovery, and chronic diseases. Consumers participating in health and wellness services will benefit from education, resources and healthy living experiences that are designed to improve the physical, emotional, and spiritual aspects in their recovery. Services are individualized, recovery focused, and consumer driven and will be provided in a welcoming atmosphere by staff trained to provide wellness and recovery related services.

Care coordination activities are the foundation of the CCBHC program, and guide all aspects of treatment to support effective partnerships among the individual, family and other key natural supports and service providers. Based on a person and family-centered care plan and as appropriate, the CCBHC will coordinate care for the consumer across the spectrum of health services, including access to physical health (both acute and chronic) and behavioral health care, as well as social services, housing, educational systems, and employment opportunities as necessary to facilitate wellness and recovery of the whole person.

#### **PROCEDURES**

HOPE staff will inform consumers of the wellness and recovery related services, activities, groups, and community events. HOPE will provide various training, education, and activities related to health and wellness within the community. The wellness and recovery coach will provide community information to the clinical and support staff at HOPE.

Staff will contact the wellness and recovery coach to refer a consumer to the various wellness and recovery groups and activities occurring at HOPE and within the community.

#### ***Tobacco Use***

Staff shall screen consumers for tobacco use utilizing the 5As model. Referrals will be made to 1-800-QUIT NOW for all consumers willing to quit tobacco use. Consumers willing to quit tobacco use shall have individualized service plan objectives relating to tobacco cessation. When applicable and appropriate, provider will include the diagnosis of Tobacco Use Disorder (mild, moderate, severe.) Consumers not ready to quit tobacco use shall be reassessed at a minimum every 6 months. The wellness and recovery groups provide clients with increase physical activity, better nutrition, avoidance of behavioral risks, and wider use of preventive care. PRSS will utilize and teach problem-solving techniques on quitting tobacco in wellness and recovery groups.

As a CCBHC, clinicians will maintain formal relationships with the following care settings for care coordination purposes:

1. Federally Qualified Health Centers and/or Rural Health Clinics;
2. Inpatient psychiatric facilities, substance use outpatient and residential programs;
3. Other community supports such as

## **Diversity and Inclusion Policy**

At HOPE, we are dedicated to creating an inclusive work environment for everyone. We strive to foster an environment where our employees feel respected, valued and empowered. Our goal is to be a diverse workforce that is representative, at all job levels, of the community we serve. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique. We see diversity, equity, and inclusion as connected to our mission and vital to ensure the well-being of our staff and the communities we serve.

HOPE is committed to taking the following actions in support of an inclusive workplace:

- Create an environment in which the individual differences and contributions of all team members are recognized and valued.
- Provide ongoing cultural competency education and training to all employees on diversity, equity and inclusion topics.
- Support the creation and operation of a diversity, equity and inclusion committee comprising employees from all levels of the company. This committee will also oversee cultural competency initiatives for the agency.
- Practice and encourage transparent communication in all interactions.
- Explore potential underlying unquestioned assumptions that interfere with inclusiveness.
- Provide all employees with a safe avenue to voice concerns regarding diversity, equity and inclusion in the workplace.

## **Code of Conduct**

All HOPE employees are also expected to support an inclusive workplace by adhering to the following conduct standards:

- Treat others with dignity and respect at all times.
- Foster teamwork and employee participation, encouraging the representation of different employee perspectives.
- Seek out insights from employees with different experiences, perspectives and backgrounds.
- Avoid slang or idioms that might not translate across cultures.
- Be open-minded and listen when given constructive feedback regarding others' perception of your conduct.
- Address and report inappropriate behavior or comments that are discriminatory, harassing, abusive, offensive or unwelcome.
- Refrain from unpleasant or disparaging remarks or actions, in particular on the basis of age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status

## **Violations**

All employees of Hope have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the agency grounds, and at all other company-sponsored and participative events. All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

Employees who believe they have been subjected to any kind of discrimination that conflicts with this policy and its initiatives should seek assistance from a supervisor or an HR representative. Employees may also utilize the comment boxes located in each front lobby if they prefer.

Any employee found to have exhibited any inappropriate conduct or behavior against others will face disciplinary action. Possible consequences include additional training, verbal and written warnings, suspension and termination of employment.