

TRANSITION HOUSE, INC.
BOARD OF DIRECTOR'S INFORMATION
FEBRUARY 15, 2024

TH DROP-IN CENTER – 700 ASP, STE. 4, NORMAN, OK

Vision Statement: A community committed to connection, recovery, wellness, and joy.

Mission Statement: Changing lives by creating pathways for mental wellness.

Impact Statement: Improving our community by providing tools for sustaining mental wellness with skills development, supportive care, and advocacy.

Culture Statement: We Listen. We Respect. We Support. We Empower.

Value Statement: We believe in inspiring hope for recovery and wellness through healthy connections.

Our Commitment to Recovery: Belief in recovery, mutual trust & respect, connection, integrity, fun and gratitude.

TH Elevator Speech: “Transition House is an organization in the Norman community, helping people come to manage their serious mental illness. They do this by providing support, listening to needs, building respect and empowering wellness to positively restore healthy connections in their lives and community. I got involved with this organization because...”

BOARD MEETING AGENDA

1. Call the meeting to order
2. Welcome and Introductions
3. Consideration of the **Agenda**
4. Consideration of last meeting's **Minutes**
5. **Client Report** – TBA
6. **Community Partner Report** – John Koons
7. **OU E-Team** – Geneva Stretch
8. **President's Report** – Sara
 - a. **TH Vision/Development of a Strategic Plan**
9. **Treasurer's Report** – Rebecca
10. **Governance**
 - a. Board Recruitment
11. **Business**
 - a. Consideration of the Treasurer's Report
 - b. Consideration of Prospective Board members
12. **Fund Raising**
 - a. **Sponsor Committee** – Kristen
 - b. **Production Committee** - Liz
13. **Board Activity Report** *(Board members report on their work related to Transition House fund raising, connections, etc. and their goals for the next month)*
14. **Staff Report**
15. **Executive Director's Report** – Bonnie
16. As May Arise
17. Adjourn Board meeting

Included: Director's Report, Minutes from previous Board meeting; Monthly & Financial Reports; Taking the Services of Transition House Beyond Recovery document; draft budgets for FY'25-FY'27; FY'24 Goals Status Report

Note: Board meeting documents are available at <https://www.thouse.org/th-board-information>; Included are links to: Board forms

TH Board Meetings for 2024

- Thursday, January 18, 2024, 5:30pm
- Thursday, February 15, 2024, 5:30pm
- Thursday, March 21, 2024, 5:30pm
- Thursday, April 18, 2024, 5:30pm
- Thursday, May 16, 2024, 5:30pm
- **Thursday, June 20, 2024, 5:30pm – Annual Meeting**
- Thursday, July 18, 2024, 5:30pm
- **No August Meeting**
- Thursday, September 19, 2024, 5:30pm
- Thursday, October 17, 2024, 5:30pm
- Thursday, November 21, 2024, 5:30pm
- No **December Meeting – TH Holiday Party/Open House – Thursday, December 19, 2024, 3-5pm**

Excused:

TRANSITION HOUSE, INC., BOARD OF DIRECTORS
 Our Vision: A community committed to connection, recovery, wellness, and joy.
 Our Mission: Changing Lives by Creating Pathways for Mental Wellness.

 Sara King, MPH, CHES TH Board President Institute, Associate Director of the Institute of Public Health Program OU Health Science Center	 Preston Court, M.Ed. TH Board Vice-President Assistant Director of Student Affairs Administration University of Oklahoma	 Rebecca Delaigne TH Board Treasurer Branch Manager First Fidelity Bank	 Kelly Bergin TH Board Secretary Attorney Bergin Law Group
 Kris Glenn TH Board Member Director Parking & Transportation University of Oklahoma	 Cordt Huneke TH Board Member IT Business Partner Boeing	 Marilyn Korhonen, MBA, EdD TH Board Member Director of Strategic Research Initiatives for Gallogly College of Engineering, University of Oklahoma	 Kristen Lazaller TH Board Member Principal Office Officer The University of Oklahoma Foundation, Inc.
 Liz McKown TH Board Member Community Development Inc. Carvelton, LLC			
 Gavin King OU Price College Board Fellow	 Steve Boyer, MA, C-PRSS TH Client Representative	 Charla Young, LCSW Board Clinical Consultant	

June Bug Jam
2024
 Sat., June 1, 2024
 The Well

YOUR STORY
HAS POWER

TRANSITION HOUSE EST. 1982

DIRECTOR'S REPORT FOR FEBRUARY 15, 2024

ADMINISTRATIVE REPORT:

1. Staff:

- TH Office is closed for President's Day – Feb. 19.
- Kaylee begins her medical leave Feb. 20 and will likely be off at least 3 weeks.
- I spoke with Mandy Mallory, LCSW about volunteering to be TH's Staff clinical consultant. We will be discussing this further. Mandy has worked at COCMHC (Central OK. Community Mental Health Center) as a Case Manager, then Therapist. During that time, she was able to with TH. She's also worked for the Dept. of Correction services and is now in private practice.
- Students for Spring semester at TH are set. We have Jack Hartgrave from OUHSC during the spring semester, Stephanie Miller is continuing her Social Work placement, both fall and spring semesters, Mya Cobb & Miriam Copeland are our spring semester Psychology students.

2. Board:

- We will have 3 guests at the February Board meeting who are prospective Board candidates: Bill Scanlon, Mandy Mallory, LCSW and Jacey Goerlitz. Some of you may know Bill. He's a former Norman City Councilperson, now does a column in the Norman Transcript and was able to attend our Holiday Party/Open House this year. I've had the pleasure of working with Bill through the meetings we've been having with Norman's Mayor. Mandy is excited about the possibility of re-connecting more with TH after years of partnering with us through her work at COCMHC (see above). Jacey is Preston's friend who works for the Oklahoma Foodbank. All have expressed an interest in learning more about our Board and becoming a Board member.
 - We need to continue Board recruitment. In particular, we need someone else with finance/accounting expertise – often someone with a banking background. It would be nice to have someone training so when Rebecca completes her term as Treasurer, someone will be well prepared.
 - Impact Statements: Just a reminder to get your TH Impact Statement to me if you haven't already done so.
3. Cleveland County Mental Health Task Force: Meeting is set for February 9. I sent the Zoom invitation to the Board.
 4. Norman Resource Fair: Amanda and others did an amazing job with the Resource Fair. Extremely well attended and lots of very positive feedback. Next up is a Job Fair in April.
 5. TH Policy Work: Amanda is recognizing that this project is expanding as she's really getting into it. To do this in the most meaningful way so it not only updating policies and procedures but lays the groundwork for our steps to pursue evidenced based preferred/best practice, requires a lot more structure and details. We've talked with Alex and she's suggesting that we wait to send things to her once we're done rather than bits at a time (saving money!).
 6. Donor Tracking Tool - Bloomerang: Gavin has started working with Ilene to cross check the many donation lists we have. This extra workload continues to be an extra stressor for Ilene so I'm trying to be very mindful of helping her balance everything without overwhelming her.
 7. DMHSAS Clinical Records Review: This is the first year DMHSAS has done the clinical records review in this manner so we're very excited to hear their feedback. Amanda did an outstanding job of putting things together and got it to DMHSAS within a week of their request. Overall, our staff has been doing a good job keeping up with documentation so that makes a huge difference. We know one area that Amanda's already addressed is having clients sign in for groups. We anticipate feedback on this and they are already aware that we made adjustments related to this area.
 8. TH's Vision for Growth: Included with the Board materials is a document that states the development of TH services, "Taking the Services of Transition House Beyond Recovery." I hope this document will help provide some clarification. I recognize this as a start that will continue to develop with improved language as we prepare for the ARPA grant request in April. I've also included draft budget proposals that include our FY'25 United Way RFP budget request, plus a look at FY'25-'27. The Finance Com. and Exec. Com. have had a chance to review these and I wanted to give everyone an idea of what I'm projecting over the next few years related to our budget and potential use of ARPA funds coming out in April. Please keep in mind that we have no idea how much funding we'll receive from this ARPA opportunity, so I wanted to give the Board an idea of what deficits we need to be considering as we move past ARPA funds.
 9. TH & JBJ Shirts: The JBJ shirts continue to be a hit. Several Staff from COCMHC have gotten JBJ shirts and are excited about the messaging!
 10. FY'24 Goals: Status Report on the FY'24 Goals is included with the Board documents. I am very pleased with our progress. We are seeing really good improvements/maintenance in skills areas with our clients along with quality of life. A huge thanks to clients and staff for working together to advance recovery and wellbeing.

FINANCE REPORT:

1. Financial status/Bank Balance: Preliminary Bank Balance for end of January 2023 = \$133,835.19.
2. United Way: UWN RFP's deadline is February 23. I have already made progress on these applications but we have to do 2 RFP's and they do take a lot of time to complete well. Total request is \$60,000 for TLP & COP. The proposed budget is included in your Board materials.

FUND RAISING:

1. Donor Drive for FY'24: Kick off was Dec. 15, 2023! Thank you all for your work on this! We need to keep this drive going.
2. BJJ'24: BJJ'24 is set for June 1, 2024 at The Well. Kristen and I are meeting with Tom Cooper 2/14 to talk about Sponsor Drive. Liz and I had a preliminary meeting regarding production. I also attended the Sooner Theatre Murder Mystery event and made several connections for BJJ.
3. Thank You Notes: In Gifts of Hope, Mary Lee has been helping clients create watercolor Thank You notes. Ilene is generating a list of donors (from Bloomerang) so we can start our Thank You's back up.

CLIENT REPORT:

1. TL Program Census: Census is 12 with 1 person moving into his new place and another moving in early next week.
2. Challenges: As some of the major challenges have started to settle down, we're now able to shift our attention back to accountability and budget management for clients. We've seen increases in TH's Household expenses as well as Client Supplies/Activities. We discussed this in Staff meeting and talked about shifting gears to get clients thinking about budgeting what they have so they are not as dependent on TH for some essential items. We want to continue our focus on empowering clients. The pandemic really impacted our work in this area since needs were so great during that period, so the staff is becoming more mindful and will continue their work to educate clients and empower them in these areas.
3. Successes: Gene, who spoke at the January Board meeting, is transitioning into his own place! It's such an exciting time for him. He's been able to get an OEC grant with the help of Kaylee so between the grant and donations, he'll have a furnished place to live. A week or two ago, he had nothing but his clothes! He still has items he needs, but overall, he's so very excited and grateful! We're so happy for him and proud of him!
4. Creating Joy: I am so very grateful for the creative hard work of our Staff. They work hard to help people learn how to celebrate and have fun... not an easy task for many TH People.



Each person who is a part of TH is unique. We do our best to see and honor each individual. Your kindness & support empowers us to do our work in this manner – and it makes a difference! Thank You!

Today We Celebrate Gene



We're so very happy for you and proud of you!

Congratulations!



Transition House, Inc.
Minutes of Board of Directors
Thursday, January 18th, 2024, at 5:30 PM
Meeting Location: Drop-in Center – 700 Asp, Suite 2, Norman, OK

- 1) **Call to order:** Sara called the meeting to order at 5:35 PM CST.
(7 members present at start of meeting – quorum achieved.)
- 2) **Welcome and Introductions –**

Board Members Present

Sara King, President
Marilyn Korhonen
Rebecca Delsigne, Treasurer
Kristen Lazalier
Preston Court, Vice President
Liz McKown
Gavin King, Board Fellow
Cordt Huneke

Board Members Absent

Kris Glenn (excused)
Kelly Bergin, Secretary (excused)

Staff Present

Bonnie Peruttzi, Amanda Sherf, Kaylee Wesson

Clients Present

Chris Crooks and Gene Ruby

- 3) **Welcome and Introductions**
- 4) **Consideration of the Agenda:** Preston motions to approve the meeting agenda, seconded by Kristen, no opposition.
- 5) **Consideration of November’s meeting minutes:** Cordt motions to approve the meeting minutes, seconded by Rebecca, no opposition.
- 6) **Client Report –**
 - a. Gene provided an update on his journey at TH and the services they have provided and what incredible progress he has made here. Thank you, Gene!
- 7) **President’s Report – Sara**
 - a. TH Vision/Development of a Strategic Plan
 - i. ARPA Funds – how can we utilize these for agency growth if presented the opportunity. Next steps:
 1. Discussing with Alex (Agency Attorney) logistics, costs, etc.
 2. Looking at partnership with the ETEAM and what this may look like both in cost and logistics.
 - a. Streamlining the assessment process for TH, which would strengthen sustainability and allow more time for staff to dedicate to clients.

- b. Aiding in the grant writing process, TH to benefit from the work ETEAM is doing allowing further dedication to clients.
 - c. Aiding in the process of creating curricular model for TH as best practice to replicate the agency.
 3. Further reviewing initial area of expansion as a hybrid-in-between of transitional living and outpatient services (staffing, program vision, etc.).
 4. Motion to move forward with ARPA funding planning made by Cordt, seconded by Marilyn, no opposition.
- 8) **Treasurer's Report** – Rebecca
 - a. Over budget during the month of December for fundraising; had a great donor drive! Under budget regarding TH monthly expenses due to some additional unforeseen expenses (van repair, etc.); still in good financial standing.
 - b. Motion to accept the treasurer's report made by Cordt and seconded by Kristen, no opposition.
- 9) **Governance**
 - a. Board Recruitment discussed.
- 10) **Business**
 - a. Consideration of Treasurer's Report
 - b. JBJ'24 Committee assignments
- 11) **Fundraising** –
 - a. JBJ'24 Saturday June 1st, 2024, at The Well; planning a meeting soon!
- 12) **Board Activity Report**
 - a. None
- 13) **Staff Report** – Amanda
 - a. Holiday party was fabulous, program was full, but have had a graduate (yay!).
- 14) **Executive Director's Report** – Bonnie
 - a. TH received GuideStar Platinum rating for 2024!
 - b. Included in meeting agenda.
- 15) **As May Arise**
 - a. None
- 16) **Adjourn Board meeting:** Marilyn motion to adjourn, Kristen seconded, no opposition.
Meeting adjourned at 7:08 PM.

Submitted by: Preston Court, Vice President.

Sara King, President

Kelly Bergin, Secretary

Roll Call Voting Record: M= Motion S= Second Y=Yes N=No

Board Members	Agenda	Minutes from Nov Meeting	Moving forward with ARPA Fund Planning	Treasurer's Report	Adjournment
Sara King	Y	Y	Y	Y	Y
Rebecca Delsigne	Y	Y	Y	Y	Y
Preston Court	M-Y	Y	Y	Y	Y
Kris Glenn					
Cordt Huneke	Y	M-Y	M-Y	Y	Y
Kristen Lazalier	S-Y	Y	Y	S-Y	S-Y
Marilyn Korhonen	Y	S-Y	S-Y	M-Y	M-Y
Kelly Bergin					
Liz McKown	Y	Y	Y	Y	Y

Transition House, Inc., Monthly Report

Jan 2024

I. PEOPLE SERVED

A. Total # of (Unduplicated) Participants:		46
B. Transitional Living Program (TLP)		
1. Number of Clients:		13
2. Details:		
# of males:		10
# of females:		3
# employed:		2
# volunteering outside of TH:		0
# in school:		0
# in crisis bed:		0
3. TL Days:		338
II. INCOME/EXPENDITURES		
A. Total Income:		\$33,059.24
B. Total Expenditures:		\$34,672.26
C. TLP		
1. Expenditures:		\$27,395.37
2. TLP Client Fees:		\$1,286
3. Cost/TLP Day:		\$81.05
D. COP		
1. Expenditures:		\$7,276.89
2. Cost/COP Contact:		\$47.25

C. Community Outreach Program (COP)

	duplicated	unduplicated
1. Total # of Participants:	45	33
Drop-In:	33	
Activities:	12	
Community Wellness Project:	0	
Student Wellness Project:	0	
2. Total # of Contacts:	154	
Drop-In:	153	
Activities:	26	
Community Wellness Project:	0	
Student Wellness Project:	0	
3. Details:		
Services:	# Participants	# Contacts
Supportive Counseling:	4	8
Crisis Intervention:	1	1
Grocery Shopping:	0	0
Community Living Support:	12	24
Social/Recreational:	30	102
Grocery Shopping/ Social:	7	19
Grocery Shopping/Com. Living:	0	0
Community Wellness:	0	0
Unduplicated Totals:	33	154

IV. NARRATIVE

Once again, Transition House is very grateful for another donation of 1,000 socks from Bombas! Amanda has written grants for these socks the past few years and it makes an impact. With such a large donation, we give these socks to TH clients throughout the year, and also share these with other agencies in our community. This year, we shared them at the PIT Count in Norman as well as at The Norman Resource Fair so many unhoused community members were able to benefit from this very generous gift that TH received. A huge Thank You to Bombas for being an incredible supporter and help to so many!

Another major in-kind donation was 12 pairs of shoes from OK Runner. Being able to give TLP clients new and really good shoes from OK Runner is a major gift, especially since so many of our clients rely on walking to get around our community. We are so grateful for such outstanding community support. Thanks Amanda for keeping your connection with OK Runner going!

Once again, TH earned Platinum Transparency status from GuideStar. TH is very proud of our work to be accountable and transparent and this status reflects our achievements in this area.

Congratulations to Amanda and others community partners for your outstanding work in putting on the Norman Resource Fair. Our community hasn't had this event since the pandemic, and from all reports, this was the best our community has had! Almost 60 organizations were represented. Plans for future resource fairs are already underway, plus work has started on a job fair in April. Well Done Amanda and All!

The weather in January presented some major challenges. We had a couple of days that required us to close the office and work remotely. This impacted groups and activities. I appreciate all of the staff for working so hard to meet needs and ensure everyone was prepared and well cared for during these challenging weather periods.

TH is excited to welcome 3 new students to TH for the spring semester. Jack Hargrave is a OUHSC Public Health student who started in January. Mya Cobb and Mariam Copeland start in February. Stephanie Miller is our Social Work student who started in the fall semester and will continue throughout the spring. TH is grateful for the opportunity to provide training opportunities for so many different students.



Bonnie L. Perutzi, MHR, Executive Director

2/8/2024

Transition House, Inc., Monthly Report

Jan 2024	
V. HOURS OF DIRECT SERVICES:	238.5
A. Individual Basis (total hours):	111.5
1. Daily Living:	37.5
2. Pre-voc./Vocational:	7
3. Social Skills:	9
4. Crisis Intervention:	12.5
5. Treatment/Rehab. Plans:	30.5
6. Supportive Counseling:	15
B. Group Basis (total hours):	75
1. Daily Living:	54.5
2. Pre-voc/Vocational:	4.5
3. Social Skills:	16
C. Com Outreach (total hours):	34
1. Structured Activities:	9
2. Drop-In:	24
3. Community Wellness Project	0
4. Student Wellness Project	1
D. Referrals/Screening/Interviewing (total hours):	18
VI. HOURS OF NON-DIRECT SERVICES:	248.5
1. Consultation:	179.5
2. Documentation & Activity Prep:	63
3. Training:	6
Kaylee - continuing SOAR training	
VII. HOURS OF ADMINISTRATIVE WORK:	304
1. Meetings:	15.5
2. Community Contacts:	39.5
3. Administrative Duties:	249
<i>Guest Speaker (who, when)</i>	
VIII. SCREENING FOR T.H. PROGRAM:	
1. Total #of Inquiries:	33
2. Total #of Referrals Received:	13
3. Total # Interviewed For Admission: (1 NCNS)	4
4. Total # Accepted:	2
IX. DONATIONS to T.H.:	
1. Volunteer Names:	Volunteers Hours
	0
	0
Mary Lee	4
	0
	0
Stephanie Miller	14
Jack Hartgrave	19
<i>Total:</i>	36.5
2. In-Kind Donations (List of Donors; Items Donated):	Estimated Value
Donation from OK Runner - 12 pairs of shoes	\$1,500
Mr. Electric - Bob Kueny - electric work in kind labor costs	\$500
Bombas socks	\$11,550
TOTAL:	\$13,550

Transition House FY'24 Monthly Financial Report

TH INCOME: Preliminary		Admin:	FR:	TL:	COP:	Total:	JAN FR FY'24	TH Budget FY'24	\$ Over Budget	% of Budget
Contributions	\$0	\$0	\$0	\$0	\$0	\$0	0.00	8.33	(8.33)	0.00%
United Way/Norman	\$4,312	\$733	\$86	\$1,383	\$2,110	\$4,312	4,312.00	4,312.00	0.00	100.00%
Fund Raising										
Fund Raising Exp.	\$2,500						-43.57	-208.33	164.76	20.91%
Fund Raising Inc.	\$22,500						225.00	1,875.00	(1,650.00)	12.00%
FR Events - Total	\$181	\$31	\$4	\$91	\$56	\$181	181.43	1,666.67	(1,485.24)	10.89%
DMHSAS										
Unreimbursed services	\$0								0.00	0.00%
**ODMHSAS contract-billed	\$0								0.00	0.00%
DMHSAS	\$22,757	\$3,869	\$455	\$16,612	\$1,821	\$22,757	22,756.67	\$22,500	256.67	101.14%
Other Gov. Grants(SVSC & ARPA)	\$3,529	\$600	\$71	\$1,817	\$1,042	\$3,529	3,529.42	\$4,055	(525.58)	87.04%
Foundation Grants	\$0	\$0	\$0	\$0	\$0	\$0	0.00	\$833	(833.33)	0.00%
Civic Clubs Donations/Grants	\$0	\$0	\$0	\$0	\$0	\$0	0.00	\$83	(83.33)	0.00%
Donor Drive	\$994	\$169	\$20	\$636	\$169	\$994	993.72	\$1,833	(839.61)	54.20%
Client/Participant Fees	\$1,286	\$219	\$26	\$1,042	\$0	\$1,286	1,286.00	\$683	602.67	188.20%
Interest	\$0	\$0	\$0	\$0	\$0	\$0	0.00	\$41	(41.33)	0.00%
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	0.00	\$0	0.00	0.00%
TOTAL	\$33,059	\$5,620	\$661	\$21,581	\$5,197	\$33,059	33,059.24	\$36,017	(2,957.41)	91.79%
TH EXPENSES: Preliminary										
Salaries	\$19,917	\$3,386	\$398	\$12,747	\$3,386	\$19,917	19,916.66	20,333.33	(416.67)	97.95%
Employees Health, Dental, Life Ins.	\$2,625	\$446	\$53	\$1,680	\$446	\$2,625	2,625.11	2,666.67	(41.56)	98.44%
Worker's Comp.	\$0	\$0	\$0	\$0	\$0	\$0	0.00	416.67	(416.67)	0.00%
FICA/Pay.Tax/OES	\$1,524	\$259	\$30	\$975	\$259	\$1,524	1,523.62	1,750.00	(226.38)	87.06%
Professional Services(Legal/Acct/Consultants)	\$75	\$13	\$2	\$48	\$13	\$75	75.00	1,391.67	(1,316.67)	5.39%
Office Supplies (including QuickBook Payroll Exp)	\$240	\$41	\$5	\$154	\$41	\$240	240.34	250.00	(9.66)	96.14%
Telephone/Internet/Website	\$413	\$70	\$8	\$264	\$70	\$413	412.73	375.00	37.73	110.06%
Postage	\$0	\$0	\$0	\$0	\$0	\$0	0.00	33.33	(33.33)	0.00%
Rent	\$4,510	\$767	\$90	\$2,886	\$767	\$4,510	4,510.00	4,416.67	93.33	102.11%
Utilities	\$1,004	\$171	\$20	\$643	\$171	\$1,004	1,004.38	1,083.33	(78.95)	92.71%
Household	\$235	\$40	\$5	\$151	\$40	\$235	235.33	233.33	2.00	100.86%
Maint/Rep-Property	\$488	\$83	\$10	\$312	\$83	\$488	488.00	83.33	404.67	585.62%
Maint/Rep-Equipment	\$396	\$67	\$8	\$254	\$67	\$396	396.46	416.67	(20.21)	95.15%
Training/Development	\$26	\$4	\$1	\$17	\$4	\$26	26.00	333.33	(307.33)	7.80%
Food	\$273	\$46	\$5	\$174	\$46	\$273	272.59	208.33	64.26	130.85%
Client Supplies/Activities	\$2,734	\$465	\$55	\$1,750	\$465	\$2,734	2,734.41	875.00	1,859.41	312.50%
Streaming Services (NetFlix & Zoom)	\$64	\$11	\$1	\$41	\$11	\$64	63.95	41.67	22.28	153.47%
Vehicle - Gas	\$148	\$25	\$3	\$95	\$25	\$148	147.68	166.67	(18.99)	88.61%
Vehicle - Maint/Repair	\$0	\$0	\$0	\$0	\$0	\$0	0.00	208.33	(208.33)	0.00%
Vehicle- Insurance/Tag	\$0	\$0	\$0	\$0	\$0	\$0	0.00	233.33	(233.33)	0.00%
Dues & Subscriptions	\$0	\$0	\$0	\$0	\$0	\$0	0.00	50.00	(50.00)	0.00%
Advertising	\$0	\$0	\$0	\$0	\$0	\$0	0.00	8.33	(8.33)	0.00%
General/Prof Liability	\$0	\$0	\$0	\$0	\$0	\$0	0.00	270.83	(270.83)	0.00%
Dir./Officers Liability	\$0	\$0	\$0	\$0	\$0	\$0	0.00	170.83	(170.83)	0.00%
Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0	0.00	0.00	0.00	0.00%
TOTAL	\$34,672	\$5,894	\$693	\$22,190	\$5,894	\$34,672	34,672.26	36,016.65	(1,344.39)	96.27%
Dif. Between Inc vs Exp:	-\$1,613	-\$274	-\$32	-\$610	-\$697	-\$1,613	-1,613.02	0.00	(1,613.02)	100.00%
Overall Program %		17%	2%	64%	17%	100%	Bank Balance	\$133,835.19		

Transition House FY'24 Year to Date Financial Report

TH INCOME: Preliminary		Admin:	FR:	TL:	COP:	Total:	Year to Date FR FY'24	TH Budget FY'24	\$ Over Budget	% of Budget
Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$58.35	(58.35)	0.00%
United Way/Norman	\$30,184	\$5,131	\$604	\$9,682	\$14,768	\$30,184	\$30,184.00	\$30,184.00	0.00	100.00%
Fund Raising									0.00	0.00%
Fund Raising Exp.	\$2,500						-\$1,477.18	-\$1,458.35	(18.83)	101.29%
Fund Raising Inc.	\$22,500						\$737.00	\$13,125.00	(12,388.00)	5.62%
FR Events - Total	-\$740	-\$126	-\$15	-\$370	-\$229	-\$740	-\$740.18	\$11,666.65	(12,406.83)	-6.34%
DMHSAS										
Unreimbursed services	\$0								0.00	0.00%
**ODMHSAS contract-billed	\$156,327						\$156,326.68	\$157,500.00	(1,173.32)	99.26%
DMHSAS	\$156,327	\$26,576	\$3,127	\$114,118	\$12,506	\$156,327	\$156,326.68	\$157,500.00	(1,173.32)	99.26%
Other Gov. Grants(SVSC & ARPA)	\$24,801	\$4,216	\$496	\$12,766	\$7,322	\$24,801	\$24,800.99	\$28,385.00	(3,584.01)	87.37%
Foundation Grants	\$10,000	\$1,700	\$200	\$6,400	\$1,700	\$10,000	\$10,000.00	\$5,833.35	4,166.65	171.43%
Civic Clubs Donations/Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$583.35	(583.35)	0.00%
Donor Drive	\$14,699	\$2,499	\$294	\$9,407	\$2,499	\$14,699	\$14,699.00	\$12,833.35	1,865.65	114.54%
Client/Participant Fees	\$4,598	\$782	\$92	\$3,724	\$0	\$4,598	\$4,598.00	\$4,783.35	(185.35)	96.13%
Interest	\$413	\$70	\$8	\$70	\$265	\$413	\$413.42	\$289.35	124.07	142.88%
Miscellaneous	\$18	\$3	\$0	\$0	\$15	\$18	\$18.00	\$0.00	18.00	100.00%
TOTAL	\$240,300	\$40,851	\$4,806	\$155,798	\$38,845	\$240,300	\$240,299.91	\$252,116.75	(11,816.84)	95.31%
TH EXPENSES: Preliminary										
Salaries	\$147,417	\$25,061	\$2,948	\$94,347	\$25,061	\$147,417	\$147,416.62	\$142,333.35	5,083.27	103.57%
Employees Health, Dental, Life Ins.	\$16,502	\$2,805	\$330	\$10,561	\$2,805	\$16,502	\$16,501.69	\$18,666.65	(2,164.96)	88.40%
Worker's Comp.	\$3,985	\$677	\$80	\$2,550	\$677	\$3,985	\$3,985.00	\$2,916.65	1,068.35	136.63%
FICA/Pay.Tax/OES	\$11,951	\$2,032	\$239	\$7,649	\$2,032	\$11,951	\$11,951.44	\$12,250.00	(298.56)	97.56%
Professional Services(Legal/Acct/Consultants)	\$8,115	\$1,380	\$162	\$5,194	\$1,380	\$8,115	\$8,115.00	\$9,741.65	(1,626.65)	83.30%
Office Supplies (including QuickBook Payroll Exp)	\$3,117	\$530	\$62	\$1,995	\$530	\$3,117	\$3,116.80	\$1,750.00	1,366.80	178.10%
Telephone/Internet/Website	\$2,252	\$383	\$45	\$1,441	\$383	\$2,252	\$2,251.68	\$2,625.00	(373.32)	85.78%
Postage	\$70	\$12	\$1	\$45	\$12	\$70	\$70.23	\$233.35	(163.12)	30.10%
Rent	\$31,570	\$5,367	\$631	\$20,205	\$5,367	\$31,570	\$31,570.00	\$30,916.65	653.35	102.11%
Utilities	\$8,090	\$1,375	\$162	\$5,178	\$1,375	\$8,090	\$8,089.89	\$7,583.35	506.54	106.68%
Household (includes new mattresses)	\$3,660	\$622	\$73	\$2,342	\$622	\$3,660	\$3,659.79	\$1,633.35	2,026.44	224.07%
Maint/Rep-Property(includes Ring cameras)	\$2,432	\$414	\$49	\$1,557	\$414	\$2,432	\$2,432.40	\$583.35	1,849.05	416.97%
Maint/Rep-Equipment	\$3,210	\$546	\$64	\$2,054	\$546	\$3,210	\$3,209.55	\$2,916.65	292.90	110.04%
Training/Development	\$1,686	\$287	\$34	\$1,079	\$287	\$1,686	\$1,686.00	\$2,333.35	(647.35)	72.26%
Food	\$864	\$147	\$17	\$553	\$147	\$864	\$863.87	\$1,458.35	(594.48)	59.24%
Client Supplies/Activities	\$6,701	\$1,139	\$134	\$4,289	\$1,139	\$6,701	\$6,701.36	\$6,125.00	576.36	109.41%
Streaming Services (NetFlix & Zoom)	\$194	\$33	\$4	\$124	\$33	\$194	\$193.85	\$291.65	(97.80)	66.47%
Vehicle - Gas	\$668	\$114	\$13	\$428	\$114	\$668	\$668.28	\$1,166.65	(498.37)	57.28%
Vehicle - Maint/Repair	\$2,768	\$470	\$55	\$1,771	\$470	\$2,768	\$2,767.52	\$1,458.35	1,309.17	189.77%
Vehicle- Insurance/Tag	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$1,633.35	(1,633.35)	0.00%
Dues & Subscriptions	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$350.00	(350.00)	0.00%
Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$58.35	(58.35)	0.00%
General/Prof Liability	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$1,895.85	(1,895.85)	0.00%
Dir./Officers Liability	\$2,032	\$345	\$41	\$1,300	\$345	\$2,032	\$2,032.00	\$1,195.85	836.15	169.92%
Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$0.00	0.00	0.00%
TOTAL	\$257,283	\$43,738	\$5,146	\$164,661	\$43,738	\$257,283	\$257,282.97	\$252,116.75	5,166.22	102.05%
Dif. Between Inc vs Exp:	-\$16,983	-\$2,887	-\$340	-\$8,863	-\$4,893	-\$16,983	-\$16,983.06	\$0.00	(16,983.06)	100.00%
Overall Program %		17%	2%	64%	17%	100%	Bank Balance	\$133,835.19		

Transition House FY'24 Monthly Financial Report

TH INCOME:		Admin:	FR:	TL:	COP:	Total:	JAN FR FY'24	TH Budget FY'24	\$ Over Budget	% of Budget
Contributions	\$0	\$0	\$0	\$0	\$0	\$0	0.00	8.33	(8.33)	0.00%
United Way/Norman	\$4,312	\$733	\$86	\$1,383	\$2,110	\$4,312	4,312.00	4,312.00	0.00	100.00%
Fund Raising										
Fund Raising Exp.	\$2,500						-43.57	-208.33	164.76	20.91%
Fund Raising Inc.	\$22,500						225.00	1,875.00	(1,650.00)	12.00%
FR Events - Total	\$181	\$31	\$4	\$91	\$56	\$181	181.43	1,666.67	(1,485.24)	10.89%
DMHSAS										
Unreimbursed services	\$0								0.00	0.00%
**ODMHSAS contract-billed	\$0								0.00	0.00%
DMHSAS	\$22,757	\$3,869	\$455	\$16,612	\$1,821	\$22,757	22,756.67	\$22,500	256.67	101.14%
Other Gov. Grants(SVSC & ARPA)	\$3,529	\$600	\$71	\$1,817	\$1,042	\$3,529	3,529.42	\$4,055	(525.58)	87.04%
Foundation Grants	\$0	\$0	\$0	\$0	\$0	\$0	0.00	\$833	(833.33)	0.00%
Civic Clubs Donations/Grants	\$0	\$0	\$0	\$0	\$0	\$0	0.00	\$83	(83.33)	0.00%
Donor Drive	\$994	\$169	\$20	\$636	\$169	\$994	993.72	\$1,833	(839.61)	54.20%
Client/Participant Fees	\$1,286	\$219	\$26	\$1,042	\$0	\$1,286	1,286.00	\$683	602.67	188.20%
Interest	\$62	\$10	\$1	\$10	\$39	\$62	61.64	\$41	20.31	149.14%
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	0.00	\$0	0.00	0.00%
TOTAL	\$33,121	\$5,631	\$662	\$21,591	\$5,237	\$33,121	33,120.88	\$36,017	(2,895.77)	91.96%
TH EXPENSES:										
Salaries	\$19,917	\$3,386	\$398	\$12,747	\$3,386	\$19,917	19,916.66	20,333.33	(416.67)	97.95%
Employees Health, Dental, Life Ins.	\$4,308	\$732	\$86	\$2,757	\$732	\$4,308	4,307.55	2,666.67	1,640.88	161.53%
Worker's Comp.	\$0	\$0	\$0	\$0	\$0	\$0	0.00	416.67	(416.67)	0.00%
FICA/Pay.Tax/OES	\$1,524	\$259	\$30	\$975	\$259	\$1,524	1,523.62	1,750.00	(226.38)	87.06%
Professional Services(Legal/Acct/Consultants)	\$75	\$13	\$2	\$48	\$13	\$75	75.00	1,391.67	(1,316.67)	5.39%
Office Supplies (including QuickBook Payroll Exp)	\$240	\$41	\$5	\$154	\$41	\$240	240.34	250.00	(9.66)	96.14%
Telephone/Internet/Website	\$413	\$70	\$8	\$264	\$70	\$413	412.73	375.00	37.73	110.06%
Postage	\$0	\$0	\$0	\$0	\$0	\$0	0.00	33.33	(33.33)	0.00%
Rent	\$4,510	\$767	\$90	\$2,886	\$767	\$4,510	4,510.00	4,416.67	93.33	102.11%
Utilities	\$1,004	\$171	\$20	\$643	\$171	\$1,004	1,004.38	1,083.33	(78.95)	92.71%
Household	\$235	\$40	\$5	\$151	\$40	\$235	235.33	233.33	2.00	100.86%
Maint/Rep-Property	\$488	\$83	\$10	\$312	\$83	\$488	488.00	83.33	404.67	585.62%
Maint/Rep-Equipment	\$396	\$67	\$8	\$254	\$67	\$396	396.46	416.67	(20.21)	95.15%
Training/Development	\$26	\$4	\$1	\$17	\$4	\$26	26.00	333.33	(307.33)	7.80%
Food	\$273	\$46	\$5	\$174	\$46	\$273	272.59	208.33	64.26	130.85%
Client Supplies/Activities	\$2,734	\$465	\$55	\$1,750	\$465	\$2,734	2,734.41	875.00	1,859.41	312.50%
Streaming Services (NetFlix & Zoom)	\$64	\$11	\$1	\$41	\$11	\$64	63.95	41.67	22.28	153.47%
Vehicle - Gas	\$148	\$25	\$3	\$95	\$25	\$148	147.68	166.67	(18.99)	88.61%
Vehicle - Maint/Repair	\$0	\$0	\$0	\$0	\$0	\$0	0.00	208.33	(208.33)	0.00%
Vehicle- Insurance/Tag	\$0	\$0	\$0	\$0	\$0	\$0	0.00	233.33	(233.33)	0.00%
Dues & Subscriptions	\$0	\$0	\$0	\$0	\$0	\$0	0.00	50.00	(50.00)	0.00%
Advertising	\$0	\$0	\$0	\$0	\$0	\$0	0.00	8.33	(8.33)	0.00%
General/Prof Liability	\$0	\$0	\$0	\$0	\$0	\$0	0.00	270.83	(270.83)	0.00%
Dir./Officers Liability	\$0	\$0	\$0	\$0	\$0	\$0	0.00	170.83	(170.83)	0.00%
Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0	0.00	0.00	0.00	0.00%
TOTAL	\$36,355	\$6,180	\$727	\$23,267	\$6,180	\$36,355	36,354.70	\$36,016.65	338.05	100.94%
Dif. Between Inc vs Exp:	-\$3,234	-\$550	-\$65	-\$1,676	-\$943	-\$3,234	-3,233.82	0.00	(3,233.82)	100.00%
Overall Program %		17%	2%	64%	17%	100%	Bank Balance	\$132,214.39		

Transition House FY'24 Year to Date Financial Report

TH INCOME:		Admin:	FR:	TL:	COP:	Total:	Year to Date FR FY'24	TH Budget FY'24	\$ Over Budget	% of Budget
Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$58.35	(58.35)	0.00%
United Way/Norman	\$30,184	\$5,131	\$604	\$9,682	\$14,768	\$30,184	\$30,184.00	\$30,184.00	0.00	100.00%
Fund Raising									0.00	0.00%
Fund Raising Exp.	\$2,500						-\$1,477.18	-\$1,458.35	(18.83)	101.29%
Fund Raising Inc.	\$22,500						\$737.00	\$13,125.00	(12,388.00)	5.62%
FR Events - Total	-\$740	-\$126	-\$15	-\$370	-\$229	-\$740	-\$740.18	\$11,666.65	(12,406.83)	-6.34%
DMHSAS										
Unreimbursed services	\$0								0.00	0.00%
**ODMHSAS contract-billed	\$156,327						\$156,326.68	\$157,500.00	(1,173.32)	99.26%
DMHSAS	\$156,327	\$26,576	\$3,127	\$114,118	\$12,506	\$156,327	\$156,326.68	\$157,500.00	(1,173.32)	99.26%
Other Gov. Grants(SVSC & ARPA)	\$24,801	\$4,216	\$496	\$12,766	\$7,322	\$24,801	\$24,800.99	\$28,385.00	(3,584.01)	87.37%
Foundation Grants	\$10,000	\$1,700	\$200	\$6,400	\$1,700	\$10,000	\$10,000.00	\$5,833.35	4,166.65	171.43%
Civic Clubs Donations/Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$583.35	(583.35)	0.00%
Donor Drive	\$14,699	\$2,499	\$294	\$9,407	\$2,499	\$14,699	\$14,699.00	\$12,833.35	1,865.65	114.54%
Client/Participant Fees	\$4,598	\$782	\$92	\$3,724	\$0	\$4,598	\$4,598.00	\$4,783.35	(185.35)	96.13%
Interest	\$475	\$81	\$10	\$81	\$304	\$475	\$475.06	\$289.35	185.71	164.18%
Miscellaneous	\$18	\$3	\$0	\$0	\$15	\$18	\$18.00	\$0.00	18.00	100.00%
TOTAL	\$240,362	\$40,861	\$4,807	\$155,809	\$38,884	\$240,362	\$240,361.55	\$252,116.75	(11,755.20)	95.34%
TH EXPENSES:										
Salaries	\$147,417	\$25,061	\$2,948	\$94,347	\$25,061	\$147,417	\$147,416.62	\$142,333.35	5,083.27	103.57%
Employees Health, Dental, Life Ins.	\$18,184	\$3,091	\$364	\$11,638	\$3,091	\$18,184	\$18,184.13	\$18,666.65	(482.52)	97.42%
Worker's Comp.	\$3,985	\$677	\$80	\$2,550	\$677	\$3,985	\$3,985.00	\$2,916.65	1,068.35	136.63%
FICA/Pay.Tax/OES	\$11,951	\$2,032	\$239	\$7,649	\$2,032	\$11,951	\$11,951.44	\$12,250.00	(298.56)	97.56%
Professional Services(Legal/Acct/Consultants)	\$8,115	\$1,380	\$162	\$5,194	\$1,380	\$8,115	\$8,115.00	\$9,741.65	(1,626.65)	83.30%
Office Supplies (including QuickBook Payroll Exp)	\$3,117	\$530	\$62	\$1,995	\$530	\$3,117	\$3,116.80	\$1,750.00	1,366.80	178.10%
Telephone/Internet/Website	\$2,252	\$383	\$45	\$1,441	\$383	\$2,252	\$2,251.68	\$2,625.00	(373.32)	85.78%
Postage	\$70	\$12	\$1	\$45	\$12	\$70	\$70.23	\$233.35	(163.12)	30.10%
Rent	\$31,570	\$5,367	\$631	\$20,205	\$5,367	\$31,570	\$31,570.00	\$30,916.65	653.35	102.11%
Utilities	\$8,090	\$1,375	\$162	\$5,178	\$1,375	\$8,090	\$8,089.89	\$7,583.35	506.54	106.68%
Household (includes new mattresses)	\$3,660	\$622	\$73	\$2,342	\$622	\$3,660	\$3,659.79	\$1,633.35	2,026.44	224.07%
Maint/Rep-Property(includes Ring cameras)	\$2,432	\$414	\$49	\$1,557	\$414	\$2,432	\$2,432.40	\$583.35	1,849.05	416.97%
Maint/Rep-Equipment	\$3,210	\$546	\$64	\$2,054	\$546	\$3,210	\$3,209.55	\$2,916.65	292.90	110.04%
Training/Development	\$1,686	\$287	\$34	\$1,079	\$287	\$1,686	\$1,686.00	\$2,333.35	(647.35)	72.26%
Food	\$864	\$147	\$17	\$553	\$147	\$864	\$863.87	\$1,458.35	(594.48)	59.24%
Client Supplies/Activities	\$6,701	\$1,139	\$134	\$4,289	\$1,139	\$6,701	\$6,701.36	\$6,125.00	576.36	109.41%
Streaming Services (NetFlix & Zoom)	\$194	\$33	\$4	\$124	\$33	\$194	\$193.85	\$291.65	(97.80)	66.47%
Vehicle - Gas	\$668	\$114	\$13	\$428	\$114	\$668	\$668.28	\$1,166.65	(498.37)	57.28%
Vehicle - Maint/Repair	\$2,768	\$470	\$55	\$1,771	\$470	\$2,768	\$2,767.52	\$1,458.35	1,309.17	189.77%
Vehicle- Insurance/Tag	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$1,633.35	(1,633.35)	0.00%
Dues & Subscriptions	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$350.00	(350.00)	0.00%
Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$58.35	(58.35)	0.00%
General/Prof Liability	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$1,895.85	(1,895.85)	0.00%
Dir./Officers Liability	\$2,032	\$345	\$41	\$1,300	\$345	\$2,032	\$2,032.00	\$1,195.85	836.15	169.92%
Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$0.00	0.00	0.00%
TOTAL	\$258,965	\$44,024	\$5,179	\$165,738	\$44,024	\$258,965	\$258,965.41	\$252,116.75	6,848.66	102.72%
Dif. Between Inc vs Exp:	-\$18,604	-\$3,163	-\$372	-\$9,929	-\$5,140	-\$18,604	-\$18,603.86	\$0.00	(18,603.86)	100.00%
Overall Program %		17%	2%	64%	17%	100%	Bank Balance	\$132,214.39		

**Trenary CPA Firm, P.L.L.C.
Certified Public Accountants
3222 SW 119th Street
Oklahoma City, Oklahoma 73170**

**TO THE BOARD OF DIRECTORS
TRANSITION HOUSE, INC.
NORMAN, OK**

Transition House has hired me to prepare financial reports for management use in their decision making. I did not audit or review the financial statements nor was I required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an opinion, or a conclusion, nor provide any form of assurance on these financial statements.

The reports attached to this letter cover the seven months ended January 31, 2024.

**TRENARY CPA FIRM, P.L.L.C.
OKLAHOMA CITY, OKLAHOMA**
TRENARY CPA FIRM, P.L.L.C.

12-Feb-24

Transition House, Inc.
Balance Sheet Prev Year Comparison
As of January 31, 2024

	Jan 31, 24	Jan 31, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1012 · Armstrong Checking	132,214.39	134,728.49	-2,514.10	-1.87%
Total Checking/Savings	132,214.39	134,728.49	-2,514.10	-1.87%
Other Current Assets				
1055 · OKDMH contract receivable	18,424.99	19,799.99	-1,375.00	-6.94%
1060 · Prepaid insurance	4,284.61	4,284.61	0.00	0.0%
1075 · Pledges receivable - JBJ	500.00	500.00	0.00	0.0%
Total Other Current Assets	23,209.60	24,584.60	-1,375.00	-5.59%
Total Current Assets	155,423.99	159,313.09	-3,889.10	-2.44%
Fixed Assets				
1120 · Furniture & equipment	34,303.33	34,303.33	0.00	0.0%
1124 · Vehicles	21,800.00	21,800.00	0.00	0.0%
1130 · Accumulated depreciation	-48,980.64	-48,980.64	0.00	0.0%
Total Fixed Assets	7,122.69	7,122.69	0.00	0.0%
TOTAL ASSETS	162,546.68	166,435.78	-3,889.10	-2.34%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2200 · FICA taxes payable	94.05	94.05	0.00	0.0%
2205 · MC taxes payable	23.99	23.99	0.00	0.0%
2210 · FIT WH payable	96.00	96.00	0.00	0.0%
2220 · OK WH taxes payable	29.00	29.00	0.00	0.0%
2230 · United Way WH payable	8.00	8.00	0.00	0.0%
2240 · Accrued vacation payable	7,792.58	7,792.58	0.00	0.0%
Total Other Current Liabilities	8,043.62	8,043.62	0.00	0.0%
Total Current Liabilities	8,043.62	8,043.62	0.00	0.0%
Long Term Liabilities				
2402 · Deferred ARPA Grant Revenue	77,318.36	68,603.33	8,715.03	12.7%
Total Long Term Liabilities	77,318.36	68,603.33	8,715.03	12.7%
Total Liabilities	85,361.98	76,646.95	8,715.03	11.37%
Equity				
3001 · Unrestricted net assets	-3,434.86	36,565.14	-40,000.00	-109.39%
3002 · Retained Earnings	59,223.42	63,823.84	-4,600.42	-7.21%
			0.00	0.0%
3004 · Reserve Fund	40,000.00	0.00	40,000.00	100.0%
Net Income	-18,603.86	-10,600.15	-8,003.71	-75.51%
Total Equity	77,184.70	89,788.83	-12,604.13	-14.04%
TOTAL LIABILITIES & EQUITY	162,546.68	166,435.78	-3,889.10	-2.34%

Transition House, Inc. Profit & Loss Prev Year Comparison July 1, 2023 - January 31, 2024

	<u>Jul '23-Jan '24</u>	<u>Jul '22-Jan '23</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
4000 · Contributions	0.00	527.12	-527.12	-100.0%
4100 · United Way allocation	30,184.00	26,833.31	3,350.69	12.49%
4101 · ARPA Grant Revenue	24,301.62	1,396.67	22,904.95	1,639.97%
4200 · Fund raising				
4201 · Fund raising expenses	-1,477.18	-171.41	-1,305.77	-761.78%
4200 · Fund raising - Other	737.00	1,940.51	-1,203.51	-62.02%
Total 4200 · Fund raising	<u>-740.18</u>	<u>1,769.10</u>	<u>-2,509.28</u>	<u>-141.84%</u>
5000 · ODMHSAS contract				
5001 · Unreimbursed contract services	0.00	0.00	0.00	0.0%
5000 · ODMHSAS contract - Other	156,326.68	159,681.69	-3,355.01	-2.1%
Total 5000 · ODMHSAS contract	<u>156,326.68</u>	<u>159,681.69</u>	<u>-3,355.01</u>	<u>-2.1%</u>
5500 · Other Gov. grants	499.37	6,356.63	-5,857.26	-92.14%
5501 · Foundation/Civic Club Grants	10,000.00	10,000.00	0.00	0.0%
6000 · Donor Drive	14,699.00	17,163.00	-2,464.00	-14.36%
6200 · Participant fee	4,598.00	6,343.00	-1,745.00	-27.51%
6500 · Interest income	475.06	256.71	218.35	85.06%
6700 · Donated services & materials	0.00	0.00	0.00	0.0%
6900 · Miscellaneous revenues	18.00	210.95	-192.95	-91.47%
Total Income	<u>240,361.55</u>	<u>230,538.18</u>	<u>9,823.37</u>	<u>4.26%</u>
Gross Profit	240,361.55	230,538.18	9,823.37	4.26%
Expense				
Management & General	44,024.12	40,993.52	3,030.60	7.39%
Fundraising	5,179.31	4,822.77	356.54	7.39%
Transitional Living	165,737.86	154,328.53	11,409.33	7.39%
Community Outreach	44,024.12	40,993.52	3,030.60	7.39%
Total Expense	<u>258,965.41</u>	<u>241,138.33</u>	<u>17,827.08</u>	<u>7.39%</u>
Net Income/(Loss)	<u><u>-18,603.86</u></u>	<u><u>-10,600.15</u></u>	<u><u>-8,003.71</u></u>	<u><u>-75.51%</u></u>

Transition House, Inc.
Statement of Functional Expenses
Prev Year Comparison
July 1, 2023 - Jan 31, 2024

Expense	Mgmt &		Transitional	Communituy	Total	Mgmt &		Transitional	Communituy	Total
	General	Fundraising	Living	Outreach	Jul '23-Jan '24	General	Fundraising	Living	Outreach	Jul '22-Jan '23
7000 · Salaries & wages	25,060.83	2,948.33	94,346.64	25,060.83	147,416.62	23,707.71	2,789.14	89,252.54	23,707.71	139,457.09
7002 · Employee Health,Dental,Life Ins	3,091.30	363.68	11,637.84	3,091.30	18,184.13	2,581.03	303.65	9,716.82	2,581.03	15,182.53
7003 · Workers' comp	677.45	79.70	2,550.40	677.45	3,985.00	749.19	88.14	2,820.48	749.19	4,407.00
7004 · FICA/MC/OESC	2,031.74	239.03	7,648.92	2,031.74	11,951.44	1,867.24	219.68	7,029.62	1,867.24	10,983.78
8000 · Legal & accounting	1,379.55	162.30	5,193.60	1,379.55	8,115.00	1,798.30	211.57	6,770.08	1,798.30	10,578.25
8100 · Office supplies	529.86	62.34	1,994.75	529.86	3,116.80	757.90	89.16	2,853.27	757.90	4,458.24
8200 · Telephone/Interner/Website	382.79	45.03	1,441.08	382.79	2,251.68	391.87	46.10	1,475.28	391.87	2,305.13
8300 · Postage	11.94	1.40	44.95	11.94	70.23	10.20	1.20	38.40	10.20	60.00
8400 · Rent	5,366.90	631.40	20,204.80	5,366.90	31,570.00	5,032.00	592.00	18,944.00	5,032.00	29,600.00
8410 · Utilities	1,375.28	161.80	5,177.53	1,375.28	8,089.89	1,352.93	159.17	5,093.39	1,352.93	7,958.42
8420 · Household expenses	622.16	73.20	2,342.27	622.16	3,659.79	276.94	32.58	1,042.58	276.94	1,629.03
8430 · Property maintenance & repairs	413.51	48.65	1,556.74	413.51	2,432.40	124.58	14.66	469.00	124.58	732.81
8500 · Equipment maintenance & repair	545.62	64.19	2,054.11	545.62	3,209.55	523.15	61.55	1,969.50	523.15	3,077.35
8800 · Training & development	286.62	33.72	1,079.04	286.62	1,686.00	131.27	15.44	494.20	131.27	772.19
8910 · Food	146.86	17.28	552.88	146.86	863.87	185.87	21.87	699.74	185.87	1,093.35
Total 8920 · Client Supplies/Activites	1,139.23	134.03	4,288.87	1,139.23	6,701.36	916.26	107.80	3,449.45	916.26	5,389.77
8925 · Streaming Services	32.95	3.88	124.06	32.95	193.85	46.73	5.50	175.91	46.73	274.86
8930 · Gasoline	113.61	13.37	427.70	113.61	668.28	90.44	10.64	340.47	90.44	531.98
8940 · Vehicle maintenance & repair	470.48	55.35	1,771.21	470.48	2,767.52	64.69	7.61	243.55	64.69	380.55
8950 · Vehicle insurance	-	-	-	-	-	-	-	-	-	-
9000 · Dues & subscriptions	-	-	-	-	-	44.71	5.26	168.32	44.71	263.00
9450 · General & prof liability ins	-	-	-	-	-	-	-	-	-	-
9455 · Directors & officers liab ins	345.44	40.64	1,300.48	345.44	2,032.00	340.51	40.06	1,281.92	340.51	2,003.00
9500 · Depreciation	-	-	-	-	-	-	-	-	-	-
9710 · Other expenses	-	-	-	-	-	-	-	-	-	-
Total Expense	44,024.12	5,179.31	165,737.86	44,024.12	258,965.41	40,993.52	4,822.77	154,328.53	40,993.52	241,138.33

Transition House, Inc.
Statement of Cash Flows
July 1, 2023 - January 31, 2024

	Jul '23-Jan '24	Jul '22-Jan '23
OPERATING ACTIVITIES		
Net Income	-18,603.86	-10,600.15
Adjustments to reconcile Net Income to net cash provided by operations:		
1055 · OKDMH contract receivable	-3,025.00	-1,430.00
1060 · Prepaid Insurance	0.00	0.00
2200 · FICA taxes payable	0.00	93.97
2205 · MC taxes payable	0.00	23.99
2210 · FIT WH payable	0.00	96.00
2215 · TSA payable	0.00	0.00
2220 · OK WH taxes payable	0.00	46.00
2230 · United Way WH payable	0.00	-3.00
2240 · Accrued Vacation payable	0.00	0.00
2401 · Deferred grant revenue	0.00	0.00
Net cash provided by Operating Activities	-21,628.86	-11,773.19
INVESTING ACTIVITIES		
1120 · Furniture & Equipment	0.00	0.00
1130 · Accumulated Depreciation	0.00	0.00
Net cash provided by Investing Activities	0.00	0.00
FINANCING ACTIVITIES		
2402 · Deferred ARPA Grant Revenue	-24,301.62	68,603.33
Net cash provided by Financing Activities	-24,301.62	68,603.33
Net cash increase for period	-45,930.48	56,830.14
Cash at beginning of period	178,144.87	77,898.35
Cash at end of period	132,214.39	134,728.49

Transition House FY'25-27 Proposed Budget for UWN RFP's plus ARPA

	FY'25 Proposed Budget for UWN RFPs	TH Budget FY'24	\$ Over Budget	% of Budget	FY'25 Proposed Budget w/ more ARPA	FY'26 Proposed Budget w/ more ARPA	FY'27 Proposed Budget w/ more ARPA	
TH INCOME:								Columns H-J ri
Contributions	\$100	\$100	0.00	100.00%	\$100	\$100	\$100	
United Way/Norman	\$60,000	\$51,744	8,256.00	115.96%	\$52,000	\$53,000	\$54,000	
Fund Raising								
Fund Raising Exp.			0.00	0.00%	\$3,000	\$3,000	\$3,000	FR expenses: TH/
Fund Raising Inc.			0.00	0.00%	\$23,000	\$24,000	\$25,000	
FR Events - Total	\$22,000	\$20,000	2,000.00	110.00%	\$20,000	\$23,000	\$24,000	
DMHSAS								
Unreimbursed services			0.00	0.00%				
**ODMHSAS contract-billed			0.00	0.00%				
DMHSAS	\$270,000	\$270,000	0.00	100.00%	\$270,000	\$270,000	\$270,000	Current:
Other Gov. Grants(SVSC & ARPA)	\$63,960	\$48,660	15,300.00	131.44%	\$63,960	\$4,000	\$5,000	SVSC \$4000 rec'd \$3,000 FY'24
Foundation Grants	\$10,000	\$10,000	0.00	100.00%	\$10,000	\$10,000	\$10,000	
Civic Clubs Donations/Grants	\$0	\$1,000	(1,000.00)	0.00%	\$0	\$0	\$0	
Donor Drive	\$24,000	\$22,000	2,000.00	109.09%	\$22,000	\$23,000	\$24,000	
Client/Participant Fees	\$8,300	\$8,200	100.00	101.22%	\$8,300	\$8,500	\$8,800	
Interest	\$640	\$496	144.00	129.03%	\$500	\$500	\$500	
Miscellaneous	\$0	\$0	0.00	0.00%				
TOTAL	\$459,000	\$432,200	\$26,800	106%	\$446,860	\$392,100	\$396,400	
TH EXPENSES:								
Salaries	\$261,000	\$244,000	17,000.00	106.97%	\$261,000	\$266,000	\$271,000	Salary increases p
Employees Health, Dental, Life Ins.	\$33,000	\$32,000	1,000.00	103.13%	\$33,000	\$34,000	\$35,000	
Worker's Comp.	\$5,000	\$5,000	0.00	100.00%	\$5,000	\$5,200	\$5,400	
FICA/Pay.Tax/OES	\$22,000	\$21,000	1,000.00	104.76%	\$22,000	\$22,500	\$23,000	
Professional Services(Legal/Acct/Consultants)	\$17,300	\$16,700	600.00	103.59%	\$40,000	\$30,000	\$25,000	Accounting: Leas
Office Supplies (including QuickBook Payroll Exp)	\$5,500	\$3,000	2,500.00	183.33%	\$5,500	\$5,500	\$5,500	FY'24: Bloomerac
Telephone/Internet/Website	\$4,500	\$4,500	0.00	100.00%	\$4,500	\$4,500	\$4,500	
Postage	\$400	\$400	0.00	100.00%	\$400	\$400	\$400	
Rent	\$56,520	\$53,000	3,520.00	106.64%	\$56,520	\$58,000	\$60,000	apts FY'24 apts
Utilities	\$14,000	\$13,000	1,000.00	107.69%	\$14,000	\$14,000	\$14,000	
Household	\$3,500	\$2,800	700.00	125.00%	\$3,500	\$3,500	\$3,500	
Maint/Rep-Property	\$1,000	\$1,000	0.00	100.00%	\$1,000	\$1,500	\$1,500	
Maint/Rep-Equipment	\$5,000	\$5,000	0.00	100.00%	\$5,000	\$5,000	\$5,000	
Training/Development	\$4,000	\$4,000	0.00	100.00%	\$4,000	\$4,000	\$4,000	
Food	\$2,500	\$2,500	0.00	100.00%	\$2,500	\$2,500	\$2,500	
Client Supplies/Activities	\$10,500	\$10,500	0.00	100.00%	\$10,500	\$10,500	\$10,500	
Streaming Services (Netflix & Zoom)	\$480	\$500	(20.00)	96.00%	\$480	\$480	\$480	
Vehicle - Gas	\$1,500	\$2,000	(500.00)	75.00%	\$1,500	\$1,500	\$1,500	
Vehicle - Maint/Repair	\$2,500	\$2,500	0.00	100.00%	\$2,500	\$2,500	\$2,500	
Vehicle- Insurance/Tag	\$2,800	\$2,800	0.00	100.00%	\$2,800	\$2,800	\$2,800	
Dues & Subscriptions	\$600	\$600	0.00	100.00%	\$600	\$600	\$600	
Advertising	\$100	\$100	0.00	100.00%	\$100	\$100	\$100	
General/Prof Liability	\$3,250	\$3,250	0.00	100.00%	\$3,250	\$3,250	\$3,250	
Dir./Officers Liability	\$2,050	\$2,050	0.00	100.00%	\$2,050	\$2,050	\$2,050	
Other Expenses	\$0	\$0	0.00	0.00%	\$0	\$0	\$0	
TOTAL	\$459,000	\$432,200	26,800.00	106.20%	\$481,700	\$480,380	\$484,080	
Dif. Between Inc vs Exp:	\$0	\$0	\$0	0%	-\$34,840	-\$88,280	-\$87,680	-\$210,800 3 years fundin
Overall Program %	Bank Balance Dec '23	\$132,979.52						-\$123,120 2 years fundin

	FY'23	FY'24	FY'25 Projected
Executive Director:	\$64,400	\$67,000	\$68,000
Programs Director:	\$41,520	\$46,000	\$59,000
TLP Recovery Coordinator:	\$36,000	\$41,000	\$42,000
COP Recovery Coordinator:	\$36,000	\$41,000	\$42,000
Business Manager:	\$41,520	\$44,000	\$45,000
Total:	\$219,440	\$239,000	\$256,000

	FY'25 Projected	FY'26 Projected	FY'27 Projected
	\$68,000	\$69,000	\$70,000
	\$59,000	\$60,000	\$61,000
	\$42,000	\$43,000	\$44,000
	\$42,000	\$43,000	\$44,000
	\$45,000	\$46,000	\$47,000
Total:	\$256,000	\$261,000	\$266,000

Previous Year End Bank Balances	
FY'18	\$42,541
FY'19	\$43,919
FY'20	\$68,237
FY'21	\$97,492
FY'22	\$77,899
FY'23	\$178,100
Dec. FY'24	\$132,980

ARPA funds:	Dept of Com.	City of Norman	Total:
FY'23	\$10,000	\$8,380	\$18,380
FY'24	\$20,000	\$21,660	\$41,660
FY'25	\$20,000	\$39,960	\$59,960
Total:	\$50,000	\$70,000	\$120,000

Transition House FY'25-27 Proposed Budget for UWN RFP's plus ARPA

	FY'25 Proposed Budget for UWN RFP's	TH Budget FY'24	\$ Over Budget	% of Budget	FY'25 Proposed Budget w/ more ARPA	FY'26 Proposed Budget w/ more ARPA	FY'27 Proposed Budget w/ more ARPA
TH INCOME:							
Contributions	\$100	\$100	0.00	100.00%	\$100	\$100	\$100
United Way/Norman	\$60,000	\$51,744	8,256.00	115.96%	\$52,000	\$53,000	\$54,000
Fund Raising							
Fund Raising Exo.			0.00	0.00%	\$3,000	\$3,000	\$3,000
Fund Raising Inc.			0.00	0.00%	\$23,000	\$24,000	\$25,000
FR Events - Total	\$22,000	\$20,000	2,000.00	110.00%	\$20,000	\$23,000	\$24,000
DMHSAS							
Unreimbursed services			0.00	0.00%			
**ODMHSAS contract-billed			0.00	0.00%			
DMHSAS	\$270,000	\$270,000	0.00	100.00%	\$270,000	\$270,000	\$270,000
Other Gov. Grants(SVSC & ARPA)	\$63,960	\$48,660	15,300.00	131.44%	\$63,960	\$4,000	\$5,000
Foundation Grants	\$10,000	\$10,000	0.00	100.00%	\$10,000	\$10,000	\$10,000
Civic Clubs Donations/Grants	\$0	\$1,000	(1,000.00)	0.00%	\$0	\$0	\$0
Donor Drive	\$24,000	\$22,000	2,000.00	109.09%	\$22,000	\$23,000	\$24,000
Client/Participant Fees	\$8,300	\$8,200	100.00	101.22%	\$8,300	\$8,500	\$8,800
Interest	\$640	\$496	144.00	129.03%	\$500	\$500	\$500
Miscellaneous	\$0	\$0	0.00	0.00%			
TOTAL	\$459,000	\$432,200	\$26,800	106%	\$446,860	\$392,100	\$396,400
TH EXPENSES:							
Salaries	\$261,000	\$244,000	17,000.00	106.97%	\$261,000	\$266,000	\$271,000
Employees Health, Dental, Life Ins.	\$33,000	\$32,000	1,000.00	103.13%	\$33,000	\$34,000	\$35,000
Worker's Comp.	\$5,000	\$5,000	0.00	100.00%	\$5,000	\$5,200	\$5,400
FICA/Pay.Tax/OES	\$22,000	\$21,000	1,000.00	104.76%	\$22,000	\$22,500	\$23,000
Professional Services(Legal/Acct/Consultants)	\$17,300	\$16,700	600.00	103.59%	\$40,000	\$30,000	\$25,000
Office Supplies (including QuickBook Payroll Exp)	\$5,500	\$3,000	2,500.00	183.33%	\$5,500	\$5,500	\$5,500
Telephone/Internet/Website	\$4,500	\$4,500	0.00	100.00%	\$4,500	\$4,500	\$4,500
Postage	\$400	\$400	0.00	100.00%	\$400	\$400	\$400
Rent	\$56,520	\$53,000	3,520.00	106.64%	\$56,520	\$58,000	\$60,000
Utilities	\$14,000	\$13,000	1,000.00	107.69%	\$14,000	\$14,000	\$14,000
Household	\$3,500	\$2,800	700.00	125.00%	\$3,500	\$3,500	\$3,500
Maint/Rep-Property	\$1,000	\$1,000	0.00	100.00%	\$1,000	\$1,500	\$1,500
Maint/Rep-Equipment	\$5,000	\$5,000	0.00	100.00%	\$5,000	\$5,000	\$5,000
Training/Development	\$4,000	\$4,000	0.00	100.00%	\$4,000	\$4,000	\$4,000
Food	\$2,500	\$2,500	0.00	100.00%	\$2,500	\$2,500	\$2,500
Client Supplies/Activities	\$10,500	\$10,500	0.00	100.00%	\$10,500	\$10,500	\$10,500
Streaming Services (Netflix & Zoom)	\$480	\$500	(20.00)	96.00%	\$480	\$480	\$480
Vehicle - Gas	\$1,500	\$2,000	(500.00)	75.00%	\$1,500	\$1,500	\$1,500
Vehicle - Maint/Repair	\$2,500	\$2,500	0.00	100.00%	\$2,500	\$2,500	\$2,500
Vehicle- Insurance/Tag	\$2,800	\$2,800	0.00	100.00%	\$2,800	\$2,800	\$2,800
Dues & Subscriptions	\$600	\$600	0.00	100.00%	\$600	\$600	\$600
Advertising	\$100	\$100	0.00	100.00%	\$100	\$100	\$100
General/Prof Liability	\$3,250	\$3,250	0.00	100.00%	\$3,250	\$3,250	\$3,250
Dir./Officers Liability	\$2,050	\$2,050	0.00	100.00%	\$2,050	\$2,050	\$2,050
Other Expenses	\$0	\$0	0.00	0.00%	\$0	\$0	\$0
TOTAL	\$459,000	\$432,200	26,800.00	106.20%	\$481,700	\$480,380	\$484,080
Dif. Between Inc vs Exp:	\$0	\$0	\$0	0%	-\$34,840	-\$88,280	-\$87,680
Overall Program %		\$132,979.52					

Columns H-J reflect FY'25-FY'27 ARPA Budget proposals

FR expenses: TH/BI shirts; pens, etc.

Current:	City	State	Total
SVSC \$4000	ARPA \$39,960	ARPA \$20,000	\$63,960
rec'd \$3,000 FY'24			

Salary increases plus \$5,000 extra for Holiday Bonuses

Accounting, Legal Consulting fees & Policy work, E-Team Evaluation & Program Dev Beyond Recovery advancement plus work to become evidence based preferred/best practice

E-Team
FY'25 \$20-\$25K
FY'26 \$10-\$15K
FY'27 \$5-\$10K

FY'24: Bloomingar \$1,292; TheraNest \$540; QuickBook(annual payroll tax fee, etc.) \$575; Website Sq Space \$252; background checks

apts	\$35,520	office/DI	\$21,000	\$56,520
FY'24 apts	\$34,320	FY'24 Office/DI	\$19,800	\$54,120

-\$210,800 3 years funding
-\$123,120 2 years funding

Based on this - we could request approx \$210,800 in ARPA funds - using them by end of 2026

	FY'23	FY'24	FY'25 Projected
Executive Director:	\$64,400	\$67,000	\$68,000
Programs Director:	\$41,520	\$46,000	\$59,000
TLP Recovery Coordinator:	\$36,000	\$41,000	\$42,000
COP Recovery Coordinator:	\$36,000	\$41,000	\$42,000
Business Manager:	\$41,520	\$44,000	\$45,000
Total:	\$219,440	\$239,000	\$256,000

	FY'25 Projected	FY'26 Projected	FY'27 Projected
	\$68,000	\$69,000	\$70,000
	\$59,000	\$60,000	\$61,000
	\$42,000	\$43,000	\$44,000
	\$42,000	\$43,000	\$44,000
	\$45,000	\$46,000	\$47,000
Total:	\$256,000	\$261,000	\$268,000

Previous Year End Bank Balances	
FY'18	\$42,541
FY'19	\$43,919
FY'20	\$68,237
FY'21	\$97,492
FY'22	\$77,899
FY'23	\$178,100
Dec. FY'24	\$132,980

ARPA funds:	Dept of Econ.	City of Norman	Total:
FY'23	\$10,000	\$58,380	\$18,380
FY'24	\$20,000	\$21,660	\$41,660
FY'25	\$20,000	\$39,960	\$59,960
Total:	\$50,000	\$70,000	\$120,000

Taking the Services of Transition House Beyond Recovery

THE BEGINNING OF TRANSITION HOUSE SERVICES - 1982

In April 1982, Transition House, Inc., (TH) began providing services to adults with serious mental illness through a Transitional Living Program (TLP). The focus was on helping people transition from in-patient psychiatric care to independent community living through the development of daily living/community living skills, pre-vocational/vocational skills, and socialization/recreation skills. Clients in the TLP live in shared housing, with up to 3 people per apartment with a total program capacity of 12. The maximum length of stay was 12 months.

COMMUNITY OUTREACH PROGRAM - 1988

Client feedback during the early years of TH indicated that people needed more support after leaving the TLP. While in the TLP, clients establish connections with staff and peers, but there was not a program in place that supported the healthy continuation of these supportive connections past the TLP. The TLP model was not designed to provide support past a person's time in the program. It was noted that some people may have done well while in the TLP, however once they left, there was a tendency for people to isolate which is often a trigger for illness relapse.

In response to client need and feedback, TH began the Community Outreach Program in January 1988. The original structure provided opportunities for social activities for COP clients. This was effective for some, but others preferred more opportunities to have individualized support and connection. Driven by client feedback, the program developed to include opportunities for clients to also have drop-in services that allowed them to have individual contact with staff along with the structured activities options that provided opportunities for social/recreational engagement.

THE DROP-IN CENTER - 1995

Transition House opened a separate space for TH's Drop-In Center in 1995. This became the designated space for groups, activities, social connection, as well as a safe space for clients to retreat to when not in use. The Center is open 9-5 Monday-Friday, plus clients have the option to check out a key to use the space after hours. Outside peer groups, including 12 Step meetings, Double Trouble in Recovery, and others, have made use of this space.

THE RECOVERY MODEL – 2004

In the fall of 2004, TH began conversations with ODMHSAS (Oklahoma Department of Mental Health and Substance Abuse Services) about the Recovery Model. This model is very client centered and TH moved quickly to adopt this model in the work of TH. In the early process, work was done to intentionally create recovery focused language: Case Management job titles changed to Recovery Coordinators; Activity Sheets became Recovery Journals; Treatment Plans became Recovery Plans; etc. Staff activity worked with clients during this transition. People of TH were asked what language was preferred in referencing them. The decision was TH People wanted to be called clients and not consumers, so that language was adopted. This very client-centered, empowering, recovery focused approach continues to be a strong influence at TH.

HYBRID STATUS – 2022

ODMHSAS housing agencies were asked to follow one of two models - Housing First or Recovery/OKARR model. From okarr.org: "Recovery housing is a family-like, shared living environment free from alcohol and illicit drug use and centered on peer support and connection to services that promote sustained recovery from substance use

disorders. They go by different names (Oxford House ™, sober home, sober living, halfway house, etc.), and their history can be traced back to the mid-1800s.”

After reviewing this with housing leadership at ODMHSAS Central Office, it was evident that TH did not fit into either model. With TH’s long history of effective work and positive outcomes, TH was ‘grandfathered’ in and allowed to follow the structure which is defined as a “Hybrid” of these two models.

BEYOND RECOVERY – 2023

The concept of Beyond Recovery was inspired by TH People who were not only successful in living their life in recovery but were living their best life ‘beyond recovery’. It was observed that many programs focus on the immediate task of helping people achieve a level of stability with their recovery process. It was also noted that some achieved the ‘recovery goal’ tied to a program, but failed to continue after the program was complete. TH recognizes that recovery is an essential step, however TH also strives to dig deeper and look at what helps some see recovery differently – not as an endpoint, but as a launching point that helps individuals find their path to living their best life. The hope -TH can learn from those actively living their best life and find effective ways to teach this to others. The belief is motivation to change is impacted by an ability to envision a better life beyond the recovery process.

In 2023, after gathering some preliminary feedback from clients, Beyond Recovery groups were conducted. The initial approach envisioned this as separate from TLP and COP. After just a few groups, client feedback indicated that this felt overwhelming and shaming. Some felt as if the message was, they should already be established in their recovery and living their best life. Using this feedback to help better develop our efforts, the decision was to suspend the specific Beyond Recovery groups and take more time to determine improved methodology in implementing Beyond Recovery at TH.

In 2024, work continues to explore effective ways to incorporate Beyond Recovery into the work with TLP and COP clients. Development of a Peer Socialization Group is being included in this project to empower client development of skills to lead as well as participate in social/recreational activities that are not facilitated by staff. The goal is for clients to gain confidence in leading and engaging in healthy social interactions and that skill can continue past their time in the TLP.

ADDITIONAL INFORMATION ON TH

HOW TH ACCOMPLISHES OUR MISSION & VISION

The two primary programs of Transition House are the Transitional Living Program (TLP) and the Community Outreach Program (COP).

TRANSITIONAL LIVING PROGRAM: In 1982, Transition House opened its doors and began providing services through the Transitional Living Program. This program of supervised apartment living empowers the development of essential life skills while providing intensive case management, accountable, and support. The mission of the Transitional Living Program is to assist and support adults with serious mental illness as they make the transition from high acuity, vulnerable life periods (that may include suicide attempts, being unhoused, extreme poverty, legal issues, and in-patient treatment), to community living by providing supervised apartment living that promotes recovery through the development of community living skills, pre-vocational and vocational skills, socialization and recreational skills while providing support during challenging times.

COMMUNITY OUTREACH PROGRAM: In 1988, Transition House responded to the needs of the People of Transition House for additional support after the Transitional Living Program by developing the Community Outreach Program. This program provides opportunities for on-going socialization/recreational activities, support, and crisis intervention. The mission of the Community Outreach Program is to provide former Transitional Living Program clients as well as other adults with serious mental illness or co-occurring disorders (mental illness and substance abuse) access to supportive services that help them advance and maintain their recovery through socialization and recreational opportunities, community living supportive counseling services, and crisis intervention.

Transition House Values: we believe in inspiring hope for recovery and wellness through healthy connections.

TRANSITION HOUSE COMMITMENT TO RECOVERY: Belief in Recovery, Mutual Trust & Respect, Connection, Integrity, Fun and Gratitude.

TRANSITION HOUSE IMPACT: Improving our community by providing tools for sustaining mental wellness with skills development, supportive care, and advocacy.

MISSION, VISION, AND HISTORY:

Transition House's mission is changing lives by creating pathways for mental wellness. Our vision is a community committed to connection, recovery, wellness, and joy. Our culture: We listen. We respect. We support. We empower.

In 1982, Transition House began providing services through the Transitional Living Program. In 1988, the Community Outreach Program began providing services as an added support to those who go through the Transitional Living Program along with others in the community. In 1995, the Drop-In Center opened its doors to provide a safe space for people seeking support and assistance.

Transition House is committed to providing high quality services focused on improving quality of life through enhanced recovery and wellness opportunities, developing resources to strengthen core services and continual improvements to agency operations. Transition House empowers people with serious mental illness and addiction to become community contributors while living a joy-filled life. Through high quality services that focus on healthy supportive connections, empowerment through skills development and accountability, worthiness, shame reduction, and resiliency, people discover their capabilities to transform their lives. Transition House believes in collaboration and cooperation with the many involved in helping people in their recovery journey. People of Transition House continue to report advancement in their recovery process and improvements in their quality of life that increases their sense of worthiness and joy.

TRANSITION HOUSE, INC. FY'24 GOALS

GOAL 1: IMPROVE QUALITY OF LIFE FOR PEOPLE SEEKING RECOVERY THROUGH ENHANCED WELLNESS OPPORTUNITIES.

TRANSITION HOUSE STANDARDS:

- UTILIZE BEST PRACTICES TO DEVELOP AND FACILITATE GROUP CURRICULUM, PLAN MEANINGFUL ACTIVITIES, AND OBTAIN CLIENT FEEDBACK.
- CONTINUE BUILDING AND STRENGTHENING CONNECTIONS WITH COMMUNITY PARTNERS.
- PROVIDE INTENSIVE CASE MANAGEMENT WITH A FOCUS ON DEVELOPING HEALTHY AND MEANINGFUL RELATIONSHIPS, SUPPORT, HOPE, ADVOCACY, AND CONNECTIONS.
- PROVIDE SUPPORTIVE COUNSELING TO HELP MANAGE SYMPTOMS OF MENTAL ILLNESS AND SUBSTANCE USE DISORDERS.
- PROVIDE SAFE AND SECURE HOUSING FOR PEOPLE PARTICIPATING IN THE TRANSITIONAL LIVING PROGRAM (TLP).
- PROVIDE AS NEEDED DIVERSE SUPPORT OPPORTUNITIES FOR THOSE SEEKING COMMUNITY OUTREACH PROGRAM (COP) SERVICES.

ACTION STEPS	PROJECTED OUTCOME BY 6/30/24	PRELIMINARY STATUS REPORT (specific data will be reflected in mid-year & year-end sections) OCT 2023	STATUS – JAN 2024	FISCAL YEAR END SUMMARY
<ul style="list-style-type: none"> • Continue acquiring additional evidence-based curriculum and materials to support meaningful groups and activities. 	<ul style="list-style-type: none"> • Acquire 1 new set of evidence-based materials. • Acquire 1 new set of effective tools to help promote overall well-being. 	<ul style="list-style-type: none"> • Started research on group materials. • Clients created a new set of ‘calm down’ jars. 	<ul style="list-style-type: none"> • Continuing research on group materials- nothing purchased yet. • Got client input on types of groups they would like. • Met with CHES Health to learn more about their support app for clients. 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Continue community outreach, collaboration, and partnerships with local and regional agencies by hosting open houses for networking opportunities and engagement in community meetings. 	<ul style="list-style-type: none"> • Host 2 Open House for community providers. • Representatives from the Clinical Team will have 2 on-site visit with regional agencies. 	<ul style="list-style-type: none"> • TH Annual Holiday Party/Open House is set for Dec. 21. 	<ul style="list-style-type: none"> • TH Annual Holiday Party / Open House was well attended. • In process of scheduling a lunch and learn with COCMHC. • Programs Director had a leadership role with the development of the Norman Resource Fair. 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Explore options for a clinical consultant to meet with TH staff monthly. 	<ul style="list-style-type: none"> • Acquire a new clinical consultant by 6/2024. 	<ul style="list-style-type: none"> • Preliminary discussions on possible candidates. 	<ul style="list-style-type: none"> • Reached out to a potential consultant. Continuing to reach out to COCMHC and others for consultation as appropriate. 	<ul style="list-style-type: none"> •
<p>Transitional Living Program (TLP):</p> <ul style="list-style-type: none"> • Develop and maintain healthy connections with clients in the TLP. • Determine client needs that cannot be met at TH, and work to advocate and refer for additional support. • Monitor and maintain cleanliness, comfort, and safety at TLP apartments. • Provide supportive counseling. 	<ul style="list-style-type: none"> • 80% of the TLP clients establish and maintain healthy therapeutic relationships with their Recovery Coordinator. • 90% of the TLP clients will have provided a list of needed identification and will be working to secure those documents. • 100% of the TLP clients will be living in safe and secure housing. • 75% of the TLP clients have a better quality of life and support system. 	<ul style="list-style-type: none"> • Overall, we’ve seen improvements with healthy connections with RC’s. • Improvements in getting ID related needs lists to RC’s in a more timely manner. • 100% have safe and secure housing. • Clients have improved connections with staff as well as with peers in the program. Better focus on recovery – decline in relapses. More engagement in 12 Step programs. 	<ul style="list-style-type: none"> • TLP stayed full for 1 month. • 100% of the TLP clients establish and maintain healthy therapeutic relationships with their Recovery Coordinator. • 100% of the TLP clients provided a list of needed identification and are working to secure those documents. • 100% of the TLP clients live in safe and secure housing. • 95% of the TLP clients have a better quality of life and support system. 	<ul style="list-style-type: none"> •

TRANSITION HOUSE, INC. FY'24 GOALS

<p>Community Outreach Program (COP):</p> <ul style="list-style-type: none"> • COP clients are welcome to attend TLP groups and activities if approved by the Programs Director. • Social/Recreational activities are scheduled to encourage client engagement. • Phone calls are answered, and support is given to people seeking assistance and referrals. • Affirm and empower client worthiness while sharing hope. 	<ul style="list-style-type: none"> • At least 2 social/recreational activities will be scheduled monthly. • 75% of COP clients with 6 or more contacts in 6 months will have improvements or maintain adequate social/recreational skills; community living skills; and mental illness management. • At least 5 affirming/empowering messages will be shared weekly through social media. • 80% of the COP clients have a better quality of life and support system. 	<ul style="list-style-type: none"> • 1-2 COP activities are scheduled monthly. • COP RC was out for 3 weeks – end of Sept/beginning of Oct for medical procedures. • Overall, COP clients are doing well in skills areas and connections. • There has been consistency with social media work except when Executive Director was on vacation. Typically 5-7 affirming/empowering posts/week. • Significant number of clients report good quality of life and support systems. 	<ul style="list-style-type: none"> • 1-2 COP activities are scheduled monthly. • 98% of COP clients with 6 or more contacts in 6 months have improvements or maintain adequate social/recreational skills; community living skills; and mental illness management. • 5-7 times/week, affirming/empowering messages are shared through social media. • 98% of the COP clients have a better quality of life and support system. 	<ul style="list-style-type: none"> •
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GOAL 2: IMPROVE HEALTHY COMMUNITY RE-ENTRY FOR PEOPLE INVOLVED IN AGENCY PROGRAMS.

TRANSITION HOUSE STANDARDS:

- COMMITTED TO BEING MINDFUL OF THE ESSENTIAL PARTNERSHIP BETWEEN AGENCY CLIENTS, WORK, AND THE COMMUNITY.
- EQUIP CLIENTS WITH THE NECESSARY TOOLS TO BE CONTRIBUTING MEMBERS IN THE COMMUNITY WHILE HOLDING THEM ACCOUNTABLE TO SOCIETAL STANDARDS.

ACTION STEPS	PROJECTED OUTCOME BY 6/30/24	• STATUS – OCT 2023	STATUS – JAN 2024	FISCAL YEAR END SUMMARY
<ul style="list-style-type: none"> • Refer and empower clients to seek healthy connections, resources, and services outside of TH as needed. • Maintain high quality, recovery focused, consistent services through individual and group meetings with clients. 	<ul style="list-style-type: none"> • 80% of the TLP clients will be referred to outside mental health and other providers to receive needed services that TH staff cannot provide. • 75% of TLP clients will have improvements in or maintain adequate skill levels in: mental illness management; community living, work related, and social/recreation skills. 	<ul style="list-style-type: none"> • All clients are referred to outside mental health providers and other resources as needed. • The lack of client turnover and input from clinical staff indicates improvements in key skill areas. 	<ul style="list-style-type: none"> • Resource Fair work expanded connections outside of TH. • 95% of the TLP clients were referred to outside mental health and other providers to receive needed services that TH staff cannot provide. • 87% of TLP clients have improvements in or maintain adequate skill levels in: mental illness management; community living, work related, and social/recreation skills. 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Hold clients accountable to their recovery and occupancy agreements and recovery plans. 	<ul style="list-style-type: none"> • 80% of the TLP clients will be adhering to standards established by the occupancy and recovery agreements. 	<ul style="list-style-type: none"> • Though there have been some written warnings, however only had 1 dismissal during the first quarter of FY'24. 	<ul style="list-style-type: none"> • 86% of the TLP clients adhere to standards established by the occupancy and recovery agreements 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Support and hold clients accountable to recovery plans and use monthly assessments to guide plan updates to help clients maintain stable housing and income, thus reducing the risk of reoffending. 	<ul style="list-style-type: none"> • 80% of the active TLP clients will actively be working on their mental illness and related issues. • 75% of TLP clients will transition to appropriate community living or programs based on their needs. 	<ul style="list-style-type: none"> • We've seen improvements/consistency in holding clients accountable to their plans and agreements. • 15 people were in TLP during the 1st quarter. 5 people completed the TLP since the beginning of FY'24. 2 of 5 clients were not 	<ul style="list-style-type: none"> • 93% of the active TLP clients are actively working on their mental illness and related issues. • 70% of TLP clients transition to appropriate community living or programs based on their needs. 	<ul style="list-style-type: none"> •

TRANSITION HOUSE, INC. FY'24 GOALS

<ul style="list-style-type: none"> Ensure people transition out of the TLP into appropriate housing or programs that best fit their needs. 		<p>placed in 'preferred' housing since the clients decided to leave before staff could assist with placement – staff continues to work to assist in helping clients find most appropriate housing through COP connection.</p>		
<ul style="list-style-type: none"> Encourage TLP clients to engage with TH staff through COP after leaving TLP. Encourage use of COP for extra support for those living in the community. Be intentionally welcoming and supportive of people seeking COP supports. Create a COP application form for those who have not been in the TLP who are interested in COP services. Create COP cover sheet. Add COP clients into TheraNest. 	<ul style="list-style-type: none"> 70% of COP clients are former TLP clients. 75% of COP clients will have 6 or more contacts with TH staff. Create COP application by 6/30/24. 80% of COP clients will have a COP cover sheet. 80% of COP clients will be entered into TheraNest. 	<ul style="list-style-type: none"> We've seen improvements in the connection to COP after TLP completion. Work has started on COP policies – Code of Conduct. COP Application is created – just starting to implement. 	<ul style="list-style-type: none"> 90% of COP clients are former TLP clients. 57% of COP clients have 6 or more contacts with TH staff. Programs Director is actively working on policy updates for both TLP and COP. Decision was made to complete all policy work before trying to do COP Cover Sheets Majority of COP clients are in TheraNest but additional information needs to be added. 	

GOAL 3: DEVELOP RESOURCES TO STRENGTHEN TH CORE SERVICES AND AGENCY OPERATIONS.

TRANSITION HOUSE STANDARDS:

- WORK TO FIND EFFICIENT AND EFFECTIVE TOOLS TO UTILIZE IN PROVIDING SERVICES AND MANAGE NECESSARY OPERATIONS OF TH.
- CONTINUE RESOURCE DEVELOPMENT TO SUPPORT THE QUALITY OPERATIONS OF THE AGENCY.
- FOCUS ON IMPROVING CONNECTIONS WITH CURRENT AND PROSPECTIVE FUNDING SOURCES.

ACTION STEPS	PROJECTED OUTCOME BY 6/30/24	STATUS – OCT 2023	STATUS – JAN 2024	FISCAL YEAR END SUMMARY
<ul style="list-style-type: none"> Strengthen staff skill sets by participating in ongoing training and conferences. 	<ul style="list-style-type: none"> Clinical staff will complete required ODMHSAS trainings. Clinical staff will complete Case Management training. Clinical staff will complete Motivational Interviewing training. Clinical staff complete Mental Health First Aid. 	<ul style="list-style-type: none"> Staff completed Therapeutic Options training. Tyrese is now Housing Plus endorsed. Have information for Case Management training. 	<ul style="list-style-type: none"> Clinical Staff & Executive Director attended the ODMHSAS Momentum Conference in Dec. 2023. Recovery Coordinators (RC's) are working on scheduling Case management training. 2 of the 3 clinical staff have completed Motivational Interviewing training. 	
<ul style="list-style-type: none"> Continue exploring innovative ways to ensure and promote staff wellness and retention. 	<ul style="list-style-type: none"> Staff will have participated in at least 10 SWARA's (Staff Wellness and Recovery Activities). 	<ul style="list-style-type: none"> We have done 1 full SWARA and had at least 2 other times when staff went to lunch together as a full team. 	<ul style="list-style-type: none"> Staff agreed to do modified SWARA's when unable to do full SWARA's because of agency needs. Continued focus on staff care and encourage healthy use of leave time. 	

TRANSITION HOUSE, INC. FY'24 GOALS

<ul style="list-style-type: none"> Continue review TH policies and procedures and determine priorities and next steps in updates. 	<ul style="list-style-type: none"> Update Clinical Policies and Procedures by 6/30/24 Create new Client Orientation packet, Client Handbook, and TLP interview form. 	<ul style="list-style-type: none"> Amanda is working with Alex on Clinical policy updates. Emergency policies & procedures is in first draft stage. 	<ul style="list-style-type: none"> Policy work is making good progress. The decision was made to be more thorough rather than trying to rush through development. Work has been done on COP, Facilities, Screening/Admittance, Records, Emergencies, and Crisis bed/extensions. TLP interview form has been updated. 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Increase public awareness of TH by expanding social media presence and creating a newsletter. Encourage and empower client participation in increased advocacy and awareness efforts. 	<ul style="list-style-type: none"> Produce 2 newsletters. Assess benefits versus risks of establishing a TH TikTok. 5 new Transitionisms to be created by clients. Create 3 short videos to raise awareness of mental health and substance abuse disorders. Create 3 short videos to improve understanding of the services provided by TH 	<ul style="list-style-type: none"> 1 newsletter is done and on the TH website. Board approved TH TikTok. Not started yet. 	<ul style="list-style-type: none"> 2 TH Newsletters, <i>Transitions</i>, have been produced, posted on the website & shared on social media. 15 new Transitionisms have been created, influenced by clients. 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Seek assistance to finalize work to set up Bloomerang. 	<ul style="list-style-type: none"> Have Bloomerang operational by October 2023 	<ul style="list-style-type: none"> Website now has the Bloomerang Donation link. Still needs clean up work. 	<ul style="list-style-type: none"> Progress is being made with Bloomerang, however this is more challenging than anticipated. 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Select and empower Board and Volunteers for the FY'24 Fund Raising Committee. Coordinate efforts between Executive Director, Board and Volunteers to reach out to potential new funding sources. 	<ul style="list-style-type: none"> Have Fund Raising Committee established by Dec. 2023 Have at least 3 Fund Raising Committee meetings that will establish the fund raising plan and begin work on the plan. 	<ul style="list-style-type: none"> Kristen is Fund Raising Chair. Talk of including high school students from TigerPalooza to help as committee members. 	<ul style="list-style-type: none"> Fund Raising Committee work began with the TH Donor Drive kick off in Dec. 2023. 	<ul style="list-style-type: none">