

**Suzanne Graham, Chief Operating Officer**

**Board Report**

**February 16, 2017**

**Grant Opportunities:**

* **Sarkeys Foundation –** In conjunction with Connie, we completed the Grant application. We requested $25,000 to fund Bed bug resistant bunk beds for Firstep. If grant is awarded we will be able to purchase 60 bunk beds for Men’s and Women’s Firstep. We were able to obtain four (4) estimates in which the cost was significantly lower than originally priced.
* **Inasmuch Foundation** – Worked with Connie to submit LOI to Inasmuch Foundation. If approved to submit full application, we will ask Inasmuch to assist in our endeavor to match funds for the Men’s Firstep National Housing Trust Fund Project.
* **Other Grant Opportunities –** Will continue to look for additional grants to assist us in continued improvement for the Men’s and Women’s Firstep programs..

**Human Resources**

**Employees:** We currently have Eighteen (18) Full Time and Eight (8) Part time Employees.

* In process of reviewing resumes for Part time cook at Men’s Firstep and Dietitian for Firstep programs. We are able to fund the cook and Dietitian as we were awarded a grant from the Kirkpatrick Family Foundation.

**PIA**

* Continue to work with PIA staff on implementing the SBIRT (Screening, Brief Intervention and Referral to Treatment). PIA Staff attended training with Angela Dickson from ODMHSAS on Monday February 3, 2017. Shilmila White and I will begin attending the SBIRT collaborative Meeting. The next meeting will be held in April 2017.

**FIRSTEP**

Continue to work with Men’s and Women’s Firstep Directors. Please find below the Firstep Director’s Reports!

**Jennifer Francis, Women’s Firstep Director**

**February 16, 2017 Board Report**

The most exciting news at Women’s this month is that we are FULL, and we have a work site placement for all ladies, thanks to two new work site contracts! Grill on the Hill restaurant hired two of our ladies to help cook, and the ladies love it! It’s fast-paced and they are learning so much. We have also been able to gain another spot at Clubhouse Market, where our ladies help prepare meat for sale to restaurants. The women love this work site, too and are gaining new skills.

This month we will have 4 students taking their High School Equivalency tests! They were all given scholarships to do this, thanks to our partnership with OCCC.

One client at Firstep was accepted to OSU-OKC, and actually started college classes! We are so proud of her, and since she will be moving into graduate housing this month, we will get to watch her continue to grow.

We are getting in full-gear with weekend art classes and are excited to have several new artists volunteering to teach weekend groups. Please let me know if you have a secret art skill that you would like to share with Firstep clients, or if you know someone who would.

Starting this month Bethany Lee, a Master’s of SW student from OU will be joining us one day a week to do some art one on one with the ladies as part of her Graduate Research position at the Knee Center. She has already visited several times and she gathers a small group of women as soon as she walks through the door. We are excited to have her!

Finally, we had our first co-ed book club, and it went great! The scholar (Dr. Rouillard) told me that he thinks it was our best program yet! The men who attended added a lot to the conversation and our clients continue to amaze us with how sharp their minds are and how hungry they are for learning new things.

**Mike Cody, Men’s Firstep Director**

**February 16, 2017 Board Report**

This month’s narrative report highlights the following additional information or activities that have occurred recently at Men’s Firstep for the Board’s interest:

* New Shower Project in Dorm 1 was completed, which has enhanced the decorum of the bathroom as well as, making the showers more durable and safe for clients.
* New GPS Tracking system has been installed and staff training on the system has been completed. This process will assist the Work/Training Site Coordinator in better management and control of our transportation routes, vehicle maintenance and driver accountability.
* New Talking Points Document for Men’s Firstep has been prepared to be used with external agencies such as the District Attorneys, Judges and other treatment agencies. Actually for anyone from whom we receive client referrals. The purpose of the TPD is to provide “bullets” for a script to discuss the overall description and mechanics of Men’s Firstep.
* Men’s Firstep has experienced an increase in client and staff illness, which has impacted operations both internally and externally; however, we have been able to keep all of the Work/Training sites satisfied with our labor forces. It has not been a major problem in keeping work/training slots filled due to a winter decrease in customers and we have several new customers coming on line. One site has requested for 10-12 client workers for at a minimum of one year duration.
* Campus Clean-Up Project has been in progress with clients that are not deployed otherwise, which has improved the organization and appearance of the campus.
* As you may be aware of an employee at Men’s Firstep who is quite talented, Mr. Dedrick Perkins has developed a Client Statistical Report that provides all enrollments and discharges on a daily basis, with additional demographic information. This report is very informative about our clients and is going to be implements agency-wide.
* Last, but never least, is to announce that Men’s Firstep has been the recipient of a New/Used Van for client transportation, which increases our fleet with an excellent and much needed vehicle.