



1ST STEP ANNUAL REPORT 2019

ABSTRACT

2nd Annual Report from the 1st Step Male Diversion Program, outlining not only the achievements of the Program but the direction the program plans to take.

David Phillips
Executive Director

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Mission Statement

“Keeping young men from prison by helping them build better lives.”

Vision Statement

“Our goal is to stop the school to prison pipeline in Oklahoma for young men by providing necessary survival skills and services, facilitating the need for career opportunities and instilling positive behavior change for

lifetime success.”

Letter from the Executive Director

Since its inception 1st Step has made great strides in all aspects of its program. We began our program in 2017 with five young men. Today we have 17 participants in the program and will have 25 by the end of August 2020. We have gone from a part-time Executive Director to a full-time Executive Director, two full-time employees and two part-time employees.

The program has gained recognition not only in the Tulsa county area but also throughout the State of Oklahoma and other parts of the country. We have received phone calls from other states inquiring about our program and wanting to emulate it. We hope to expand our research capabilities and to continue to use best practices to produce favorable outcomes. We anticipate that we will grow the program and eventually enroll fifty (50) young men in our program.

Our success is based on a well thought out program and a dedicated staff. Because of that insight and dedication, we have successfully affected many young men on their path of rehabilitation. Our Board, which has worked tirelessly, has grown over this past year and has made this program thrive.

To our donors, staff, service providers, and the Board, I want to express my gratitude for your support and allowing 1st Step to affect so many lives. This has been a fantastic year and we only expect more to come.

Sincerely,

David C. Phillips
Executive Director

Board Members

Officers/Directors

William C. Kellough- President

Jeanie Kvach – Vice President/Secretary

David Harris- Treasurer

Chris Schroeder

Stephanie Horten

John Jacobs

Millie Hardesty York
Daniel Duffy, M.D.
Mark Davis
Riley Kern
Jordan Dalglish- Board Intern

Alexis Gardner
Jerry Dillon
Rep. John Waldron
Laura Garrison

Staff

David Phillips, Executive Director
Sonia Saucedo, Administrative Assistant
Joseph Buck West, Case Manager/ House Manager

Brian Cagle, House Manager
Clay Ijams; Mentor Coordinator

Major Donors

Arvest Foundation
Bama Companies
Beverly Kellough Charitable Fund
Burt Holmes
Coretz Family Foundation
Gentner Drummond
Gelvin Foundation
Hardesty Family Foundation
Morningcrest Healthcare Foundation

ONEGAS Foundation
Paul Woodul
Phil Frohlich
Ruth Nelson Family Foundation
Sanford and Irene Burnstein Foundation
The Anne & Henry Zarrow Foundation
The Grace and Franklin Bernsen Foundation
The Sharna and Irvin Frank Foundation

Treatment Program

1st Step is a four-phase program. The young men progress through the program as they meet certain milestones. Everyone's progress is monitored and evaluated in weekly staff meetings. In addition to the basic core programs listed below our men attend life skill classes, parenting classes, financial literacy classes and if needed couple counseling and anger management.

Phase I

The first phase of the program consists of relapse prevention and early recovery skills. It focuses on educating the participant on methods of avoiding relapse, identifying internal and external triggers, coping skills, lifestyle changes, and addiction as a disease process of the brain. Phase I participants attend four treatment groups, one individual treatment session, and two Peer Recovery Support groups per week. Phase I participants are not encouraged to work, have no driving privileges and are housed at one of 1st Step's residential, sober living, supervised houses.

Phase II

Treatment focus is on early recovery skills, addiction as a brain disease discussion, and critical decision-making skills. The curriculum Moral Reconciliation Therapy (MRT) and "How to Escape Your Prison", focuses on restructuring thought / decision-making habits. The participant explores his attitudes and beliefs about substance abuse and criminal behavior. Phase II participants attend two treatment groups, one individual treatment session, and two Peer Recovery Support groups per week. Phase II participants are expected to have

part-time employment, have driving privileges and may reside in a 1st Step residential, sober living, supervised house. Participants without a High School Diploma are enrolled in G.E.D classes.

Phase III

Treatment focuses on the curriculum “Helping Men Recover” which explores the role of men in the multiple domains of their life. Other areas covered are cognitive restructuring and identifying benefits of recovery. Understanding internal and external triggers and the importance of coping / life skills to manage disease recurrence are continued themes of treatment. Phase III participants attend two treatment groups, one individual treatment session, and one Peer Recovery Support group per week. Participants are expected to have a full-time job and/or be in school. Participants are encouraged to seek independent housing. Once the participant is employed full-time, he becomes responsible for paying rent and paying for random urine analysis.

Phase IV

Phase IV treatment continues to focus on thoughts, beliefs, and concepts of the role of a man. Treatment towards the end of the final phase focuses on relapse readiness and maintenance needs after graduation. Phase IV participants attend one individual treatment session, and one Peer Recovery Support group per week. Participants are working at a full-time job paying a living wage and living independently. For the participant to graduate, he must work at the living wage job for no less than ninety days.

Aftercare

After a participant graduates from the program, 1st Step remains a source of support for our graduates. Graduates are encouraged to continue to participate in the 1st Step Program.

Graduates are offered a lifetime wrapped around service of continuous treatment and mentorship contact. Aftercare services provided include case management, employment/educational advice. We encourage our graduates to participate in our annual pro-social events such as picnics, Christmas celebrations, camping, and other 1st Step sponsored events.

Program Collaborators

The program also collaborates with many community partners to help provide services for these young men.

Below is a short list of community partners.

One Stop Reentry

OU Medical School

Workforce Tulsa

Tulsa Hub

Action Steps Counseling

Recovery Monitoring Solutions

Drug and Alcohol Testing Laboratory

YMCA

Stand In The Gap

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Family and Children’s Services

Arvest Bank

OCARTA

CEO

Union Adult Learning Center

North Tulsa Counseling

Oklahoma Mental Health Association

Family Eye Care

A Better Way

Program Social Activities

Holiday Party



Part of the 1st Step Program is the promotion of positive social activity. We do this in part by engaging our participants, their families and children in healthy group activities. Our participants and their children went to a Tulsa Driller game, attended a family cookout, went on a zoo excursion, attended a Holiday Party, attend participant birthday parties, participant baby

showers and marriages. The men went roller skating, challenged the Staff to a bowling match, and went camping at Lake We continually promote relationships.

Tenkiler with other recovering addicts. healthy family and community



Planting a garden



A wedding day

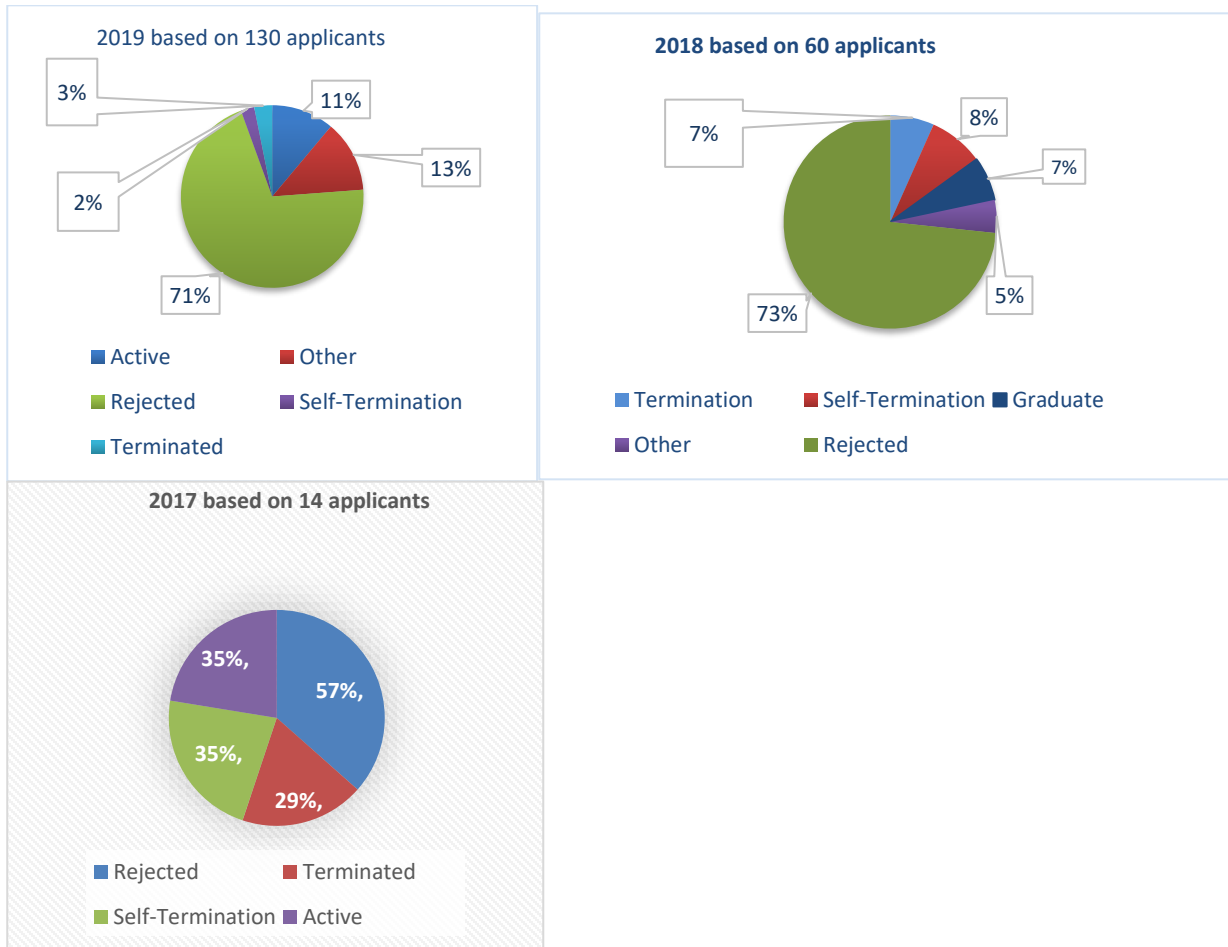


Camping Out

Program Outcomes:

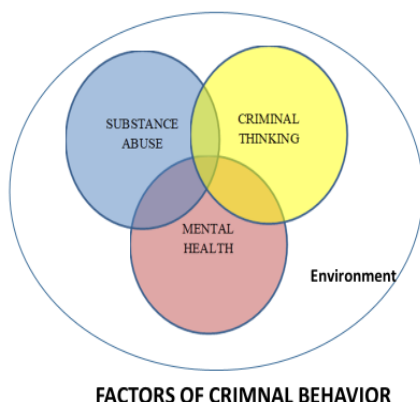
1st Step is a new program that continues to grow and improve. After two and a half (2½) years of operation, we are beginning to see positive results. The program is a minimum of fourteen (14) months. We have graduated five young men with an eighty percent (80%) success rate. We continuously improve our program

and have added staff, community partners, and programs to enhance the chances of success for each of our young men. We hire house managers to supervise and manage our recovery houses, do random color base drug testing, and mentoring. The results have been less dropouts and fewer terminations. The program went from thirty-six (36) percent termination to a Five percent (5%) termination, an eighty-six percent (86%) reduction. Termination is determined by adding those that self-terminated (quit the program) and those that were terminated by 1st Step for various reasons.



In July of 2017 1st Step enrolled its first applicant. It reviewed 14 applicants that year, reviewed 60 in 2018 and 130 in 2019. The charts above show the steady increase in growth and need for this program. 1st Step has a rejection rate of approximately seventy percent (70%) something we would like to reduce in the future.

Many more young men could benefit from the services we provide.



What We Have Learned

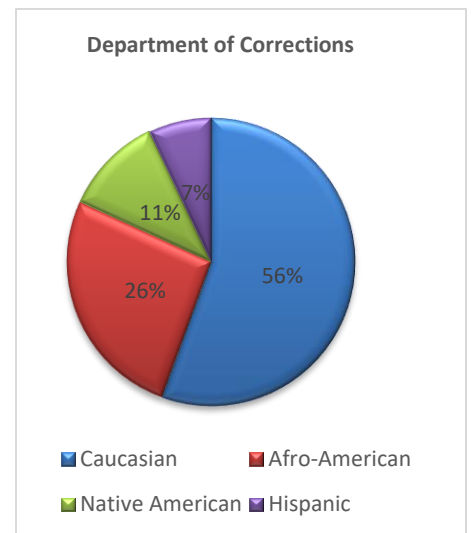
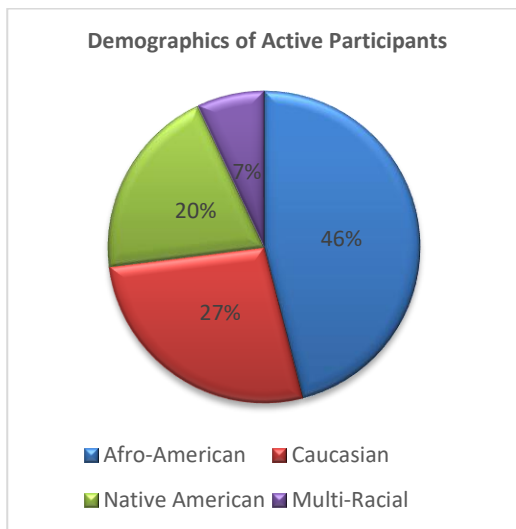
“You don’t get over an addiction by stopping using. You recover by creating a new life where it is easier to not use. If you don’t create a new life, then all the factors that brought you to your addiction

will catch up with you again.” Unknown

Our analysis tells us that the criminal behavior problem is complex and multifaceted. We have identified three subcomponents of criminal behavior i.e. criminal thinking, mental health and substance abuse. These subcomponents interact with the environment our participants live in. A participant may have one or more subcomponents in their behavioral profile. 1st Step, an innovative program, seeks to find the best individualized treatment therapies to address the problems of our participants. Realizing that exhibited criminal behavior can have many facets has led us to testing and assessing our participants with many evidence-based tools.

1st Step employs multiple assessments in order to better understand the population that it serves. Some of the assessments that are employed are the Ohio Risk Assessment System (ORAS), Adverse Child Experience (ACE) and a complete Bio-Psych-Social evaluation. 1st Step uses assessments in designing treatment regimens and in evaluating the predictive value of the assessments themselves. 1st Step is truly a fact-based data driven program. Plans are underway to increase our testing capabilities.

What We Look Like



1st Step serves a diverse ethnic community that reflects the incarcerated population in Oklahoma (twenty-six percent (26%) Afro American, fifty-five percent (55%) Caucasian, seven percent Hispanic (7%), and eleven percent (11%) Native American (DOC 2015 Statistics). Generally, our participants are not from families that are financially secure.

Achievements

- Raised over \$420,000 from numerous private foundations and individual donors.
- Held Board Retreat and created a three-year strategic plan.
- Graduated five (5) successful participants.
- Conducted successful outside CPA financial review.

- Recognized and nominated for ONE Award from Oklahoma Center for Nonprofits.
- Hired Mentor Coordinator Clay Ijams.
- Hired Administrative Assistant Sonia Saucedo.
- Opened Quincy Apartment 5-bedroom unit to house 8 participants in partnership of Oklahoma Mental Health Association.
- Attended Oklahoma Mental Health Association Symposium in Oklahoma City.
- Held Inservice training program for Family and Children's Services.
- Employee Joseph Buck West obtained certification as a Peer Support Specialist and Behavioral Health and Wellness Coach.
- Updated Website.
- Entered into several collaborations including OCARTA for peer support groups, parenting classes, Thinking for a Change, and Life Skills, OU-TU School of Community Medicine Medical for Medical needs, Arvest Bank for Financial Literacy.
- Used Workforce Tulsa Job Skills and Job training, CEO Works for employment and job readiness.
- Collaborated with Tulsa Hub for bicycle transportation and YMCA for health and wellness.
- Received Standards of Excellence Certification from Oklahoma Center for Non-Profits.
- Recognized by Tulsa County Bar at annual meeting, received contribution from the TCBA Golf Tournament funds.
- Recognized by 100 Black Men of Tulsa, Inc. for support of the summer intern program.
- Had Financial Review.
- Staff completed Motivational Interviewing Course.
- Recognized by GuideStar as a Bronze Medallion nonprofit.

2019 Financials

1st Step Male Diversion Program
Balance Sheet
December 31, 2019

ASSETS

Current Assets

| | |
|----------------------|----------------|
| Cash | 38,825 |
| Investments | 165,509 |
| Total Current Assets | <u>203,884</u> |

Property and Equipment

| | |
|---------------------------------|----------------|
| Property | 210,297 |
| Furniture | 1,101 |
| Subtotal Property and Equipment | 221,772 |
| Less: Accumulated Depreciation | (2,538) |
| Net Property and Equipment | <u>218,772</u> |
| Total Assets | <u>422,657</u> |

LIABILITES AND NET ASSETS

Current Liabilities

| | |
|---------------------------|---------------|
| Payroll Liabilities | 1,634 |
| Deferred Revenue-MCHF | 13,012 |
| Deferred Revenue-Hardesty | 24,450 |
| Deferred Revenue-Arvest | 3,840 |
| Deferred Revenue-Frank | 2,500 |
| Total Current Liabilities | <u>45,436</u> |

Long Term Liabilities

| | |
|-----------------------------|--------|
| Mortgage Payable | |
| Total Long Term Liabilities | 0 |
| Total Liabilities | 45,436 |

Net Assets

| | |
|------------------------|----------------|
| Unrestricted | 335,919 |
| Temporarily Restricted | 41,302 |
| Total Net Assets | <u>377,221</u> |

| | |
|----------------------------------|----------------|
| Total Liabilities and Net Assets | <u>422,657</u> |
|----------------------------------|----------------|

1st Step Male Diversion Program

Statement of Activities

For the Month Ending YTD December 31,2019

| | December | YTD | Budget | (Under) + Over Variance |
|------------------------------------|----------------------|-----------------------|-----------------------|--|
| Revenue & Support | | | | |
| Contributions | 27,067 | 280,783 | 300,000 | (19,217) |
| Grants - Other | | 75,250 | 112,000 | (36,750) |
| Grants - HFF | | 550 | | 550 |
| Grants - MCHF | | 42,468 | | 42,468 |
| Grants - Arvest | | 1,160 | | 1,160 |
| Other | | | 1,000 | (1,000) |
| In-Kind Donation | | | 500 | (500) |
| Investment Income | 510 | 19,708 | 750 | 18,958 |
| Total Revenue & Support | <u>27,576</u> | <u>419,919</u> | <u>414,250</u> | <u>5,669</u> |
| Program Services Expenses | | | | |
| Personnel | | | | |
| Executive Director | 2,708 | 29,835 | 35,000 | (5,165) |
| Program Director/Case Manager | 3,333 | 29,405 | 30,000 | (595) |
| House Manager | 1,175 | 9,123 | 9,000 | 123 |
| House Manager-HFF | | 550 | | 550 |
| Mentor Coordinator | 1,250 | 3,050 | | 3,050 |
| Payroll Tax Expense | 671 | 6,520 | 7,141 | (621) |
| Worker's Comp Ins | | | 1,665 | (1,665) |
| Subtotal Personnel | <u>9,137</u> | <u>78,483</u> | <u>82,806</u> | <u>(4,323)</u> |
| Client Services | | | | |
| Mental Health | | 6,525 | 2,000 | 4,525 |
| Supervision & Security | 2,383 | 52,248 | 97,500 | (45,252) |
| Counseling & Therapy | | | | |
| C & T - MCHF | | 42,108 | 56,000 | (13,892) |
| C & T - Other | | 8,748 | 56,000 | (47,252) |
| Mentoring | | 41 | 1,500 | (1,459) |
| Meals | | 1,176 | 1,000 | 176 |
| Supplies | 771 | 12,853 | 8,840 | 4,013 |
| Incentives - Arvest | | 1,160 | | 1,160 |
| Transportation | 105 | 2,427 | 5,000 | (2,573) |
| Housing | | | | |
| Interest | | 4,048 | 9,713 | (5,665) |
| Taxes | 1,556 | 4,306 | 3,600 | 706 |
| Insurance | | 2,273 | 2,275 | (2) |
| Utilities | 1,543 | 11,834 | 7,200 | 4,634 |

| | | | | |
|---------------------------------|----------------|----------------|----------------|------------------|
| Maintenance | 502 | 23,594 | 1,000 | 22,594 |
| Rent | | 840 | 34,500 | (33,660) |
| Depreciation Expense | | | 5,076 | (5,076) |
| Subtotal Client Services | 6,859 | 174,183 | 291,204 | (117,021) |
| Other Program Cost | | | | |
| Bank Services | 65 | (165) | 400 | (565) |
| Community Outreach | | | 2,500 | (2,500) |
| Dues & subscriptions | 61 | 526 | 500 | 26 |
| Office Equipment | | 1,204 | 1,500 | (296) |
| Office Supplies | 3,695 | 8,630 | 6,000 | 2,630 |
| Office Rent | 700 | 9,562 | 2,400 | 7,162 |
| Outside Services (Team Office) | 3,950 | 6,250 | | 6,250 |
| Telephone & Tech Services | 2,715 | 5,944 | 3,000 | 2,944 |
| Travel & Conferences | | 2,592 | | 2,592 |
| Subtotal Other | 11,185 | 34,541 | 16,300 | 18,241 |
| Total Program Services | 27,182 | 287,207 | 390,310 | (103,103) |
| Management & General | | | | |
| Accounting | 792 | 7,336 | 6,000 | 1,336 |
| Audit/Review | | 1,500 | 6,000 | (4,500) |
| Insurance Liab/D & O | | 5,765 | 2,965 | 2,800 |
| Meeting expense | 946 | 1,375 | 1,800 | (425) |
| Subtotal Mgt & Gen | 1,739 | 15,976 | 16,765 | (789) |
| Fund Raising | | | | |
| Annual Event | | | 3,000 | (3,000) |
| Grant Writing | | 200 | 2,400 | (2,200) |
| Subtotal Fund Raising | | 200 | 5,400 | (5,200) |
| Total Expenses | 28,921 | 303,384 | 412,475 | (109,091) |
| Increase (Decrease) in | | | | |
| Unrestricted Net Assets | (1,344) | 116,536 | 1,775 | 114,761 |
| Beginning Net Assets | 424,001 | 306,121 | 261,399 | 44,722 |
| Ending Net Assets | 422,657 | 422,657 | 263,174 | 159,483 |