

# 2018 Annual Report



David C. Phillips  
Executive Director  
[1ststepmdp.com](http://1ststepmdp.com)

# MESSAGE

## From Executive Director

It has been a privilege to serve as Executive Director of the 1<sup>st</sup> Step Male Diversion Program. I feel that we have accomplished a great deal in the space of one year. Working in conjunction with Staff and the Board, we grew from having four (4) participants in the program at the end of 2017 to twelve (12) participants. We have improved our ability to help young men and we have learned a lot more about addiction.

We look forward to serving more young men in 2019 and offering additional programs to **help young men avoid prisons by building better lives** with your help; I am confident that we will be able to achieve much more.



David Phillips

# LOOKING BACK

1<sup>st</sup> Step added essential elements to our program this year. We hired a house manager, allowing a more orderly, disciplined house. The policy and procedures committee completed work on a manual and the manual was adopted by the Board. The program hired a part-time case manager that has helped serve our participants better and to build a more robust program and invested in a case management program. The case management software allows better communication with all of the service providers and better analysis of the data. Finally, we purchased our own sober living house and furnished it. By purchasing a house, 1<sup>st</sup> Step saved money and created a better environment for its participants.





# ACTIVITIES



## Clean and Crazy Lake Tenkiller Camping

1<sup>st</sup> Step's goal is to have a major prosocial activity event at least once per quarter. We encourage not only our clients to participate but also invite family members when appropriate.



Gardening  
at the  
house.

# WHAT WE DID

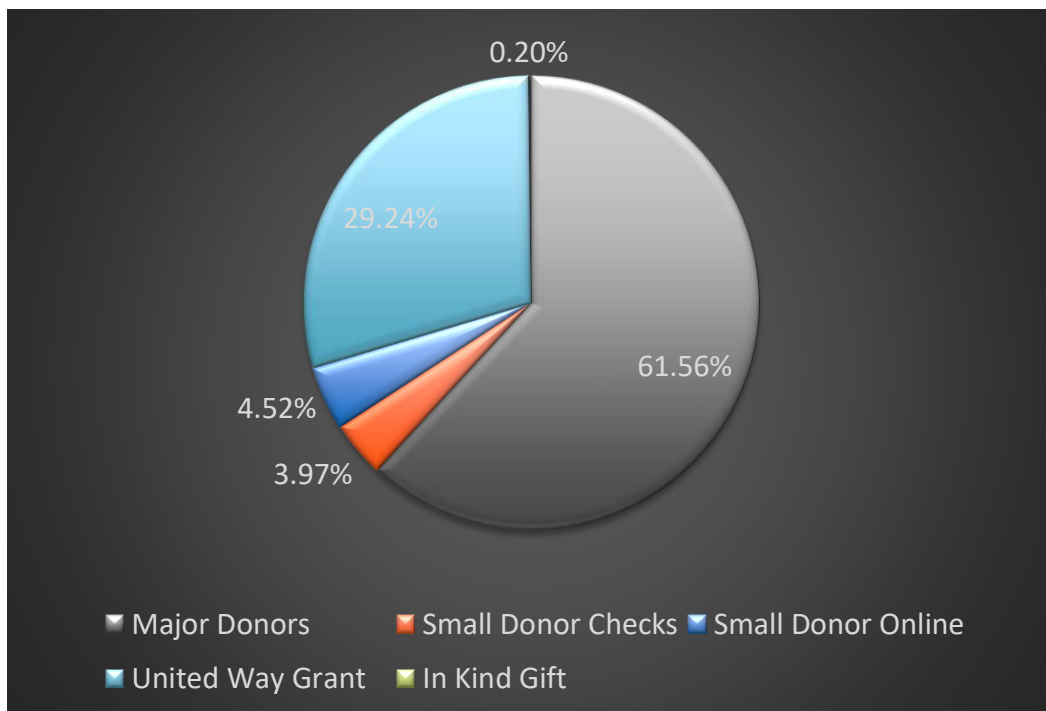
“One of the best protections against disappointment is to have a lot going on.” Alain de Botton

## **Activities throughout the Year**

- ◆ Drillers Baseball game
- ◆ Baby Shower
- ◆ Clean and Crazy Camping
- ◆ Mentor Cookout
- ◆ Fourth of July Fireworks Cookout
- ◆ Thunder v. Suns Basketball game.
- ◆ Thanksgiving Dinner
- ◆ Christmas Party
- ◆ Lights at the Philbrook

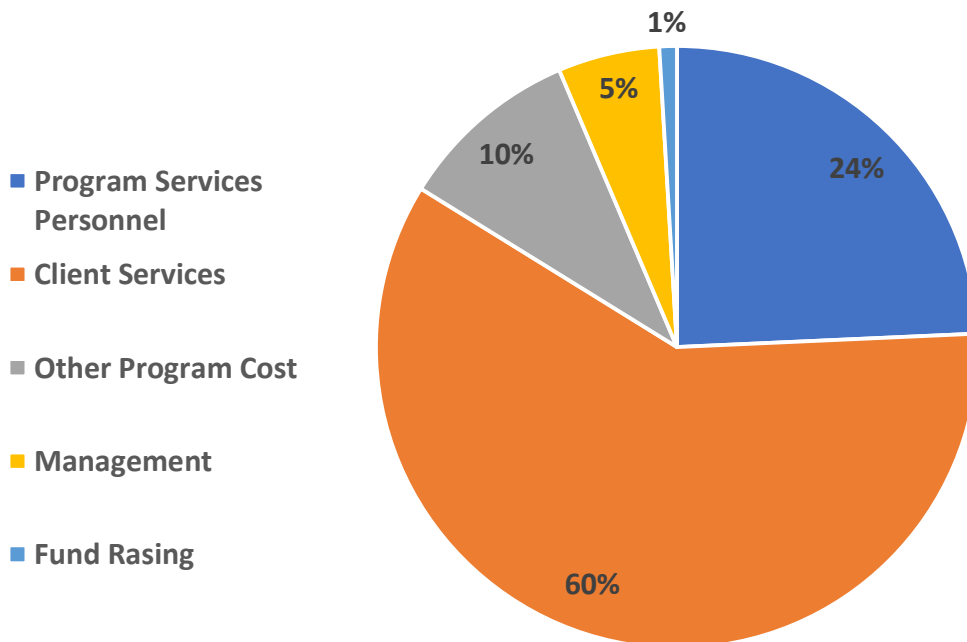
# 2018 FINANCIALS

<b>Revenue</b>	
Ruth Nelson Donation	\$100,000.00
Anne and Henry Zarrow Family Foundation Donation	\$ 30,000.00
Paul Woodul	\$ 10,000.00
Burt Holmes	\$ 10,000.00
Small Donations checks	\$ 9,665.00
Small Donations online	\$ 11,012.00
United Way Grant	\$ 71,250.00
Investment Income	\$ 1,250.00
In Kind Donation	\$ 500.00
<b>Total Revenue</b>	<b>\$243,677.00</b>



# 2018 FINANCIALS

Expense	
Project Service Personnel	\$ 34,828.00
Client Services	\$ 85,352.00
Other Program Costs	\$ 14,031.00
Management	\$ 7,824.00
Fund Raising	\$ 1,350.00
<b>Total Expenses</b>	<b>\$ 143,385.00</b>



**1st Step Male Diversion Program**

Balance Sheet

December 31, 2018

**ASSETS**

Current Assets

Cash & Investments	157,442
Total Current Assets	<u>157,442</u>

Property & Equipment

Property	210,297
Furniture	760
Equipment	1,912
Subtotal Property & Equipment	<u>212,968</u>
Less: Accumulated Depreciation	(2,538)
Net Property & Equipment	210,431
Total Assets	<u>\$ 367,873</u>

**LIABILITIES AND NET ASSETS**

Current Liabilities:

Accounts Payable	\$ 5,408
Payroll Liabilities	2,287
Total Current Liabilities	<u>7,695</u>

Long Term Liabilities

Mortgage Payable	98,778
Total Long Term Liabilities	<u>98,778</u>
Total Liabilities	<u>\$ 106,474</u>

Net Assets

Unrestricted	261,399
Total Net Assets	<u>261,399</u>
Total Liabilities and Net Assets	<u>\$ 367,873</u>



**1st Step Male Diversion Program**

Revised Budget & Actuals

For the Month and Period Ending December 31, 2018

	Dec	YTD	Revised Budget	Variance +Over (Under)
<b>Revenue &amp; Support</b>				
Contributions	14,153	170,722	245,000	(74,278)
Grants	-	71,250	220,000	(148,750)
Other	-	-	5,000	(5,000)
In-Kind Donation	-	500	1,000	(500)
Investment Income	1,988	1,205	750	455
<b>Total Revenue &amp; Support</b>	<b>16,141</b>	<b>243,677</b>	<b>471,750</b>	<b>(228,073)</b>
<b>Program Services Expenses</b>				
<b>Personnel</b>				
Executive Director	3,673	22,692	27,500	(4,808)
Case Manager	1,108	4,608	4,500	108
House Manager	708	3,747	5,200	(1,453)
Payroll Tax Expense	431	2,410	3,720	(1,310)
Worker's Comp Ins	-	1,371	1,337	34
<b>Subtotal Personnel</b>	<b>5,920</b>	<b>34,828</b>	<b>42,257</b>	<b>(7,429)</b>
<b>Client Services</b>				
Mental Health	-	200	1,500	(1,300)
Supervision & Security	348	7,341	34,500	(27,160)
Counseling & Therapy	9,242	41,828	77,040	(35,212)
Mentoring	43	204	400	(196)
Meals	25	350	1,500	(1,150)
Supplies	1,776	6,451	8,840	(2,389)
Transportation	264	1,896	1,235	661
Housing				
Interest	937	3,518	5,652	(2,134)
Taxes	-	(1,286)	3,168	(4,454)
Insurance	-	2,275	2,273	2
Utilities	598	5,731	4,800	931
Maintenance	53	609	950	(341)
Rent	-	13,697	16,000	(2,303)
Depreciation Expense	2,538	2,538	-	2,538
<b>Subtotal Client Services</b>	<b>15,823</b>	<b>85,352</b>	<b>157,858</b>	<b>(72,506)</b>
<b>Other Program Cost</b>				
Bank Services	339	648	400	248
Community Outreach	-	258	2,500	(2,242)
Dues & subscriptions	12	244	500	(256)
Office Equipment	-	1,163	1,000	163
Office Supplies	1,448	3,232	2,500	732
Office Rent	-	5,945	2,400	3,545
Telephone & Tech Services	29	2,541	2,300	241
<b>Subtotal Other</b>	<b>1,827</b>	<b>14,031</b>	<b>11,600</b>	<b>2,431</b>
<b>Total Program Services</b>	<b>23,571</b>	<b>134,211</b>	<b>211,715</b>	<b>(77,504)</b>

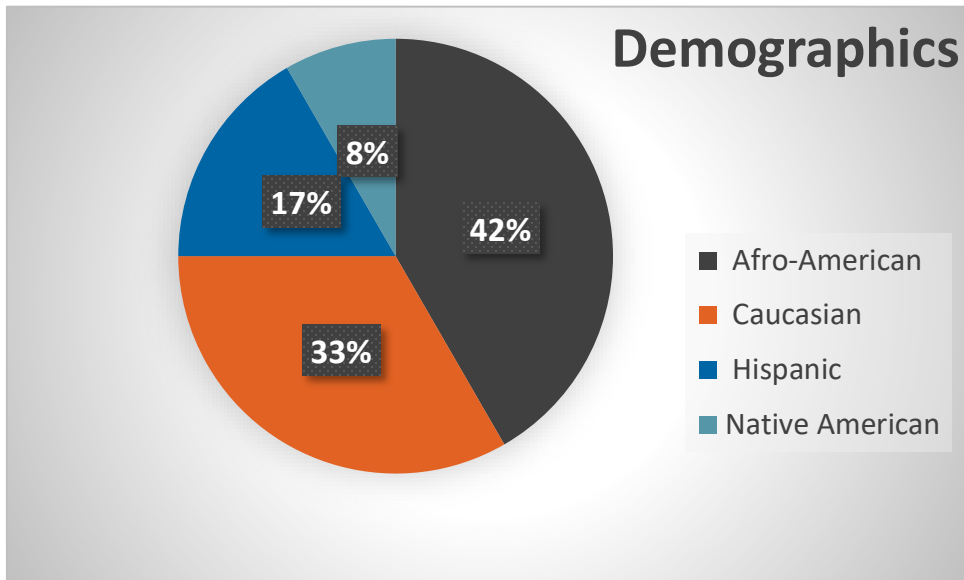
# 1st Step Male Diversion Program

Revised Budget & Actuals

For the Month and Period Ending December 31, 2018

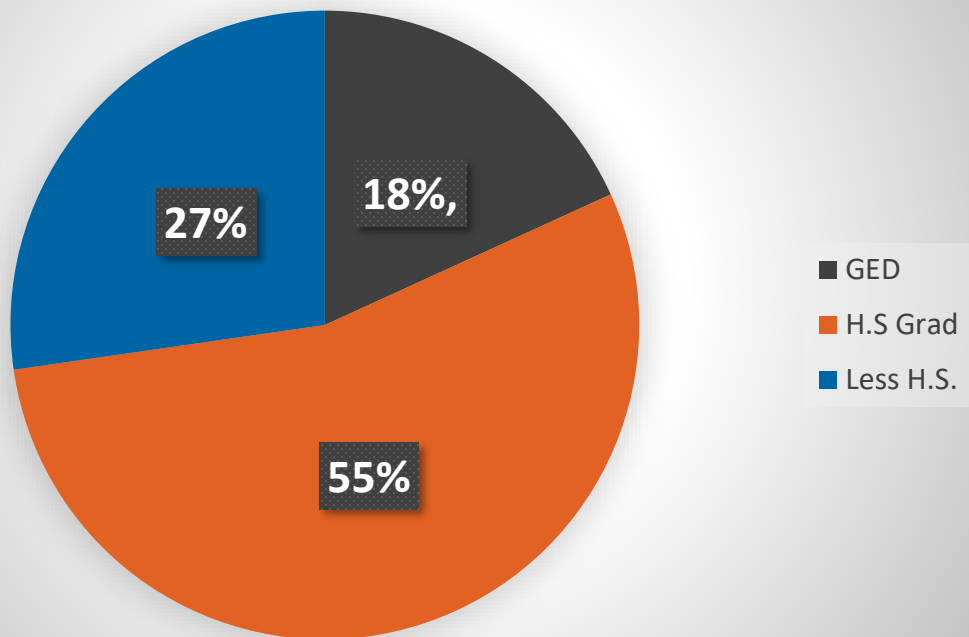
	<u>Dec</u>	<u>YTD</u>	<u>Revised Budget</u>	<u>Variance +Over (Under)</u>
<b>Management &amp; General</b>				
Accounting	540	2,710	2,550	160
Audit/Review	-	-	2,000	(2,000)
Insurance Liab/D & O	2,787	4,528	2,965	1,563
Meeting expense	-	586	1,800	(1,214)
<b>Subtotal Mgt &amp; Gen</b>	<b>3,327</b>	<b>7,824</b>	<b>9,315</b>	<b>(1,491)</b>
<b>Fund Raising</b>				
Annual Event	-	-	3,000	(3,000)
Grant Writing	200	1,350	2,400	(1,050)
<b>Subtotal Fund Raising</b>	<b>200</b>	<b>1,350</b>	<b>5,400</b>	<b>(4,050)</b>
<b>Total Expenses</b>	<b>27,098</b>	<b>143,385</b>	<b>226,430</b>	<b>(83,045)</b>
<b>Increase (Decrease) in</b>				
<b>Unrestricted Net Assets</b>	<b>(10,957)</b>	<b>100,293</b>	<b>245,320</b>	<b>(145,027)</b>
Beginning Net Assets	272,356	161,106	161,106	161,106
Ending Net Assets	261,399	261,399	406,426	16,079

# Who Are We?



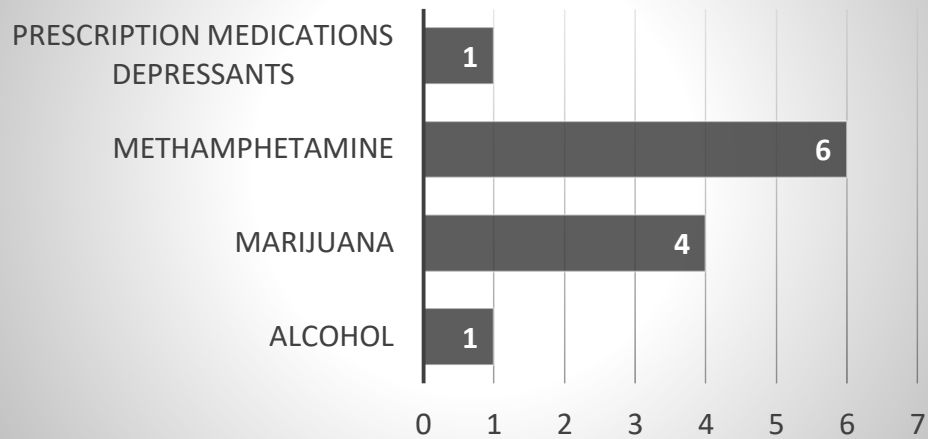
- Average Age 23 years
- Race reflective of general criminal population

## Educational Level



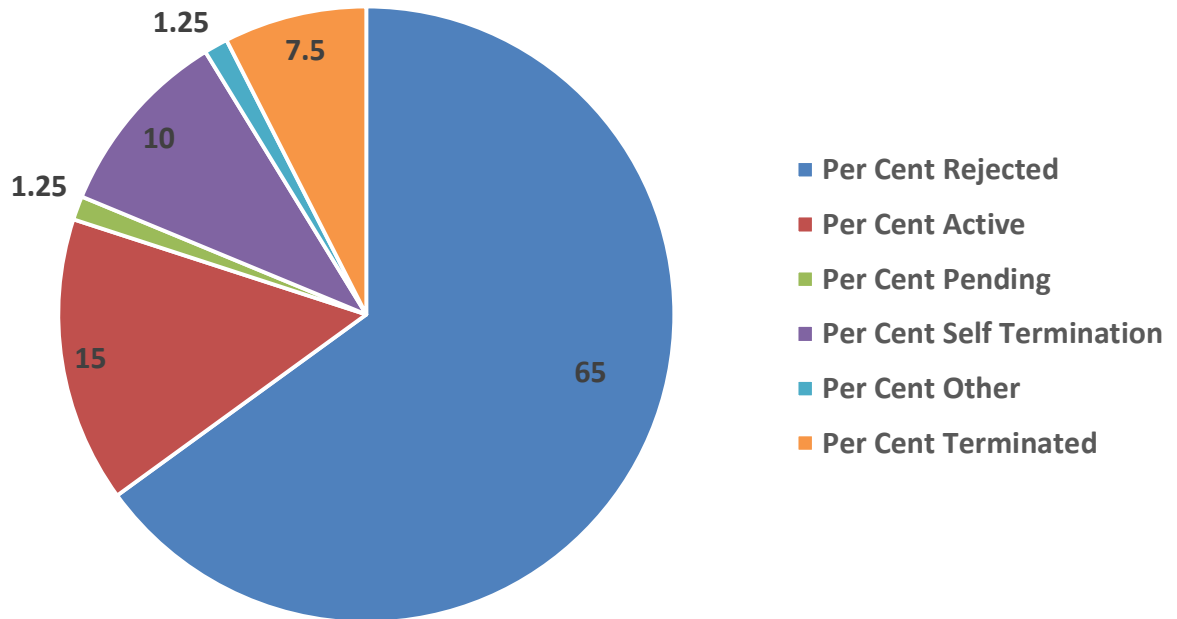
- Generally our population are High School Graduates or have a GED

## Drug of Choice



- Methamphetamine is the drug of choice

## Per Cent Terminated, Rejected, Active All Candidates

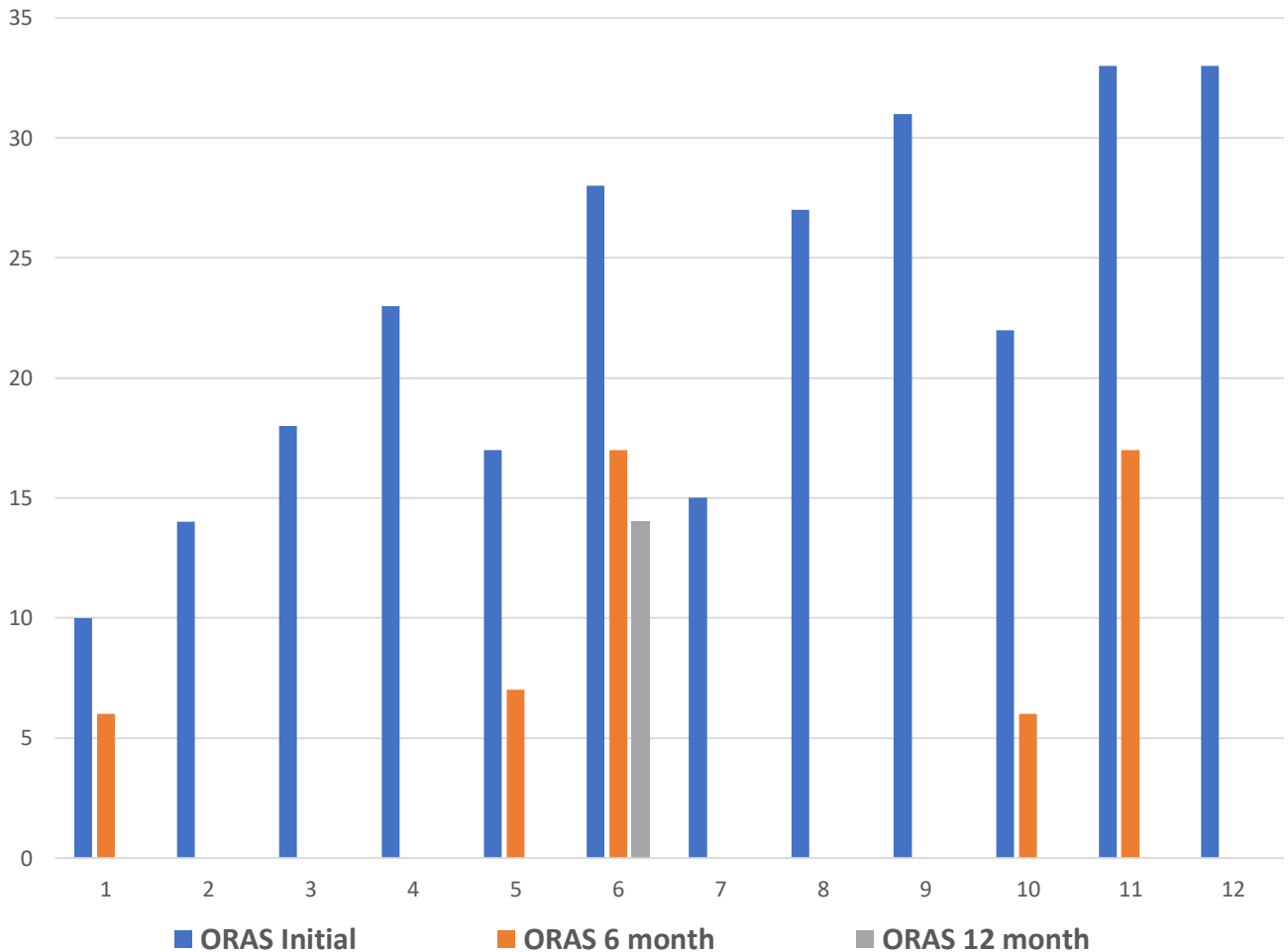


Because we have limited resources 1<sup>st</sup> Step has rigorous standards for acceptance into the program. Many potential candidates are rejected because of the lack of resources.



# 2018 Statistics

Chances of reoffending all Participants  
Low ORAS 0-14, Moderate 15-23, High 24-33, very High 34+



If a participant remains in the program for 6 months the chances of the participant **re-offending** is reduced by 40%. For more statistical analysis contact [1ststeptulsa@gmail.com](mailto:1ststeptulsa@gmail.com)

# Year in Review

- Hired David Phillips as Executive Director in January 2018;
- Increased participants from 4 to 12;
- Increased Board Members from 9 to 12;
- Received \$243,677 in contributions;
- Submitted grant and contribution requests to numerous Tulsa-based foundations;
- Established relationship with Sen. Stanislawski to sponsor “pay for success” legislation;
- Sent solicitation letter to 1800 members of the Tulsa County Bar Association;
- Hired Part Time Case Manager, Tanya Moore, in August;

- Hired Part Time House Manager, Buck West in September;
- Obtained full insurance coverage on all operations;
- Purchased 5 bedroom house at 44<sup>th</sup> and Joplin to house 7 men and the house manager;
- Drafted, approved and implemented policies and procedures;
- Established website;
- Launched mentoring program;
- Made numerous speeches and presentations to civic and church groups and potential funders;
- Acquired access to TEL library educational system;
- Implemented case management software; and
- Amended and Updated Bylaws.

# THANK YOU

Thank all of you for making all of our amazing achievements possible this year.



The Rob Nigh Family, Staff and Board at the Dedication of the Rob Nigh House. September 27, 2018

# Conclusion

To paraphrase a song “We have only just Begun.” Although we have achieved many good things this year, we still have much to accomplish. Our goal as always is to be the best service provider for our young men. Our program will continue to expand and learn. We have had some success but let's not rest until we have broken that prison pipeline in Oklahoma.