

(STEPS

MOVING LIVES FORWARD

ANNUAL REPORT 2017-18

PRESIDENT & CEO LETTER

"Change" is a word that elicits many emotions: anticipation, enthusiasm, fear, confusion, etc. STEPS has experienced a great deal of change this past year, some necessitated by external forces and some driven by STEPS.

One CHANGE that was STEPS led included our image, logo and brand. Many of you have known and supported our organization for many years. Your support provided jobs for adults with disabilities and that will continue to be a cornerstone of our services. However, STEPS is now so much more. And to visually communicate that CHANGE, our



Board of Directors decided it was time for a "rebranding." I hope you like our new logo and tag line, "Moving Lives Forward." Thanks to Letterpress Communications for shepherding this rebranding effort. At times it must have felt like "herding cats!"

But CHANGE at STEPS has an even deeper meaning ... it means a new way to serve our region and its citizens
in a more impactful way.
Throughout this annual
report, you will read stories
of just how CHANGE
at STEPS is playing a
critical role in providing
opportunities for children,
adults, families and our
communities.

We sincerely appreciate your support ... please follow our continuously CHANGING story ... without you, it would not be possible.

Sharon L. Harrup President & CEO





Partnership Helps Children By STEAMing Ahead

Ask ten-year-old De'Alonzo Walker about his summer and you'll likely see an excitement on his face beyond the normally beaming smile. It also flares though as his words pop in rapid fire.

"I would say that was the best three weeks of my life," exudes the Prince Edward County youth.

That's says a lot, considering he sacrificed coveted summer vacation days. What student wants to give up summer vacation for more school?

De'Alonzo for one.

The Summer STEAM Health Lab grew out of a broader planning collaboration around building a "Culture of Health" in Farmville, Prince Edward and surrounding Southside counties. Richmond-based MB2 Solutions, a domestic public policy strategy firm, and STEPS, Inc., the designated community action agency for a 6-county region of Southside, were project partners. Centra Health contributed funding for the project, enabling students to participate on full scholarship. "We're pleased to be able to support this unique public-private partnership in summer STEAM enrichment, and to provide young people in our region with an opportunity to explore STEAM fields and learn about careers in health care

and health services" stated E.W. Tibbs, President & CEO of Centra Health at that time. Additional in-kind support was provided by Kenston Forest School, Longwood University, Pitsco Education and STEPS. Participating public school divisions provided transportation for their students. Sharon Harrup, President and CEO of STEPS, Inc., and a member of the Centra Health Board of Directors, stated: "As the leader of a regional nonprofit with pillars of service in Workforce Development and Education, it's a privilege to be a part of an initiative that provides students in our region with an opportunity to connect their work in the classroom with careers in health care and health sciences."

Eighteen Southside Virginia public school rising sixth graders were chosen to participate in the public-private partnership, STEAM Health Lab. STEAM, for the acronymily challenged, stands for Science, Technology, Engineering, Arts and Mathematics.

Boring stuff? Not hardly.

Children from Cumberland, Nottoway, Mecklenburg and Prince Edward had the opportunity to learn in a fun, exciting way. They learned about anatomy, physiology, health and nutrition, ecology and the environment in the classroom and through field experiences at Centra Southside Community Hospital, and the Edward I. Gordon Clinical Simulation Learning Center at Longwood University.

They studied bones, made a 15-piece skeleton, used a three-dimensional computer to see the impact running has on the heart, dissected the parts of a building, and studied the life cycle of a butterfly. They assembled a simulated robot hand, tested what was growing on the bottom of their shoe, and worked with a mannequin used to train University students.

Fun, learning exercises. And, possibly, life-changing opportunities for children who will grow, learn and become leaders in the next generation.

Which is appreciated.

"I like the fact that it was children from different counties being able to get together ...," De'Alonzo's mom, Shatina Ford, said. "That was my main thing. And ... the fact that he now knows what he wants to do when he grows up. Like, he had an idea (to play baseball), but now he has a plan 'B."

Cardiologist.

Well, at least that's what he's telling his mom.



Getting A Head Start On Fashion

If there's one important tip to fashion, it's to always stay on the cutting edge of fun!

STEPS' Head Start celebrated a youthful fashion in a special event at the Firemen's Sports Arena April 7, 2018. Pre-school age children enjoyed selecting their own outfits — ranging from casual to formal wear — strutting their stuff, dancing and great food and fellowship.

"Events like this one allow our children to have unique, positive experiences that promote strong social emotional development," said STEPS Vice President for Early Childhood Education, Jessica Lehman. "Seeing the community and our families join to serve as role models for our children is tremendously rewarding and we look forward to our families coming up with additional cross county collaborative events like this one. Head Start has a strong volunteer and community engagement component and

we hope this event was just a starting point."

Reverend Sarah Moses-Womack, STEPS Head Start Policy Council representative from Cumberland, coordinated the Fashion Show to highlight the Head Start program and promote community and family engagement. Parents,

"Seeing the community and our families join to serve as role models for our children is tremendously rewarding and we look forward to our families coming up with additional cross county collaborative events like this one.

— Jessica Lehman

children and community members from all eight counties served by the STEPS Head Start outreach — Amelia, Appomattox, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway and Prince Edward — joined in the fun, learning experience.

Melissa Foster, the keynote speaker, discussed her experiences as a Head Start participant and then teacher. Through generous donations from the community and families the facility was decorated, lunch was provided, and music added to create just the right tone.

STEPS' Head Start is a federally funded education program that provides early interventions for children and families to increase self-sufficiency and school readiness. The program aims to positively impact children to help them to succeed, helping families to thrive and communities to improve.

STEPS FOR THE FUTURE Breathing Life Into Old Buildings

STEPS Head Start breathed life into some old community buildings in 2017 to better serve families in Amelia and Lunenburg counties.

A \$524.617 investment at the Dunn Street, Amelia Court House Center has transformed an aging cafeteria into an infant and toddler suite, serving 16 additional children and employing five additional staff. Renovations included the addition of a commercial kitchen as well as office space, staff bathroom, staff break room and upgraded heating and cooling systems. The existing playground space was also divided to add a new infant/toddler play yard. STEPS Head Start serves 34 children ages 3-5 and 16 infants and toddlers at the Amelia location.

A \$304,550 investment at the Nottoway Boulevard, Victoria Head Start site has expanded services and revitalized the former grocery store, a well-known community landmark that was vacant for seven years. The interior of the building was renovated, and a fabulous playground added. STEPS Head Start has created nine new jobs including two early Head Start teaching positions, program aide, cook, four new bus staff and a site administrator. STEPS Head Start serves 34 children ages 3-5 and eight infants and toddlers at the Victoria site.

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Expecting Moms Find Encouragement at STEPS

STEPS Head Start launched our Expectant Mother's Program during the 2016-2017 program year. The Expectant Mother's Program drives healthy outcomes for mom and baby through free prenatal education, connections to community, health and nutrition resources, and a variety of support services covering family needs, postpartum transition, and breastfeeding. Each participant completes curriculum at their own pace and participates in monthly support groups to connect with other participants. The program is open to mothers, fathers and other supporting family members.

Seirra, a soon to be first time mom, joined the STEPS Expectant Mother's program in late 2017. She knew she did not want to use pain medication to assist with her delivery and was nervous about delivery and the challenges motherhood brings. Seirra attended all the support groups offered to her

as well as every home visit scheduled with her STEPS Head Start Family Development Specialist, Jessica Rundstrom. Jessica states "Seirra asked questions and was very engaged in all the program had to offer her. During home visits Seirra and I would discuss ways to have a successful non-medicated birth, as well as other topics including the importance of nutrition, breastfeeding, fetal development,

"I had baby DJ
November 16th and he
was absolutely perfect.
... I went through labor
and delivery without an
epidural like I wanted!
... Thank you for all of
your help and support
during my pregnancy."

— Seirra

safe sleep practices and postpartum recovery."

The Expectant Mother's Program is just another way STEPS Head Start provides early interventions for children and families.

Seirra provided the following update on her journey:

"I had baby DJ November 16th and he was absolutely perfect. I did have pre-eclampsia BUT when they went to induce me he was already coming. And I went through labor and delivery without an epidural like I wanted! I know it has been a while, but I just wanted to thank you for all of your help and support during my pregnancy"

The Expectant Mother's
Program is available to residents
of Amelia, Appomattox,
Buckingham, Charlotte,
Cumberland, Lunenburg, Nottoway
and Prince Edward counties.
Participants must meet federal
eligibility guidelines.



Living Healthy in the Heart of Virginia Program

The Piedmont Health
Coalition, the Prince Edward
office of the Virginia
Cooperative Extension,
Longwood University,
FeedMore, Piedmont Health
District, FACES, Southside
Virginia Family YMCA and
STEPS have joined into an
initiative to begin a program
called Living Healthy in the
Heart of Virginia Program
(LHHV).

Six families will be provided the following:

- Membership and fitness activities at the Southside Virginia Family YMCA
- Weekly food allotments including additional lean meats and vegetables through FACES
- Food demonstrations through Virginia
 Cooperative Extension
- · Monthly health screenings

- and resource information to families by Longwood University nursing students
- Courses on safety and proper health care and monitoring for the families from Longwood University nursing students
- · Inspections to determine if there are safety issues in the home through STEPS. Incentives will be available to encourage ongoing participation. LHHV is a nine-month program that began September 21, 2018, intended to determine the positive impact of healthy lifestyles and eating habits. This is all possible due to the desire to have a positive impact on the citizens of our community by many community partners in Central Virginia and funding provided by FeedMore.

in good health is
a duty ...
Otherwise we
shall not be able
to keep our mind
strong and clear.
— Buddha

Ernestine Harris: Still Serving Her Community

"Good morning, Energy Share," a friendly voice picking up the telephone intones.

Her voice is unmistakable. Anyone who has ever met Ernestine "Tina" Harris can identify it. There is an exuberance of life in it, an air of longevity, and experience in the crackles of every inflection.

Seventy-two year old Harris, part of the Senior Community Services Employment Program (Title V) administered in the region by STEPS Inc., has a lived a storied life. She grew up in Farmville during difficult times, fought discrimination as a youth leader in the NAACP, was raised by her grandmother, sprinkled in some college courses, got married and raised four children.

She has worked hard all her life, learned lessons that come with success and failure, is a woman of faith, a giving person that has a hard time saying "no" to those in need.

And Harris is like many of her generation: she is still driven to work.

The Title V program, which has existed since the Lyndon B. Johnson administration, gives seniors 55 and older facing employment barriers a chance to train in governmental agencies and non-profit organizations. The goal is to sharpen their skills, learn something new and help them find a job.

For Harris, that means training at STEPS three days a week helping the Dominion Energy Share Case Manager, Michele Childress answer the phone, record electrical service information, assist in the processing of paperwork, and helping those about to have their lights cut off get a little help in a moment of crisis.

Harris is enhancing her computer skills, adapting to technology, and fine tuning her customer service skills every day she comes to work.



"Love meeting people, giving out information and trying to help in whatever way I possibly can."

— Ernestine Harris

STILL SERVING HER COMMUNITY.

"Love meeting people," she says.
"Love giving out information and trying to help in whatever way I possibly can."

She has spent a lifetime quietly and sometimes not so quietly making a difference through peaceful change. As a 17-year old, she was part of a group of nonviolent demonstrators seeking equality in job opportunities, nondiscriminatory business treatment and the reopening of the Prince Edward County's Public Schools that were shuttered rather than integrated. She was among a group of protestors arrested for disturbing a public worship service when the group attempted to attend services at the all-white Farmville Baptist Church. Fifty years

after the arrest, she was invited to be a special guest speaker at the same church.

Sometimes things change for the good.

Harris' story is featured in All Eyes on Prince Edward County, a publication that records the personal stories of PE County residents impacted by the closing of the county's public schools 1959-1964.

Huddled in a cubicle in the STEPS' administrative complex, Harris helps Childress coordinate payments online as the summer season winds down. People on fixed incomes sometimes have a hard time making choices between eating and paying the light bill. Energy Share doesn't pay the whole amount for those facing a cut-off notice, but it aims to help folks in a one-time-per-season get over the financial hump.

"Ernestine is a very dedicated worker," Childress said. "She loves to learn new things, cares about people, has a sense of humor. She's always there to help when asked."

The training experience with Childress builds on her years working as a secretary from a community action agency in the early 1970s and her 31 years working for Aramark on Longwood University's campus.

"I've learned a lot," Harris says of her time in the Title V program. "I've been able to adjust to all types of situations."

She adds, "... Just being able to have a job to come to three days a week, to get out of the house and be around other people, other than people that you see every day ... perks you up ... and it gives you something to look forward to."

And it also gives her a chance to keep helping her community.

Four pillars of service

HOUSING

- Energy Share provides
 assistance paying heating and cooling bills for families in need.
- Virginia Homeless Solutions
 Program provides case
 management services to
 individuals/families who are
 homeless or at risk of becoming
 homeless.
- Granting Freedom provides home and rental unit modifications necessary for accessibility for disabled line-of-duty service members and Veterans.

EDUCATION

- Head Start provides early childhood education to three to five-year-old children in eight South Central Virginia counties: Amelia, Appomattox, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway and Prince Edward Head Start also provides infant and toddler care in Amelia, Charlotte, Lunenburg, and Prince Edward counties.
- Transitional Services for students with disabilities in the process of exiting the public school system.

WORKFORCE DEVELOPMENT

 STEPS business lines: employ adults with disabilities in an integrated work environment:

- The Recycling Center processes over 800 tons of material on an annual basis;
- Secure Document
 Destruction shreds
 confidential documents for
 businesses/citizens and
 recycles over 400 tons of
 paper each year;
- Victoria Job Training and Manufacturing Plant is a sewing manufacturing site offering integrated competitive employment producing Taaluma Totes, Puppy Bumpers, and cosmetic bags for body oils.
- Senior Community Services Employment Program places individuals over the age of 55 in employment training sites to gain employment skills.
- Workplace Supports assists Temporary Assistance to Needy Families (TANF) recipients locate employment to move off of public assistance and become self-sufficient.

SUPPORTIVE SERVICES

- Behavioral Health Services
 provide assistance with issues
 related to parental development,
 and social, psychological and
 mental health concerns.
- Family Partnership Facilitation provides local Departments of Social Services a certified facilitator to aid in making a safe plan for a child.



PARENTAL INVOLVEMENT ACTIVITIES

- Parent Meetings
- Fall Festival
- 911 Remembrance
- Longwood Children's

Book Festival

- Winter Festival
- Bevell's Hardware Store
- Visit with Santa
- Art Show
- Donuts with Dad
- Male Involvement

Literacy Day

- Valentine's Day Party
- Fashion Show
- Field Day
- Healthy Hearts
- Easter Egg Hunt
- Healthy Eating Event
- Pumpkin Patch
- Metro Richmond Zoo
- · Children's Museum
- Tie Dye T- Shirt Day
- End of the Year Celebration

Head Start Results

HEAD START BUDGET				
		2017-18 Proposed Budget		2017-2018 Actual
Personnel	\$	2,060,267	\$	1,855,464
Fringe	\$	350,244	\$	301,503
Travel	\$	19,600	\$	9,907
Equipment	\$	0	\$	72,256
Supplies	\$	118,096	\$	122,534
Contractual	\$	168,855	\$	243,993
Other/Admin	\$	342,246	\$	419,392
Training & Technical Assistance	\$	<u>34,290</u>	\$	<u>68,549</u>
Total 2017-2018	\$	3,093,598	\$	3,093,598

CHILD OUTCOMES RELATED TO SCHOOL READINESS (SPRING, 2018)

	% Meeting Widely Held	% Exceeding Widely Held	
	Expectations	Expectations	
Social Emotional	68%	25%	
Physical	70%	25%	
Language	65%	15%	
Cognitive	63%	10%	
Literacy	71%	11%	
Mathematics	71%	23%	
*According to Teaching Strategies GOLD assessments.			

Head Start Outcomes

NUMBER OF CHILDR	REN SERVED	Average Monthly Enrollment	% of Eligible Children Served
Head Start	261	84.94%	30%
Early Head Start	89	74.62%	7.8%
Expectant Mothers	15	n/a	6.2%

Total Families Served Head Start -239 Early Head Start - 77

PERCENTAGE OF ENROLLED CHILDREN THAT RECEIVED MEDICAL AND DENTAL EXAMS

	Head Start	Early Head Start
Medical Exams	100%	95%
Dental Exams	93%	
Dental Screening/Exam	85%	



FUNDING SOURCES & AMOUNTS

United States Department of Health & Human Services, Office of Administration for Children & Families

\$3,093,598.00

Head Start Review

The results of the most recent review by the United States Department of Health and Human Services

From February 5-8, 2018, the Administration for Children and Families (AFC) conducted a Focus Area Two Monitoring Review of STEPS, Inc., Head Start and Early Head Start programs. Based on the review the following improvement areas were identified.

- 1302.102 "STEPS, Inc. did not publish an Annual Report for the program year 2015-2016."
- 1302.31 "STEPS, Inc. did not ensure teaching practices emphasized

nurturing and responsive interactions that were language rich. Three classrooms in our Amelia location, out of ten classrooms observed, found communication between teachers and children was not language rich and included primarily yes or no questions or directives. There were limited verbal interactions between children and teachers. Behaviors in some classrooms did not allow teachers to individualize

- or build on experiences as they were redirecting behavior."
- Head Start Act 348A "STEPS Inc. did not ensure all staff obtained criminal record checks prior to hire."

Concurrent to the Focus Area Two Review a CLASS (Classroom Assessment Scoring System) Review was conducted with STEPS, Inc. obtaining the following scores.

Spread love everywhere you go.

Let no one ever come to you

without leaving happier.

- Mother Teresa



DOMAIN	SCORE
Emotional Support	6.1442
Classroom Organization	5.3205
Instructional Support	2.6795

DIMENSIONS	SCORE
Positive Climate	6.42
Negative Climate	1.0
Teacher Sensitivity	6.54
Regard for Student Perspectives	4.62
Behavior Management	5.73
Productivity	5.69
Instructional Learning Formats	4.54
Concept Development	2.42
Quality of Feedback	2.65
Language Modeling	2.96

STEPS, Inc.

Statements of Financial Position

JULY 1, 2017 - JUNE 30, 2018

JOET 1, 2017 -	- 30NE 30, 2018				
А	SSETS				
CURRENT ASSETS	2018	2017			
Cash and equivalents	\$ 68,602	\$ 99,259			
Accounts receivable	315,228	272,767			
Prepaid expenses	<u>49,882</u>	<u>53,546</u>			
Total current assets	<u>433,712</u>	<u>425,572</u>			
PROPERTY AND EQUIPMENT					
Land	15,852	15,852			
Building	987,292	2,696,294			
Leasehold improvements	1,296,167	765,041			
Furniture and equipment	291,437	291,437			
Classroom furniture	91,326	91,325			
Playground equipment	24,363	24,363			
Transportation	<u>923,055</u>	<u>907, 264</u>			
	3,629,492	4,791,576			
Less accumulated depreciation	<u>1,717,177</u>	2,017,984			
Total property and equipment	<u>1,912,315</u>	<u>2,733,592</u>			
Total assets	\$ <u>2,346,027</u>	\$ <u>3,199,164</u>			
LIA	BILITIES				
Accounts Payable	\$ 184,300	\$ 227,332			
Current maturities of notes payable	55,875	53,420			
Accrued compensation expenses and other liabilities	es <u>127,511</u>	<u>133,126</u>			
Total current liabilities	<u>367,686</u>	<u>413,878</u>			
LONG-TERM LIABILITIES					
Long-term debt, net of current maturities					
and unamortized debt insurance costs	<u>438,211</u>	<u>507,972</u>			
Long-term liabilities	<u>438,211</u>	<u>507,972</u>			
Total liabilities	<u>805,897</u>	<u>921,850</u>			
NET ASSETS					
Without donor restrictions	1,540,130	1,266,629			
With donor restrictions	-	<u>1,010,685</u>			
Total net assets	<u>1,540,130</u>	<u>2,277,314</u>			

\$2,346,027

\$ 3,199,164

Total liabilities and net assets

Thanks to our Supporters

JULY 1, 2017 - JUNE 30, 2018

INDIVIDUAL DONATIONS

Ellsworth J. Bennett

Libby Blanton

George W. Carter, Jr.

Pattie Cooper-Jones

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Paul B. Ellington, Jr.

Anne C. Hamlett

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Reverend Michael Kendall

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Rebecca C. Rider

Robin and Ellery Sedgwick

Judge Thomas V. Warren

Patsy G. Watson

William L. Wellons

Bettye A. Williams

BUSINESS AND ORGANIZATION DONATIONS

Alpha Bail Bonds, Inc.

Benchmark Community Bank

Blackstone Ruritan Club

Branch Banking and Trust Company

Bright Futures of Virginia LLC

Centra Southside Community

Hospital

Citizens Bank & Trust Company

First Baptist Church

Fourth Street Motor Company, Inc.

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Kinex Telecom, Inc.

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Womans Club of Cumberland

Womans Club of Farmville

*NAP DONOR

Kyanite Mining Corporation

Rachel E. Roque

*The Neighborhood Assistance Program (NAP) uses state income tax credits as incentives for individuals and businesses to invest directly in certain approved community projects designed to benefit impoverished people. In return for an individual's contribution of cash or marketable securities and businesses' contribution of cash, goods, or professional services to approved organizations, donors receive a tax credit equaling 65% of the value of the contribution that they may apply

Every effort has been made to ensure the accuracy of this list of monetary donations. We apologize for any errors or omissions. Please send inquiries to: Cynthia A. Saunders 434.315.5909 or csaunders@STEPS-inc.org. "STEPS is an equal opportunity provider and employer."

against their state income tax liability.

INDIVIDUALS TOUCHED BY THE SERVICES OF STEPS



Taaluma totes are made from fabrics around the world and created in a STEPS' manufacturing plant by persons with disabilities. www.carrya country.com

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INDIVIDUALS
EMPLOYED BY
STEPS

STEPS Board of Directors

EXECUTIVE COMMITTEE (2017-2018):

WANDA BASS, Chair

DEBRA ADAMS, Vice Chair & Policy/Bylaws Committee Chair TERESA STEWART, Treasurer & Finance Committee Chair JENNIFER TOWNSEND, Secretary & Nominating/Membership Committee Chair

TESSIE B. BACON, Attorney & Human Resource/Compensation Committee Chair

LINDA PAIGE, Planning and Evaluation Committee Chair ROGER SCOTT, Audit Committee Chair

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ROGER SCOTT, Amelia
HARRY W. BRYANT, Buckingham
WILLIAM "KEVIN" INGLE, Cumberland
EDWARD W. PENNINGTON, Lunenburg
HELEN SIMMONS, Nottoway
JERRY R. TOWNSEND, Prince Edward

REPRESENTATIVES OF INDIVIDUALS LIVING IN POVERTY

DEBRA ADAMS - Amelia County
LINDA PAIGE - Buckingham County
VAN H. PETTY, Sr. - Cumberland County
LENA HIPPS-CLARKE- Lunenburg County
BONNIE ANDRACHEK - Nottoway County
TORRIE PATTERSON - Prince Edward County

POSITIONAL SEATS

Head Start Policy Council Representative, ODESSA PRIDE, EdD Early Childhood Education Representative, SARA MILLER, EdD



Affiliations & Members























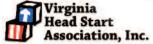














Corporate Office: 225 Industrial Park Road Farmville, VA 23901 434-315-5909

Victoria Job Training and Manufacturing Plant: 300 Court Street Victoria, VA 23974

Human Services and Community Action Programs: 225 Industrial Park Road Farmville, VA 23901

Head Start Administrative Office: 225 Industrial Park Road Farmville, VA 23901

STEPS Secure

Document Destruction:

100 Industrial Park Road

Farmville, VA 23901

STEPS Recycling Center: 225 Industrial Park Road Farmville, VA 23901 "But CHANGE
at STEPS has an
even deeper meaning
... it means a new way
to serve our region
and its citizens
in a more
impactful way."
- Sharon Harrup

Sharon Harrup,
President & CEO,
helps the children cut
the ribbon for the grand
opening of the newly
renovated Head Start
Center.

MOVING LIVES FORWARD