

STEP, Inc. Executive Committee Meeting Minutes
Wednesday, February 4, 2015
STEP Boardroom

Attendance: Russ Kimura, Leonora Hannagan, Randy Allison, Robbie Cross, Joel Long, Lindsay Stamm

Staff: Jim Plankenhorn, Terry Roller, Traci Lowe, Rachelle Abbott, Julie Brennan

1. The meeting was called to order at 3:00 p.m.
2. Jim Plankenhorn introduced new STEP Board member Lindsay Stamm, finance director for the Lycoming Housing Authority. This Board seat will represent the low-income population in Lycoming County.
3. Regarding Board vacancies and new member recommendations, Tony Mussare and Wilf Knecht have submitted formal resignations. Jim discussed a memo which outlined recommendations made by the Membership/Officer Ad Hoc Committee at their January 7, 2015 meeting. On motion of Leonora Hannagan and second by Randy Allison, the Executive Committee approved the member vacancies/recommendations of the Ad Hoc Committee and the recommendation to hold off discussions on a new slate of officers until the overall Board membership is more complete.
4. On motion of Randy Allison and second by Leonora Hannagan, the Committee approved a proposed STEP mileage rate adjustment to 57.5 cents per mile, effective March 1, 2015. On a related note, on motion of Leonora Hannagan and second by Randy Allison, STEP was authorized to adjust the mileage reimbursement rate in conformance with the IRS-established rate.
5. Jim Plankenhorn reviewed a STEP Transportation fare adjustment proposal predicated on the implementation of the new software management system, Ecolane. He noted that STEP currently is one of only five providers statewide to be making the transition to Ecolane, which will more effectively and efficiently manage transportation scheduling through a mileage-driven, zone-based fare structure. With PennDOT approval, the rate adjustment will be effective April 1, 2015. Customers and the general public will receive 30-day advance notification. On motion of Randy Allison and second by Leonora Hannagan, the proposed STEP Transportation fare adjustment was approved.
6. On motion of Leonora Hannagan and second by Randy Allison, the Committee accepted a nomination from the Aging Advisory Council to approve Linda K. Hess as a new member on the Council.
7. Rachelle Abbott provided an update on the Healthy Aging through Local Harvest program, a hands-on initiative for senior citizens slated to begin February 18, 2015 at the STEP Clinton County Community Center. Partners in this unique pilot are the PA Department of Aging, which provided grant funding, and Mindful Harvest, who will conduct the workshops. The 90-minute weekly sessions will be held Wednesdays from

12:30 to 2:00 p.m. throughout 2015 and will providing cooking and eating activities that will lead to a healthier lifestyle.

8. Reporting on several other initiatives, Rachelle Abbott said discussions are underway with the Central Pennsylvania Food bank regarding a gleaning program. She said STEP itself is looking at how health and wellness initiatives could improve the overall health of employees, therefore driving down the cost of health care.
9. It was noted that STEP will be among more than 200 nonprofit organizations hoping to benefit from the annual Raise the Region campaign, a 30-hour online fundraiser hosted by the First Community Foundation Partnership on March 11 and 12, 2015.
10. Terry Roller provided an update on the RiverWalk Center initiative. The STEP Housing team will serve as general contractor, a change which will save about \$200,000 on overall project costs. The renovations are expected to be complete by the end of this year and a ribbon cutting ceremony/Williamsport-Lycoming Chamber of Commerce PM Exchange event is slated for January 2016. Terry noted a number of community partners in this project, including the PA Department of Aging, Department of Conservation and Natural Resources, and Department of Community and Economic Development at the state level, First Community Foundation Partnership, Park Home Foundation, Lycoming County Commissioners, and South Williamsport Borough. Frey's Commissary and Woodlands Bank also utilized Neighborhood Assistance Tax Credits to support the project.
11. Traci Lowe is investigating a PA Department of Aging request for Social Security numbers and dates of birth for all Board members. The requirement originates from a Department grant STEP has received. Traci said STEP understands the sensitive nature of this information and wants to make sure this is a necessity.
12. There was discussion on the February STEP Board of Directors meeting. Russ Kimura and Leonora Hannagan will be unavailable. The Committee directed staff to look at the agenda items and make a determination on a meeting.
13. On motion of Randy Allison and second by Leonora Hannagan, the meeting was adjourned at 4:00 p.m.