

**STEP, Inc. Executive Committee Meeting Minutes**  
**Thursday, December 10, 2015**  
**STEP Boardroom, 2138 Lincoln Street, Williamsport**

**Attendance:** Randy Allison, Robbie Cross, Leonora Hannagan, Carolyn Hawk, Jeffrey Rauff, Lindsay Stamm

**Staff:** Rachelle Abbott, Traci Lowe, Jim Plankenhorn, Jamey Williams

1. The meeting was called to order at 3:10 PM.
2. Jim Plankenhorn provided an update on the Pennsylvania State Budget Impasse. He stated that Phase III was enacted on November 28, 2015. He reported that the First Community Foundation Partnership approved an interest free loan to STEP in the amount of \$229,000 to assist with continuing services during the impasse. He reported that dialog is continuing with the Lycoming and Clinton County Commissioners in hopes for loans in the amount of \$350,000 and \$100,000 respectively to continue Aging services through the end of the year. Traci Lowe distributed financial reports showing the line of credit funds currently available to STEP.

There were no current Phase IV proposals.

A recommendation was made that STEP reimburse staff members and volunteers for unpaid mileage that has accumulated since the beginning of Phase I. On motion by Robbie Cross and second by Jeffrey Rauff, the board approved staff and volunteer mileage reimbursement for expenses incurred through November 30, 2015.

3. Jim Plankenhorn provided an update on STEP's 50<sup>th</sup> anniversary events scheduled for 2016. He and Leonora Hannagan met with a representative from the Central Pennsylvania Auto Auction to discuss a fundraising opportunity with a 1966 vehicle, tying into the 50<sup>th</sup> anniversary theme. Jim asked for approval to purchase a 1966 Ford Mustang as a fundraising opportunity. On motion by Randy Allison and second by Robbie Cross, the board approved the expenditure for the purchase of a 1966 Ford Mustang and associated costs after the budget impasse is resolved.

Rachelle Abbott invited board members to participate in the 50<sup>th</sup> anniversary planning and noted that the STEP 50<sup>th</sup> Anniversary Committee would be meeting on December 14, 2015.

4. Jim Plankenhorn is looking for suggestions to fill the vacancy to the STEP Board of Directors, in the private- sector from Clinton County, and specializing in a legal background.
5. Rachelle Abbott reported that the CSBG Workplan would be submitted on December 11, 2015 and noted that the finalized CSBG Workplan will be distributed to all board members at the next board meeting.
6. Jim Plankenhorn distributed a proposed change to the STEP Personnel Policies as follows:  
***For non-exempt positions, all time worked must be recorded on the staff member's end of pay period timesheet. Even small amounts of time, for example, reviewing/responding to work related e-mails from home, should be recorded on***

**the timesheet. Please note, all time spent on work related activities, like the example mentioned previously, must be approved beforehand by the staff member's supervisor. Without pre-approval, staff are subject to disciplinary actions.**

On motion by Jeffrey Rauff and second by Randy Allison, the board approved the change to the STEP Personnel Policies.

7. In other business, Jamey Williams provided an update on the 2015 End of Year Solicitation for the STEP Endowment Fund. \$3,900 has been raised through this campaign.

Rachelle Abbott provided an update on the RiverWalk Center. The building is in the final stages for occupancy.