

**STEP, Inc. Board of Directors Executive Committee Meeting Minutes**

**2:00 PM., Tuesday, June 7, 2016**

**STEP Main Offices, 2138 Lincoln Street, Williamsport**

**Attendance:** Randall Allison, Susan Bigger, Aron Carter, Robert Cross, Leonora Hannagan, Carolyn Hawk, Jack McKernan, Jeffrey Rauff, Jeffrey Snyder, Lindsay Stamm

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

1. The meeting was called to order at 2:00 PM by Chairperson Leonora Hannagan.
2. Jim Plankenhorn introduced the STEP Global Budget for fiscal year 2016-2017. Traci Lowe provided an overview of the budget and proposed changes for 2016-2017. It was noted that the Fiscal Committee also reviewed the budgets. On motion of Jeffrey Rauff and second by Robert Cross, the Global Budget was approved.
3. Jim Plankenhorn reviewed the proposed pay adjustments for fiscal year 2016-2017 for STEP employees. A discussion was held regarding a directive from HHS for a mandated 1.8% Cost of Living Adjustment (COLA) increase for all Head Start employees. It was recommended that this 1.8% COLA be given to all employees in addition to a ½ step merit increase to employees receiving a satisfactory annual performance evaluation. On motion of Aron Carter and second by Jeffrey Rauff, the proposed COLA and merit increase were approved.
4. The Board went into Executive Session at 2:35 PM to discuss a real estate matter.
5. The public meeting was reconvened at 3:30 PM.
6. On motion by Robert Cross and second by Aron Carter, proceeding with negotiations on the real estate project was approved with the following conditions: \$3,000 non-refundable deposit and purchase price not exceeding the amount agreed to in the Executive Session. Aron Carter will review the sales agreements along with STEP's attorneys before they are signed.
7. Traci Lowe updated the Board that an ERISA attorney has been obtained and is currently working on updating STEP's 403 (B) plan document. The Board will be updated with further developments.