

STEP, Inc. Board Meeting Minutes
4:00 PM., Monday, January 25, 2016
STEP's Main Offices, 2138 Lincoln Street, Williamsport

Attendance: Randy Allison, Susie Bigger, Robbie Cross, Leonora Hannagan, Carolyn Hawk, Linda Hess, Jackie Oliva, Jeff Rauff, Debbie Reese

Not Attending: Aron Carter, Lindsay Stamm

Staff: Traci Lowe, Jim Plankenhorn, David Spring, Jamey Williams

Guest: Jeff Snyder

1. The meeting was called to order at 4:00 PM by Chairperson Leonora Hannagan.
2. Leonora Hannagan introduced Clinton County Commissioner Jeff Snyder.
3. David Spring, STEP Head Start Director, provided a **board training** on information about Head Start and the Board's roles and responsibilities as the Head Start governing body. In addition, David directed the board members to a Head Start website through which they can complete the full certification.
4. On motion of Robbie Cross and second by Randy Allison, the minutes of the November 16, 2015 STEP Board of Directors Meeting were approved.
5. On motion of Susie Bigger and second by Robbie Cross, the minutes of the November 4, 2015 STEP Board of Directors Executive Committee Meeting were approved.
6. On motion of Randy Allison and second by Susie Bigger, the minutes of the December 10, 2015 STEP Board of Directors Executive Committee Meeting were approved.
7. Traci Lowe presented the financial reports for October and November 2015. On motion of Susie Bigger and second by Robbie Cross, the financial reports for October and November 2015 were approved.
8. Jim Plankenhorn presented the Pathway Reports for November and December 2015. On motion of Randy Allison and second by Susie Bigger, the Pathway Reports for November 2015 and December 2015 were approved.
9. Traci Lowe provided information on the following grant applications: 1) CSBG; 2) Clinton County Community Foundation (\$3,000 for Healthy Aging through Local Harvest). On motion of Carolyn Hawk and second by Randy Allison, these grant applications were approved.
10. Jim Plankenhorn provided an update on the stop-gap measures to the Pennsylvania State Budget Impasse. He reported that STEP was back to full staffing levels; that STEP had received approximately \$3.4 million from the state in the last few weeks; and that STEP would encounter fees of around \$22,000 as a result of borrowing funds to maintain operations during the impasse. Jim reported that nearly 80 vendors and volunteers who had delayed invoice and mileage reimbursement payments during the impasse had been paid and provided with a thank you letter from STEP.
11. Jim Plankenhorn presented two proposed appointments for the STEP Board of Directors: Clinton County Commissioner Jeff Snyder and Lycoming County Commissioner Jack McKernan. On motion of Randy Allison and second by Robbie Cross, both Commissioner Snyder and Commissioner McKernan were approved as board members.

Jim Plankenhorn also urged the board members to put forth candidates to fill a Clinton County/private sector seat, preferably an attorney.

12. Jim Plankenhorn provided an update on the results of **risk assessment** meetings held at STEP. He stated that the main focus of risk mitigation would be in the Human Resources department.
13. Traci Lowe presented for the board's review a summary of the updates made to STEP's **Fiscal Policies** and provided a handout. On motion of Randy Allison and second by Robbie Cross, the board approved the updated Fiscal Policies.
14. Jim Plankenhorn presented the **CSBG Workplan** for the 2016-2017 fiscal year to the board. On motion of Randy Allison and second by Robbie Cross, the CSBG Workplan for the 2016-2017 fiscal year was approved.
15. Jamey Williams and Jim Plankenhorn provided an update on the RiverWalk Center Grand Opening. Jamey reported that over 200 people had attended the opening and that it had received media coverage. Jim stated that the project had received \$813,000 in funding, and that STEP's decision to use its internal Housing and Building Initiative team had resulted in a savings of approximately 25% vs. using a third party contractor.
16. There being no further business, the meeting was adjourned at 5:35 PM on motion of Randy Allison and second by Susie Bigger.