

STEP, Inc. Board Meeting Minutes
Monday, February 24, 2014
STEP Boardroom

Attendance: Carolyn Bullock, Joel Long, Robert Cross, Russ Kimura, Tony Mussare, Betsy Manlove, Wilfred Knecht, Loni Gamble, Joseph Cato
Staff: Terry Roller, Traci Lowe, Jim Plankenhorn, Rachelle Abbott
Guest: Dawn Linn, First Community Foundation Partnership of Pennsylvania

1. The meeting was called to order at 6:00 p.m. by Russ Kimura.
2. Russ welcomed Dawn Linn, Vice President of Planned Philanthropy at the First Community Foundation Partnership of Pennsylvania. Dawn presented a partnership opportunity for STEP to establish a permanent endowment fund with the Foundation focused initially on benefiting seniors. The Board discussed the endowment framework as well as the value-added services that the Foundation would bring to a partnership. Upon motion of Carolyn Bullock and second by Robbie Cross, the Board approved an agreement with the First Community Foundation Partnership of Pennsylvania to establish an endowment fund in the amount of \$225,000 primarily to benefit senior program services.
3. On motion of Carolyn Bullock and second by Betsy Manlove, the Minutes of the meeting held December 16, 2013 were approved.
4. On motion of Wilfred Knecht and Carolyn Bullock, the Financial Reports for December 2013 and January 2014 were approved.
5. Jim Plankenhorn briefed the Board on the Pathway Reports. On motion of Joel Long and second by Loni Gamble, the Pathway Report for December 2013 and January 2014 were approved.
6. On motion of Carolyn Bullock and second by Robbie Cross, the Minutes of the Executive Officer Committee meeting held January 23, 2014 were approved.
7. The Board adjourned the meeting at 7:00 p.m. and went into Executive Session.
8. The Board resumed the regular meeting at 7:30 p.m.
9. Traci Lowe briefed the Board of outstanding invoices due to McAfee for anti-virus software services dating back to November 2011 in the amount of \$20,163. Because most of the service period falls outside of the time frame for eligibility under our current grants, only \$5,428 of the total amount due can be covered by the grant funds. The remaining portion, \$14,735, will need to be funded from unrestricted funds.
10. The Board reviewed three current agency documents: the Whistle Blower Policy, the Conflict of Interest document for the Board of Directors, and the Conflict of Interest document for employees. On motion of Wilfred Knecht and second by Joel Long, the three above-mentioned documents were approved. The Board members were reminded to complete the Conflict Of Interest document.

11. Terry Roller and Rachelle Abbott updated the Board on the South Williamsport project. Rachelle highlighted the Department of Conservation and Natural Resources building sublease and briefed the Board on a Senior Community Center grant application with the PA Department of Aging in the amount of \$150,000 for improvements to the building. Rachelle also reviewed an amended funding strategy and updated project budget provided by the architect. Proposed names for the new center were discussed, with Rachelle providing recommendations from the Aging Advisory Committee. On motion of Carolyn Bullock and second by Robbie Cross, the Board approved moving forward with the South Williamsport project, the grant application in the amount of \$150,000, and the proposed name of RiverWalk Center.
12. Terry provided an update on The Center/CAPPA partnership noting that CAPPA has withdrawn from the merger process due to divergent organizational mission differences and methodologies for solving community issues. In addition, the academic partnering component of The Center's program has ended, which in turn terminated the USDA food reimbursement program. STEP continues to support the Center as their fiscal agent and to provide family service navigation to the Center's families and computer hardware to support the children's access to the school district Web site.
13. Jim updated the Board on the One-Stop process and highlighted a grant opportunity with the Department of Community and Economic Development (DCED), Community Service Block Grant Discretionary Funds. These available grants funds could be utilized to purchase a new client database software system, ClientTrack, that would not only enhance and move the one-stop process forward internally but also has the potential for expansion to community partnerships. An application was submitted to DCED in the amount of \$100,000 for the purchase of the ClientTrack software. On motion of Joel Long and seconded by Joseph Cato, the grant application was approved.
14. Terry informed the Board that in line with the Strategic Plan, a leadership program has been developed in-house for STEP employees. Jim and Rachelle briefed the Board on the parameters of the program and noted that there were sixteen applicants of which seven were selected for the inaugural class.
15. Terry briefed the Board of the Head Start Policy Council's recommendation for a community representative from the YWCA to be appointed. On motion of Betsy Manlove and second by Wilfred Knecht, the Board approved the Community Representative, YWCA.
16. Other Business:
 - Raise the Region, a community fundraising event administered by the First Community Foundation Partnership of Pennsylvania in partnership with Blaise Alexander Family Dealerships, will be held Wednesday, March 12, 2014. STEP is participating in the event with donations supporting the Office of Aging's Meals on Wheels program
 - Terry briefed the Board on the term expiration of member Betsy Manlove. On motion of Wilfred Knecht and second by Carolyn Bullock, an additional 5-year term to the Board for Betsy Manlove was approved.

- Rachelle reported on a grant opportunity with the National Honda Association in the amount of \$75,000 to build upon furthering STEP's partnership with the Williamsport Area School District's after school program. On motion of Robbie Cross and second by Loni Gamble, the grant application was approved.
 - Traci reported that Head Start received a directive regarding 2014 funding increases stating that funding from the sequestration amount has been restored and additional funding is available for a Cost of Living Allowance. Staff is researching the implications of the directive on the upcoming grant year.
17. There being no other business, on motion of Carolyn Bullock and second by Betsy Manlove, the meeting was adjourned at 8:10 p.m.