

STEP, Inc. Board Meeting Minutes

4:00 PM., Monday, February 22, 2016

STEP's Main Offices, 2138 Lincoln Street, Williamsport

Attendance: Randy Allison, Aron Carter, Robbie Cross, Leonora Hannagan, Carolyn Hawk, Linda Hess, Jack McKernan, Jackie Oliva, Jeff Snyder, Lindsay Stamm, Heather Woodrum

Not Attending: Susan Bigger, Jeff Rauff, Debbie Reese

Staff: Kelly Gillis, Traci Lowe, Jim Plankenhorn, Kristen Sweger, Jamey Williams

Guest: Thomas McMahon, CPA of Larson, Kellet & Associates, P.C., and Nico Salvatori of the Sun Gazette

1. The meeting was called to order at 4:00 PM by Chairperson Leonora Hannagan.
2. Jim Plankenhorn introduced Clinton County Commissioner Jeff Snyder and Lycoming County Commissioner Jack McKernan as new members of the STEP Board of Directors, and also introduced STEP staff members Kelly Gillis and Kristen Sweger.
3. Traci Lowe introduced Thomas McMahon, CPA of Larson, Kellet & Associates, P.C. Mr. McMahon presented the 2014-2015 Fiscal Year Audits to the board including the Lycoming-Clinton Transportation audit, the OMB Circular A-133 audit, the Agreed Upon Procedures report, and the Consolidated Financial Statement audit. In addition, the auditor reviewed the SAS 114 letter with the Board. On motion by Robbie Cross and second by Randy Allison, the audits were approved.
4. On motion of Randy Allison and second by Robbie Cross, the minutes of the January 25, 2016 STEP Board of Directors Meeting were approved.
5. Traci Lowe presented the financial reports for December 2015. On motion of Jeff Snyder and second by Lindsay Stamm, the financial reports for December 2015 were approved.
6. **ROMA training** was provided to the board by certified ROMA trainer Kristen Sweger, lasting 30 minutes.
7. Jim Plankenhorn presented the Pathway Reports for January 2016 highlighting the new format. On motion of Randy Allison and second by Linda Hess, the Pathway Reports for January 2016 were approved.
8. Traci Lowe requested that Jean Myers, STEP Human Resource Operations Director, be approved as a check signer to replace retiree John Konieczny, previously of STEP's Human Resource department. On motion of Robbie Cross and second by Jeff Snyder, Jean Myers was approved as a check signer.
9. Jim Plankenhorn provided a mid-year update on the President & CEO's goals.
10. Jim Plankenhorn updated the board on the events planned for STEP's 50th year. He provided an update on the raffle car and noted that STEP would be hosting a picnic at Knoebel's, a Pack the Park event, a Hiawatha cruise, and a progressive dinner fundraising event.
11. Jamey Williams provided a summary of STEP's preparations for the Raise the Region 2016 fundraiser to be held March 9th and 10th.
12. There being no further business, the meeting was adjourned at 5:35 PM on motion of Randy Allison and second by Robbie Cross.