

**STEP, Inc. Board Meeting Minutes**  
**6:00 p.m., Monday, March 16, 2015**  
**STEP Boardroom**

**Attendance:** Randy Allison, Aron Carter, Joseph Cato, Robert Cross, Leonora Hannagan, Joel Long, Lindsay Stamm

**Not able to attend:** John Kiernan

**Staff:** Rachelle Abbott, Julie Brennan, Traci Lowe, Jim Plankenhorn, Terry Roller

**Guests:** STEP Leadership participant Fred Englert

1. Jim Plankenhorn introduced guest Fred Englert, STEP Housing & Buildings Initiative operations manager. Fred is a participant in the STEP Leadership Development Program.
2. The meeting was called to order at 6:00 p.m. by Vice Chairperson Leonora Hannagan.
3. On motion of Robbie Cross and second by Randy Allison, the Minutes of the meeting held December 15, 2014 were approved.
4. On motion of Aron Carter and second by Randy Allison, the minutes of the February 4, 2015, executive committee meeting were approved. Regarding the executive committee's approval of a fare adjustment for STEP Shared-Ride Transportation services, Jim Plankenhorn noted software provider Ecolane is not prepared to execute the new system on April 1 as initially planned. Discussions are still underway, but a new "go live" date is anticipated by May 1.
5. Traci Lowe presented financial reports. On motion of Joel Long and second by Randy Allison, the Financial Reports for December 2014 and January and February 2015 were approved.
6. Rachelle Abbott briefed the Board on the Pathway Reports. Of note, STEP Transportation ridership is up about 24 percent over the first six months of last year. On motion of Robbie Cross and second by Joe Cato, the Pathway reports for December 2014 and January and February 2015 were approved.
7. Jim Plankenhorn reported that six individuals/organizations have accepted an invitation to serve on the STEP board of directors. Pending Board approval, Carolyn Hawk of the Lycoming County United Way will fill a private seat on the board; Lycoming County Commissioner Jeff Rauff and Susie Bigger from Williamsport Area School District will fill public seats; and Jackie Olivia from Susquehanna Community Health & Dental Center will fill a seat representing the low income sector. All are representatives from Lycoming County. In Clinton County, Justin Houser of the Coploff, Ryan and Welch law firm and Debbie Reese of First Quality Products will fill private seats. On motion of Aron Carter and second by Joe Cato, the new members were approved.
8. Jim noted with sadness the resignation of Board Chairperson Russ Kimura. He said Russ has expressed a willingness to participate on Ad Hoc committees as the need arises. The Board directed Vice Chairperson Hannagan to draft a letter thanking Russ for his dedicated service. This leaves a board vacancy for chairperson and a private sector slot from Lycoming County. Recommendations to fill the vacancy and recommendations on a slate of officers will be prepared for the April Board meeting.
9. Traci Lowe reviewed the following grant applications:
  - a. PA Department of Aging - \$5,254,992 for 2014-2015, which represents a two percent increase over last year. On motion of Randy Allison and second by Robbie Cross, the board approved the grant request.

- b. OCDEL Community Innovation Zone grant - \$225,000, which represents the second round of funding for the Smarts Starts program. The three-year, \$75,000 per year initiative, will begin July 1 at Stevens Elementary School. On motion of Aron Carter and second by Joe Cato, the Board approved the grant request.
10. On motion of Joel Long and second by Randy Allison, the Board approved updates to the STEP Personnel Policies as presented in the Board packet and summarized by Jim Plankenhorn.
11. Jim Plankenhorn also referenced a summary of Board By-Laws updates included in the Board packet. The changes are based on suggestions made during the November DCED monitoring and focus on President & CEO supervision, hiring, firing, and compensation (if any) of STEP Board of Directors. On motion by Robbie Cross and second by Joe Cato, the Board approved updates to the By-Laws.
12. Terry Roller provided an update on the RiverWalk Center project, a collaboration of nonprofit, public and private sector partners. He reviewed architect drawings, noting that some of the bricks and lumber planks from the former DCNR facility will be repurposed in the new senior center. The approximate 4,000 square foot facility will be primarily situated on the existing facility footprint, with additional space that will house a kitchen and bathrooms. Terry said the project is on target from a cost and schedule standpoint. STEP's in-house Housing and Building Initiatives crew will serve as general contractor. A Williamsport/Lycoming Chamber of Commerce PM Exchange slated for mid-January 2016 will serve as a grand opening, although a soft opening is anticipated late this year.
13. Rachelle Abbott updated the Board on the Community Needs Assessment (CNA) conducted by STEP in partnership with the Lycoming County and Clinton County United Way organizations and Lycoming College. Conducted every three years, the CNA is the basis for STEP's work as a community action agency. The assessment included telephone surveys, community/customer surveys, partner surveys and focus groups. Assessment reports, which are being developed for each county, are in final draft stage and a rollout for the assessment is being planned.
14. Traci Lowe briefed the Board on a PA Department of Human Services requirement whereby board members are required to provide date-of-birth and social security numbers.
15. Traci Lowe provided a status report on legal matters. Currently, there are no open claims.
16. Jim Plankenhorn noted the annual meeting is scheduled for Thursday, October 8, 2015 at the Genetti Hotel. He encouraged board member participation.
17. Rachelle Abbott reported on the Healthy Aging through Local Harvest pilot underway at the Clinton County Community Center. A Department of Aging grant serves as the main funding source. Weekly participation of between 30 to 40 senior citizens has greatly exceeded the 12 to 15 people projected for the program. Plans are to apply for another grant to hold the program at the new RiverWalk Center.
18. Another healthy eating program for Head Start students – Spring Harvest – is planned for a Reach Road Head Start classroom starting in April. The 10-week, two hours a week program will impact 18 children and will be patterned after the very successful Farm to Head Start Fall Harvest pilot conducted last year in a Head Start classroom at the Clinton County Community Center.
19. STEP staff attended the recent grand opening of the Brodart independent living complex. STEP's Housing team is rehabilitating a number of homes in the surrounding neighborhood.
20. There being no other business, on motion of Randy Allison and second by Joe Cato, the meeting adjourned at 7:25 p.m.