

STEP, Inc. Board Meeting Minutes
4:00 PM., Monday, March 21, 2016
STEP's Main Offices, 2138 Lincoln Street, Williamsport

Attendance: Susan Bigger, Aron Carter, Robert Cross, Leonora Hannagan, Carolyn Hawk, Linda Hess, Jack McKernan, Jeff Rauff, Jeff Snyder, Heather Woodrum

Not Attending: Randall Allison, Jacqueline Oliva, Debbie Reese, Lindsay Stamm

Staff: Rachelle Abbott, Traci Lowe, Dan Merk, Jim Plankenhorn, Jamey Williams

1. The meeting was called to order at 4:05 PM by Chairperson Leonora Hannagan.
2. On motion of Robbie Cross and second by Jack McKernan, the minutes of the February 22, 2016 STEP Board of Directors Meeting were approved.
3. Traci Lowe presented the financial reports for January 2016. On motion of Jeff Snyder and second by Carolyn Hawk, the financial reports for January 2016 were approved.
4. Rachelle Abbott presented the most recent Pathway Reports. On motion of Susan Bigger and second by Robert Cross, the Pathway Reports were approved.
5. Traci Lowe updated the board on the following grant applications: the new application for PPL CARES (\$25,000); supplemental grants for Pre-K Expansion (\$98,025) and Work Ready (\$11,000); and the re-funding Department of Aging 2015-2016 grant (\$5,161,935). On motion of Linda Hess and second by Jack McKernan, all grants were approved.
6. Jim Plankenhorn updated the board on the pending minimum wage increase for Pennsylvania. STEP is currently not affected by the change, and not considered to be a state contractor; however, if the increase is extended to all workers in the state, approximately 50 STEP staff will be affected.
7. Dan Merk, STEP Transportation Program Manager, provided a handout and update on the status of STEP's Transportation operations. The program has progressed from having a significant deficit in 2012 to operating at a surplus in 2016.
8. Rachelle Abbott summarized STEP's 2015 Community Organization Planning & Outcome System (COPOS) data. Board members were provided with an electronic copy of the data.
9. Rachelle reviewed a Draft of The National Community Action's Theory of Change regarding proposed changes to ROMA. Rachelle will continue to provide updates to ROMA, Next Generation as they become available.
10. Jim Plankenhorn updated the board on the current board vacancy and STEP's need to have an attorney on the board to meet a Head Start requirement. In order to meet this requirement, STEP can utilize its retained attorneys, McCormick Law Firm, to review Head Start-related items. On motion of Jeff Rauff and second by Carolyn Hawk, McCormick Law Firm was approved to fulfill the Head Start requirement. A representative from the Clinton County private sector is still being sought to fill the board vacancy.
11. Rachelle Abbott provided the board with the Head Start Selection Priorities for the 2016-2017 program year. On motion of Carolyn Hawk and second by Robert Cross, the Head Start Selection Priorities for the 2016-2017 were approved.

12. Rachelle Abbot provided the board with updated Head Start Physical/Tuberculosis Policies. The policies were changed to omit the yearly physical requirement. On motion of Jeff Snyder and second by Jack McKernant, the updated Head Start Physical/Tuberculosis Policies were approved.

13. In other business:

Jim Plankenhorn updated the board on the progress made toward acquiring a car for the 50th Anniversary fundraising effort.

Jamey Williams updated the board on STEP's participation in Raise the Region 2016. STEP received \$3,005 in donations.

14. There being no further business, the meeting was adjourned at 5:40 PM on motion of Robert Cross and second by Jeff Rauff.