

**STEP, Inc. Board Meeting Minutes**  
**6:00 p.m., Monday, April 20, 2015**  
**STEP Boardroom**

**Attendance:** Susie Bigger, Aron Carter, Joseph Cato, Robert Cross, Leonora Hannagan, Carolyn Hawk, Justin Houser, John Kiernan, Jackie Oliva, Jeff Rauff, Debbie Reese, Lindsay Stamm

**Not able to attend:** Randy Allison, Joel Long

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

**Guests:** Tuck McMahan, Jim Rossi

1. Introductions were made around the room to introduce the six new board members.
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 Jeff Rauff, the Minutes of the meeting held March 16, 2014 were approved.
4. Traci Lowe introduced Tuck McMahan and Jim Rossi with the audit firm of Larson, Kellett & Associates, P.C., for a presentation on the June 30, 2014 Financial Statements and Single Audit Report for STEP, Inc. and Community Action Realty. The auditors' report expressed an unmodified (clean) opinion. One major change noted was the presentation of the Financials in accordance with GAAP instead of income tax basis as previously presented. Mr. McMahan noted that the Finance Committee previously reviewed the audit. On motion of Justin Houser and second by Joe Cato, the June 30, 2014 Financial Statements and Single Audit was accepted.
5. Rachelle Abbott provided ROMA board training on Module II, focusing on Community Assessment and tying it to STEP's recently-completed Community Needs Assessment (CNA). She said ROMA provides the framework for the CNA, which is mandated every three years to create a profile of needs within a community. For the first time, STEP partnered with the United Way organizations in both Lycoming and Clinton County to conduct the CNA (United Ways are also required to conduct needs assessments in their communities, so it was a good partnership). Rachelle said a series of meetings and presentations will be held to communicate the results of the CNA, starting with a joint meeting between the STEP board and the boards of each United Way. The meeting between the STEP Board and the Lycoming County United Way is scheduled for May 6, at 8:00 a.m. at the West End Christian Community Center in Williamsport. The STEP/Clinton County United Way joint meeting will be held May 13, at 5:30 p.m. at the STEP Clinton County Community Center in Lock Haven.
6. Traci Lowe presented financial reports for March 2015. She also noted that, for the first time in STEP history, the agency's \$1.6 million line of credit currently has a zero balance. On motion of Joe Cato and second by Lindsay Stamm, the Financial Report for March 2015 was approved.
7. Rachelle Abbott briefed the Board on the Pathway Reports. On motion of Joe Cato and second by Robbie Cross, the Pathway report for March 2015 was approved.
8. On motion by Robbie Cross and second by Joe Cato, the Board adjourned its regular meeting at 7:05 p.m. to conduct an Executive Session regarding a legal/real estate matter.
9. Vice Chairperson Leonora Hannagan reconvened the Board at 7:25 p.m.
10. Jim Plankenhorn facilitated discussion regarding the waiver from the previous 3% mandated employee contribution to their retirement fund that was implemented for a one-year trial period, set to expire June

30, 2015. The waiver provides that the employee contribution is optional; however, STEP would continue to provide an employer 3% contribution amount up to a maximum 5% match. On motion by Jeff Rauff and second by Justin Houser, the Board approved the continuation of the waiver whereby the employee contributions are optional, for an additional year. Susie Bigger and Aron Carter cast votes opposing the motion.

11. Traci Lowe reviewed the following grant applications:

- a. 203 Shared-Ride Transportation - \$2,718,713 - about a 30 percent increase from the past year, based on the increase in ridership, the change to a zoned-based fare structure, and the conversion to *Ecolane*, a new, computer-based management system.
- b. Welfare to Work Transportation - \$130,925 – representing flat funding.
- c. Medical Assistance Transportation - \$2,498,864 – an increase of about 8%, due to an increase in ridership.
- d. Head Start – Federal - \$3,790,396 – to provide Head Start services to children and families.
- e. Early Head Start - \$1,379,189 – to provide Early Head Start services to children and families. Both Head Start and Early Head Start grants are the same as last year’s funding.
- f. Maternal, Infant, and Early Childhood Home Visiting grant - \$178,500 – a decrease of \$62,500 as a result of reducing the number of available slots from 15 to 13.

On motion of Susie Bigger and second by Robbie Cross, the Board approved the grants as presented.

12. Terry Roller provided an update on the RiverWalk Center project, which he termed as a super senior activity center. The project is a collaboration of nonprofit, public and private sector partners. Demolition of the former DCNR facility is complete, although brick and hardwood was saved and will be utilized in the new building. STEP’s Housing team will serve as general contractor for the new facility, slated for a soft opening late this year.

13. There was discussion on changing the board meeting time. A proposal will be placed as a future agenda item.

14. On motion by Joe Cato and second by Robbie Cross, the meeting adjourned at 7:50 p.m.