

STEP, Inc. Board Meeting Minutes

4:00 PM., Monday, May 20, 2016

STEP Main Offices, 2138 Lincoln Street, Williamsport

Attendance: Randall Allison, Susan Bigger, Aron Carter, Maria Garlick, Leonora Hannagan, Carolyn Hawk, Linda Hess, Jacqueline Oliva, Jeffrey Snyder

Not Attending: Robert Cross, Leonora Hannagan, Jack McKernan, Lindsay Stamm, Heather Woodrum

Staff: Rachelle Abbott, Kelly Gillis, Traci Lowe, Jean Myers, Jim Plankenhorn, Terry Roller, Jamey Williams

1. The meeting was called to order at 4:00 PM by Vice-Chairperson Jeffrey Rauff.
2. On motion of Jeffrey Snyder and second by Randall Allison, the minutes of the April 18, 2016 STEP Board of Directors Meeting were approved.
3. Representatives of Larson, Kellett & Associates, P.C. presented the STEP, Inc. 403(b) Plan audit for the 2014-2015 fiscal year. They reviewed the SAS 114, Auditor's Communications to the Board, and SAS 115, Communication of Internal Control, as well as the Financial Statement report. On motion of Aron Carter and second by Randall Allison, the audit was approved.
4. Traci Lowe presented the financial reports for March 2016, and provided a corrected Statement of Activity to replace the one in the pre-meeting packet. On motion of Randall Allison and second by Susan Bigger, the financial reports were approved.
5. Rachelle Abbott presented the most recent Pathway Reports. On motion of Carolyn Hawk and second by Linda Hess, the Pathway Reports were approved.
6. Traci Lowe updated the board on the following grant applications: re-funding grants for CCIS (\$3,906,446), AmeriCorps (amount to be determined, approximately equal to the current year grant of \$273,053), and a Community Innovation Zone grant (\$75,000); and supplemental funding to the Work Ready program– SNAP grant (\$39,060). On motion of Randall Allison and second by Susan Bigger, all grants were approved.
7. Jim Plankenhorn introduced Terry Roller, STEP Chief Strategy Officer, and Jean Myers, STEP Human Resources Director. Terry and Jean presented their analysis and recommendations for STEP 2016-2017 employee benefits. Jean provided a handout outlining the various insurance options available to STEP employees, as well as the recommended changes for the 2016-2017 fiscal year.

In addition to the proposed benefit changes, Traci Lowe reported that we will not be asking the Board to consider another year's waiver to the mandated minimum 3% employee retirement contribution, as we have done in the past 2 years.

On motion by Jeffrey Snyder and second by Randall Allison, the employee benefits recommendations were approved, with Jeffrey Snyder requesting that the board be provided with quarterly updates on STEP's employee benefits. Aron Carter and Susan Bigger opposed the recommendations.

8. Jamey Williams provided the board with an update on the 50th Anniversary activities. The car raffle is underway; STEP polo shirts are available for purchase and are being given to all staff; the board is invited to the Knoebels picnic on June 18, 2016; and STEP will be giving away tickets for a Pack the Park Night, July 8th at BB&T Park at Historic Bowman Field.

9. There being no further business, the meeting was adjourned at 5:45 PM on motion of Jeffrey Snyder and second by Randall Allison.