

STEP, Inc. Board Meeting Minutes

6:00 p.m., Monday, June 15, 2015

STEP Boardroom

Attendance: Randy Allison, Susie Bigger, Joseph Cato, Robert Cross, Leonora Hannagan, Carolyn Hawk, Jackie Oliva, Jeff Rauff, Lindsay Stamm

Not able to attend: Aron Carter, Justin Houser, John Kiernan, Joel Long, Debbie Reese

Staff: Julie Brennan, Traci Lowe, Jim Plankenhorn

Guests: Lou Mauro, David Spring, Kristen Sweger

1. The meeting was called to order at 6:00 p.m. by Vice Chairperson Leonora Hannagan.
2. On motion of Joe Cato and second by Jeff Rauff, the Minutes of the meeting held April 20, 2015 were approved.
3. On motion of Robbie Cross and second by Susie Bigger, the financial reports for April and May 2015 were approved.
4. Jim Plankenhorn briefed the Board on the Pathway Reports. On motion of Randy Allison and second by Joe Cato, the Pathway reports for April and May 2015 were approved.
5. Jim Plankenhorn introduced three staff members to provide updates on several partnership initiatives currently underway. Service Navigation Director Kristen Sweger discussed the Youth Enrichment for Success (YES) program, which STEP will oversee in partnership with the Lycoming County Criminal Justice Advisory Board, Children & Youth Services, and Juvenile Probation Office. STEP Facilities Director Lou Mauro updated the board on both the Penn Vale project and the RiverWalk Center project. Head Start Director David Spring reported on the expansion of the PA Pre-K Counts program for children aged three to four.
6. As a preface to discussion on the annual STEP budget, Traci Lowe reviewed a financial dashboard for STEP, highlighting a six-year history of the agency's annual budgets, areas of concern, the line of credit, health insurance, cost-of-living adjustments (COLA) and merit increases. Randy Allison commented on STEP's improved financial picture and complimented the staff on the hard work and decisions made. Allison concluded by encouraging the Board to support what is happening in the agency and "talk up" the organization in the community.
7. Traci presented the proposed STEP fiscal year 2015-2016 global budget. She said the Fiscal Committee has reviewed the nearly \$24.7 million plan, which represents a slight increase over the current-year's budget. On motion of Robbie Cross and second by Jeff Rauff, the 2015-2016 global budget was approved.
8. A discussion was facilitated by Traci regarding a proposed 1.5 percent cost-of-living adjustment (COLA) for employees and a half-step merit increase for employees receiving a satisfactory or above performance evaluation for the 2015-2016 fiscal year. On motion of Randy Allison and second by Joe Cato, the COLA and merit increase proposal was approved.

9. Leonora Hannagan led discussion on election of board officers. The following slate was nominated:

- Leonora Hannagan – Chairperson
- Jeff Rauff – Vice Chairperson
- Carolyn Hawk – Secretary
- Randy Allison – Treasurer

On motion of Susie Bigger and second by Robbie Cross, the nominations were closed. On motion of Robbie Cross and second by Joe Cato, the Board unanimously approved the nominated slate of officers.

10. On motion by Randy Allison and second by Joe Cato, the following grants applications were approved:

- a. PA Pre-K-Counts – a \$238,000 grant to expand the program.
- b. National Farm to School Network – a \$5,000 mini-grant to facilitate attendance at local Farmers' Markets by Head Start children and their families.
- c. PA Head Start - \$175,000 grant application to expand services for an additional 18 children.

11. The Board discussed a change in the board meeting time. On motion of Jeff Rauff and second by Jackie Oliva, the Board approved changing the board meeting time from 6:00 p.m. to 4:00 p.m. The monthly meetings will continue to be held on the third Monday of each month, at the STEP Office in Williamsport, unless otherwise noted. The group did agree to hold the July 2015 board meeting at the STEP Clinton County Community Center in Lock Haven.

12. Jim Plankenhorn reported that a solicitation letter from Board Vice Chairperson Leonora Hannagan to previous STEP donors is beginning to see some response in the form of unrestricted donations. A second solicitation, to STEP vendors, is slated to be mailed this week, and a solicitation to board members and staff is also planned.

13. Jim Plankenhorn reported Chief Communications Officer Julie Brennan has accepted a job opportunity with the Clinton County Economic Partnership. Her last day at STEP will be June 19.

14. Jim Plankenhorn expressed appreciation to board members who volunteered to support the annual meeting in October. He said more details on the type of help needed will be forthcoming.

15. On motion by Jeff Rauff and second by Robbie Cross, the meeting adjourned at 7:35 p.m.