

STEP, Inc. Board Meeting Minutes

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

STEP Main Offices, 2138 Lincoln Street, Williamsport

Attendance: Susan Bigger, Robert Cross, Leonora Hannagan, Carolyn Hawk, Jack McKernan, Jeffrey Rauff, Lindsay Stamm, Jeffrey Snyder, Heather Woodrum

Not Attending: Randall Allison, Aron Carter, Maria Garlick, Linda Hess, Jacqueline Oliva

Staff: Rachelle Abbott, Aron Haefner, Traci Lowe, Jim Plankenhorn, Jamey Williams

1. The meeting was called to order at 4:05 PM by Chairperson Leonora Hannagan.
2. Jim Plankenhorn welcomed Aron Haefner, STEP Human Resources Generalist, to the meeting.
3. On motion of Jeffrey Snyder and second by Robert Cross, the minutes of the May 16, 2016 STEP Board of Directors meeting were approved.
4. On motion of Jeffrey Snyder and second by Robert Cross, the minutes of the June 7, 2016 STEP Board of Directors Executive Committee meeting were approved. The June 7, 2016 meeting included the presentation and approval of STEP's 2016-2017 Global Budget, an Executive Session regarding a real estate matter, and an update regarding the next steps in connection with the retirement plan audit findings.
5. Traci Lowe presented the financial reports for April 2016. On motion of Jeffrey Rauff and second by Jack McKernan, the financial reports were approved.
6. Rachelle Abbott presented the most recent Pathway Reports. On motion of Susan Bigger and second by Jeffrey Rauff, the Pathway Reports were approved.
7. Aron Haefner presented proposed updates to STEP Personnel Policies. On motion of Robert Cross and second by Lindsay Stamm, the updated STEP Personnel Policies were approved.
8. Traci Lowe updated the board on the 2016 Community Service Block Grant funding in the amount of \$343,073. On motion of Jeffrey Snyder and second by Susan Bigger, the grant application was approved.
9. Jim Plankenhorn and Leonora Hannagan updated the board on changes to the Officers. Jeffrey Snyder accepted the Chairperson nomination, replacing current Chairperson Leonora Hannagan; Aron Carter accepted the Treasurer nomination, replacing current Treasurer Randall Allison; Secretary Carolyn Hawk and Vice-Chairperson Jeffrey Rauff agreed to retain their current offices. On motion of Jeffrey Rauff and second by Robert Cross, the new slate of officers was approved, with no board members in opposition to the appointments. The new officers will be installed July 1, 2016.
10. Updates were provided by Jim Plankenhorn and Traci Lowe on pending grant applications as follows:
 - a. EARN grant application was not awarded to STEP.
 - b. PPL grant was awarded in the amount of \$7,000 for the Parent Child Home Program (Application amount was \$25,000).
 - c. Senior Community Grant was awarded the full application amount of \$90,000

11. Jim Plankenhorn updated the board on the outstanding vacancy for a representative of Clinton County's private sector. With approval from the Board, Jim would like to reach out to Dr. Regan Garey of Lock Haven University for consideration of serving on the Board. On motion by Jeffrey Snyder and second by Robert Cross, Dr. Garey was approved as a candidate for the STEP Board of Directors.
12. Jim Plankenhorn provided an update on STEP's 50th Anniversary activities. A staff picnic is being held at Knoebels on June 18, 2016; a "Pack the Park Night" is being held with the Williamsport Crosscutters on July 8, 2016; and Mustang raffle sales are continuing until early November 2016.
13. In other business, Jim Plankenhorn reminded the board that there is no July meeting scheduled.

Rachelle Abbott informed the board that the second round of the ROMA Next Generation comment period is approaching.

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