

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, July 20, 2015
STEP's Clinton County Community Center Boardroom

Attendance: Susie Bigger, Aron Carter, Robert Cross, Justin Houser, Joel Long, Jackie Oliva, Jeff Rauff, Debbie Reese, Lindsay Stamm

Not able to attend: Randy Allison, Joseph Cato, Leonora Hannagan, Carolyn Hawk, John Kiernan

Staff: Rachelle Abbott, Traci Lowe, Jim Plankenhorn

Guests: William Kelly

1. The meeting was called to order at 4:10 p.m. by Vice Chairperson Jeff Rauff. Jim Plankenhorn introduced William Kelly, STEP's Chief Community & Economic Development Officer.
2. On motion of Robbie Cross and second by Susie Bigger, the Minutes of the meeting held June 15, 2015 were approved. Aron Carter and Justin Houser abstained as not being present at the meeting.
3. On motion of Joel Long and second by Aron Carter, the financial reports for June 2015 were approved.
4. Rachelle Abbott briefed the Board on the Pathway Reports. On motion of Robbie Cross and second by Lindsay Stamm, the Pathway Reports for June 2015 were approved.
5. Jim Plankenhorn led the discussion with the Board regarding the State budget impasse and the implications to STEP. Jim reminded the Board of the process conducted during the 2009 impasse and indicated that a similar process will take place this year with the goal of minimizing the impact to both our customers and staff. Discussion internally and briefings externally with local legislators are being scheduled to develop a plan of action in a phased-in approach. An Executive Committee Meeting is scheduled for Monday, July 27, to review the plan and approve the implementation. The Board will be updated.
6. Jim Plankenhorn reviewed the proposed changes to the 2015-2016 Employee Leave and Fringe Benefits. On motion of Joel Long and second by Aron Carter, the changes to the 2015-2016 Employee Leave and Fringe Benefits were approved.
7. Rachelle provided Board training on the ROMA cycle and its relation to the Community Needs Assessment and the Strategic Plan. On motion of Susie Bigger and second by Robbie Cross, the Community Needs Assessment was approved. The Strategic Plan was tabled until next month's Board Meeting.
8. William Kelly, STEP's Chief Community & Economic Development Director, provided an update on Firetree Place, highlighting potential partnership opportunities, including a Head Start classroom at the facility. In addition, Firetree Place is submitting a letter of intent to First Community Foundation Partnership for the submission of a grant that includes funding for a service navigation position provided by STEP to serve the children and families in that neighborhood. William also provided an update to the Lycoming Housing Authority partnership, Family Self-Sustaining Project, focusing on Phase II of the Penn Vale project.

9. Traci Lowe reviewed the following new funding grants:
 - a. Neighborhood Assistance Program, in the amount of \$85,000, for the Architectural and Engineering fees for Phase II of the Lycoming Housing Authority, Family Self-Sustaining Project at Penn Vale.
 - b. PPL- Summer Youth Partnership Program, in the amount of \$75,000, to provide summer programming at the Lycoming Housing Authority's Penn Vale location.
 - c. USDA-Farmers Market SNAP Support Program, in the amount of \$186,043 over three years, for the implementation of Supplemental Nutrition Assistance Program acceptance at two farmers' markets in Lycoming County.

On motion of Joel Long and second by Robbie Cross, the above new funding grants were approved.

10. Traci Lowe reviewed the following re-funding grant:

- a. DCED – Weatherization/ LIHEAP grant, unknown amount until the budget impasse is over, for the continuation of Weatherization and Low-Income Home Energy Assistance Program services.

On motion of Robbie Cross and second by Joel Long, the above re-funding grant was approved.

11. Traci Lowe presented STEP's Form 990 for fiscal year 2013-2014 that was previously omitted from the audit presentation. On motion of Aron Carter and second by Lindsay Stamm, STEP's 990 for 2013-2014 was approved.
12. Currently, James Plankenhorn, Traci Lowe and Terry Roller are authorized as signatories to sign contracts and legal documents on behalf of STEP, Inc. Traci reviewed a resolution to update the authorizations to add Rachelle Abbott, Chief Operations Officer. On motion of Robbie Cross and second by Lindsay Stamm, the request to update the resolution for authorized official signatories was approved.
13. STEP's authorized check signatories include six individuals; two signatures are required on all checks. Traci Lowe requested that Thomas Salisbury be removed from the authorized list and replaced by Rachelle Abbott, Chief Operations Officer. On motion of Robbie Cross and second by Justin Houser, the requested change of authorized signatories for checks was approved with one member, Aron Carter, opposed.
14. On motion by Susie Bigger and second by Robbie Cross, the meeting adjourned at 5:30 p.m.