

STEP, Inc. Board Meeting Minutes

Monday, August 18, 2014

STEP Boardroom

Attendance: Carolyn Bullock, David Stone, Joel Long, Robert Cross, Russ Kimura, Randy Allison, Leonora Hannagan, Wilfred Knecht,

Staff: Terry Roller, Traci Lowe, Jim Plankenhorn, Rachelle Abbott

Guest: Jeff Dawson, STEP Leadership participant

1. Chairman Russ Kimura welcomed guest Jeff Dawson, a participant in STEP's Leadership program. Jim Plankenhorn provided a brief history of Jeff's work with STEP.
2. The meeting was called to order at 6:02 p.m. by Russ Kimura.
3. Russ Kimura briefed the Board on the action resulting from the Executive Committee's review of Board members who were not in compliance with the attendance criteria established in the Bylaws. On motion of David Stone and second by Robbie Cross, the removal from the Board of members Loni Gamble, Marie Harris, and Kristine Combs was approved.
4. A discussion was held on possible replacements for the three vacant Board seats. On motion of David Stone and second by Carolyn Bullock, an invitation of a Board seat to the Lycoming-Clinton Joinder Board (representing Clinton County), the Lycoming County Housing Authority (representing Lycoming County), and Aaron Carter from Head Start Policy Council (representing Clinton County) were approved, with Joel Long as opposed.
5. Tom Keller reviewed the audited Financial Statements, Single Audit Report, and 990's for FY2012-13, ending June 30, 2013. The auditor's report expressed an unmodified opinion and did not identify any material weaknesses, deficiencies, or instances of noncompliance. In addition, there were no findings or questioned costs. On motion of Joel Long and second by Carolyn Bullock, the audits and 990's for FY2012-13, ending June 30, 2013, were approved.
6. On motion of Leonora Hannagan and second by Carolyn Bullock, the Minutes of the meetings held June 16, 2014 were approved.
7. On motion of Wilf Knecht and second by David Stone, the Financial Reports for June and July 2014 were approved.
8. Jim Plankenhorn briefed the Board on the Pathway Reports. On motion of Joel Long and second by Randy Allison, the Pathway Reports for June and July 2014 were approved.
9. David Stone agreed to chair the Nomination Committee for the 2015 slate of officers.
10. The following grants funding requests were reviewed:
 - a. Weatherization-DOE, a re-funding amount of \$163,034 which is an increase from last year, to provide weatherization to 19 homes.
 - b. OCDEL Pre-K Expansion Grant, a new funding application in the amount of \$70,380, to expand a classroom of 18 children to a full-day class at the St John's facility.
 - c. OCDEL Early Childhood Education Community Innovation Zone, a new funding application in the amount of \$75,000 for 3 years (total of \$225,000), for an expansion of the partnership with the WASD and the Smart Starts program.

- d. HUD Ross Service Coordinator program, a new funding application in the amount of \$82,000 for 3 years (total of \$246,000), partnering with the Lycoming Housing Authority to expand aging services.

On motion of Carolyn Bullock and second by Randy Allison, the above grants were approved.

11. On motion of Randy Allison and second by Wilf Knecht, the meeting was adjourned at 7:00 p.m.
12. The Board went into Executive Session at 7:00 p.m.
13. The Board adjourned Executive Session at 7:45 p.m.
14. The meeting was called to order at 7:45 p.m.
15. On motion of Carolyn Bullock and second by Wilf Knecht, the Executive Leadership Talent Management & Succession Plan as proposed was approved.
16. On motion of Leonora Hannagan and second by Robbie Cross, the bids for the RiverWalk Project were rejected.
17. In other business:

The Board was reminded to save the date October 16, 2014 for STEP's Annual Meeting. Jim briefed the Board that an Employee Appreciation Picnic will be held August 25, and invited members to attend. Rachelle briefed the Board that STEP is partnering with the Lycoming County United Way on a community needs assessment that will begin in September 2014. Lastly, it was noted that tours of the Smart Starts Program were conducted, and very positive comments were received from all partners of the program.
18. There being no other business, on motion of Wilf Knecht and second by Robbie Cross, the meeting adjourned at 7:55 p.m.