

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, August 17, 2015
STEP Main Offices, 2138 Lincoln Street, Williamsport

Attendance: Randy Allison, Susie Bigger, Aron Carter, Leonora Hannagan, Carolyn Hawk, Justin Houser, Joel Long, Jackie Oliva, Jeff Rauff, Lindsay Stamm

Not able to attend: Robbie Cross, Debbie Reese

Staff: Rachelle Abbott, Traci Lowe, Jim Plankenhorn

Guests: Dawn Linn, Linda Hess

1. Jim Plankenhorn welcomed two guests: Dawn Linn, Vice President of Planned Philanthropy at the First Community Foundation Partnership, and Linda Hess, Aging Advisory Council member.
2. The meeting was called to order at 4:05 p.m. by Vice Chairperson Jeff Rauff.
3. Dawn Linn provided resource development training to the Board highlighting the Board's role in fundraising, the creation of a development plan, and various fundraising strategies.
4. On motion of Jeff Rauff and second by Joel Long, the Minutes of the meeting held July 20, 2015 were approved.
5. On motion of Randy Allison and second by Jeff Rauff, the Minutes of the Executive Committee meeting held July 27, 2015 were approved.
6. On motion of Joel Long and second by Randy Allison, the financial reports for July 2015 were approved.
7. Rachelle Abbott briefed the Board on the Pathway Reports. On motion of Susie Bigger and second by Randy Allison, the Pathway Reports for July 2015 were approved.
8. On motion of Randy Allison and second by Joel Long, the meeting was adjourned at 4:55 p.m. to go into executive session for discussion of personnel matters.
9. The Board went into Executive Session at 4:55 p.m.
10. The Board adjourned Executive Session at 5:20 p.m.
11. The meeting was called to order at 5:20 p.m.
12. On motion of Aron Carter and second by Susie Bigger, the Board approved the annual performance evaluations for Terry Roller and Jim Plankenhorn and a half-step merit increase on their anniversary dates.
13. Jim Plankenhorn updated the Board on the state budget impasse, Phase I of STEP's mitigation plan, implemented on August 3, and facilitated the discussion in regards to additional proposed measures; Phase II will be implemented in early September. As with Phase I, the goal for Phase II will be to strive to have the least amount of impact on service levels to the customer. On motion of Aron Carter and second by Randy Allison, implementing Phase II in early September was approved.

14. As part of Board training, Rachelle provided a review of STEP's strategic plan. The Board discussed the plan and how it ties to the STEP's five pathways. It was recommended that this pathway connection be illustrated within the strategic plan. On motion of Aron Carter and second by Randy Allison, the strategic plan was approved.
15. Jim updated the Board of member vacancies due to the resignations of John Kiernan and Joe Cato and discussions ensued regarding potential replacements. On motion of Joel Long and Carolyn Hawk, representation from the Aging Advisory Council and Head Start Policy Council was approved.
16. In other business, Jim reminded the Board that the STEP Annual Meeting has been postponed to November due to the budget impasse impacting staffing responsibilities. Therefore, the October Board meeting will be scheduled for October 19 at 4:00 p.m.
17. On motion by Joel Long and second by Randy Allison, the meeting adjourned at 6:00 p.m.