

STEP, Inc. Board Meeting Minutes

4:00 PM., Monday, August 15, 2016

STEP Main Offices, 2138 Lincoln Street, Williamsport

Attendance: Aron Carter, Robert Cross, Leonora Hannagan, Linda Hess, Carolyn Hawk, Jack McKernan, Jacqueline Oliva, Jeffrey Rauff, Lindsay Stamm, Jeffrey Snyder

Not Attending: Randall Allison, Susan Bigger

Staff: Rachelle Abbott, Emily Gale, Daryl Kern, Traci Lowe, Jim Plankenhorn, David Spring, Jamey Williams

1. The meeting was called to order at 4:05 PM by Chairperson Jeffrey Snyder.
2. On motion of Jeffrey Snyder and second by Robert Cross, the minutes of the June 20, 2016 STEP Board of Directors meeting were approved.
3. STEP staff members were excused from the meeting while Jeffrey Snyder updated the board on the evaluation of STEP President and CEO, James Plankenhorn.
4. STEP staff rejoined the meeting. Jeffrey Snyder reported that the evaluation of the STEP President and CEO was highly satisfactory, resulting in a COLA increase as well as a pre-determined merit adjustment to an EM12-D1 on the 2016-2017 pay-scale. On motion of Carolyn Hawk and Robert Cross, the evaluation and results were approved.
5. Traci Lowe presented the financial reports for May and June 2016. The fiscal year-end figures are preliminary, with final data forthcoming. On motion of Leonora Hannagan and second by Jeffrey Rauff, the financial reports for May and June 2016 were approved.
6. Rachelle Abbott presented the June and July 2016 Pathway Reports. Of note, the number of programmatic narrative reports (Of Importance and Success Stories) has been increased. On motion of Linda Hess and second by Lindsay Stamm, the Pathway Reports for June and July 2016 were approved.
7. David Spring provided the board with School Readiness Outcomes for Head Start and Early Head Start, furnishing handouts for both. On motion of Jack McKernan and Robert Cross, the School Readiness Outcomes were approved.
8. Traci Lowe updated the board on the following grants: 2016-2017 Weatherization Assistance Program, Department of Energy grant (\$218,681); 2015-2016 Office of Aging Revised Budget (\$5,173,452). On motion of Jeffrey Rauff and second by Linda Hess, the grants were approved.
9. Board training was provided in the form of a video, focusing on the new CSBG Organizational Strategic Planning Standards. Rachelle Abbott and Jim Plankenhorn facilitated a discussion of the strategic planning process. Jim Plankenhorn noted that a combination of the strategic plan and President/CEO goals had been emailed to all board members recently at their request. Jeffrey Snyder requested that the board provide him with questions and comments about the STEP Strategic Plan.
10. Jim Plankenhorn provided an update on the revised, board-specific STEP Conflict of Interest Policies. All board members present signed and returned the updated Conflict of Interest policies.
11. Jeffrey Snyder noted the loss of quorum due to the departure of four board members.

12. Traci Lowe provided the board with STEP's IRS Form 990 for fiscal 2015-2016. This form is also available on STEP's website. On motion of Leonora Hannagan and second by Carolyn Hawk, the Form 990 was approved.
13. Rachelle Abbott requested approval for Aging Advisory Council member nominee Rochelle Keefer. On motion of Linda Hess and second by Leonora Hannagan, Rochelle Keefer was approved as a new member of the Aging Advisory Council.
14. Jim Plankenhorn provided an update on STEP's 50th Anniversary activities. An evening cruise aboard the Hiawatha is planned for September 1, 2016, and raffle sales will continue until November.
15. In other business, Jim Plankenhorn updated the board on a recent lightning strike at the Lincoln Street facility that caused approximately \$20,000 in damages to various systems and structures.

Jim Plankenhorn discussed his recent Active Shooter Response Training (ALICE training) at Roosevelt Middle School.

16. There being no further business, the meeting was adjourned at 6:00PM on motion of Linda Hess and second by Carolyn Hawk.