

STEP, Inc. Board Meeting Minutes  
6:00 p.m., Monday, September 15, 2014  
STEP Boardroom

Attendance: Randy Allison, Carolyn Bullock, Aron Carter, Robert Cross, Leonora Hannagan, John Kiernan, Russ Kimura, Joel Long, Tony Mussare, David Stone

Not able to attend: Joseph Cato, Elizabeth Manlove, Wilfred Knecht

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

Guests: Jean Myers, STEP Leadership participant, Janet VanDine

1. Chairman Russ Kimura introduced guest Jean Myers, a participant in STEP's Leadership Development Program. Jim Plankenhorn provided a brief history of Jean's work with STEP.
2. Russ Kimura welcomed new Board Member, Aron Carter.
3. The meeting was called to order at 6:00 p.m. by Russ Kimura.
4. Rachelle Abbott provided ROMA training with the Board, focusing on the Community Needs Assessment, tying it to the assessment process in which STEP is currently engaged in partnership with the Lycoming County United Way. Also presented was identification of customers and community resources as well as data gathering and analysis.
5. On motion of Leonora Hannagan and second by Carolyn Bullock, the Minutes of the meeting held August 18, 2014 were approved.
6. On motion of Carolyn Bullock and second by Joel Long, the Financial Reports for August 2014 were approved. Traci Lowe also provided a handout on the projected fiscal year-end financials for the Transportation Program and the impact to the cumulative program deficit.
7. Jim Plankenhorn briefed the Board on the Pathway Reports. In addition, the 2013-2014 Performance Indicator Report for Head Start was provided. On motion of Randy Allison and second by Joel Long, the Pathway Reports for August 2014 were approved.
8. Jim Plankenhorn reviewed the changes to the Bylaws to Rosenberg's Rules of Order for STEP Board of Directors, Head Start Policy Council, and Aging Advisory Council. On motion of Carolyn Bullock and second by David Stone, the change to Rosenberg's Rules of Order was approved. Jim then reviewed the change of term limits in the Bylaws, illustrated by the spreadsheet in the Board packet. On motion of Robbie Cross and second by Randy Allison, the term limit changes to the Bylaws were approved.
9. Carolyn Bullock presented for consideration three nominations to the Aging Advisory Council: Sharon Cashwell, Lois Stryker, and Nancy Watson. On motion of Aron Carter and second by Randy Allison, the three nominations were approved.
10. Traci Lowe presented an overview of the on-site program review of the Head Start and Early Head Start programs. There were no areas on noncompliance found during the review and therefore, no corrective action is required. However, one area of concern regarding files documentation was noted and will be corrected.
11. An update and review of the Smart Starts Summer Program was provided. In addition, a handout concerning program outcomes that demonstrates very positive results in the children's academic and life skills levels as well as the impacts on the family navigation component was presented.

12. The following grant funding requests were reviewed:
  - a. First Community Foundation Partnership, a new funding application in the amount of \$60,000 to expand and extend the collaboration with the WASD by replicating the Smarts Starts Summer Program at Jackson Primary School for 40 children in grades K through 3.
  - b. Senior Community Center Grant Program, a new funding application in the amount of \$22,000 to develop the Healthy Aging through Local Harvest program.

On motion of Leonora Hannagan and second by Aron Carter, the above grants were approved.

13. On motion of Randy Allison and second by Robbie Cross, the meeting was adjourned at 7:35 p.m.
14. The Board went into Executive Session at 7:35 p.m.
15. The Board adjourned Executive Session at 7:50 p.m.
16. The meeting was called to order at 7:50 p.m.
17. On motion of Carolyn Bullock and second by Tony Mussare, the Board approved the annual performance evaluation for the President and CEO.
18. On motion of Randy Allison and second by Leonora Hannagan, the Board approved a half-step merit increase effective the next pay period for the President and CEO.
19. On motion of Leonora Hannagan and second by Robbie Cross, the Board approved David Spring as the Head Start Director pending approval of the Head Start Policy Council and the regional Head Start office.
20. On motion of Carolyn Bullock and second by Robbie Cross, the leave of absence request through December 2014 for Board member, Betsy Manlove was approved.
21. In other business:

The Board was reminded of STEP's Annual Meeting on October 16, 2014 at 6:00 p.m.
22. There being no other business, on motion of Tony Mussare and second by Robbie Cross, the meeting adjourned at 8:00 p.m.