

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, September 21, 2015
STEP's Main Offices, 2138 Lincoln Street, Williamsport

Attendance: Randy Allison, Susie Bigger, Aron Carter, Robert Cross, Leonora Hannagan, Carolyn Hawk, Jeff Rauff, Lindsay Stamm

Not able to attend: Justin Houser, Joel Long, Jackie Olivia, Debbie Reese

Staff: Rachelle Abbott, Traci Lowe, Jim Plankenhorn, Jamey Williams

Guests: Linda Hess

1. Jim Plankenhorn introduced Jamey Williams, who came on board as the STEP, Inc. Executive Assistant in August 2015.
2. The meeting was called to order at 4:06 p.m. by Chairperson Leonora Hannagan.
3. On motion of Jeff Rauff and second by Robbie Cross, the Minutes of the meeting held August 17, 2015 were approved.
4. Traci Lowe briefed the Board on the Financial Reports for the month of July. Due to the new format, the reports will not be for the month immediately prior, but instead will be one month behind. On motion of Randy Allison and second by Jeff Rauff, the Financial Reports for July 2015 were approved.
5. Rachelle Abbott briefed the Board on the Pathway Reports. On motion of Robbie Cross and second by Randy Allison, the Pathway Reports for August 2015 were approved.
6. Rachelle Abbott distributed Head Start Policy Council minutes for August 2015 to the Board. In accordance with Head Start regulations, the Board reviewed the hiring of a Head Start Health Specialist.
7. Jim Plankenhorn submitted the nominations of Linda Hess and Heather Woodrum as new board members. Both would represent the Low Income population of Lycoming County. Linda Hess is a member of the Aging Advisory Council and Heather Woodrum is a member of the Head Start Policy Council. On motion of Aron Carter and second by Jeff Rauff, Linda Hess and Heather Woodrum were approved as members of the STEP, Inc. Board of Directors.
8. Jim Plankenhorn and Traci Lowe updated the Board on the state budget impasse. Phase II was implemented in early September. If necessary, Phase III would likely be enacted mid- to late-October and represent more impacts to services along with additional layoffs and reductions in hours.
9. Jim Plankenhorn updated the Board on the Work Ready grant in the amount of \$135,127 and the budget shortfall due to receiving level funding for the past five years. In addition, a grant application to the First Community Foundation in the amount of \$40,000 was discussed not only to supplement the program's budget shortfall but to enhance the existing program. The viability of continuing the program will be reviewed if the budget shortfall cannot be resolved. On motion of Randy Allison and second by Robbie Cross, the submission of the 2015-2016 Work Ready grant and the First Community Foundation grant were approved.
10. Rachelle Abbott provided an update on the Brodart Neighborhood Improvement Project (BNIP). The project is approximately halfway complete, with 14 jobs completed by STEP, Inc, 3 in progress, and 20 eligible applicants on the wait list.

11. Jim Plankenhorn provided an update on two new Head Start classrooms. The Pennvale site will provide an Early Head Start classroom, slated to begin December 2015. One Head Start classroom has begun at the FireTree site. The partnership is going very well and a 100% walking class has been established.
12. In other business, Jim Plankenhorn brought up the cancellation of the STEP Annual Meeting, previously postponed to November. A board meeting has been scheduled for November 16, 2015 due to the cancellation. The Board was asked to take part in a reception prior to the October board meeting to recognize the Mission Award winners in place of the usual recognition at the Annual Meeting.

Jim Plankenhorn informed the Board that a meeting regarding PennDOT's transportation regionalization study would be held October 9, 2015 at 10:00AM in Lewisburg, and that STEP staff would be attending.

Jim Plankenhorn informed the board that STEP, Inc. was the recipient of a Healthy Workplace Award from Highmark Blue Cross Blue Shield.

Jim Plankenhorn and Rachelle Abbott asked the Board members to begin thinking about possible events and venues to celebrate STEP, Inc.'s 50th Anniversary in 2016.

Jim Plankenhorn noted that fitness classes have been moved from the Loyalsock Senior Center to the Loyalsock Community Center due to more space being available there, and that the classes have been very popular.

13. On motion by Randy Allison and second by Jeff Rauff, the meeting adjourned at 5:36 p.m.