

STEP, Inc. Board Meeting Minutes

4:00 PM., Monday, September 19, 2016

Clinton County Community Center, 124 E. Walnut Street, Lock Haven

Board Attendance: Randall Allison, Susan Bigger, Robert Cross, Regan Garey, Maria Garlick, Leonora Hannagan, Linda Hess, Carolyn Hawk, Jack McKernan, Jeffrey Rauff, Lindsay Stamm, Jeffrey Snyder

Board Members Not Attending: Aron Carter, Jacqueline Oliva, Heather Woodrum

Staff Attending: Kelly Gillis, Jim Plankenhorn, Jane Thompson, Jamey Williams

1. The meeting was called to order at 4:00 PM by Chairperson Jeffrey Snyder.
2. Jim Plankenhorn introduced STEP Assistant CFO, Kelly Gillis; STEP Health, Nutrition, and Fitness Centers Manager, Jane Thompson; and STEP Board of Directors nominee, Regan Garey.
3. On motion of Leonora Hannagan and second by Robert Cross, the minutes of the August 15, 2016 STEP Board of Directors meeting were approved.
4. Kelly Gillis presented the financial reports for July 2016. On motion of Carolyn Hawk and second by Leonora Hannagan, the financial reports for July 2016 were approved.
5. Kelly Gillis provided information on the following grants: Refunding grant: Work Ready 2016-2017 in the amount of \$177,627; New Grant: First Community Foundation Partnership Pearls with a Passion Grant in the amount of \$14,000. On motion of Randall Allison and Linda Hess, the grants were approved.
6. On motion of Leonora Hannagan and second by Randall Allison, Regan Garey was approved as a member of the STEP Board of Directors, representing the private sector of Clinton County.
7. On motion of Linda Hess and second by Susan Bigger, Rochelle Keefer was approved as a member of STEP's Aging Advisory Council.
8. The Conflict of Interest Policy was distributed to and signed by those board members who had not previously received it.
9. Jim Plankenhorn and Kelly Gillis provided a summary of proposed changes to STEP's 403(b) retirement plan as follows: 1) the addition of a Roth IRA option; 2) adding fiduciary service of Morningstar; 3) conversion to a new 403(b) lower cost platform; 4) purging inactive retirement accounts. On motion of Jeffrey Rauff and second by Linda Hess, items 1, 2 and 3 were approved. The Board tabled item 4 and requested additional information before a decision is made.
10. Jane Thompson provided an update on the activities and programs offered at STEP's eight centers for healthy aging.
11. The Board went into an Executive Session for a real estate update.
12. Upon returning from Executive Session, Chairperson Jeffrey Snyder confirmed that no action was required; however, the Board requests that a Phase II study be completed on the property.
13. Jim Plankenhorn provided an update on STEP's 50th Anniversary activities.

14. On motion by Robert Cross and second by Randall Allison, the Pathway Reports from August 2016 were approved.
15. There being no further business, the meeting was adjourned at 5:15PM on motion of Susan Bigger and second by Robert Cross.