

STEP, Inc. Board Meeting Minutes
4:00 PM, Monday, October 17, 2016
STEP, 2138 Lincoln Street, Williamsport

Board Attendance: Aron Carter, Robert Cross, Regan Garey, Leonora Hannagan, Carolyn Hawk, Jacqueline Oliva, Jeffrey Rauff, Lindsay Stamm, Jeffrey Snyder

Board Members Not Attending: Randall Allison, Susan Bigger, Linda Hess, Maria Garlick, Jack McKernan, Heather Woodrum

Staff Attending: Jeff Dawson, Fred Englert, Traci Lowe, Jim Plankenhorn, Jamey Williams

1. The meeting was called to order at 4:00 PM by Chairperson Jeffrey Snyder.
2. On motion of Carolyn Hawk and second by Robert Cross, the minutes of the September 19, 2016 STEP Board of Directors meeting were approved, with a note to correct the name of the person making the motion in item number 6 to Leonora Hannagan. Aron Carter abstained from the vote.
3. Traci Lowe presented the financial reports for August 2016. On motion of Leonora Hannagan and second by Aron Carter, the financial reports for August 2016 were approved.
4. Jim Plankenhorn presented the Pathway Reports from September 2016. On motion of Robert Cross and second by Jeffrey Rauff, the Pathway Reports were approved.
5. Traci Lowe provided information on the following grants: Refunding grants – Department of Aging Block Grant in the amount of \$5,202,265; New grants – Clinton County Act 137 in the amount of \$50,000; Clinton County HOME in the amount of \$500,000; Clinton County CDBG in the amount of \$150,000; Lycoming County CDBG in the amount of \$100,000; and Lycoming County 2014 PHARE in the amount of \$200,000. It was noted that the Aging Advisory Council had accepted the Department of Aging Block Grant and recommended its approval. On motion of Aron Carter and second by Jeffrey Rauff, the grants were approved.

Jeff Dawson and Fred Englert of STEP Housing & Building Initiatives provided additional information on the new grants, showing what type of work has been done in both counties by STEP's Housing workforce over the last 20 years.

6. The Board of Directors participated in a fundraising activity, personalizing donor solicitation letters for STEP's annual appeal.
7. Jim Plankenhorn provided an update on STEP's employee benefits offerings, fulfilling the board's request to be updated on the same on a quarterly basis.
8. Jim Plankenhorn provided an update on STEP's 50th Anniversary activities.
9. In other business, the possibility of changing the Board of Directors meeting time was discussed. Board members will be surveyed regarding the best meeting time for them.

Jim Plankenhorn provided an update on STEP's pending real estate transaction, stating that the matter is tentatively scheduled to be completed by the end of November 2016.

10. There being no further business, the meeting was adjourned at 5:00PM on motion of Jeffrey Rauff and second by Robert Cross.