

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, November 16, 2015
STEP's Main Offices, 2138 Lincoln Street, Williamsport

Attendance: Randy Allison, Susie Bigger, Aron Carter, Robbie Cross, Leonora Hannagan, Carolyn Hawk, Linda Hess, Joel Long, Jackie Oliva, Jeff Rauff, Debbie Reese, Lindsay Stamm

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

1. The meeting was called to order at 4:01PM by Chairperson Leonora Hannagan.
2. Jim Plankenhorn and others provided a summary of the Executive Committee Meeting held on November 4, 2015, as follows:

The Executive Committee approved Phase III of STEP's budget impasse plan. Phase III includes additional layoffs and reductions in hours.

An update was provided on a reduction to the APR from Woodlands Bank, which will be prime plus 0.5% with a floor of 4%.

STEP has reached out to both Lycoming County and Clinton County requesting interest free loans to continue providing Aging services. Jim Plankenhorn and Traci Lowe also met with the First Community Foundation Partnership regarding a potential interest free loan against the cash balance of the Independent Living Endowment Fund.

STEP staff also researched why federal funds that pass through the state have not been release for payment during the impasse. The answer given was that without a budget, the state lacks the authority to release those funds.

Traci Lowe provided a handout regarding the line of credit usage and balance. The handout also quantified the cost of terminating some services vs. the cost of borrowing in order to continue operations.

The **CSBG Organizational Standard of long- and short-term succession planning** was addressed. The Executive Committee approved the STEP Written Succession Plan dated November 2, 2015, wherein Traci Lowe is appointed CEO for a short-term absence (three months or less). The STEP Board of Directors must make the final decision, based upon the Executive Committee's recommendations, regarding the recruitment and hiring of the STEP CEO and President in the event of a permanent vacancy.

The Executive Committee approved the addition of a Voya 529 Plan to STEP's employee payroll deduction options. Aron Carter brought up Pennsylvania Credit Purchase as another possibility.

3. On motion of Robbie Cross and second by Jeff Rauff, the minutes of the October 19, 2015 STEP Board of Directors Meeting were approved.
4. On motion of Jeff Rauff and second by Randy Allison, the minutes of the October 19, 2015 STEP Board of Directors Executive Committee Meeting were approved.
5. Traci Lowe presented the financial reports for August 2015 and September 2015. On motion of Joel Long and second by Randy Allison, the financial reports for August 2015 and September 2015 were approved.

6. Rachele Abbott presented the Pathway Reports for September 2015 and October 2015. On motion of Joel Long and second by Susie Bigger, the Pathway Reports for September 2015 and October 2015 were approved.
7. Jamey Williams presented the 2016 schedule for STEP Board of Directors meetings. On motion of Randy Allison and second by Robbie Cross, the schedule was approved.
8. Jim Plankenhorn provided an update on STEP Board of Directors vacancies. STEP received notice of resignation from Justin Houser, representing the private sector of Clinton County, on November 2, 2015. Jim Plankenhorn requested the Board form a subcommittee to research a replacement.
9. Jim Plankenhorn provided a **risk assessment update** in accordance with the **CSBG Organizational Standards**. The deadline for an update to STEP's risk assessment plan is approaching. Jim Plankenhorn invited board members to play a role in STEP's risk assessment. The CAAP Risk Center tool will also be utilized.
10. Jim Plankenhorn provided an update on the Lycoming Housing Authority – Family Self-Sustaining Project. The Pennvale Early Learning classroom is currently operating in a modular unit, however due to facility space barriers; there are no plans for moving forward with expansion at that location.
11. Jim Plankenhorn provided an update on the Supportive Housing Program. STEP's submission to Lycoming County for \$500,000 in PHARE funds was ranked first. STEP staff will meet with Lycoming County to discuss the scope of work on November 23, 2015.
12. Jamey Williams provided an update on the response to the 2015 end-of-year solicitation.
13. Jim Plankenhorn provided an update on STEP's 50th Anniversary activities. The events will focus on fundraising, staff appreciation, STEP's partners, and STEP's customers. A year-round car raffle, a golf tournament in Clinton County, and a progressive dinner are being proposed as fundraising opportunities. The staff appreciation event is a picnic at Knoebel's. A Hiawatha cruise will be the partner recognition event and a Pack-the-Park night at a Crosscutters game will be the customer-focused event.
14. In other business:

Jim Plankenhorn provided an update on the transportation regionalization study. If a regionalized approach were to move forward, fixed route and shared ride providers would be affected.

Rachele Abbott provided an update on the Santa's Seniors project. Debbie Reese noted that First Quality will be donating paper goods.
15. There being no further business, the meeting was adjourned at 5:40PM on motion of Randy Allison and second by Susie Bigger.