

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

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

**Not able to attend:** Joel Long, Wilfred Knecht, Elizabeth Manlove

**Staff:** Rachelle Abbott, Julie Brennan, Traci Lowe, Jim Plankenhorn, Terry Roller

**Guests:** STEP Leadership participant Marcella Englert, and Leadership Lycoming participant Carolyn Hawk

1. Jim Plankenhorn introduced guests Marcella Englert and Carolyn Hawk. Marcella is a participant in STEP's Leadership Development Program and Jim provided a brief history of her work with STEP. Carolyn Hawk is a participant in the Leadership Lycoming Program.

Jim also introduced Julie Brennan who recently came on board as Chief Communications Officer.

2. The meeting was called to order at 6:00 p.m. by Chairperson Russ Kimura.
3. Jim Plankenhorn and Joseph Cato provided training for the Board, focusing on the proposed Head Start Selection Priorities for 2015-2016. Joe noted a change to the income guidelines that will allow the program to serve low-income families just over the poverty level and enlarge the recruitment pool, ultimately serving more low-income children. On motion of Tony Mussare and second by Randy Allison, the STEP Head Start Selection Priorities for 2015-2016 were approved.
4. On motion of Carolyn Bullock and second by Leonora Hannagan, the Minutes of the meeting held September 15, 2014 were approved.
5. Traci Lowe presented financial reports. On motion of Robbie Cross and second by Joe Cato, the Financial Reports for September, October, and November 2014 were approved.
6. Rachelle Abbott briefed the Board on the Pathway Reports and Of Importance and Success Stories items. She highlighted two new Head Start classrooms which will be housed in the new Williamsport YMCA and made note of several programs that are exceeding targeted service levels. Included with the Pathway Reports was an update on Early Head Start and Head Start programming performance. On motion of Carolyn Bullock and second by Randy Allison, the Pathway Reports for September, October, and November 2014 were approved.
7. On motion by Randy Allison and second by Carolyn Bullock, the Board adjourned its regular meeting at 6:30 p.m. to conduct an Executive Session regarding a personnel matter.
8. Chairperson Russ Kimura reconvened the Board at 6:45 p.m.
9. On motion by Aron Carter and second by Randy Allison, the Board approved a 2015/2016 salary for the position of STEP President & CEO as outlined in an October 7, 2014 memo from Board Chairperson Russ Kimura.

10. Jim Plankenhorn requested the Officer Nominating Committee be reconvened in light of the receipt today of the resignation of Wilfred Knecht, who was to have been nominated as Board Chairperson for 2015. Jim said Russ Kimura has agreed to stay on as Chairperson for an additional month. Jim and Russ will continue as members of the Officer Nominating Committee and Jim requested another Board member volunteer to take the place of David Stone on the committee. The committee is expected to bring forth a proposed slate of officers at the January 2015 board meeting.
11. The Lycoming Housing Authority Board of Directors has designated authority Finance Director Lindsay Stamm to serve on the STEP Board. On motion of David Stone and second by Carolyn Bullock, the Board approved the appointment of Lindsay Stamm to the STEP Board of Directors, representing the low-income population in Lycoming County.
12. Jim Plankenhorn updated the Board on the member vacancies as follows: Wilf Knecht, immediately, as previously mentioned; Carolyn Bullock and David Stone, December 2014, as part of the talent management and implementation of five year term limits; Betsy Manlove, immediately with letter of resignation; Tony Mussare, January 2015. In addition, Jim noted that notification was received from Lycoming-Clinton Joinder Board regretfully declining the Board's invitation to designate a representative to the Board. An ad-hoc committee of Leonora Hannagan, Randy Allison, and Russ Kimura was created to make recommendations to fill the vacancies.
13. The 2015 Board meeting schedule was noted as being part of the Board's informational packet.
14. The STEP Conflict of Interest Policy for Board members and officers was distributed and all Board members were asked to complete and return the Conflict of Interest Disclosure Form by the January 26, 2015 meeting.
15. Carolyn Bullock reported on the October 14, 2014 visit by PA Secretary of Aging Brian Duke to STEP's Messiah Senior Center in South Williamsport.
16. Jim Plankenhorn reported a record attendance of 292 at STEP's annual meeting on October 16, 2014. The Board viewed the "Year in Review" video that was highlighted at the dinner meeting. Jim called for Board volunteers to support planning for STEP's 49<sup>th</sup> year in 2015 as well as the organization's 50<sup>th</sup> anniversary year in 2016.
17. Traci Lowe reviewed the following grants and new funding requests currently pending:
  - a. PA Department of Human Services – Work Ready 2014-15, flat funded at \$135,127.
  - b. PA Department of Community and Economic Development (DCED) - 2015 CSBG funding of \$328,996 represents a decrease in funds of approximately \$30,000. This grant funds the One-Stop and Family Navigation process.
  - c. LIHEAP 2014-15 funding of \$380,264 represents an increase of approximately \$100,000.
  - d. AmeriCorps 2015-16 application for \$356,400 has been submitted for a program year beginning in August 2015, to fund 27 AmeriCorps participants in Lycoming and Clinton counties. up from the current 21.
  - e. CSBG Discretionary 2014, a new funding request to expand the Smart Starts Program, was not approved. A discussion was held on the lack of funding and community support for the Smart Start program. As a result, it was determined to discontinue the Program until sustainable funding can be secured. Both staff and Board members expressed disappointment.

On motion of Leonora Hannagan and second by Robbie Cross, the above grants were approved.

18. Rachelle Abbott updated the Board on the Community Needs Assessment conducted by STEP in partnership with the Lycoming County and Clinton County United Way organizations. The assessment included four major outreach initiatives: customer surveys, client satisfaction surveys, telephone surveys and agency surveys. As a follow up, focus group sessions were held in both counties. A complete report is anticipated in February.
19. Jim Plankenhorn updated the Board on the transportation regionalization study. A discussion was held on the fiscal ramifications both administratively as well operationally. He said stakeholders plan for further discussion in early 2015.
20. Russ Kimura presented a prepared holiday message from the Board to be given to all STEP employees.
21. Jim Plankenhorn recognized outgoing Board members Carolyn Bullock and David Stone. Noting a deep appreciation for their service to STEP, he presented each of them with a STEP lapel pin.
22. There being no other business, on motion of Leonora Hannagan and second by Robbie Cross, the meeting adjourned at 8:00 p.m.