

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, January 27, 2020
2138 Lincoln Street, Williamsport PA

Board Attendance: Randall Allison, Susan Bigger, Regan Garey, Joanne Ludwikowski, Gail Nestlerode, Brenda Nichols, Jeffrey Snyder, Lindsey Stamm, Edward Weinoffer

Board Members Not Attending: Canda Boatman, Aron Carter, Tia Hillyer, Jacqueline Oliva, Abigail Roberts

Staff Attending: Rachelle Abbott, Patricia Kiessling, Jim Plankenhorn, Jamey Williams

1. The meeting was called to order at 4:00 p.m. by Chairperson Jeffrey Snyder.
2. On motion of Randall Allison and second by Brenda Nichols, the minutes of the December 16, 2019 STEP Board of Directors meeting were approved.
3. Members of the public were invited to identify themselves and any organizations they represent. None were present.
4. Patricia Kiessling presented the financial reports for November 2019. On motion of Regan Garey and second by Brenda Nichols, the financial reports were approved.
5. Rachelle Abbott presented the programmatic reports from December 2019. On motion of Susan Bigger and second by Gail Nestlerode, the programmatic reports were approved.
6. Jim Plankenhorn presented the updated and attorney-reviewed STEP Board of Directors Bylaws. Additions were made regarding non-discrimination, utilization of committees for board member recruitment, and employment at STEP for board members. On motion of Edward Weinoffer and second by Randall Allison, the STEP Board of Directors Bylaws were approved.
7. Jim Plankenhorn presented the updated and attorney-reviewed STEP Personnel Policies. Additions were made regarding employment at STEP for board members and contact information for whistle blowing. On motion of Gail Nestlerode and second by Lindsay Stamm, the updated STEP Personnel Policies were approved.
8. Jim Plankenhorn presented the board with an updated succession plan for the STEP President & CEO, designating STEP Chief Operations and Planning Officer Rachelle Abbott as the short term President & CEO successor. On the request of the board, STEP Chief Financial Officer Patricia Kiessling was added as an alternate short term President & CEO successor. On motion by Regan Garey and second by Randall Allison, the updated STEP President & CEO short term succession plan was approved.
9. Patricia Kiessling provided an update to the board on STEP's fiscal policies. They were last reviewed in January 2018, with no changes being needed. Due to the ongoing adoption of new fiscal software, changes to the fiscal policies is being postponed. Changes will be made as soon as feasible based on software adoption and presented to the board.
10. The public session was suspended for an executive session concerning a personnel/legal matter at 4:35 p.m.
11. The public session was reconvened at 4:36 p.m.
12. Jim Plankenhorn presented the STEP Risk Management Assessment to the board.
13. Jamey Williams presented the CAPLAW video training on board members duties and responsibilities, "Vol. III: Who Says What Goes?" In connection with discussion of board committees, the board requested a list of potential standing and ad hoc committees with commitment estimates and expertise requirements.

14. In other business:

Rachelle Abbott presented a Code of Ethics to all board members present. Board members signed and returned the Code of Ethics.

The next board meeting will be held on Monday, February 24, 2020, due to the Presidents' Day holiday on February 17. It will be at 2138 Lincoln Street, Williamsport.

15. There being no further business, the meeting was adjourned at 5:15 p.m. on motion of Brenda Nichols and second by Lindsay Stamm.