

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, January 25, 2021
Held via Skype

Board Attendance: Randall Allison, Maria Boileau, Tia Hillyer, Joanne Ludwikowski, Scott Metzger, Gail Nestlerode, Brenda Nichols, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, Edward Weinoffer

Board Members Not Attending: Susan Bigger, Canda Boatman, Aron Carter, Jacqueline Oliva

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. Roll call was taken to verify members present.
3. On motion of Randall Allison and second by Scott Metzger, the minutes of the November 16, 2020 STEP Board of Directors meeting were approved.
4. Members of the public were invited to identify themselves and any organizations they represent. None were present.
5. Patricia Kiessling presented the monthly financial reports from November 2020, including an organization-wide report on revenue and expenditures categorized by program and a balance sheet/statement of financial position. On motion of Brenda Nichols and second by Gail Nestlerode, the financial reports were approved.
6. Rachelle Abbott presented the programmatic reports from October 2020. On motion of Susan Bigger and second by Randall Allison, the programmatic reports were approved.
7. Patricia Kiessling presented the following grants: Veterans' Trust Fund Grant in the amount of \$50,000; Lycoming County COVID Block Grant (additional funds) in the amount of \$50,000. On motion of Joanne Ludwikowski and second by Gail Nestlerode, the grants were approved.
8. Rachelle Abbott shared the 2021 CSBG Work Plan with the board, giving a summary of each area and answering questions. On motion of Randall Allison and second by Lindsay Stamm, the CSBG Work Plan was approved.
9. Jim Plankenhorn provided a summary of the CSBG Risk Assessment process and submitted report. He explained that in addition to the CSBG Risk Assessment, STEP completes an in-house risk assessment once per year and that the results of that will be shared in the near future.
10. Jim Plankenhorn and Rachelle Abbott provided an update on the 2021 Community Needs Assessment process. Board members will be provided with shareable email templates for both the community and partner surveys, and are encouraged to complete whichever surveys are appropriate for them.
11. Jim Plankenhorn provided an update on STEP's COVID response. There have been no recent operational adjustments, and a total of 26 cases in the agency.
12. Rachelle Abbott provided an update on the STEP Social Justice Task Force. All staff is being given the opportunity to watch the three-part documentary "Race: The Power of an Illusion" and participate in reflection sessions via Skype.
13. Jim Plankenhorn and Rachelle Abbott highlighted the STEP Annual Report and the STEP Head Start Annual Report.
14. In other business, the board was provided with a list of the monthly virtual trainings being offered by the Community Action Association of Pennsylvania. Members are asked to pass on which trainings they will be able to attend so they can be registered.
15. The next board meeting is scheduled for Monday, February 22, 2021. It will be held via Skype.

16. There being no further business, the meeting was adjourned at 5:05 p.m. on motion of Brenda Nichols and second by Edward Weinoffer.