

STEP, Inc. Board Meeting Minutes

4:00 p.m., Monday, September 16, 2019

STEP Round Hills Campus, 136 Grimesville Road, Williamsport

Board Attendance: Susan Bigger, Aron Carter, Regan Garey (call-in), Linda Hess, Tia Hillyer, Joanne Ludwikowski, Jack McKernan, Jacqueline Oliva, Jeffrey Snyder, Lindsay Stamm

Board Members Not Attending: Randall Allison, Maria Boileau, Gail Nestlerode, Brenda Nichols, Amber Wilt

Staff Attending: Rachelle Abbott, Shannon Cohick, Laurel Cowher, Carolyn Hawk, Patti Kiessling, Jean Myers, Jim Plankenhorn, Stephanie Shover, Jamey Williams

1. The meeting was called to order at 4:00 p.m. by Chairperson Jeffrey Snyder.
2. The minutes of the August 19, 2019 STEP Board of Directors meeting were approved by Susan Bigger and Lindsay Stamm.
3. Patti Kiessling presented the financial reports for July 2019. On motion of Aron Carter and second by Lindsay Stamm, the financial reports were approved.
4. Rachelle Abbott presented the programmatic reports from August 2019. On motion of Jacqueline Oliva and second by Linda Hess, the programmatic reports were approved.
5. Carolyn Hawk, STEP Head Start Director, provided the board with an overview of the proposed corrective action plans for the two incidents that occurred earlier in the year, as well as inviting them to view the corrective action plans in their entirety. On motion of Aron Carter and second by Susan Bigger, the corrective action plans were approved.
6. Jim Plankenhorn provided a proposed update to STEP's list of approved check signers. Fred Shrimp was removed as a check signer due to retirement, being replaced by Jean Marie Sullivan, STEP Office of Aging Director. Aron Haefner, Assistant Operations Officer, was added to the list of approved check signers. The list of check signers was approved by unanimous consent.
7. Chairperson Jeffrey Snyder, Joanne Ludwikowski, Susan Bigger, Aron Carter, along with Jim Plankenhorn and Jean Myers, provided an overview of the STEP Pay and Benefits Study that was recently completed. Results of the study were distributed to the board.
8. Jim Plankenhorn announced the next STEP Early Learning Endowment Fund event, Gift Card Bingo, being held on November 3 at the STEP Clinton County Community Center, as well as informing the board of the annual appeal activity that will be conducted at the October board meeting.
9. In other business:

Jim Plankenhorn provided an update on the Loyalsock Center for Healthy Aging construction; it is on schedule but there have been change orders that are necessitating additional funding requests.

Amber Wilt's resignation from the board was announced. Canda Boatman from the STEP Head Start Policy Council was mentioned as a possible STEP Board of Directors member.

The next STEP Board of Directors meeting will be held on Monday, October 21, at Lincoln Street.

10. The meeting was adjourned at 5:15 p.m. on motion of Jeffrey Snyder and second by Susan Bigger.