

**STEP, Inc. Board Meeting Minutes**  
**4:00 p.m., Monday, November 21, 2022**  
**124 E. Walnut Street, Lock Haven**

**Board Attendance:** Randall Allison, Aron Carter, Tia Hillyer, Scott Metzger, Gail Nestlerode, Jacqueline Oliva, Lindsay Stamm, Edward Weinhoffer, Patti Wylie

**Board Members Not Attending:** Maria Boileau, Joanne Ludwikowski, Brenda Nichols, Abigail Roberts, Jeffrey Snyder

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

1. The meeting was called to order at 4:00 p.m. by Vice Chairperson Aron Carter.
2. Roll call was taken to verify members present.
3. On motion of Gail Nestlerode and second by Lindsay Stamm, the minutes of the October 17, 2022, STEP Board of Directors meeting were approved.
4. Additional members of the public were invited to identify themselves and any organizations they represent. None were present.
5. Patricia Kiessling presented the financial reports for September 2022, including an organization-wide report on revenue and expenditures categorized by program and a consolidated statement of activities and statement of financial position. The endowment accounts were listed as unrealized losses due to the funds remaining unwithdrawn. On motion of Lindsay Stamm and second by Gail Nestlerode, the reports were approved.
6. Rachelle Abbott presented the programmatic reports from October 2022. On motion of Randall Allison and second by Tia Hillyer, the programmatic reports were approved.
7. Raelyn Jackson, STEP Service Navigation Director, provided an update on STEP Service Navigation. Highlights included the Supportive Housing Program, Emergency Rental Assistance Program, Youth Enrichment for Success, and Landlord Engagement.
8. Patricia Kiessling provided information on the following grants: Lycoming County 2022 PHARE Supportive Housing Program in the amount of \$200,000; Lycoming County PHARE Homes in Need in the amount of \$200,000; and Lycoming County 2022 Phare Urgent Needs in the amount of \$50,000. On motion of Gail Nestlerode and second by Patti Wylie, the grants were approved.
9. Jamey Williams provided the proposed 2023 STEP Board of Directors meeting schedule. Meetings continue to be held the third Monday of each month, except for STEP holidays, at 4:00 p.m. On motion of Randall Allison and second by Edward Weinhoffer, the 2023 meeting schedule was approved.
10. Jim Plankenhorn shared the resignation of Maria Boileau with the board. On motion of Randall Allison and second by Jacqueline Oliva, the resignation was accepted.
11. Jim Plankenhorn shared the results of STEP's Employee Net Promoter Score survey. STEP's score increased from a 9.61 in 2021 to 21.94 in 2022, with slightly less participation.
12. Rachelle Abbott provided an update on the STEP Social Justice Task Force. The first Won't You Be My Neighbor Day, a continuation of the previously held Diversity Day, will be held in Brandon Park on August 12, 2023 from 11:00 a.m. – 3:00 p.m. to celebrate the various cultures present in our community.

Community Action Lehigh Valley is using STEP's poster series for their buildings.

13. In other business:

The next STEP Board of Directors meeting is Monday, December 19, 2022. Members are encouraged to attend in person. The meeting will be held at 2138 Boyd Street, Williamsport.

14. There being no further business, the meeting was adjourned at 4:55 p.m. on motion of Gail Nestlerode and second by Tia Hillyer.