

STEP, Inc. Board Meeting Minutes
4:00 PM, Monday, April 15, 2019
2138 Lincoln Street, Williamsport PA

Board Attendance: Randall Allison, Maria Boileau, Aron Carter, Regan Garey, Tia Hillyer, Joanne Ludwikowski, Jack McKernan, Gail Nestlerode, Brenda Nichols, Jacqueline Oliva, Jeffrey Snyder, Lindsay Stamm

Board Members Not Attending: Susan Bigger, Linda Hess, Amber Wilt

Staff Attending: Rachelle Abbott, Patti Kiessling, Jean Myers, Jim Plankenhorn, Jamey Williams

1. The meeting was called to order at 4:00 PM by Chairperson Jeffrey Snyder.
2. Jim Plankenhorn introduced Joanne Ludwikowski, new board member representing the private sector of Lycoming County, and Patti Kiessling, STEP Chief Financial Officer.
3. Thomas McMahon of Larson, Kellett & Associates, P.C. presented the 2017-2018 Fiscal Year Audit. On motion of Regan Garey and second by Aron Carter, the audit and all accompanying materials were approved.
4. Chairperson Jeffrey Snyder called an executive session of board members only for a personnel matter at 4:30 PM. Jean Myers and Jim Plankenhorn later joined the executive session.
5. The executive session ended at 5:00 PM and the public session was reconvened.
6. The minutes of the February 25, 2019 STEP Board of Directors meeting were approved by unanimous consent.
7. Patti Kiessling presented the financial reports for January and February 2019. On motion of Randall Allison and second by Regan Garey, the financial reports were approved.
8. Rachelle Abbott presented the programmatic reports from February and March 2019. On motion of Lindsay Stamm and second by Maria Boileau, the programmatic reports were approved.
9. Patti Kiessling provided information on the following grants:
 - a. Refunding grants: Head Start 2019-2020, \$3,665,087; Early Head Start 2019-2020, \$1,886,475; Maternal, Infant & Early Childhood Home Visiting Program 2019-2020, \$162,504; Pre-K Counts, \$1,020,000; PA Head Start Supplemental Assistance Program, \$968,104.

On motion of Randall Allison and second by Brenda Nichols, the grants were approved.

10. Due to the retirement of STEP CFO Traci Lowe, the list of agency signatories was updated from: James Plankenhorn, President & CEO; Rachelle Abbott, Chief Operations and Planning Officer; and Traci Lowe, CFO to: James Plankenhorn, President & CEO; Rachelle Abbott, Chief Operations and Planning Officer; and Patti Kiessling, CFO. These individuals are authorized to sign contracts and legal documents on behalf of the agency. On motion of Jack McKernan and second by Gail Nestlerode, the updated list of agency signatories was approved. The resolution was notarized by Jean Myers.
11. The list of authorized check signers for the agency was updated from: James Plankenhorn, President & CEO; Traci Lowe, CFO; Rachelle Abbott, Chief Operations and Planning Officer; Frederick Shrimp, STEP Office of Aging Director; Jean Myers, Chief Human Resources Officer; and Phillip Good, Chief Information Officer

to: James Plankenhorn, President & CEO; Patti Kiessling, CFO; Rachelle Abbott, Chief Operations and Planning Officer; Frederick Shrimp, STEP Office of Aging Director; Jean Myers, Chief Human Resources Officer; and Phillip Good, Chief Information Officer.

12. Jim Plankenhorn sought board approval for STEP participating in Hope Enterprises' annual golf fundraiser. On motion of Gail Nestlerode and second by Randall Allison, STEP's participation in the fundraiser was approved.
13. Aron Carter requested that a monetary threshold for automatic approval be established for future fundraiser/sponsorship support and brought to the board for approval.
14. Jean Myers, STEP Chief Human Resources Officer, provided an update on the fiscal year 2019-2020 employee benefit process. More information, and possibly recommendations, will be brought before the board at the next meeting.
15. Rachelle Abbot shared Head Start Information Memorandum ACF-IM-HS-19-01, regarding General Disaster Recovery Flexibilities, with the board.

16. In other business:

Jim Plankenhorn provided information about the Trash 2 Treasure fundraiser being held to benefit the STEP Early Learning Endowment Fund on May 18 at the Pennsylvania College of Technology Field House.

Jim Plankenhorn shared information regarding the annual Employee Appreciation picnic, being held on June 15, 2019, at Knoebels. The board is invited to attend.

The next board meeting will be held on May 20, 2019, at the Clinton County Community Center.

17. There being no further business, the meeting was adjourned at 5:42 PM on motion of Jeffrey Snyder and second by Randall Allison.