

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, October 21, 2019
2138 Lincoln Street, Williamsport

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

Board Members Not Attending: Susan Bigger, Maria Boileau, Jack McKernan

Staff Attending: Rachelle Abbott, Carolyn Hawk, Jean Marie Sullivan, Jim Plankenhorn, Jamey Williams

1. The meeting was called to order at 4:00 p.m. by Chairperson Jeffrey Snyder.
2. Jim Plankenhorn introduced visitors from a human services course at Pennsylvania College of Technology and Aging Advisory Council member Ed Weinoffer.
3. The minutes of the September 16, 2019 STEP Board of Directors meeting were approved by unanimous consent, with the correction of Brenda Nichols not being present.
4. Jim Plankenhorn presented the financial reports for August 2019. On motion of Gail Nestlerode and second by Regan Garey, the financial reports were approved.
5. Rachelle Abbott presented the programmatic reports from September 2019. On motion of Linda Hess and second by Gail Nestlerode, the programmatic reports were approved.
6. Jim Plankenhorn provided information on the following grant:

- a. New grant: PHFA PHARE Coordinated Entry Access Site Operation, \$12,350.

On motion of Linda Hess and second by Regan Garey, the new grant was approved.

7. Carolyn Hawk, STEP Head Start Director, provided the board with an update on the corrective action plans for two 2018 incidents. The first corrective action plan was accepted by Head Start and the issue considered corrected. The second has been submitted and an update will be provided next month. Carolyn provided an overview of the second plan. On motion of Brenda Nichols and second by Gail Nestlerode, the second corrective action plan was approved.
8. Jim provided an update on the resignations of STEP Board of Directors members Amber Wilt and Linda Hess. On motion of Randall Allison and second by Joanne Ludwikowski, Amber's resignation became effective immediately, and Linda's resignation will become effective upon a replacement being approved.
9. Jim Plankenhorn provided information regarding STEP Board of Directors candidate Canda Boatman. On motion of Brenda Nichols and second by Regan Garey, Canda was approved as a Board of Directors member. Canda was selected to serve as a representative from the STEP Head Start Policy Council, representing the low income population of Lycoming County.
10. Jean Marie Sullivan provided information about STEP Aging Advisory Council member nominee Linda Yorks. The Aging Advisory Council is expected to approve Linda at their December meeting. On motion of Randall Allison and second by Lindsay Stamm, Linda Yorks was approved by the STEP Board of Directors.
11. Carolyn Hawk provided an update on the recently completed Health and Safety screeners. Various locations and procedures were inspected, including procedures for supervision, background checks, and transportation. The Clinton County Community Center play area surfacing was brought up as an area of concern.

12. Jean Marie Sullivan provided a general update on the STEP Office of Aging and the transition from retired director Fred Shrimp to herself. She also updated the board on the impacts of Community Health Choices, specifically, that STEP will no longer be offering managed care services.

13. In other business:

The next STEP Board of Directors meeting will be held on Monday, November 18, at the Clinton County Community Center.

The next STEP Early Learning Endowment Fund event will be held on Sunday, November 3, 2019, at the Clinton County Community Center.

14. The meeting was adjourned at 5:15 p.m. by unanimous consent.