

**STEP, Inc. Board Meeting Minutes**  
**4:00 p.m., Monday, August 19, 2019**  
**124 E. Walnut Street, Lock Haven**

**Board Attendance:** Susan Bigger, Aron Carter, Regan Garey, Joanne Ludwikowski (call-in), Jack McKernan, Brenda Nichols, Jacqueline Oliva, Jeffrey Snyder, Lindsay Stamm

**Board Members Not Attending:** Randall Allison, Maria Boileau, Linda Hess, Tia Hillyer, Gail Nestlerode, Amber Wilt

**Staff Attending:** Rachelle Abbott, Patti Kiessling, Nichole Miller, Jean Myers, Jim Plankenhorn

1. The meeting was called to order at 4:00 p.m. by Chairperson Jeffrey Snyder.
2. The minutes of the June 17, 2019 STEP Board of Directors meeting were approved by unanimous consent.
3. Patti Kiessling presented the financial reports for June 2019. On motion of Brenda Nichols and second by Regan Garey, the financial reports were approved.
4. Rachelle Abbott presented the programmatic reports from June and July 2019. On motion of Lindsay Stamm and second by Susan Bigger, the programmatic reports were approved.
5. Patti Kiessling provided information on the following grants:
  - a. Refunding grants: CSBG Discretionary, \$107,016; PHARE Supportive Housing Program, \$200,000; NAP Supportive Housing Program, \$25,000; PHARE Homes in Need, \$300,000; NAP Healthy Homes, \$50,000; PHARE Crisis, \$25,000; Work Ready, \$177,627; Area Agency on Aging, \$5,238,762; Early Learning Resource Center, \$6,082,291; PHFA Home for Good, \$150,000; Pre-K Counts, \$30,000 (amount awarded in addition to original \$1,020,000).

On motion of Jack McKernan and second by Jacqueline Oliva, the grants were approved.

6. The public session was suspended by Chairperson Jeffrey Snyder at 4:35 p.m. for an executive session concerning legal and personnel issues.
7. Chairperson Jeffrey Snyder reconvened the public session at 5:10 p.m.
8. Aron Carter discussed the STEP President & CEO Evaluation. The board expressed their confidence and satisfaction with Jim Plankenhorn's performance of his duties. On motion of Susan Bigger and second by Jack McKernan, the evaluation was approved.
9. Jim Plankenhorn was approved to receive the 2019-2020 fiscal year COLA and merit increases. The President & CEO compensation was approved on motion of Susan Bigger and second by Brenda Nichols.
10. Rachelle Abbott provided a short biography for Aging Advisory Council nominee Janet Blachek. On motion of Aron Carter and second by Lindsay Stamm, Ms. Blachek was approved as a member of the Aging Advisory Council.
11. Jim Plankenhorn provided an update on STEP's Housing Options Pathway programs. David Mitchley was hired as Housing Options Director. Jim stated his desire to pursue initiatives such as fee-for-service activities, housing acquisitions, and rehabilitation projects.

12. Jean Myers provided a summary of the STEP Salary and Benefit Study. The accounting firm Wipfli has created 41 internal equity job descriptions and have trained STEP staff on how to create the same. Tentatively, a conference call with Wipfli is scheduled for the September board meeting to review the final outcomes of the study.

Jean also provided an update on recent staff changes at STEP's insurance benefit broker, USI.

13. Jim Plankenhorn provided an update on the Loyalsock/Montoursville Center for Healthy Aging construction. The expansion is expected to be completed by December 2019.

14. Jim Plankenhorn provided a list of upcoming STEP Early Learning Endowment events: the Color Me Fun Family Run on September 14 at the STEP RiverWalk Center, and Gift Card Bingo on November 3 at the Clinton County Community Center.

15. In other business:

Aron Carter asked that the board be available in October or November for a presentation to support the implementation of a low-income tax preparation program for STEP Head Start parents.

Jim Plankenhorn provided an update on STEP's building security protocols and their evolution.

16. There being no further business, the meeting was adjourned at 5:45 p.m. on motion of Jack McKernan and second by Aron Carter.