

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, November 18, 2019
124 East Walnut Street, Lock Haven

Board Attendance: Susan Bigger, Canda Boatman, Maria Boileau, Regan Garey, Jack McKernan, Gail Nestlerode, Brenda Nichols, Jeffrey Snyder

Board Members Not Attending: Randall Allison, Aron Carter, Tia Hillyer, Joanne Ludwikowski, Jacqueline Oliva, Lindsey Stamm,

Staff Attending: Rachelle Abbott, Patricia Kiessling, Nichole Miller, David Mitchley, Jim Plankenhorn

1. The meeting was called to order at 4:00 p.m. by Chairperson Jeffrey Snyder. On motion of Gail Nestlerode and second by Maria Boileau, the minutes of the October 21, 2019 STEP Board of Directors meeting were approved.
2. Patricia Kiessling presented the financial reports for September 2019. On motion of Susan Bigger and second by Regan Garey, the financial reports were approved.
3. Rachelle Abbott presented the programmatic reports from October 2019. On motion of Susan Bigger and second by Maria Boileau, the programmatic reports were approved.
4. Patricia Kiessling provided information on the following new grants:
 - a. Department of Aging Senior Center Grant for Loyalsock Kitchen (\$50,706); PHARE Countywide Homes in Need for Lycoming County (\$250,000.00); PHARE Supportive Housing Program for Lycoming County (\$245,000); and PHARE Urgent Need – Homes in Need for Lycoming County (\$25,000).

The new grants were approved by unanimous consent.

5. Jim Plankenhorn provided background information on the STEP Board of Directors Nominee Edward Weinhover. On motion of Jack McKernan and second by Gail Nestlerode, Edward Weinhover was appointed to the STEP Board of Directors, as a representative of the low income population of Lycoming County.
6. Jim Plankenhorn opened discussion on the 2020 STEP Board of Directors Meeting Schedule. With acknowledgement of possible future changes, on motion of Regan Garey and second by Susan Bigger, the schedule was approved.
7. David Mitchley provided an update on STEP's Housing Options Pathway. He noted positive changes in workplace atmosphere, employee development, and the integration of the Utilities Assistance Program in the Housing Options Pathway.
8. Jim Plankenhorn presented a video on board member duties and responsibilities, "Why Are You Here?" from CAPLAW.
 - a. In other business:

Jim Plankenhorn discussed Santa's Seniors and the STEP Head Start Mitten Tree Project.

The next STEP Board of Directors meeting on December 16 will be held at Lincoln Street.

Jim also reported on the Gift Card Bingo fundraiser for the Early Learning Pathway Endowment Fund. The fundraiser contributed \$4,400 to the endowment. At this point, STEP is \$9,000 short of the \$25,000 goal.

9. Pam Pesarchick, Volunteer Income Tax Assistance (VITA) Administrator, provided information and answered questions pertaining to having a VITA program for our Head Start families.
10. There being no further business, the meeting was adjourned at 5:20 p.m.