

STEP, Inc. Board Meeting Minutes
4:00 PM, Monday, June 17, 2019
2138 Lincoln Street, Williamsport PA

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

Board Members Not Attending: Regan Garey, Jack McKernan, Amber Wilt

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

1. The meeting was called to order at 4:00 PM by Chairperson Jeffrey Snyder.
2. The minutes of the April 15, 2019 STEP Board of Directors meeting were approved on motion of Randall Allison and second by Lindsay Stamm.
3. Patti Kiessling presented the financial reports for April 2019. They were approved by unanimous consent.
4. Rachelle Abbott presented the programmatic reports from May 2019. On motion of Susan Bigger and second by Brenda Nichols, the programmatic reports were approved.
5. Patti Kiessling provided information on the following grants:
 - a. Refunding grants: Shared-Ride Transportation, \$3,425,131; Welfare to Work, \$130,925; MATP Lycoming County, \$1,465,658; MATP Clinton County, \$850,845; Community Services Block Grant, \$345,987; AmeriCorps, \$332,705; along with a Head Start and Early Head Start Budget Modification, \$51,000.

On motion of Randall Allison and second by Linda Hess, the grants were approved.

6. Carolyn Hawk, STEP Head Start Director, provided additional information on the Head Start and Early Head Start budget modification. \$51,000 is being moved from fringe benefits to play area expenses. On motion of Brenda Nichols and second by Linda Hess, the budget modification was approved.
7. Jim Plankenhorn presented a proposed policy for sponsorship/fundraising partnerships and professional memberships. With the addition of a \$3,000 annual cap for sponsorships, donations, and fundraiser partnerships, the policy was approved by unanimous consent. An amended policy will be signed by Chairperson Jeffrey Snyder.
8. Patti Kiessling presented the 2019-2020 global budget. The budget was approved by unanimous consent.
9. Jean Myers, STEP Chief Human Resources Officer, presented the recommendations for 2019-2020 Employee Benefits. On motion of Susan Bigger and second by Randall Hess, the recommendations were approved.
10. Jim Plankenhorn stated that in response to a request from the Board of Directors, the September 2019 board meeting could be moved from 2138 Lincoln Street, Williamsport, to the STEP Round Hills Campus, 136 Grimesville Road, Williamsport. On motion of Susan Bigger and second by Linda Hess, the meeting location was changed.
11. Jim Plankenhorn and Jeffrey Snyder provided an update on volunteers for 2019-2020 STEP Board of Directors officers. On motion of Brenda Nichols and second by Gail Nestlerode, the 2019-2020 officers are:

Jeffrey Snyder, Chairperson; Aron Carter, Vice Chairperson; Lindsay Stamm, Treasurer; and Regan Garey, Secretary.

12. The public session was suspended by Chairperson Jeffrey Snyder at 5:00 PM for an executive session concerning a personnel issue.
13. Chairperson Jeffrey Snyder reconvened the public session at 5:20 PM.
14. Rachelle Abbott provided an update on the STEP Loyalsock Center for Healthy Aging. A groundbreaking ceremony is being held at 12:00 PM on Wednesday, June 26, at the Loyalsock Township Recreation Center, with lunch to follow.
15. Jim Plankenhorn and Rachelle Abbott informed the board of the retirement of Fred Shrimp, STEP Office of Aging Director, after 43 years with STEP, with Fred's last day being June 28, 2019.
16. In other business:

The next board meeting will be held on August 19, 2019, at the Clinton County Community Center.

17. There being no further business, the meeting was adjourned at 5:25 PM by unanimous consent.