

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, April 19, 2021
Held via Microsoft Teams

Board Attendance: Randall Allison, Susan Bigger, Maria Boileau, Aron Carter, Tia Hillyer, Joanne Ludwikowski, Scott Metzger, Brenda Nichols, Jacqueline Oliva, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, Edward Weinoffer

Board Members Not Attending: Gail Nestlerode

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

Guests: Thomas McMahon

1. The meeting was called to order at 4:00 p.m. by Chairperson Jeffrey Snyder.
2. Roll call was taken to verify members present.
3. On motion of Susan Bigger and second by Lindsay Stamm, the minutes of the March 15, 2021 STEP Board of Directors meeting were approved.
4. Members of the public were invited to identify themselves and any organizations they represent. None were present.
5. Patricia Kiessling presented the monthly financial reports from February 2021, including an organization-wide report on revenue and expenditures categorized by program and a balance sheet/statement of financial position. On motion of Brenda Nichols and second by Lindsay Stamm, the financial reports were approved.
6. Rachelle Abbott presented the programmatic reports from March 2021. On motion of Scott Metzger and second by Joanne Ludwikowski, the programmatic reports were approved.
7. Thomas McMahon from Larson, Kellett & Associates, P.C. presented the STEP Fiscal Year 2019-2020 Consolidated Financial Statements and Single Audit, including review of the Agreed Upon Procedures and the representation letter. On motion of Randall Allison and second by Jacqueline Oliva, the audit was accepted by the board.
8. Patricia Kiessling provided information regarding the 403(b) Audit performed by Larson, Kellett & Associates, P.C., which was previously shared in greater detail with the STEP Board of Directors Executive Committee. On motion of Brenda Nichols and second by Joanne Ludwikowski, the 403(b) Audit was accepted.
9. Patricia Kiessling presented the following grants: CSBG 2021 Q2-Q4 in the amount of \$258,089 (added to the previously approved Q1 allocation of \$86,449 for a total of \$344,538); Head Start/Early Head Start COLA Grant for program year August 1, 2021 through July 30, 2022 in the amount of \$69,533 (added to the base grant of \$5,783,827 for a total of \$5,853,360); and Head Start/Early Head Start Additional CARES Funding for the period of April 1, 2021 through March 31, 2023 in the amount of \$125,504. On motion of Susan Bigger and second by Joanne Ludwikowski, the grants were approved.
10. Jim Plankenhorn provided information on the resignation of STEP Board of Directors member Canda Boatman. Jim and Carolyn Hawk, STEP Head Start Director, are working on a replacement representative from the Head Start Policy Council. On motion of Randall Allison and second by Aron Carter, the resignation was approved.
11. Jim Plankenhorn and Brenda Nichols provided a summary of the CAAP training “The Intersection of Board Governance and the CSBG Organizational Standards” provided on April 8, 2021. The board was encouraged to sign up for the remaining trainings being offered throughout the year.
12. Jim Plankenhorn provided an update on STEP’s COVID response.
13. Rachelle Abbott provided an update on the Community Action Association of Pennsylvania Diversity and Equity group and the STEP Social Justice Task Force, sharing the Diversity Statement and the poster project.

14. In other business, the board was encouraged to share or sign up for the STEP Workforce Development Endowment Cornhole fundraiser, being held at Bald Birds Brewing in Jersey Shore on Saturday, May 8.
15. The next board meeting is scheduled for Monday, May 17, 2021. It will be held via Microsoft Teams.
16. There being no further business, the meeting was adjourned at 5:10 p.m. on motion of Scott Metzger and second by Brenda Nichols.