

**STEP, Inc. Board Meeting Minutes**  
**4:00 p.m., Monday, May 15, 2023**  
**2138 Boyd Street, Williamsport**

**Board Attendance:** Randall Allison, Aron Carter, Tia Hillyer, Joanne Ludwikowski, Brenda Nichols, Jacqueline Oliva, Cheyanne Reichelderfer, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, Edward Weinoffer, Patti Wylie

**Board Members Not Attending:** Scott Metzger, Matthew Rickard, Gail Nestlerode

**Staff Attending:** Rachelle Abbott, Carolyn Hawk, Ellen Keegan, Patricia Kiessling, Jim Plankenhorn, Jamey Williams

1. The meeting was called to order at 4:00 p.m. by Chairperson Brenda Nichols.
2. Roll call was taken to verify members present.
3. On motion of Joanne Ludwikowski and second by Patti Wylie, the minutes of the April 17, 2023, STEP Board of Directors meeting were approved.
4. Additional members of the public were invited to identify themselves and any organizations they represent. None were present.
5. Patricia Kiessling presented the financial reports for March 2023, including an organization-wide report on revenue and expenditures categorized by program and a consolidated statement of activities and statement of financial position. On motion of Lindsay Stamm and second by Cheyanne Reichelderfer, the financial reports were approved.
6. Rachelle Abbott presented the programmatic reports from April 2023. On motion of Randall Allison and second by Edward Weinoffer, the programmatic reports were approved.
7. Patricia Kiessling provided information on the following grants: AmeriCorps 2023-2024 in the amount of \$492,199; Early Learning Resource Center 2023-2024 in the amount of \$10,317,212; 211 Act 13 Lycoming County in the amount of \$10,000; CSBG 3<sup>rd</sup> and 4<sup>th</sup> Quarters 2023 allocation in the amount of \$182,503; and the ERAP 2 Additional Allocation in the amount of \$500,000. On motion of Lindsay Stamm and second by Cheyanne Reichelderfer, the grants were approved.
8. Carolyn Hawk provided an overview of STEP Head Start Full Enrollment Initiative and the letter connected to enrollment from Head Start Administration. The plan addresses recruitment of both children and staff. On motion of Patti Wylie and second by Joanne Ludwikowski, the initiative document was approved.
9. Jim Plankenhorn and Ellen Keegan provided an overview of proposed updates to the STEP Personnel Policies. Areas addressed in the updates included the transition to paid time off in place of sick and vacation time, parental leave, expanded bereavement leave, and COVID updates. Board members provided feedback and a suggestion specific to the bereavement policies. Jim Plankenhorn also noted that STEP's Diversity Statement would be added to the finalized policies. The policies were reviewed by STEP's attorney prior to the meeting. On motion of Cheyanne Reichelderfer and second by Randall Allison, the personnel policies were approved.
10. Patricia Kiessling reviewed STEP's 990. On motion of Aron Carter and second by Lindsay Stamm, the 990 was approved.
11. Brenda Nichols provided an overview of committees available to the STEP Board of Directors and asked if the board members had suggestions for the committee structure. A signup form will be provided for members to volunteer as officers of the board and for various committees. An endowment fundraising committee has been added as an option.
12. Rachelle Abbott provided an update on the STEP Social Justice Task Force. STEP is participating in the greater Williamsport area 2023 Juneteenth event on Saturday, June 17 from 12:00 p.m. – 4:00 p.m.

13. In other business: Jim Plankenhorn shared the engineering drawings for the STEP Transportation facility being built on W. Fourth Street.

A soft opening for the River Valley Health & Dental facility at the Clinton County Community Center is planned for June 5, 2023, with a ribbon cutting in August.

The next STEP Board of Directors meeting will be conducted at the Clinton County Community Center. The date needs to be moved from June 19, 2023 due to STEP's observance of the Juneteenth holiday.

14. There being no further business, the meeting was adjourned at 5:37 p.m. on motion of Joanne Ludwikowski followed by unanimous consent.