

**STEP, Inc. Board Meeting Minutes**  
**4:00 p.m., Monday, November 15, 2021**  
**Held via Microsoft Teams**

**Board Attendance:** Susan Bigger, Aron Carter, Tia Hillyer, Joanne Ludwikowski, Scott Metzger, Gail Nestlerode, Brenda Nichols, Jacqueline Oliva, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, Edward Weinoffer

**Board Members Not Attending:** Randall Allison, Maria Boileau

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

**Guests:** Emily Drick

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. River Valley Health and Dental Center staff member and Leadership Lycoming participant Emily Drick was introduced.
4. On motion of Jeffrey Snyder and second by Joanne Ludwikowski, the minutes of the October 18, 2021 STEP Board of Directors meeting were approved.
5. Additional members of the public were invited to identify themselves and any organizations they represent. None were present.
6. Patricia Kiessling presented the monthly financial reports from September 2021, including an organization-wide report on revenue and expenditures categorized by program and a balance sheet/statement of financial position. On motion of Susan Bigger and second by Scott Metzger, the financial reports were approved.
7. Rachelle Abbott presented the programmatic reports from October 2021. The Community Action Association of Pennsylvania Self-Sufficiency Award winners were highlighted in the Success Stories.

On motion of Lindsay Stamm and second by Joanne Ludwikowski, the programmatic reports were approved.

8. Jim Plankenhorn presented the board with information concerning adding language in connection with retention incentives to the STEP Personnel Policies. He provided background information on past and ongoing employee appreciation initiatives, "temperature taking" surveys, and general workplace culture. In summary, the Personnel Policies addition states that all incentives for STEP staff must be approved by the President & CEO, must be communicated to be temporary, and may be linked to a specified retention period. Any incentives for the President & CEO must be approved by the STEP Board of Directors.

On motion of Jeffrey Snyder and second by Lindsay Stamm, the employee incentive addition to the STEP Personnel Policies was approved.

9. Jim Plankenhorn led a discussion in connection with adding a COVID vaccination, testing, and masking section to the STEP Personnel Policies. Board members expressed concern with losing or having difficulty finding employees due to vaccine mandates. Jim reiterated that STEP would only be following OSHA rules that apply to STEP, and that only policies in effect would be followed, that is, policies under a judicial stay would not be followed.

Jim stated that STEP was waiting on Head Start policies to be issued, and that those policies would be put into place and followed separately from any OSHA-issued rules. On motion of Edward Weinoffer and second by Jacqueline Oliva, the COVID vaccination, testing, and masking policy addition to the STEP Personnel Policies was approved.

10. Rachelle Abbott presented the 2021 STEP Transportation Title VI Plan. On motion of Joanne Ludwikowski and second by Abigail Roberts, the Title VI Plan was approved.

11. Brenda Nichols and Jamey Williams presented the 2022 STEP Board of Directors meeting schedule. The meetings are currently being held only via Microsoft Teams, but locations were provided in the event in-person meetings resume. There was some discussion regarding meeting start time, and Brenda stated that the Board Review Committee would be sending out a survey that includes questions on meeting start time and duration. On motion of Edward Weinoffer and Joanne Ludwikowski, the 2022 meeting schedule was approved.
12. The next board meeting is scheduled for Monday, December 20, 2021. A survey regarding the meeting date will be sent out. Currently, it is planned to be held via Microsoft Teams.

Board members were asked to participate in the annual fundraising appeal by signing letters and writing notes.

13. There being no further business, the meeting was adjourned at 5:35 p.m. on motion of Joanne Ludwikowski and second by Edward Weinoffer.