

**STEP, Inc. Board Meeting Minutes**  
**4:00 p.m., Monday, November 17, 2025**  
**2138 Lincoln Street, Williamsport and via Teams**

**Board Attendance:** Randall Allison, Angelic Hardy, Nicole Hayes, Joanne Ludwikowski, Scott Metzger, Brenda Nichols, Jacqueline Oliva, Matthew Rickard, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, Tia Walker

**Board Members Not Attending:** Aron Carter, Jack McKernan, Patti Wylie

**Staff Attending:** Rachelle Abbott, Aron Haefner, Patricia Kiessling, Jamey Williams

**Guests:** Valerie Fessler

1. The meeting was called to order at 4:00 p.m. by Chairperson Abigail Roberts.
2. All members and staff present introduced themselves, and guest Valerie Fessler, Director, City of Williamsport Department of Community and Economic Development, was introduced.
3. Jamey Williams provided information on the annual STEP Board of Directors solicitation activity.
4. On motion of Jeffrey Snyder and second by Joanne Ludwikowski, the minutes of the October 20, 2025, STEP Board of Directors meeting were approved.
5. No additional members of the public were present.
6. Patricia Kiessling presented the financial reports for September 2025, 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 Randall Allison and second by Lindsay Stamm, the financial reports were approved.
7. Aron Haefner presented the programmatic reports from October 2025, including STEP Head Start Parent Community Association reports and minutes. On motion of Brenda Nichols and second by Matthew Rickard, the programmatic reports were approved.
8. Patricia Kiessling provided information on the following grants: Clinton County Affordable Housing Grant (PHARE HIN supplemental) in the amount of \$25,000; and Clinton County budget line item in the amount of \$15,000. On motion of Brenda Nichols and second by Lindsay Stamm, the grants were approved. Ms. Kiessling also provided information about a Truist Bank donation in the amount of \$25,000 for the YES program.
9. Rachelle Abbott provided information on Head Start Director candidate Laurel Cowher. The board was provided with her resume and the Parent Community Association's approval of Laurel as the new STEP Head Start Director. On motion of Joanne Ludwikowski and second by Randall Allison, Laurel Cowher was approved as the STEP Head Start Director.
10. Rachelle Abbott provided information about STEP Aging Advisory Council candidate Cathy Shortledge. On motion of Lindsay Stamm and second by Nicole Hayes, Cathy Shortledge was approved as a member of the STEP Aging Advisory Council.
11. Jamey Williams presented the proposed STEP Board of Directors meeting schedule for 2026. Meetings are scheduled for the third Monday of each month except January and February (fourth Monday due to holidays), December (second Monday due to proximity to holiday), and July (no board meeting). March, June, and October meetings will be held at 124 East Walnut Street, Lock Haven, other meetings will be at 2138 Lincoln Street, Williamsport. All meetings will also have a Teams link; meetings may be cancelled with notice and additional meetings may be scheduled. On motion of Jeffrey Snyder and second by Joanne Ludwikowski, the meeting schedule was approved.
12. Aron Haefner provided an update on the STEP Transportation Facility construction. There have been some paving issues that the contractor is responsible for correcting.
13. Brenda Nichols provided an update on the STEP Board of Directors Governance Committee. The committee met on

November 13. Individuals have utilized the online application for the STEP Board of Directors and the Aging Advisory Council. Committee charters and a one page “case for support” are being developed to distribute to individuals interested in taking part in STEP’s governance in any capacity.

14. Rachelle Abbott and Nicole Hayes, Committee Chair, provided an update on the planning for STEP’s 60<sup>th</sup> Anniversary. The signature event will be held on May 30, 2026 at Bald Birds Brewing in Jersey Shore. Sponsorship materials have been distributed and \$14,500 in sponsorships has been secured.
15. Rachelle Abbott provided a current events update. State and federal budgets have been passed and STEP staff are determining funding details. The interest on the bridge loan that was secured through Pennsylvania in connection with the Head Start Supplemental program will be waived provided the funds are returned within 10 days of receipt.
16. Rachelle Abbott and the board recognized Aron Carter for his service to STEP and STEP Head Start. Rachelle previewed some upcoming agenda items, including the STEP Employee Net Promoter Score results and board member resignations and replacements.
17. Ongoing and upcoming STEP events include: Santa’s Seniors collection until December 12; Mitten Tree collection until December 15; employee appreciation luncheons on December 10 and 11; and the STEP through the Decades event on May 30.
18. The next board meeting will be Monday, December 15, at 2138 Lincoln Street, Williamsport, and via Teams.
19. There being no further business, the meeting was adjourned on motion of Joanne Ludwikowski followed by unanimous consent at 4:50 p.m.