

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, January 23, 2023
2138 Boyd Street, Williamsport

Board Attendance: Randall Allison, Aron Carter, Tia Hillyer, Joanne Ludwikowski, Gail Nestlerode, Brenda Nichols, Jacqueline Oliva, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, Edward Weinhoff

Board Members Not Attending: Scott Metzger, Patti Wylie

Staff Attending: Rachelle Abbott, Patricia Kiessling, Dan Merk, 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 Jeffrey Snyder and second by Randall Allison, the minutes of the December 19, 2022, 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 November 2022, including an organization-wide report on revenue and expenditures categorized by program and a consolidated statement of activities and statement of financial position. She also provided a brief audit update, stating the retirement audit was complete and the entire audit would possibly be completed as soon as mid-February. On motion of Lindsay Stamm and second by Tia Hillyer, the financial reports were approved.
6. Rachelle Abbott presented the programmatic reports from December 2022. Rachelle discussed STEP's hiring of Head Start teachers; the upcoming Whole Homes repair program; and application adjustments being made to the Emergency Rental Assistance Program on February 1, 2023. On motion of Randall Allison and second by Lindsay Stamm, the programmatic reports were approved.
7. Dan Merk, STEP Transportation Director, provided a programmatic update. He shared information about the Designated Stop Program serving to provide more options for customers in Clinton County. Dan also provided a snapshot of contracting opportunities being explored by STEP Transportation and continuing efforts to provide transportation for veterans who do not fit into existing eligibilities.
8. Patricia Kiessling provided information on the following grant: Department of Energy Bipartisan Infrastructure Law (BIL) grant in the amount of \$370,221. On motion of Gail Nestlerode and second by Lindsay Stamm, the grant was approved.
9. Brenda Nichols and Jim Plankenhorn provided the board with an update on a potential board member for the Clinton County private sector vacancy. They recently met with Lock Haven Chief of Police Matthew Rickard for this seat; in addition, Jim Plankenhorn shared that there is a Head Start parent interested in filling the vacancy in the low income section.
10. Rachelle Abbott provided a summary of activities for the STEP Social Justice Task Force. A "Spill the Tea" activity will be rolled out this spring, inviting staff members to take part in moderated discussions about relevant social justice topics. The August 13, 2023 diversity event in Brandon Park needs subcommittee members and volunteers to help with day-of setup/cleanup.
11. Jim Plankenhorn provided an update on the STEP Board of Directors fundraising activity. Currently, \$10,081.87 has been donated across various designations.
12. Jim Plankenhorn provided an overview of the STEP Board of Directors 403(b) Retirement Plan Committee minutes.

13. In other business:

The next STEP Board of Directors meeting is scheduled for February 27, 2023, due to the third Monday of February being a STEP holiday.

14. There being no further business, the meeting was adjourned at 5:10 p.m. by unanimous consent.