

**STEP, Inc. Board Meeting Minutes**  
**4:00 p.m., Monday, May 18, 2020**  
**Held via Skype**

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

**Board Members Not Attending:** Canda Boatman, Maria Boileau

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

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 Randall Allison and second by Aron Carter, the minutes of the April 20, 2020 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. Patti Kiessling presented the monthly financial reports from March 2020, including an organization-wide report on revenue and expenditures categorized by program and a balance sheet/statement of financial position. On motion of Gail Nestlerode and second by Joanne Ludwikowski, the financial reports were approved.
6. Rachelle Abbott presented the programmatic reports from April 2020. On motion of Gail Nestlerode and second by Edward Weinhoffer, the programmatic reports were approved.
7. Patti Kiessling provided information on the following grants: CSBG Discretionary - \$40,000; Head Start COVID-19 Funds (one time) - \$120,930; Head Start Home Supply (mini grant) - \$2,442; AAA COVID-19 Funds (2019-2020 and 2020-2021) - \$640,000; MIECHV Grant 2020-2021 - \$162,504; and ELRC COVID-19 Funds – approximately \$80,000 with STEP ELRC as passthrough. On motion of Aron Carter and second by Edward Weinhoffer, the grants were approved.
8. Jim Plankenhorn recognized board members with 5+ and 10+ years of service. He provided an update on committee signups and asked for volunteers for new and existing board committees.
9. Jim Plankenhorn provided an update on the STEP Board of Directors Executive Committee. In addition to needing a secretary, board members are also encouraged to volunteer for the positions of Chairperson, Vice Chairperson, and Treasurer. Volunteers should submit their names by June 5, 2020.
10. Jim Plankenhorn provided an updated on the STEP Board of Directors Personnel Committee, which fulfills the task of completing the President & CEO's Evaluation and Compensation Review. Aron Carter volunteered to chair the committee; other volunteers are also needed.
11. Jim Plankenhorn provided an update on STEP's response to COVID-19. He encouraged board members to think about what board meetings will look like going forward.
12. Jamey Williams provided the fourth ROMA for Boards section, "Planning." A copy of the presentation with notes was provided to all members of the board via email for their review. Modules will be reviewed when in-person meetings resume. Members were encouraged to contact either of STEP's NCRTs with any questions on the annotated slides.

13. In other business:

Jim Plankenhorn stated that the June 15, 2020 board meeting will be held via Skype.

14. There being no further business, the meeting was adjourned at 5:00 p.m. on motion of Randall Allison and second by Gail Nestlerode.