

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, February 27, 2023
2138 Boyd Street, Williamsport

Board Attendance: Randall Allison, Tia Hillyer, Joanne Ludwikowski, Scott Metzger, Gail Nestlerode, Brenda Nichols, Jacqueline Oliva, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, Patti Wylie

Board Members Not Attending: Aron Carter, Edward Weinoffer

Staff Attending: Rachelle Abbott, Carolyn Hawk, Patricia Kiessling, Jamey Williams

Guests: Cheyanne Reichelderfer, Matthew Rickard

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. Board members and staff introduced themselves to potential board members Cheyanne Reichelderfer and Matthew Rickard.
4. On motion of Jeffrey Snyder and second by Randall Allison, the minutes of the January 23, 2023, 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 financial reports for December 2022, including an organization-wide report on revenue and expenditures categorized by program and a consolidated statement of activities and statement of financial position. Patti provided further information about the spending levels of Head Start and related grants. On motion of Scott Metzger and second by Lindsay Stamm, the financial reports were approved.
7. Rachelle Abbott presented the programmatic reports from January 2023. Rachelle provided information on the Community Action Association of Pennsylvania's Self-Sufficiency Awards. On motion of Randall Allison and second by Jeffrey Snyder, the programmatic reports were approved.
8. Carolyn Hawk provided a summary of the 2023 STEP Head Start COVID Mitigation Policy, a full copy of which was provided to board members. On motion of Randall Allison and second by Patti Wylie, the mitigation policy was approved.
9. Carolyn Hawk and Patricia Kiessling provided information about the Pennsylvania Department of Education E-Sign Resolution. In order to complete the required grant application, an e-signature is recommended. The resolution grants Jim Plankenhorn the e-sign authority. On motion of Lindsay Stamm and second by Abigail Roberts, the resolution was approved.
10. Lindsay Stamm, secretary of the Finance/Audit Committee, provided a summary of the full presentation of the STEP Fiscal Year 2021-2022 Audit given by Tuck McMahon and Brian Larson on Wednesday, February 22, 2023. The audit and all related materials were distributed to the board. There were no significant findings to be addressed by the board. On motion of Randall Allison and second by Scott Metzger, the audit was accepted.
11. Patricia Kiessling provided information about STEP's distribution of a Request for Proposals for Audit Services. The Request was distributed to Larson, Kellett & Associates, P.C., Baker Tilly, and Maher Duessel. Only Larson, Kellett & Associates, P.C., was able to provide a proposal. The Finance/Audit Committee recommended Larson, Kellett & Associates be accepted. On motion of Jeffrey Snyder and second by Joanne Ludwikowski, Larson, Kellett & Associates, P.C.'s proposal for fiscal years 2022-2023, 2023-2024, and 2024-2025 was accepted.
12. Brenda Nichols led a discussion on the STEP 2023 Risk Assessment.

13. Rachelle Abbott presented highlights of the 2022 COPOS report. The full report was provided to the board. Rachelle noted that the number of customers served in any capacity had increased slightly to over 18,000 and that the highlights were also provided to all staff.
14. Jamey Williams provided a review of the STEP mission statement in connection with its focus on transitioning families out of poverty and improving the community. The board was asked to think about whether STEP's programming and services were aligned with the mission, and to ask any questions in preparation for the March meeting.
15. 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 Would You Be My Neighbor event is being reexamined due to capacity limitations.
16. In other business:

The next STEP Board of Directors meeting is scheduled for March 20, 2023, and will be conducted at the Clinton County Community Center, 124 E. Walnut Street, Lock Haven.
17. There being no further business, the meeting was adjourned at 4:45 p.m. on motion of Scott Metzger and second by Joanne Ludwikowski.