

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, April 17, 2023
2138 Boyd Street, Williamsport

Board Attendance: Randall Allison, Aron Carter, Tia Hillyer, Scott Metzger, Joanne Ludwikowski, Gail Nestlerode, Brenda Nichols, Cheyanne Reichelderfer, Matthew Rickard, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, Edward Weinhoffer, Patti Wylie

Board Members Not Attending: Jacqueline Oliva

Staff Attending: Rachelle Abbott, Carolyn Hawk, Patricia Kiessling, 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 Joanne Ludwikowski and second by Jeffrey Snyder, the minutes of the March 20, 2023, 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 February 2023, including an organization-wide report on revenue and expenditures categorized by program and a consolidated statement of activities and statement of financial position. Information was provided in connection with the spend down of Head Start COVID funds. On motion of Randall Allison and second by Lindsay Stamm, the financial reports were approved.
6. Rachelle Abbott presented the programmatic reports from March 2023. On motion of Lindsay Stamm and second by Tia Hillyer, the programmatic reports were approved.
7. Patricia Kiessling provided information on the following grants: 1) Head Start (8-1-23-7-31-24) in the total amount of \$4,265,040, consisting of the following – Head Start Program Operations, \$3,918,861; Head Start Training and Technical Assistance, \$42,666; Head Start COLA 5.6%, \$219,456; and Head Start Quality Improvement, \$84,057; 2) Early Head Start (8-1-23-7-31-24) in the total amount of \$2,211,336, consisting of the following – EHS Program Operations, \$2,006,637; EHS Training and Technical Assistance, \$41,728; EHS COLA 5.6%, \$112,372; and EHS Quality Improvement, \$50,599; 3) Head Start and Early Head Start Carryover in the amount of \$393,937; 4) Pre-K Counts 2023-2024 Operating Grant in the amount of \$1,320,000; 5) Head Start Supplemental Assistance Program 2023-2024 Operating Grant in the amount of \$1,123,300; 6) MATP Clinton County 2023-2024 in the amount of \$728,545; and 7) MATP Lycoming County 2023-2024 in the amount of \$1,632,289. On motion of Randall Allison and second by Gail Nestlerode, the grants were approved.
8. Carolyn Hawk provided an overview of STEP Head Start enrollment and the plan to address classrooms being under-enrolled. The completed Full Enrollment Initiative will be presented to Head Start Policy Council and the STEP Board of Directors for approval via email before the May meeting, with ratification to occur at the May meeting.
9. Jim Plankenhorn provided updates on the River Valley Health & Dental Clinic buildout at the Clinton County Community Center and the STEP Transportation garage build in Williamsport.
10. Rachelle Abbott provided an update on the STEP Social Justice Task Force. The first “Spill the Tea” staff-facilitated virtual discussion group was held in March. The greater Williamsport area 2023 Juneteenth event will be held on Saturday, June 17. The STEP Social Justice Task Force is planning an event for Dream Week 2024.
11. Jim Plankenhorn provided a summary of the March 15, 2023 STEP, Inc. Retirement Plan Committee Meeting Minutes.
12. Jim Plankenhorn provided information about the third annual STEP All Staff Call being held on May 4, 2023 and asked for volunteers to answer storytelling prompts that will be used as part of the meeting.

13. In other business:

The next STEP Board of Directors meeting is scheduled for May 15, 2023, and will be conducted at 2138 Boyd Street, Williamsport.

14. There being no further business, the meeting was adjourned at 4:57 p.m. on motion of Randall Allison and second by Edward Weinhoffer.