

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, December 19, 2022
2138 Boyd Street, Williamsport

Board Attendance: Aron Carter, Tia Hillyer, Scott Metzger, Brenda Nichols, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, Edward Weinoffer, Patti Wylie

Board Members Not Attending: Randall Allison, Gail Nestlerode, Jacqueline Oliva

Staff Attending: Rachelle Abbott, Carolyn Hawk, Ellen Keegan, 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 Jeffrey Snyder and second by Patti Wylie, the minutes of the November 21, 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 October 2022, including an organization-wide report on revenue and expenditures categorized by program and a consolidated statement of activities and statement of financial position. The possibility of an ERAP reallocation was discussed. On motion of Lindsay Stamm and second by Patti Wylie, the financial reports were approved.
6. Rachelle Abbott presented the programmatic reports from November 2022. On motion of Lindsay Stamm and second by Tia Hillyer, the programmatic reports were approved.
7. Patricia Kiessling provided information on the following grant: 1st Quarter 2023 Community Service Block Grant Allocation in the amount of \$98,233. This represents a slight increase over the current year. On motion of Jeffrey Snyder and second by Lindsay Stamm, the grant was approved.
8. Carolyn Hawk provided a summary of the STEP Head Start 2023-2023 Selection Criteria. She went over the factors that contribute to a child's eligibility, and shared that families receiving public assistance such as SNAP, TANF, and SSI are now categorically eligible for Head Start. On motion of Patti Wylie and second by Joanne Ludwikowski, the Selection Criteria were approved.
9. Carolyn Hawk provided an updated version of the STEP Head Start Policy Council Bylaws. For purposes of parent communication, it will be referred to going forward as the Parent Community Association (PCA). Pre-K Counts parents have been added to the member pool. An honorary member status (non voting) has been added for contributing members who would otherwise be required to leave the PCA. Joanne Ludwikowski suggested that the bylaws be amended to show that honorary member status is by invitation of the PCA only. With that stipulation, on motion of Lindsay Stamm and second by Patti Wylie, the Bylaws were approved.
10. Jim Plankenhorn and Ellen Keegan provided an update on STEP's recruitment and retention activities, including the successful hiring of a Recruitment and Retention Specialist.
11. Patricia Kiessling shared the auditor's letter to the board in connection with the STEP Transportation audit.
12. Rachelle provided a summary of activities for the STEP Social Justice Task Force, along with a summary of the Equity Academy hosted by the First Community Foundation Partnership of Pennsylvania and attended by Rachelle and Brenda Nichols. Rachelle distributed sign up sheets for board members to participate in the planning of the August 2023 Will You Be My Neighbor event.

13. In other business:

The STEP Board of Directors end of year solicitation has raised over \$7,756.87 presently.

The next STEP Board of Directors meeting is scheduled for January 23, 2023, due to the third Monday of January being a STEP holiday.

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