

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, December 20, 2021
Held via Microsoft Teams

Board Attendance: Maria Boileau, Aron Carter, Joanne Ludwikowski, Scott Metzger, Gail Nestlerode, Brenda Nichols, Jacqueline Oliva, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, Edward Weinhoff

Board Members Not Attending: Randall Allison, Susan Bigger, Tia Hillyer

Staff Attending: Rachelle Abbott, 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. Additional members of the public were invited to identify themselves and any organizations they represent. None were present.
4. Jim Plankenhorn thanked the board members for their volunteer service during 2021.
5. On motion of Jeffrey Snyder and second by Scott Metzger, the minutes of the November 15, 2021 STEP Board of Directors meeting were approved.
6. At 4:05 p.m., Chairperson Brenda Nichols called for an executive session in connection with a real estate matter.
7. The executive session was adjourned, and the public meeting resumed, at 4:20 p.m.
8. Following the executive session discussion, it was asked that the board authorize STEP Administration to continue working with River Valley Health and Dental Clinic (RVHDC) to renovate the unfinished space at the Clinton County Community Center. The project will be funded by RVHDC through grants and the space will be leased on a 29-year basis to RVHDC. The project will be split into two phases, with medical services first and dental services three to five years after the completion of phase one. The first phase is projected to be completed around January 2023.

A discussion occurred regarding whether there are unmet dental needs in Clinton County. It was stated that both the most recent Community Needs Assessment and several demographic aspects of Clinton County support the need for additional medical and dental services.

Board member Jacqueline Oliva abstained from the vote due to her employment at RVHDC. On motion of Lindsay Stamm and Scott Metzger, continuing negotiations with RVHDC in connection with the Clinton County Community Center was approved.

9. Patricia Kiessling presented the monthly financial reports from October 2021, including an organization-wide report on revenue and expenditures categorized by program and a balance sheet/statement of financial position. It was noted that the PPL WRAP program would end on December 31, 2021, but that the PPL OnTrack utilities assistance program had been renewed. It was also noted that a supplemental payroll had been processed providing STEP employees with an additional \$250 or \$500, depending on employment status, as an appreciation award/retention incentive. On motion of Gail Nestlerode and second by Joanne Ludwikowski, the financial reports were approved.
10. Rachelle Abbott presented the programmatic reports from November 2021. Rachelle noted that Head Start continued to gradually increase capacity so that full enrollment could be reached in a sustainable manner. Rachelle also provided an update on the results of the STEP Job Fair held on November 8, 2021, stating that about 30 individuals attended, and interviews were held as a result. On motion of Lindsay Stamm and second by Joanne Ludwikowski, the programmatic reports were approved.

11. Patricia Kiesslering provided information on the following grants: ARPA LIHEAP in the amount of \$276,635; and CSBG 1st Quarter 2022 in the amount of \$92,438. On motion of Lindsay Stamm and second by Abigail Roberts, the grants were approved.
12. Rachelle Abbott presented the 2021 Community Needs Assessment for Clinton and Lycoming counties. The document contains subjective and objective data gathered from customer and partner surveys, focus groups, and demographic data for the two counties. It was explained that the document is meant to serve as a resource not just for STEP but also for partners, with the goal of finding gaps in services and preventing duplication. On motion of Edward Weinoffer and second by Abigail Roberts, the 2021 Community Needs Assessment was approved.
13. Rachelle Abbott presented the 2022-2023 School Year Head Start Selection Priorities. On motion of Joanne Ludwikowski and second by Lindsay Stamm, the selection priorities were approved.
14. The next board meeting is scheduled for Monday, January 24, 2022. A board survey will be sent out in the beginning of January and reviewed at the January meeting.

The annual fundraising appeal has brought in \$6,800 in donations across several designations.

15. The board expressed appreciation for Jim Plankenhorn's leadership. Chairperson Brenda Nichols asked for a motion to provide an appreciation award for the President & CEO in the same amount received by other full-time employees, \$500. On motion of Aron Carter and second by Joanne Ludwikowski, the appreciation award was approved.
16. There being no further business, the meeting was adjourned at 5:35 p.m. on motion of Joanne Ludwikowski and second by Edward Weinoffer.