

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, June 15, 2020
Held via Skype

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

Board Members Not Attending: Canda Boatman

Staff Attending: Rachelle Abbott, Patricia Kiessling, Jean Myers, 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 Susan Bigger and second by Randall Allison, the minutes of the May 18, 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 April 2020, including an organization-wide report on revenue and expenditures categorized by program and a balance sheet/statement of financial position. On motion of Aron Carter and second by Gail Nestlerode, the financial reports were approved.
6. Rachelle Abbott presented the programmatic reports from May 2020. On motion of Gail Nestlerode and second by Edward Weinhover, the programmatic reports were approved.
7. Patti Kiessling provided information on the following grants: Weatherization (DOE) - \$274,266.00; Shared-Ride/PwD Transportation - \$2,771,186.12; Medical Assistance Transportation Program (Clinton County) - \$811,911.50; Medical Assistance Transportation Program (Lycoming County) - \$1,410,726.84; Employment Transportation Assistance Program - \$130,925.00. Additionally, the following COVID-19-related grants were reviewed: Head Start CARES Act Funds - \$366,000.00; Pre-K/Head Start Supplemental CARES Act Funds – estimated \$72,500; LIHEAP Crisis CARES Act Funds - \$76,203; Aging CARES Act Funds - \$640,000; CSBG CARES Act Funds - \$495,740; ELRC COVID-19 Funds - \$772,000. On motion of Gail Nestlerode and second by Aron Carter, the grants were approved.

The board will be given updates on all evolving and new COVID-19-related grants via email in between meetings.

8. Patti Kiessling provided an overview of the proposed STEP global 2020-2021 budget. On motion of Randall Allison and second by Brenda Nichols, the budget was approved.
9. Jean Myers provided a summary of the 2020-2021 employee benefits recommendations for medical, dental, vision, and short-term/long-term/life/accidental death and dismemberment insurances. On motion of Edward Weinhover and Lindsay Stamm, the recommendations were approved.
10. Jim Plankenhorn provided a summary of volunteers for the STEP Board of Directors Executive Committee. Jeffrey Snyder volunteered to be Chairperson; Aron Carter volunteered to be Vice Chairperson; Lindsay Stamm volunteered to be Treasurer; and Brenda Nichols volunteered to serve as Secretary. There were no further volunteers. This slate of officers will be effective from July 1, 2020 through June 30, 2021. On motion of Lindsay Stamm and second by Gail Nestlerode, the Executive Committee members were approved.
11. Jim Plankenhorn provided a summary of volunteers for the STEP Board of Directors Personnel Committee. Aron Carter has volunteered to chair the committee; Randall Allison, Jacqueline Oliva, Joanne Ludwikowski, and Ed Weinhover have volunteered as members. On motion of Brenda Nichols and second by Gail Nestlerode, the membership of the committee was approved.

12. Jean Myers provided an update to the board on the employee benefits brokerage/consulting services request for proposals. The proposals were just received and are starting to be reviewed.
13. Jim Plankenhorn provided an update regarding STEP's response to COVID-19. The agency has put safeguards and procedures in place and opened to customers by appointment only, when necessary, on June 15.
14. Jamey Williams provided the fifth ROMA for Boards section, "Implementation of Services and Strategies." 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.
15. In other business:

Jim Plankenhorn stated that the next board meeting, scheduled for August 17, 2020, will be held at the Clinton County Community Center, which will allow for attendees to be spaced out, with Skype also remaining an option for members unable to attend in person.
16. There being no further business, the meeting was adjourned at 5:30 p.m. on motion of Scott Metzger and second by Edward Weinoffer.