

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, March 20, 2023
124 E. Walnut Street, Lock Haven

Board Attendance: Randall Allison, Aron Carter, Tia Hillyer, Joanne Ludwikowski, Brenda Nichols, Jacqueline Oliva, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, Edward Weinoffer, Patti Wylie

Board Members Not Attending: Scott Metzger, Gail Nestlerode

Staff Attending: Rachelle Abbott, Carrie Bruning, Patricia Kiessling, Nichole Miller, Jim Plankenhorn

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. On motion of Jeffrey Snyder and second by Joanne Ludwikowski, the minutes of the February 27, 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 January 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 about STEP AmeriCorps and STEP Transportation budget submissions, including the fare increase included in Transportation budgets. On motion of Randall Allison and second by Joanne Ludwikowski, the financial reports were approved.
6. Rachelle Abbott presented the programmatic reports from February 2023. On motion of Lindsay Stamm and second by Aron Carter, the programmatic reports were approved.
7. Carrie Bruning, STEP AmeriCorps Program Manager, provided an update on STEP AmeriCorps. Highlights included AmeriCorps Week 2023 and the progress of recruitment efforts for members and host sites.
8. Patricia Kiessling provided information on the following grant: ARPA Whole-Home Repairs Clinton County in the amount of \$281,146. It was noted that \$50,000 is designated for repair projects and another \$70,000 is designated for a workforce development initiative with the Pennsylvania College of Technology. On motion of Randall Allison and second by Abigail Roberts, the grant was approved.
9. Jim Plankenhorn provided a review of the STEP mission statement and COPOS Organizational Standard 4.1, following up last month's review and invitation for questions. The STEP mission statement was found to address poverty and to be in alignment with the programs and services offered by STEP. On motion of Joanne Ludwikowski and second by Lindsay Stamm, the mission statement was approved.
10. Brenda Nichols presented Cheyanne Reichelderfer for membership on the STEP Board of Directors, representing the low-income sector of Lycoming County and serving as a Head Start Policy Council (also known as Parent Community Association) representative to the board. On motion of Aron Carter and second by Randall Allison, Cheyanne's membership was approved.
11. Brenda Nichols presented Matthew Rickard for membership on the STEP Board of Directors, representing the public sector of Clinton County. On motion of Jeffrey Snyder and second by Abigail Roberts, Matthew's membership was approved.
12. Rachelle Abbott provided an update on the STEP Social Justice Task Force. Currently, an "I am OK" service event is being planned with the goal of fostering participation through engagement and education. The Social Justice Task Force

will be attending the virtual Diversity, Equity, and Inclusion Summit hosted by the Community Action Association of Pennsylvania and provided a video for the event.

13. Jim Plankenhorn provided a summary of Raise the Region 2023. STEP received \$2800 in donations; additional funds have not been confirmed yet. This fiscal year's fundraising efforts have also included \$4,047 in staff donations through payroll deduction and \$10,000 through the annual board appeal.

14. In other business:

The next STEP Board of Directors meeting is scheduled for April 17, 2023, and will be conducted at 2138 Boyd Street, Williamsport.

15. There being no further business, the meeting was adjourned at 4:35 p.m. by unanimous consent.