

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, April 20, 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 Weinhoff

Board Members Not Attending: Canda Boatman

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 Jeffrey Snyder.
2. An amendment to the STEP Board of Directors By-Laws was presented. The amendment was reviewed by STEP's attorney, J. David Smith, of McCormick Law Firm. The amendment reads: "Members of the STEP Board of Directors may participate in Board meetings and vote on matters discussed therein, by means of a conference telephone or similar communications equipment by means of which all persons participating in such meeting can hear each other at the same time. Participation by such means shall constitute in-person presence of the member of the STEP Board of Directors at the meeting." On motion of Gail Nestlerode and Aron Carter, the by-laws amendment was approved.
3. Jim Plankenhorn provided an update on STEP's response to the COVID-19 pandemic.
4. On motion of Randall Allison and second by Susan Bigger, the minutes of the February 24, 2020 STEP Board of Directors meeting were approved.
5. Members of the public were invited to identify themselves and any organizations they represent. None were present.
6. Patti Kiessling presented the monthly financial reports from February 2020, including an organization-wide report on revenue and expenditures categorized by program and a balance sheet/statement of financial position. On motion of Randall Allison and second by Gail Nestlerode, the financial reports were approved.
7. Rachelle Abbott presented the programmatic reports from March 2020. On motion of Susan Bigger and second by Gail Nestlerode, the programmatic reports were approved.
8. Patti Kiessling provided information on the following grants: Head Start/EHS Base Budget - \$5,551,562; Head Start COLA & Quality Improvement - \$232,265; Pre-K Counts - \$1,050,000; Head Start Supplemental - \$968,104; FCFP COVID-19 Supportive Housing - \$25,000; and FCFP COVID-19 Housing Options - \$25,000. On motion of Gail Nestlerode and second by Joanne Ludwikowski, the grants were approved.
9. Rachelle Abbott and Patti Kiessling provided information on CARES funding that STEP will be receiving. Expected supplemental funds include (amounts approximate) \$477,000 in funding for Community Action Agencies to be utilized over a two year period; \$24,000 added to STEP's CSBG allocation; \$24,000 in CSBG discretionary funds; \$640,000 through the Department of Aging; and Head Start funds for items such as IEPs and one-time events for COVID-19 response.
10. Jamey Williams provided the third ROMA for Boards section, "A Local Theory of Change." 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 they received.
11. In other business:

Jim Plankenhorn provided an update on the Workforce Development Endowment Fund. The Trash 2 Treasure and cornhole tournament activities were scheduled for May 16. Trash 2 Treasure, dependent on PCT students, has been cancelled; the cornhole tournament could possibly be rescheduled.

Rachelle Abbott informed the board that STEP is preparing an application for the agency to be the Re-Entry Coordinator for Lycoming County.

The next board meeting is scheduled for May 18, 2020. The scheduled location is the Clinton County Community Center; whether the meeting is in-person or via Skype will be determined.

12. There being no further business, the meeting was adjourned at 4:55 p.m. on motion of Joanne Ludwikowski and second by Scott Metzger.