

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, May 16, 2022
124 East Walnut Street, Lock Haven and via Microsoft Teams

Board Attendance: Susan Bigger, Aron Carter, Tia Hillyer, Scott Metzger, Brenda Nichols, Jacqueline Oliva, Jeffrey Snyder, Gail Nestlerode, Lindsay Stamm, Abigail Roberts, Randall Allison, Edward Weinhoff

Board Members Not Attending: Maria Boileau, Joanne Ludwikowski

Staff Attending: Patricia Kiessling, Aron Haefner, Carolyn Hawk, Nichole Miller, Jim Plankenhorn

Guests: Patricia Wylie

1. The meeting was called to order at 4:06 p.m. by Chairperson Brenda Nichols.
2. Roll call was taken to verify members present.
3. On motion of Jeffrey Snyder and second by Gail Nestlerode, the minutes of the April 25, 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 March 2022, including an organization-wide report on revenue and expenditures categorized by program and a balance sheet/statement of financial position. On motion of Lindsay Stamm and second by Tia Hillyer, the financial reports were approved.
6. Aron Haefner presented the programmatic reports from April 2022. On motion of Lindsay Stamm and second by Randall Allison, the programmatic reports were approved.
7. Patricia Kiessling provided information pertaining to the following grant: CSBG Discretionary CARES Funds in the amount of \$523,000. On motion of Gail Nestlerode and second by Lindsay Stamm, the grant was approved.
8. Brenda Nichols and Jim Plankenhorn discussed proposed changes to the STEP Board of Directors Bylaws. All members were provided with a copy of the bylaws with proposed changes highlighted as part of the informational packet. The proposed changes were a result of Board Review Committee discussion and evaluation. On motion of Gail Nestlerode and second by Tia Hillyer, the changes to the bylaws were approved.
9. Brenda Nichols introduced prospective board member Patricia Wylie. Patricia provided information on herself. She is currently the Director of Federal Programs at the Williamsport Area School District and will serve as a representative of the public sector of Lycoming County. She has also served on STEP Head Start Policy Council for several years. On motion of Jeffrey Snyder and second by Aron Carter, Patricia Wylie was approved as a member of the STEP Board of Directors.
10. Carolyn Hawk provided and discussed the Head Start Refunding Application. The full application was provided as part of the pre-meeting informational packet. On motion of Lindsay Stamm and second by Randall Allison, the Head Start Refunding Application was approved.
11. Carolyn Hawk presented the Head Start/Early Head Start COLA and Quality Improvement grants, which were provided to the board members. On motion of Susan Bigger and second by Gail Nestlerode, the Head Start/Early Head Start COLA and Quality Improvement grants were approved.
12. Patricia Kiessling presented the proposal received in response to the request for proposals for the audit. Three firms were sent a request for proposals. Only Larson, Kellett & Associates, P.C. responded with a proposal, the other two firms stating they would not be able to perform STEP's audit. The Larson, Kellett & Associates, P.C. proposal was recommended by the Finance and Audit Committee. Another request for proposals will be sent in 2023. On motion of

Aron Carter and second by Lindsay Stamm, Larson, Kellett & Associates, P.C. was approved for the fiscal year 2021-2022 audit.

13. Patricia Kiessling presented the STEP Form 990 and discussed suggestions of the Finance Committee, including using the form to compare and contrast year to year. On motion of Aron Carter and second by Gail Nestlerode, the Form 990 was approved.
14. Brenda Nichols reviewed the current STEP Board of Directors Committees, membership, and ongoing projects. Active committees include the Executive Committee, Finance and Audit Committee, Personnel Committee, and Board Review Committee. Board members will be provided with the opportunity to volunteer for committees in advance of the June 2022 board meeting.
15. In other business:

Jim Plankenhorn discussed several items: a summary of the STEP All Staff Call held in May; the STEP Transportation garage project that is moving forward; and an update on last month's strategic planning in relation to recruitment and retention. Jim detailed the development of a "Why STEP?" flyer, outreach to Career and Technical Education centers, and the development of a new human resources position, Recruitment and Retention Specialist. Jim also provided an update on the current COVID-19 status at STEP.

Scott Metzger stated that commissioners in both Lycoming and Clinton counties have adopted a resolution to address mental health concerns and will be going to Harrisburg to address the lack of funding.

The next STEP Board of Directors meeting will be held on Monday, June 20, 2022 at 2138 Lincoln Street, Williamsport and via Teams.

16. There being no further business, the meeting was adjourned at 4:52 p.m. on motion of Lindsay Stamm and second by Susan Bigger.