

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, February 24, 2020
2138 Lincoln Street, Williamsport PA

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

Board Members Not Attending: Susan Bigger, Canda Boatman, Abigail Roberts, Edward Weinoffer

Staff Attending: Rachelle Abbott, Patricia Kiessling, Jim Plankenhorn, Jamey Williams

1. The meeting was called to order at 4:00 p.m. by Chairperson Jeffrey Snyder.
2. The resignation of Regan Garey was approved on motion of Brenda Nichols and second by Randall Allison. Regan was representing the private sector of Clinton County.
3. Maria Boileau was approved to serve on the STEP Board of Directors, representing the private sector of Clinton County, on motion of Gail Nestlerode and second by Aron Carter.
4. Lycoming County Commissioner Scott Metzger was approved to serve on the STEP Board of Directors, representing the public sector of Lycoming County.
5. On motion of Randall Allison and second by Tia Hillyer, the minutes of the January 27, 2020 STEP Board of Directors meeting were approved.
6. Members of the public were invited to identify themselves and any organizations they represent. None were present.
7. Rachelle Abbott presented the programmatic reports from January 2020. On motion of Susan Bigger and second by Gail Nestlerode, the programmatic reports were approved.
8. Jim Plankenhorn presented the board with a list of possible committees, not intended to be exhaustive, along with their responsibilities and approximate time investment. On motion of Gail Nestlerode and second by Brenda Nichols, the following committees were approved: Executive Committee (existing), Personnel Committee, Fundraising Committee, Finance/Audit Committee, and Board Review Committee. Volunteers for members and officers of each committee are being gathered and will be provided to the full board as they are formed.
9. Patricia Kiessling and Jim Plankenhorn provided a fiscal update to the board, including an organization-wide report on revenue and expenditures that compares budget to actual, categorized by program. An updated statement of financial position will be provided at the April meeting.
10. Rachelle Abbott provided an update on specific strategies in the Community Action Plan using the 2019 COPOS data.
11. Jamey Williams presented the first Introduction to ROMA for Boards section, "Introduction to Implementing the ROMA Cycle." A copy of the presentation with notes was provided to all members of the board via email, including those absent from the meeting, for their review. Members were encouraged to contact either of STEP's NCRTs with any questions.
12. Jim Plankenhorn and Jamey Williams reminded the board of the upcoming fundraiser, Raise the Region, on March 11 and March 12.
13. In other business:

The next board meeting will be held on Monday, March 16, 2020 at 2138 Lincoln Street, Williamsport.

14. There being no further business, the meeting was adjourned at 5:35 p.m. on motion of Randall Allison and second by Maria Boileau.