

**STEP, Inc. Board Meeting Minutes**  
**4:00 p.m., Monday, August 17, 2020**  
**Held via Skype**

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

**Board Members Not Attending:** Susan Bigger, Canda Boatman, Jacqueline Oliva

**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 Randall Allison and second by Scott Metzger, the minutes of the June 15, 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. The public session was suspended for an executive session concerning personnel and legal matters at 4:10 p.m.
6. The public session was reconvened at 4:30 p.m.
7. Patti Kiessling presented the monthly financial reports from June 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 Abigail Roberts, the financial reports were approved.
8. Rachelle Abbott presented the programmatic reports from June and July 2020. On motion of Brenda Nichols and second by Randall Allison, the programmatic reports were approved.
9. Patti Kiessling and Rachelle Abbott provided information on the following grants: FCFP United Community Funds (ELRC) - \$60,000; FCFP United Community Funds (Housing Options) - \$25,000; Office of Child Development & Early Learning ELRC COVID-19 Funds Phase 3 - \$1,707,296; PHFA Lycoming County Cares Act (Rent Relief Program) - \$483,000; PA United Way PHARE/Home4Good - \$26,965; Lycoming County Commissioners (CDBG CV) - \$55,000; and PA DCED Emergency Solutions Grants (CARES) - \$59,910. Additionally, board members were provided with a summary of all COVID-19-related grants and funding sources from March 2020 to present. ON motion of Randall Allison and second by Abigail Roberts, the grants were approved.
10. Jim Plankenhorn presented the Pennsylvania Department of Education Electronic Signature Resolution for board approval. The resolution was previously approved via email. Per correspondence with the Department of Education, only one signer may be designated. As President & CEO, the resolution designates Jim Plankenhorn. On motion of Edward Weinhover and second by Lindsay Stamm, the resolution was approved.
11. The STEP Board of Directors Personnel Committee reported a positive performance evaluation for President & CEO Jim Plankenhorn. On motion of Joanne Ludwikowski and second by Brenda Nichols, the evaluation was approved.
12. As a result of the positive performance evaluation, the President & CEO was approved for a 4.5% compensation increase. The compensation increase was approved on motion of Randall Allison and second by Gail Nestlerode.
13. Patti Kiessling provided an update on the STEP 2018-2019 financial audit. The audit will be fully complete and presented to the board at the September 21, 2020 meeting.
14. Jim Plankenhorn and Rachelle Abbott provided an update on the Social Justice Task Forces for both the Community Action Association of Pennsylvania and STEP. The STEP committee will be distributing a survey to STEP employees.

The CAAP group will be selecting one area of institutional racism to focus on. The board will continue to receive updates on the task force activities.

15. Jim Plankenhorn gave an update on the agency's response to COVID-19, sharing that facilities are open by appointment only.
16. Jamey Williams provided the sixth ROMA for Boards section, "Reporting." A copy of the presentation with notes was provided to all members of the board via email for their review. Members were encouraged to contact either of STEP's NCRTs with any questions on the annotated slides.
17. In other business:

Jim Plankenhorn stated that the next board meeting, scheduled for September 21, 2020, will be held via Skype.
18. There being no further business, the meeting was adjourned at 5:10 p.m. on motion of Edward Weinoffer and second by Brenda Nichols.