

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, September 19, 2022
2138 via Microsoft Teams

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

Board Members Not Attending: Maria Boileau

Staff Attending: Rachelle Abbott, Ellen Keegan, Patricia Kiessling, Jim Plankenhorn, Jeannie Sullivan

Guests: Mackenzie Brooks, Jaylynn Cochran, Ashley Massey

1. The meeting was called to order at 4:00 p.m. by Chairperson Brenda Nichols.
2. Mackenzie Brooks, Jaylynn Cochran, and Ashley Massey, all students from the Pennsylvania College of Technology, were introduced to the Board of Directors.
3. Roll call was taken to verify members present.
4. On motion of Jeffrey Snyder and second by Randall Allison, the minutes of the August 15, 2022, STEP Board of Directors meeting were approved with the correction of marking Lindsay Stamm not present.
5. Additional members of the public were invited to identify themselves and any organizations they represent. None were present.
6. Patricia Kiessling presented the financial reports for July 2022, including an organization-wide report on revenue and expenditures categorized by program and a consolidated statement of activities and statement of financial position. Discussion included the large increase in prepaid expense due to the Geisinger Health insurance, which was done to meet a grant requirement, along with Head Start being underspent, which may be able to be carried over and used for recent salary adjustments. On motion of Lindsay Stamm and second by Joanne Ludwikowski, the financial reports were approved.
7. Rachelle Abbott presented the programmatic reports from August 2022. Rachelle noted that the ELRC grant is up for a recompetitve this year; that Head Start is currently short five teachers, with three potential hires; that there will be a site visit for the Work Ready program on September 26; and that the Designated Stop Program will start on October 3 in Clinton County. On motion of Randall Allison and second by Tia Hillyer, the programmatic reports were approved.
8. Jeannie Sullivan provided an update on the Office of Aging. She noted that the guidelines for documentation in connection with Protective Services have changed from 10 days to 24 hours; that Office of Aging is now covering Blair County reports of need, and many more referrals are coming in. In personnel matters, Office of Aging has three care manager positions open, and the Center for Healthy Aging floating center coordinator position has been filled.
9. Patricia Kiessling provided information pertaining to the following grant: LIHEAP Initial Allocation (10/1/2022 – 9/30/2023) in the amount of \$572,408. On motion of Jeffrey Snyder and second by Randall Allison, the grant was approved.
10. Patricia Kiessling provided an overview of STEP's Fiscal Policies. Updates included the following: Ellen Keegan replaced Jean Myers as a check signer; on the Organizational Chart, Controller is vacant, Lois Ruhl replaced Theresa Insinger, Nick Meale was promoted to Accountant I, Sarah Yohey was removed as an Accountant II, and one of the Fiscal Generalist positions is vacant. On the segregation of duties, the same changes were made. On motion of Joanne Ludwikowski and second by Lindsay Stamm, the STEP Fiscal Policies were approved.
11. Ellen Keegan provided an update on STEP's Human Resources department and activities. The recruitment/retention specialist started in August and is focusing on local college and high school relationships. An agency-wide salary review is underway, with Head Start being the program focused on initially. A voluntary wellness program is being offered to all employees through Geisinger.

12. Rachelle Abbott provided an update on the STEP Social Justice Task Force. STEP is coordinating the return of Diversity Day on August 13, 2023 in Williamsport. On September 28, an authentic communication training is being offered to STEP staff, along with a training on coaching versus supervising. The October retreat for the Administration Group will be preceded by a culture-building training.

13. In other business:

The next STEP Board of Directors meeting is Monday, October 17, 2022. The meeting will be held at 2138 Boyd Street, Williamsport, with a Teams/call-in option available.

14. At 5:14 p.m., the public session was adjourned for an executive session for a legal matter.

15. The executive session was adjourned and the public session reconvened at 5:22 p.m.

16. There being no further business, the meeting was adjourned at 5:22 p.m. on motion of Joanne Ludwikowski and second by Randall Allison.