

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, June 21, 2021
Held via Microsoft Teams

Board Attendance: Randall Allison, Susan Bigger, Maria Boileau, Tia Hillyer Joanne Ludwikowski, Scott Metzger, Brenda Nichols, Jacqueline Oliva, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, Edward Weinhover

Board Members Not Attending: Aron Carter, Gail Nestlerode

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. Roll call was taken to verify members present.
3. On motion of Susan Bigger and second by Joanne Ludwikowski, the minutes of the May 17, 2021 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. Patricia Kiessling presented the monthly financial reports from April 2021, 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 Edward Weinhover, the financial reports were approved.
6. Rachelle Abbott presented the programmatic reports from May 2021. On motion of Scott Metzger and second by Tia Hillyer, the programmatic reports were approved.
7. Patricia Kiessling presented the following grants: Department of Energy, \$320,740; PHARE 2021 Clinton County Homes in Need, \$250,000; PHARE 2021 Lycoming County Homes in Need, \$225,000; PHARE 2021 Lycoming County Urgent Needs, \$25,000; PHARE 2021 Lycoming County Supportive Housing Program, \$265,000; CSBG Discretionary Funds, \$364,315; CDBG COVID Recovery Lycoming County (for rent, mortgage, and utility assistance), \$55,000. Additionally, authorization was sought for the Head Start/Early Head Start no cost extension or carryover of unobligated funds. On motion of Susie Bigger and second by Brenda Nichols, the grants and policy authorization were approved.
8. Patricia Kiessling presented the 2021-2022 Proposed Global Budget. On motion of Randall Allison and second by Scott Metzger, the global budget was approved.
9. Jeffrey Snyder and Jim Plankenhorn provided the volunteer slate for the STEP 2021-2022 Board of Directors Executive Committee. The volunteers were: Brenda Nichols, Chairperson; Aron Carter, Vice Chairperson; Jacqueline Oliva, Secretary; and Lindsay Stamm, Treasurer. On motion of Joanne Ludwikowski and second by Edward Weinhover, the Executive Committee members were approved.
10. Jeffrey Snyder and Jim Plankenhorn provided the volunteer slate for the STEP 2021-2022 Board of Directors Personnel Committee. The volunteers were: Aron Carter, Chairperson; Jeffrey Snyder, Vice Chairperson; and Joanne Ludwikowski, member. The secretary position is vacant. The Personnel Committee members were approved by unanimous consent.
11. Jeffrey Snyder and Jim Plankenhorn provided the volunteer slate for the STEP 2021-2022 Board of Directors Finance Committee. The volunteers were: Aron Carter, Chairperson; Jeffrey Snyder, Vice Chairperson; Lindsay Stamm, Secretary; and Brenda Nichols, member. On motion of Randall Allison and second by Edward Weinhover, the Finance/Audit Committee members were approved.
12. Jeffrey Snyder and Jim Plankenhorn provided the volunteer slate for the STEP 2021-2022 Board of Directors Board Review Committee. The volunteers were: Brenda Nichols, Chairperson; and Edward Weinhover, Abigail Roberts, and

Jacqueline Oliva, members. On motion of Joanne Ludwikowski and second by Lindsay Stamm, the Board Review Committee members were approved.

13. Brenda Nichols and Jim Plankenhorn provided a summary of the CAAP training “Fiduciary Duties for Boards,” provided on June 10, 2021. Brenda reviewed some of the board’s duties, in contrast with staff duties. Jim stated that STEP would be looking at integrating more CAPLAW trainings and documents into agency operations. The board was encouraged to sign up for the remaining trainings being offered throughout the year.
14. Jim Plankenhorn provided an update on STEP’s COVID response. As of June 14, fully vaccinated staff no longer need to wear a mask, outside of programmatic/funder requirements stating otherwise. STEP will be looking at updating masking policies to coincide with the upcoming June 28 Pennsylvania Department of Health policy change.
15. Rachelle Abbott provided an update on the Community Action Association of Pennsylvania Diversity and Equity group and the STEP Social Justice Task Force. STEP has been approved for a grant through the First Community Foundation Partnership for diversity, inclusion, and equity training at the agency. The On the Walls project was utilized at the Williamsport Juneteenth event.
16. The next board meeting is scheduled for Monday, August 16, 2021. Current plans are to hold it at the Clinton County Community Center and offer a Teams option.
17. There being no further business, the meeting was adjourned at 5:00 p.m. on motion of Joanne Ludwikowski and second by Susan Bigger.