

**STEP, Inc. Board Meeting Minutes**  
**4:00 p.m., Monday, September 21, 2020**  
**Held via Skype**

**Board Attendance:** Randall Allison, Susan Bigger, Canda Boatman, Aron Carter, Joanne Ludwikowski, Scott Metzger, Gail Nestlerode, Brenda Nichols, Jeffrey Snyder, Lindsey Stamm, Edward Weinoffer

**Board Members Not Attending:** Maria Boileau, Tia Hillyer, Jacqueline Oliva, Abigail Roberts

**Staff Attending:** Rachelle Abbott, Carmon Choice, Patricia Kiessling, Jim Plankenhorn

**Guests:** Tuck McMahon

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 Susie Bigger and second by Scott Metzger, the minutes of the August 17, 2020 STEP Board of Directors meeting were approved.
4. The STEP Fiscal Year 2018-2019 audit was presented by Tuck McMahon of Larson, Kellett & Associates, P.C. As the principal accountant for the audit, Tuck led the discussion, highlighting the audit procedure and findings as outlined in the audit letter. On motion of Gail Nestlerode and second by Randall Allison, the audit, including the corrective actions detailed in the findings section, was approved.
5. Members of the public were invited to identify themselves and any organizations they represent. None were present.
6. Patricia Kiessling presented the monthly financial reports from July 2020, including an organization-wide report on revenue and expenditures categorized by program and a balance sheet/statement of financial position. On motion of Brenda Nichols and second by Joanne Ludwikowski, the financial reports were approved.
7. Rachelle Abbott presented the programmatic reports from August 2020. On motion of Susan Bigger and second by Gail Nestlerode, the programmatic reports were approved.
8. Patricia Kiessling presented the following new grant: Pennsylvania Department of Transportation COVID-19 funding in the amount of \$428,763. On motion of Gail Nestlerode and second by Brenda Nichols, the grant was approved.
9. Rachelle Abbott presented the STEP Office of Aging Four Year Plan for 2020-2024. On motion of Randall Allison and second by Scott Metzger, the plan was approved.
10. Patricia Kiessling presented the updated STEP Financial Policies and Procedures, highlighting changes recommended by the STEP Board of Directors Fiscal Committee. On motion of Aron Carter and second by Lindsay Stamm, the policies and procedures were approved.
11. Patricia Kiessling presented STEP's Form 990 for the 2018-2019 fiscal year. On motion of Gail Nestlerode and second by Brenda Nichols, the Form 990 was approved.
12. Rachelle provided an update on the activities of STEP's Social Justice Task Force and the Community Action Association of Pennsylvania statewide task force.
13. Jim Plankenhorn provided an update on STEP's COVID-19 response. All staff and visitors at the Lincoln/Boyd Street campuses are being temperature screened before entering the building due to a staff person testing positive for the novel coronavirus. No staff has been sent home for symptoms or fever.
14. Rachelle Abbott provided the seventh ROMA for Boards section, "Evaluation." 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.

15. In other business:

J. David Smith, of McCormick Law Firm, will be attending the October 19, 2020 board meeting.

16. There being no further business, the meeting was adjourned on motion of Randall Allison and second by Gail Nestlerode.