

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, February 22, 2021
Held via Skype

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

Board Members Not Attending: Canda Boatman

Staff Attending: Rachelle Abbott, Carolyn Hawk, Patricia Kiessling, Amanda Klein, Jim Plankenhorn, Nancy Saiers, 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 Joanne Ludwikowski and second by Edward Weinhover, the minutes of the January 25, 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 December 2020, including an organization-wide report on revenue and expenditures categorized by program and a balance sheet/statement of financial position. Due to the accounting system conversion, no comparison with December 2019 was available. The goal for audit completion this year is mid-March, with a goal of earlier completion in the future. On motion of Susan Bigger and second by Randall Allison, the financial reports were approved.
6. Rachelle Abbott presented the programmatic reports from January 2021. On motion of Randall Allison and second by Gail Nestlerode, the programmatic reports were approved.
7. As part of the programmatic success stories, Nancy Saiers and Amanda Klein provided a presentation showcasing Early Head Start's operations through COVID, including distanced activities and home visits. Nancy and Amanda were also recognized with STEP Star awards for creating the presentation.
8. Patricia Kiessling presented the following grants: 2020-2021 Community Services Block Grant (initial allocation) in the amount of \$86,450; Emergency Rental Assistance Program (Lycoming County) in the amount of \$7,541,710. The board asked that a memo with emerging details about the ERAP program be provided. On motion of Susan Bigger and second by Joanne Ludwikowski, the grants were approved.
9. Jim Plankenhorn and Gail Nestlerode provided a summary of the CAAP training "Board Roles and Responsibilities" provided on February 11, 2021. The board was encouraged to sign up for the trainings being offered throughout the year.
10. Jim Plankenhorn provided a summary of the STEP Agency Risk Assessment This is completed annually in addition to the CSBG Risk Assessment.
11. Rachelle Abbott provided an update on the success of strategies included in the Community Action Plan by sharing COPOS narrative responses. Full COPOS data will be shared with the board after the 2021 submission in March.
12. Jamey Williams provided information on Raise the Region 2021. The board will be provided with materials to share with contacts for the online fundraiser.
13. Jim Plankenhorn provided an update on STEP's COVID response. STEP will not be making vaccination mandatory.

14. Rachelle Abbott provided an update on the Community Action Association of Pennsylvania Diversity and Equity group and the STEP Social Justice Task Force. Reflection sessions are being held virtually this week to discuss “Race: The Power of an Illusion.”
15. Jim Plankenhorn and Rachelle Abbott highlighted the STEP Annual Report and the STEP Head Start Annual Report.
16. In other business, the board was encouraged to continue sharing information on the Community Needs Assessment and to complete it if they have not.
17. The next board meeting is scheduled for Monday, March 15, 2021. It will be held via Skype.
18. There being no further business, the meeting was adjourned at 5:35 p.m. on motion of Brenda Nichols and second by Aron Carter.