

**STEP, Inc. Board Meeting Minutes**  
**4:00 p.m., Monday, August 21, 2023**  
**2138 Boyd Street, Williamsport PA**

**Board Attendance:** Randall Allison, Aron Carter, Tia Hillyer, Joanne Ludwikowski, Brenda Nichols, Matthew Rickard, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, Patti Wylie

**Board Members Not Attending:** Scott Metzger, Jacqueline Oliva, Cheyanne Reichelderfer, Edward Weinoffer

**Staff Attending:** Rachelle Abbott, Patricia Kiessling, Jim Plankenhorn, Jamey Williams

1. The meeting was called to order at 4:00 p.m. by Chairperson Brenda Nichols.
2. Roll call was taken to verify members present.
3. On motion of Randall Allison and second by Lindsay Stamm, the minutes of the June 12, 2023, STEP Board of Directors meeting were approved.
4. Additional members of the public were invited to identify themselves and any organizations they represent. None were present.
5. Patricia Kiessling presented the financial reports for May and June 2023, including an organization-wide report on revenue and expenditures categorized by program and a consolidated statement of activities and statement of financial position. Patti highlighted the effects of the state budget impasse on the Pre-K Counts budget, as well as the reduction in the number of slots at STEP. Patti also discussed the Transportation fare structure change. On motion of Lindsay Stamm and second by Matthew Rickard, the financial reports were approved.
6. Rachelle Abbott presented the programmatic reports from June and July 2023. On motion of Jeffrey Snyder and second by Tia Hillyer, the programmatic reports were approved.
7. Patricia Kiessling provided information on the following grants: Early Learning Resource Center for Region 7 2023-2024 Grant – additional \$125,000, increasing grant total to \$10,317,212; and Community Service Block Grant Discretionary in the amount of \$50,000. On motion of Randall Allison and second by Aron Carter, the grants were approved.
8. At 4:40 p.m., the public session was adjourned and an executive session called to order for a personnel matter, the President & CEO performance evaluation and compensation review and determination, including strategic plan update.
9. At 5:17 p.m., the executive session was adjourned and the public session resumed.
10. On motion of Matthew Rickard and second by Patti Wylie, the STEP President & CEO Performance Appraisal for 2022-2023, as completed by the STEP Board of Directors Personnel Committee, was approved.
11. On motion of Randall Allison and second by Lindsay Stamm, the STEP President & CEO compensation for 2023-2024 was approved at a 10% increase from the previous fiscal year.
12. Gail Nestlerode's resignation letter was shared with the board of directors. Jim Plankenhorn and the board recognized her years of service on the board. On motion of Lindsay Stamm and second by Tia Hillyer, the resignation was approved.
13. Brenda Nichols provided a summary of the volunteers for the STEP Board of Directors Committees.

The Executive Committee volunteers are Brenda Nichols, Chairperson; Aron Carter, Vice Chairperson; Jacqueline Oliva, Secretary; Lindsay Stamm, Treasurer.

The Personnel Committee volunteers are Joanne Ludwikowski, Chairperson; Abigail Roberts, member; Hillary Hofstrom (of Pennsylvania College of Technology), member.

The Finance/Audit Committee volunteers are Aron Carter, Chairperson; Jeffrey Snyder, Vice Chairperson; Lindsay Stamm, Secretary.

The Board Governance Committee volunteers are Brenda Nichols, Chairperson; Abigail Roberts, Vice Chairperson; Tia Hillyer, Jacqueline Oliva, and Abigail Roberts, members.

The Endowment Fundraising Committee volunteers are Brenda Nichols and Cheyanne Reichelderfer, members.

Board members who had not yet volunteered for a committee were encouraged to do so, particularly for the Personnel and Finance/Audit Committees.

On motion of Randall Allison and second by Aron Carter, the committee members were approved as presented.

14. Rachele Abbott provided an update on the agency's outcomes utilizing the 2023 Second Quarter COPOS data, focusing on Section 4A. The board discussed targeting as it relates to both under- and over-performance.

15. In other business: the board was reminded of the STEP Knoebels event on Saturday, September 16.

The next STEP Board of Directors meeting will be on Monday, September 18, 2023 at 2138 Boyd Street, Williamsport.

16. There being no further business, the meeting was adjourned on motion of Randall Allison and second by Matthew Rickard at 5:26 p.m.