

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, March 21, 2022
Held via Microsoft Teams

Board Attendance: Susan Bigger, Aron Carter, Tia Hillyer, Joanne Ludwikowski, Scott Metzger, Gail Nestlerode, Brenda Nichols, Jacqueline Oliva, Abigail Roberts, Lindsay Stamm, Edward Weinhoff

Board Members Not Attending: Randall Allison, Maria Boileau, Jeffrey Snyder

Staff Attending: Rachelle Abbott, Carrie Bruning, 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 Susan Bigger and second by Scott Metzger, the minutes of the February 28, 2022 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. At 4:05 p.m., Chairperson Brenda Nichols called for an executive session in connection with a real estate matter.
6. The public session was reconvened at 4:10 p.m.
7. Chairperson Brenda Nichols asked for a motion to authorize STEP Administration to finalize the leasing process to River Valley Health and Dental for undeveloped space in the Clinton County Community Center. Patricia Kiessling provided information on how the rents received will be used. Currently, multiple STEP programs and HOPE pay for the facility costs through their rents to Community Action Realty. Once the undeveloped space is leased, that cost will be borne by River Valley Health and Dental. Rents are used for building maintenance and other costs.

Jacqueline Oliva abstained from the vote. On motion of Lindsay Stamm and second by Gail Nestlerode, the board approved moving forward with the leasing process.

8. Patricia Kiessling presented the monthly financial reports from January 2022, including an organization-wide report on revenue and expenditures categorized by program and a balance sheet/statement of financial position. Patricia Kiessling answered questions about STEP's loan and cash balances, explaining that cash on hand cannot be used to cover loans being used by other programs. On motion of Lindsay Stamm and second by Joanne Ludwikowski, the financial reports were approved.
9. Rachelle Abbott presented the programmatic reports from February 2022. On motion of Susan Bigger and second by Lindsay Stamm, the programmatic reports were approved.
10. STEP AmeriCorps Program Manager Carrie Bruning provided a programmatic update. Carrie recently stepped into her position, coming from STEP Head Start. She reported that summer programs will include the City of Williamsport Recreation Department summer camps and a position at the James V. Brown Library. Additionally, STEP AmeriCorps is looking for site partners and members for the 2022-2023 service year.
11. Patricia Kiessling provided information on the following grants: AmeriCorps 2022-2023 in the amount of \$369,600; and Head Start/Early Head Start 2022-2023 in the amount of \$5,853,360. On motion of Gail Nestlerode and second by Jacqueline Oliva, the grants were approved.
12. Jim Plankenhorn requested a resolution authorizing himself, Patricia Kiessling, and Rachelle Abbott to act as official signatories for contracts and other legal documents on behalf of STEP, effective March 21, 2022.

13. Jim Plankenhorn requested a resolution authorizing himself, Patricia Kiessling, Rachelle Abbott, Ellen Keegan, Phillip Good, Aron Haefner, and Jean Sullivan as check signers for STEP, effective March 21, 2022.

On motion of Joanne Ludwikowski and second by Gail Nestlerode, both the resolution for official signatories and check signers were approved.

14. Jim Plankenhorn provided an update on the healthcare benefits renewal process. He reported that a substantial increase in premiums is likely.
15. Jim Plankenhorn provided an update on STEP's COVID response. There have been nine staff inquiries related to COVID and no confirmed cases in the past month. Rachelle Abbott shared information about the COVID clinic held on March 5 at the STEP RiverWalk Center. Another event is being considered for the Clinton County Community Center.
16. Rachelle Abbott provided an update on the Community Action Association of Pennsylvania and STEP's diversity, equity, and inclusion groups. STEP's group is working with other local groups to plan this year's Juneteenth event. CAAP will be offering trainings for Community Action staff.

17. In other business:

Before stretch funds and prizes, STEP's Raise the Region total was \$3,105.

Due to the Easter holiday, the next board meeting is being moved from Monday, April 18, 2022 to Monday, April 25, 2022. The next meeting will be held in person with a Teams option.

18. There being no further business, the meeting was adjourned at 4:55 p.m. on motion of Scott Metzger and second by Susan Bigger.