

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, February 28, 2022
Held via Microsoft Teams

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

Board Members Not Attending: Maria Boileau, Aron Carter, Gail Nestlerode

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

Guests: Brian Larson, Kayla McQuillen

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 January 24, 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. Patricia Kiessling and Brian Larson of Larson, Kellett & Associates, P.C. presented the STEP 403(b) Retirement Audit. It was discussed that moving forward, the Finance Committee will review the retirement audit before it is presented to the Board of Directors. On motion of Jeffrey Snyder and second by Lindsay Stamm, the retirement audit was approved.
6. Patricia Kiessling presented the monthly financial reports from December 2021, including an organization-wide report on revenue and expenditures categorized by program and a balance sheet/statement of financial position. The underspent Head Start budget was discussed, as was the exhaustion of the first round of Emergency Rental Assistance Program funds. On motion of Joanne Ludwikowski and second by Randall Allison, the financial reports were approved.
7. Rachelle Abbott presented the programmatic reports from January 2022. On motion of Susan Bigger and second by Randall Allison, the programmatic reports were approved.
8. Patricia Kiessling provided information on the following grant awards from the First Community Foundation Partnership of Pennsylvania: \$50,000 for a weatherization vehicle and \$10,000 for the My Muncy home rehabilitation project.
9. Brenda Nichols led a discussion in connection with the STEP Board of Directors Review Committee. A matrix of board attributes, skills, connections, committee membership, etc. was produced from the board survey. Having more active committees that report to the full board was discussed.
10. Rachelle Abbott provided an overview of the strategies included in the Community Action Plan by highlighting portions of the 2021 COPOS submission. The entire COPOS submission was also provided to the board members.
11. Jim Plankenhorn provided an update on the STEP Programmatic Strategic Plans and Goals. Program managers/directors updated goal progress and target dates. It was suggested that any adjusted dates also reflect the original target date, and that goals that are not started have a different color code than those that are in progress.
12. Jim Plankenhorn provided an update on STEP's COVID response. Case numbers are down, with 12 in the last month. STEP had 11 staff leave due to the Head Start vaccination mandate, and 13 staff members received exemptions. Rachelle Abbott shared information about the upcoming COVID vaccination, N95 mask, and at-home COVID test clinic being held on March 5 at the STEP RiverWalk Center with River Valley Health and Dental and the Lycoming County United Way.

13. Rachelle Abbott provided an update on the Community Action Association of Pennsylvania and STEP's diversity, equity, and inclusion groups. Recordings from the recently held Equity Summit are available for viewing.

14. In other business:

The end of year board solicitation raised a total of \$9,875.

The possibility of a board Fundraising Committee was discussed.

STEP will be participating in Raise the Region on March 10 and 11; board members were encouraged to reach out to their contacts and to donate.

The next board meeting is scheduled for Monday, March 21, 2022.

15. There being no further business, the meeting was adjourned at 5:20 p.m. on motion of Edward Weinoffer and second by Randall Allison.