

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, August 15, 2022
Meeting held only via Microsoft Teams

Board Attendance: Aron Carter, Joanne Ludwikowski, Gail Nestlerode, Brenda Nichols, Jacqueline Oliva, Jeffrey Snyder, Abigail Roberts, Patti Wylie

Board Members Not Attending: Randall Allison, Maria Boileau, Tia Hillyer, Scott Metzger, Lindsay Stamm, Edward Weinhoff

Staff Attending: Patricia Kiessling, Dan Merk, Jim Plankenhorn, Jamey Williams

1. The meeting was called to order at 4:07 p.m. by Chairperson Brenda Nichols.
2. Roll call was taken to verify members present.
3. On motion of Joanne Ludwikowski and second by Jeffrey Snyder, the minutes of the June 20, 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 presented the financial reports for June 2022, including an organization-wide report on revenue and expenditures categorized by program and a consolidated statement of activities and statement of financial position. On motion of Gail Nestlerode and second by Aron Carter, the financial reports were approved.

Aron Carter requested and was provided with an update on the status of the 2021-2022 fiscal year financial audit.

6. Rachelle Abbott presented the programmatic reports from June and July 2022. On motion of Joanne Ludwikowski and second by Gail Nestlerode, the programmatic reports were approved.
7. Patricia Kiessling provided information pertaining to the following grants: HSSAP 2022-2023 in the amount of \$1,123,300; Pre-K Counts 2022-2023 in the amount of \$1,200,000; MIECHV 2022-2023 in the amount of \$175,000; CDBG 2019 Lycoming County in the amount of \$96,000; and LIHEAP in the amount of \$572,408. On motion of Jacqueline Oliva and second by Abigail Roberts, the grants were approved.
8. Jim Plankenhorn provided the board with information in connection with the written STEP Salary Study Policy. The policy summarizes the background, details, and future implementation of the salary study completed by STEP with assistance from Wipfli. On motion of Joanne Ludwikowski and second by Gail Nestlerode, the STEP Salary Study Policy was approved.
9. Carolyn Hawk, STEP Head Start Program Director, provided a summary of the Head Start Preschool Flexible Instruction Plan Policies and Procedures for the 2022-2023. On motion of Gail Nestlerode and second by Jeffrey Snyder, the plan was approved.
10. At 4:55 p.m., the public session was adjourned for an executive session for a personnel matter, the President & CEO performance evaluation and compensation review and determination, including strategic plan update.
11. The executive session was adjourned and the public session reconvened at 5:00 p.m.
12. The STEP President & CEO Performance Evaluation, completed by the STEP Board of Directors Personnel Committee and provided to the full board, was approved on motion of Gail Nestlerode and second by Patti Wylie, the evaluation was approved.
13. On motion of Patti Wylie and second by Jeffrey Snyder, a .072% merit increase for the STEP President & CEO was approved.

1. Jim Plankenhorn presented a list of the current STEP holidays, along with the proposed addition of Juneteenth beginning in 2023. On motion of Gail Nestlerode and second by Jeffrey Snyder, the existing holiday schedule and the Juneteenth addition were approved.
2. Rachelle Abbott provided an update on the agency's outcomes utilizing the 2021 Second Quarter COPOS data, focusing on Section 4A.
3. In other business:
The next STEP Board of Directors meeting is Monday, September 19, 2022. The meeting will be held at 2138 Lincoln Street, Williamsport, with a Teams/call-in option available.
4. There being no further business, the meeting was adjourned at 5:05 p.m. by unanimous consent.