

## **STEP, Inc. Board Meeting Minutes**

**4:00 p.m., Monday, June 20, 2022**

**2138 Boyd Street, Williamsport and via Microsoft Teams**

**Board Attendance:** Randall Allison, Aron Carter, Joanne Ludwikowski, Brenda Nichols, Jeffrey Snyder, Lindsay Stamm, Abigail Roberts, Edward Weinhoffer, Patti Wylie

**Board Members Not Attending:** Maria Boileau, Tia Hillyer, Scott Metzger, Gail Nestlerode, Jacqueline Oliva

**Staff Attending:** Patricia Kiessling, Dan Merk, 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 Edward Weinhoffer, the minutes of the May 16, 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 Aron Carter presented the STEP Fiscal Year 2020-2021 audit review. Documents reviewed included the Audited Financial Statements, letter to the Board of Directors regarding the Single Audit, the Single Audit, and the Corrective Action Plan for Audit Findings.

Aron Carter emphasized that Larson, Kellett & Associates provided an unqualified opinion, accepting the financial statements as an accurate view without limitations or exceptions. The STEP Board of Directors Finance/Audit Committee fully reviewed the audit materials with the audit firm and recommended acceptance by the full board. On motion of Joanne Ludwikowski and second by Randall Allison, the Single Audit, the Single Audit, and the Corrective Action Plan for Audit Findings were approved.

6. Patricia Kiessling presented the financial reports for April 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 Randall Allison and second by Lindsay Stamm, the financial reports were approved.
7. Jim Plankenhorn presented the programmatic reports from April 2022. Dan Merk, STEP Transportation Program Director, provided an update on STEP Transportation, including ridership trends, driver recruitment, and the development of designated stops in Clinton County. On motion of Randall Allison and second by Joanne Ludwikowski, the programmatic reports were approved.
8. Patricia Kiessling provided information pertaining to the following grants: CSBG 3<sup>rd</sup> and 4<sup>th</sup> Quarter Allocations in the amount of \$190,253 for an annual grant total of \$375,129; 2022 PHARE Supportive Housing Program Grant in the amount of \$210,000; 2022 PHARE Homes in Need Grant in the amount of \$210,000; and 2022 PHARE Urgent Needs Grant in the amount of \$25,000. On motion of Jeffrey Snyder and second by Aron Carter, the grants were approved.
9. Patricia Kiessling presented the STEP 2022-2023 Global Budget. The differences between the 2021-2022 budget and the 2022-2023 budget were discussed, as well as the proposed 2.28% COLA and 0.72% merit increases. On motion of Edward Weinhoffer and second by Patti Wylie, the global budget was approved.
10. Jamey Williams presented the list of STEP Board of Directors Executive Committee volunteers: Chairperson – Brenda Nichols; Vice Chairperson – Aron Carter; Treasurer – Lindsay Stamm; Secretary – Jacqueline Oliva. On motion of Randall Allison and second by Edward Weinhoffer, the Executive Committee members were approved.
11. Jamey Williams presented the list of STEP Board of Directors Personnel Committee volunteers: Chairperson – Joanne Ludwikowski; Vice Chairperson – vacant; Secretary – vacant; members – Abigail Roberts, Randall Allison. On motion of Edward Weinhoffer and second by Randall Allison, the Personnel Committee members were approved.

12. Jamey Williams presented the list of STEP Board of Directors Finance/Audit Committee volunteers: Chairperson – Aron Carter; Vice Chairperson – vacant; Secretary – Lindsay Stamm. On motion of Joanne Ludwikowski and second by Edward Weinhoffer, the Finance/Audit Committee members were approved.
13. Jamey Williams presented the list of STEP Board of Directors Board Review Committee volunteers: Chairperson – Abigail Roberts; Vice Chairperson – Jaqueline Oliva; Secretary – vacant; members – Patti Wylie, Edward Weinhoffer, Brenda Nichols. On motion of Randall Allison and second by Patti Wylie, the Board Review Committee members were approved.
14. The board had a discussion regarding volunteers for committees. Additional volunteers will be sought for vacancies in the committees.
15. At 5:05 p.m., Chairperson Brenda Nichols called for an executive session to address a legal matter and real estate matters.
16. The executive session was adjourned and the public session reconvened at 5:20 p.m.
17. Chairperson Brenda Nichols asked for a motion to authorize the STEP administration to continue to negotiate with Fairfield Ford of Williamsport for the purchase of three acres of land in connection with the STEP Transportation property project. On motion of Joanne Ludwikowski and second by Randall Allison, the authorization was provided.
18. Jim Plankenhorn provided an update on the STEP 2022-2023 healthcare benefits. STEP's medical insurance will be moving to the Geisinger health plan and the premiums paid by staff will not increase. Additionally, the premium payment tiers were adjusted in accordance with last year's merit increase and this year's COLA and merit increases.
19. In other business:  
  
Jim Plankenhorn thanked board members who attended the Juneteenth celebration.  
  
The next STEP Board of Directors meeting will be held at 4:00 p.m. on Monday, August 15, 2022 at the Clinton County Community Center and via Teams.
20. There being no further business, the meeting was adjourned at 5:30 p.m. by unanimous consent.