

**STEP, Inc. Board Meeting Minutes**  
**4:00 p.m., Monday, March 15, 2021**  
**Held via Microsoft Teams**

**Board Attendance:** Susan Bigger, Maria Boileau, Aron Carter, Tia Hillyer, Joanne Ludwikowski, Gail Nestlerode, Brenda Nichols, Jacqueline Oliva, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, Edward Weinhoffer

**Board Members Not Attending:** Randall Allison, Canda Boatman, Scott Metzger

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

1. The meeting was called to order at 4:00 p.m. by Chairperson Jeffrey Snyder.
2. Roll call was taken to verify members present.
3. On motion of Gail Nestlerode and second by Aron Carter, the minutes of the February 22, 2021 STEP Board of Directors meeting were approved.
4. Members of the public were invited to identify themselves and any organizations they represent. None were present.
5. Patricia Kiessling presented the monthly financial reports from January 2021, including an organization-wide report on revenue and expenditures categorized by program and a balance sheet/statement of financial position. On motion of Brenda Nichols and second by Joanne Ludwikowski, the financial reports were approved.
6. Rachelle Abbott presented the programmatic reports from February 2021. On motion of Susan Bigger and second by Brenda Nichols, the programmatic reports were approved.
7. Patricia Kiessling presented the following grants: MATP Lycoming County in the amount of \$1,131,944; MATP Clinton County in the amount of \$585,170; AmeriCorps in the amount of \$369,600; and Head Start/EHS 2021-2022 in the amount of \$5,783,827. The Head Start/EHS grant will include at least a 1.5% cost of living increase. On motion of Gail Nestlerode and second by Joanne Ludwikowski, the grants were approved.
8. Jim Plankenhorn and Gail Nestlerode provided a summary of the CAAP training “Managing Change through Crisis” provided on March 11, 2021. The board was encouraged to sign up for the remaining trainings being offered throughout the year.
9. Rachelle Abbott provided a summary of the COPOS 2020 submission. The deadline was extended but STEP has finalized its submission.
10. Jim Plankenhorn provided an update on STEP’s COVID response.
11. Rachelle Abbott provided an update on the Community Action Association of Pennsylvania Diversity and Equity group and the STEP Social Justice Task Force. STEP’s group has finalized a diversity statement.
12. In other business, the board was encouraged to continue sharing information on the Community Needs Assessment and to complete it if they have not.
13. The next board meeting is scheduled for Monday, April 19, 2021. It will be held via Microsoft Teams.
14. There being no further business, the meeting was adjourned at 5:10 p.m. by unanimous consent.