

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, October 19, 2020
Held via Skype

Board Attendance: Randall Allison, Susan Bigger, Canda Boatman, Aron Carter, Tia Hillyer, Joanne Ludwikowski, Scott Metzger, Gail Nestlerode, Brenda Nichols, Jeffrey Snyder, Lindsay Stamm, Edward Weinhoffer

Board Members Not Attending: Canda Boatman, Maria Boileau, Jacqueline Oliva, Abigail Roberts

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

Guests: Betty Gilmour, J. David Smith

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 Scott Metzger and second by Brenda Nichols, the minutes of the September 21, 2020 STEP Board of Directors meeting were approved.
4. At 4:03 p.m., the public session was suspended for an executive session regarding a personnel and legal matter.
5. The public session was reconvened at 4:20 p.m.
6. Members of the public were invited to identify themselves and any organizations they represent. Betty Gilmour from the First Community Foundation Partnership of Pennsylvania was present as part of this year's Leadership Lycoming class.
7. Patricia Kiessling presented the monthly financial reports from August 2020, including an organization-wide report on revenue and expenditures categorized by program and a balance sheet/statement of financial position. On motion of Randall Allison and second by Lindsay Stamm, the financial reports were approved.
8. Rachelle Abbott presented the programmatic reports from September 2020. On motion of Susan Bigger and second by Gail Nestlerode, the programmatic reports were approved.
9. Patricia Kiessling presented the following new grants: CSBG Discretionary CARES in the amount of \$166,232; and Lycoming County Block Grant in the amount of \$218,221. On motion of Randall Allison and second by Gail Nestlerode, the grant was approved.
10. Jim Plankenhorn provided a summary of the updated STEP Personnel Policies and Procedures, highlighting the addition of STEP's vision, Code of Ethics, and an expanded Telework and Telecommuting section. On motion of Scott Metzger and second by Edward Weinhoffer, the updated Personnel Policies and Procedures were approved.
11. Jim Plankenhorn provided a summary of the STEP Telework and Telecommuting Policies. These policies will be incorporated in full into the STEP Personnel Policies and Procedures in the appropriate sections. On motion of Brenda Nichols and second by Edward Weinhoffer, the Telework and Telecommuting Policies and Procedures were approved.
12. Rachelle provided an update on the STEP Social Justice Task Force. The STEP Admin Group, composed of program managers, directors, and other administrative supervisors, is currently working through the 2003 documentary "Race: The Power of an Illusion." The task force is also working on ways to distribute STEP's classified listings to a wider, more diverse audience.
13. Jim Plankenhorn provided an update on STEP's COVID-19 response. The agency as a whole has had three positively identified cases of COVID-19. Thermometers were distributed to all employees and mitigations such as masking, remote working, and keeping facilities open by appointment only continue to be followed.

14. Jamey Williams and Jim Plankenhorn provided an overview of the established STEP Board of Directors fall fundraising activity. Since 2015, solicitation letters have been passed around at the October board meeting for annotation by board members. This year, Jim Plankenhorn and Jeffrey Snyder will be signing all letters, and the board will be provided the list of addressees to select any they want to personalize.
15. Jamey Williams led a discussion on the CAPLAW video training “In Boards We Trust,” discussing conflicts of interest.
16. The next board meeting will be held via Skype on Monday, November 16, 2020. The 2021 meeting calendar will be approved at that meeting.
17. There being no further business, the meeting was adjourned at 5:20 p.m. on motion of Aron Carter and second by Joanne Ludwikowski.