

**STEP, Inc. Board Meeting Minutes**  
**4:00 PM, Monday, August 21, 2017**  
**2138 Lincoln Street, Williamsport**

**Board Attendance:** Susan Bigger, Aron Carter, Robert Cross, Regan Garey, Carolyn Hawk, Linda Hess, Jack McKernan, Jeffrey Rauff, Jeffrey Snyder, Lindsay Stamm, Amber Wilt

**Board Members Not Attending:** Randall Allison, Maria Garlick, Jacqueline Oliva, Gregory Wilson

**Staff Attending:** Rachelle Abbott, Jeff Dawson, Fred Englert, Traci Lowe, Jim Plankenhorn, Jamey Williams

1. The meeting was called to order at 4:00 PM by Chairperson Jeffrey Snyder.
2. On motion of Lindsay Stamm and second by Robert Cross, the minutes of the June 2017 STEP Board of Directors meeting were approved.
3. Jim Plankenhorn introduced Jeff Dawson, Project Development & Technical Manager, and Fred Englert, Resource & Compliance Manager, from STEP's Housing & Building Initiatives.
4. Traci Lowe presented the financial reports for May and June 2017. On motion of Jeff Rauff and second by Lindsay Stamm, the financial reports were approved.
5. Rachelle Abbott presented the programmatic reports from June and July 2017. On motion of Susan Bigger and second by Linda Hess, the programmatic reports were approved.
6. Jim Plankenhorn introduced SHARP (STEP's Housing Acquisition & Rehabilitation Program). Jeff Dawson and Fred Englert gave an overview of the program, referencing the distributed brochure and sample property information.

On motion of Jeff Rauff and second by Robert Cross, the board approved a budget of \$100,000 for the pilot project for SHARP, to include property acquisition and improvement. Aron Carter objected. The board requested that any increases in budget beyond \$100,000 be brought back to the Board for review.

7. Traci Lowe presented the IRS Form 990 for fiscal year 2015-2016. On motion of Carolyn Hawk and second by Jeffrey Rauff, the Form 990 was approved.
8. At 5:00 PM, the public meeting was adjourned for an executive session concerning a legal matter and a personnel matter.
9. At 5:20 PM, the public meeting was reconvened by Chairperson Jeffrey Snyder.
10. On motion of Robert Cross and second by Amber Wilt, the 2016-2017 evaluation of President & CEO Jim Plankenhorn was accepted.
11. On motion of Carolyn Hawk and second by Linda Hess, the merit salary increase for President & CEO Jim Plankenhorn was approved.
12. Rachelle Abbott provided the board with the 2017, 1st and 2nd quarter COPOS data.
13. Jim Plankenhorn and Rachelle Abbott updated the board on site visits being conducted by the First Community Foundation Partnership of Pennsylvania in connection with grant application for playground equipment at STEP Round Hills Campus and the new Loyalsock Center for Healthy Aging.

14. Rachelle Abbott provided information on the 2017 Self Sufficiency Award nominations. STEP has nominated a family from the Supportive Housing Program for this award, which will be announced at the Community Action Association of Pennsylvania's Collaborative Conference in State College on October 3, 2017.
15. Jim Plankenhorn provided an update on the possible 2017-2018 state and federal budget implications.
16. In other business, the board was provided with an update about the upcoming Housing Options Endowment Auction, to be held at Farrington Place in Williamsport on September 14, 2017.

Rachelle Abbott updated the board on the progress at STEP Round Hills Campus. Students in the 13 Early Learning classrooms will start during the week of August 28.

Rachelle Abbott also updated the board on the status of the Early Learning Resource Center grant.

17. There being no further business, the meeting was adjourned at 5:40 PM on motion of Jeffrey Rauff and second by Robert Cross.