

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, June 12, 2023
124 E. Walnut Street, Lock Haven

Board Attendance: Randall Allison, Aron Carter, Tia Hillyer, Joanne Ludwikowski, Gail Nestlerode, Jacqueline Oliva, Matthew Rickard, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, Edward Weinhoffer, Patti Wylie

Board Members Not Attending: Brenda Nichols, Scott Metzger, Cheyanne Reichelderfer

Staff Attending: Rachelle Abbott, Patricia Kiessling, Nichole Miller, Jim Plankenhorn

1. The meeting was called to order at 4:00 p.m. by Vice Chairperson Aron Carter.
2. Roll call was taken to verify members present.
3. On motion of Jeffrey Snyder and second by Patti Wylie, the minutes of the May 15, 2023, 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 April 2023, including an organization-wide report on revenue and expenditures categorized by program and a consolidated statement of activities and statement of financial position. The board discussed the differences in cash balances due to payment timing and COVID funds, along with the high Accounts Receivable balance due to the capital grant for land purchase in connection with the Transportation facility. On motion of Lindsay Stamm and second by Abigail Roberts, the financial reports were approved.
6. Rachelle Abbott presented the programmatic reports from May 2023. On motion of Matthew Rickard and second by Gail Nestlerode, the programmatic reports were approved.
7. Rachelle Abbott provided an update on the Early Learning Resource Center for Region 7. Highlights included the level of funding for the 2023-2024 program year and a review of the “Day without Childcare” publication.
8. Patricia Kiessling provided information on the following grants: Department of Energy fiscal year 2023-2024 in the amount of \$252,976; Department of Energy Weatherization Readiness fiscal year 2023-2024 in the amount of \$29,329; Department of Energy Bipartisan Infrastructure Law (additional five-year funding) in the amount of \$740,443; Continuum of Care Rapid Rehousing for Lycoming County calendar year 2023 (May 26, 2023 – December 31, 2023) in the amount of \$113,195. On motion of Randall Allison and second by Jacqueline Oliva, the grants were approved.
9. Patricia Kiessling reviewed the STEP 2023-2024 Global Budget, providing information for each item. On motion of Randall Allison and second by Lindsay Stamm, the STEP Global Budget was approved.
10. Jim Plankenhorn provided an update on STEP’s 2023-2024 health care benefits, noting the increased employee contribution, change in the HRA, addition of an optional flexible spending account, and the addition of optional insurances through Allstate. Jim also discussed the STEP Wellness Committee’s activities.
11. Rachelle Abbott provided an overview of the CAAP Infinity Basic training for boards. The board agreed to complete the three-part training at the September, October, and November meetings.
12. Rachelle Abbott provided an update on the STEP Social Justice Task Force. STEP is participating in the greater Williamsport area 2023 Juneteenth event on Saturday, June 17 from 12:00 p.m. – 4:00 p.m. On June 19, a “Lunch and Learn” event will be held at Pennsylvania College of Technology.

13. In other business: Jim Plankenhorn shared a remembrance for William (Bill) Nichols.

The next STEP Board of Directors meeting will be on Monday, August 21, 2023 at 2138 Boyd Street, Williamsport.

14. There being no further business, the meeting was adjourned by unanimous consent at 5:00 p.m.