

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, August 16, 2021
Held via Microsoft Teams

Board Attendance: Randall Allison, Susan Bigger, Maria Boileau, Aron Carter, Joanne Ludwikowski, Gail Nestlerode, Brenda Nichols, Jacqueline Oliva, Abigail Roberts, Jeffrey Snyder, Edward Weinhoff

Board Members Not Attending: Tia Hillyer, Scott Metzger, Lindsay Stamm

Staff Attending: Rachelle Abbott, Carolyn Hawk, Patricia Kiessling, 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 Jeffrey Snyder and second by Randall Allison, the minutes of the June 21, 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. The public session was adjourned for an executive session for a personnel matter, the President & CEO Evaluation and Compensation Review, at 4:05 p.m.
6. On motion of Edward Weinhoff and second by Randall Allison, the executive session was ended and the public session resumed at 4:20 p.m.
7. The President & CEO Performance Evaluation, completed by the STEP Board of Directors Personnel Committee and provided to the full board, was approved on motion of Susan Bigger and second by Edward Weinhoff.
8. On motion of Aron Carter and second by Joanne Ludwikowski, a 1.78% merit increase for the STEP President & CEO was approved, with the stipulation that future increases should attempt to adjust the President & CEO salary upward to be closer to the midpoint salary for the position, as reflected by the compensation study completed by Wipfli in 2019 or similar research.
9. Jim Plankenhorn provided an overview and update of the STEP Strategic Plan and Goals. The document contains overall agency strategy, mission, vision, and culture statements, as well as operational plans from program managers.
10. Patricia Kiessling presented the monthly financial reports from May and June 2021, including an organization-wide report on revenue and expenditures categorized by program and a balance sheet/statement of financial position. On motion of Edward Weinhoff and second by Randall Allison, the financial reports were approved.
11. Carolyn Hawk, STEP Head Start Director, presented the STEP Head Start Flexible Instruction Plan (FIP) for the 2021-2022 school year. On motion of Susan Bigger and second by Edward Weinhoff, the FIP was approved.
12. Rachelle Abbott presented the programmatic reports from July 2021. On motion of Randall Allison and second by Joanne Ludwikowski, the programmatic reports were approved.
13. Patricia Kiessling presented the following grants: CDBG-CV Montoursville, \$28,082; CDBG-CV Jersey Shore Borough, \$27,792; CDBG-HIN Montoursville, \$79,059; and Act 13 Clinton County, \$100,000. On motion of Joanne Ludwikowski and second by Aron Carter, the grants were approved.
14. Rachelle Abbott provided an update on the agency's outcomes utilizing the 2021 Second Quarter COPOS data, focusing on Section 4A.
15. Brenda Nichols provided a summary of the CAAP training "Is Our Strategic Plan Effective," provided on August 12, 2021.

16. Jim Plankenhorn provided an update on STEP's COVID response. STEP has had a slight increase in COVID exposure.
17. Rachelle Abbott provided an update on the Community Action Association of Pennsylvania Diversity and Equity group and the STEP Social Justice Task Force. The On the Walls posters are now going up in various STEP facilities.
18. The next board meeting is scheduled for Monday, September 20, 2021. Currently, it is planned to be held via Microsoft Teams.
19. There being no further business, the meeting was adjourned at 5:40 p.m. on motion of Susan Bigger and second by Randall Allison.