

**STEP, Inc. Board Meeting Minutes**  
**4:00 p.m., Monday, June 16, 2025**  
**124 E. Walnut Street, Lock Haven**  
**and via Teams**

**Board Attendance:** Randall Allison, Aron Carter, Angelic Hardy, Nicole Hayes, Joanne Ludwikowski, Scott Metzger, Brenda Nichols, Jacqueline Oliva, Matthew Rickard, Jeffrey Snyder, Tia Walker, Patti Wylie

**Board Members Not Attending:** Jack McKernan, Abigail Roberts, Lindsay Stamm

**Staff Attending:** Rachelle Abbott, Aron Haefner, Patricia Kiessling, Jamey Williams

1. The meeting was called to order at 4:00 p.m. by Chairperson Brenda Nichols.
2. On motion of Jeffrey Snyder and second by Tia Walker, the minutes of the May 19, 2025, STEP Board of Directors meeting were approved.
3. No members of the public were present.
4. Patricia Kiessling presented the financial reports for April 2025, including an organization-wide report on revenue and expenditures categorized by program and a consolidated statement of activities and statement of financial position. On motion of Angelic Hardy and second by Jeffrey Snyder, the financial reports were approved.
5. Aron Haefner presented the programmatic reports from May 2025. On motion of Patti Wylie and second by Matthew Rickard, the programmatic reports were approved.
6. Rachelle Abbott provided an update on STEP AmeriCorps. STEP received notification in April that the STEP AmeriCorps program was one of over 20 being terminated in Pennsylvania. After following direction from PennSERVE to halt grant expenditures at the end of May, a preliminary injunction in June did allow some members to return or to be enrolled for summer programs. STEP Administration recommends not moving forward with the 2025-2026 grant due to the uncertainty, pausing the program for at least a year and revisiting after the federal program review and any associated guideline updates are complete.
7. Patti Kiessling provided information on the following grants: CAAP ARPA in the amount of \$70,000; Geisinger Eviction Prevention in the amount of \$30,000; and CSBG 3<sup>rd</sup> and 4<sup>th</sup> Quarter allocation in the amount of \$180,082, bringing the 2025 total to \$370,164. On motion of Patti Wylie and second by Angelic Hardy, the grants were approved.
8. Patti Kiessling provided details on the proposed STEP 2025-2026 Global Budget. Patti highlighted programs with flat funding, reduced funding, decreased funding, and new funding sources. On motion of Joanne Ludwikowski and second by Aron Carter, the budget was approved.
9. Rachelle Abbott provided information on the STEP Head Start Corrective Plan Extension, which provides the time needed for a staff member to complete a training. On motion of Joanne Ludwikowski and second by Angelic Hardy, the extension was approved. Chairperson Brenda Nichols signed the letter in connection with the extension.
10. Rachelle Abbott provided a summary of the CSBG Risk Assessment. STEP was deemed low-risk.
11. Aron Haefner and Rachelle Abbott provided an update on the STEP Transportation facility construction. The bathroom additions have been accepted by the City of Williamsport and construction continues to move forward.
12. In other business: Rachelle Abbott encouraged the board to attend the STEP Knoebels picnic on Saturday, September 13.

The Board was provided information about upcoming Juneteenth events in Williamsport.

13. The next board meeting will be Monday, August 18, at 2138 Lincoln Street, Williamsport, and via Teams.
14. There being no further business, the meeting was adjourned on motion of Matthew Rickard and second by Joanne Ludwikowski at 5:15 p.m.