

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, May 19, 2025
2138 Lincoln Street, Williamsport and via Teams

Board Attendance: Aron Carter, Nicole Hayes, Joanne Ludwikowski, Jack McKernan, Scott Metzger, Brenda Nichols, Jacqueline Oliva, Matthew Rickard, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, Tia Walker, Patti Wylie

Board Members Not Attending: Randall Allison, Angelic Hardy

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

1. The meeting was called to order at 4:00 p.m. by Chairperson Brenda Nichols.
2. On motion of Joanne Ludwikowski and second by Scott Metzger, the minutes of the April 21, 2025, STEP Board of Directors meeting were approved.
3. No members of the public were present.
4. Patricia Kiessling presented the financial reports for March 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 Lindsay Stamm and second by Aron Carter, the financial reports were approved.
5. Aron Haefner presented the programmatic reports from April 2025. On motion of Matthew Rickard and second by Lindsay Stamm, the programmatic reports were approved.
6. Carolyn Hawk, STEP Head Start Director, provided a programmatic update. STEP Head Start successfully completed their Focus Area Two (FA2) Review. Findings connected to one staff member's training and the health provider status of a small number of children were explained, along with corrective action plans.
7. Patti Kiessling provided information on the following grants: Disaster Case Management (4/1/2025-3/12/2026) in the amount of \$175,342; Head Start Health & Safety in the amount of \$27,799. On motion of Joanne Ludwikowski and second by Scott Metzger, the grants were approved.
8. Rachelle Abbott provided a summary of changes to the STEP Personnel Policies, based on comments from attorney J. Michael Wiley. On motion of Joanne Ludwikowski and second by Lindsay Stamm, the revisions were accepted. Rachelle stated that updated policies will be provided to all staff immediately.
9. At 4:33 p.m., the public session was adjourned for an executive session concerning a real estate matter, the STEP Transportation Facility.
10. The public session was reconvened at 4:38 p.m.
11. Patti Kiessling provided an overview of the STEP Form 990 that was provided to the board in the information packet. The Finance & Audit Committee approved the 990 at their last meeting. Patti stated that the Form 990 also served to renew STEP's Bureau of Charitable Organizations license.
12. Rachelle Abbott provided a current events update in connection with federal budget developments, particularly relating to Head Start, CSBG, and AmeriCorps.
13. Jamey Williams presented a video showcasing STEP's history from 1966 to the present in preparation for next year's 60th anniversary activities.

14. In other business:

The next board meeting will be Monday, June 16, at 124 E. Walnut Street, Lock Haven, and via Teams.

15. There being no further business, the meeting was adjourned on motion Joanne Ludwikowski and unanimous consent at 5:12 p.m.