STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, March 16, 2026
124 E. Walnut Street, Lock Haven and via Teams

Board Attendance: Erin Brouse, Valerie Fessler, Angelic Hardy, Nicole Hayes, Joanne Ludwikowski, Brenda Nichols, Carrie Pauling, Abigail Roberts
Board Members Not Attending: Jack McKernan, Scott Metzger, Jacqueline Oliva, Matthew Rickard, Jeffrey Snyder, Lindsay Stamm, Tia Walker
Staff Attending: Rachelle Abbott, Aron Haefner, Patricia Kiessling, Nichole Miller

1. The meeting was called to order at 4:00 p.m. by Chairperson Abigail Roberts.

2. On motion of Joanne Ludwikowski and second by Valerie Fessler, the minutes of the February 23, 2026, STEP Board of Directors meeting were approved.

3. No additional members of the public were present.

4. Patricia Kiessling presented the financial reports for January 2026, 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 Scott Metzger and second by Brenda Nichols, the financial reports were approved.

5. Aron Haefner presented the programmatic reports from February 2026, including STEP Head Start Parent Community Association reports and minutes. On motion of Scott Metzger and second by Nicole Hayes, the programmatic reports were approved.

6. Patricia Kiessling provided information on the following grants: Rapid Rehousing Continuum of Care 2024 (1/1/2026-12/31/2026) in the amount of $103,976.40; PHARE 2025 SHP (11/10/2025 – 5/10/2027) in the amount of $175,000.00; PHARE 2025 MLP (11/10/2025 – 5/10/2027) in the amount of $150,000.00; and 2025 HIN & Urgent Needs (11/10/2025 – 5/10/2027) in the amount of $200,000.00. On motion of Brenda Nichols and second by Carrie Pauling, the grants were approved.

7. Patricia Kiessling provided information on the STEP fiscal year 2024-2025 audit and the STEP 403(b) audit. On March 10, 2026 at 9:00 a.m. Thomas McMahon of Larson Kellett & Associates, P.C. presented the Fiscal Year 2024-2025 Audits at a special meeting of the Finance and Audit Committee. There were no findings on the Single Audit and one significant deficiency on the Financial Audit regarding the restatement of restricted donor net assets to only include the principal portion of endowment donations. The Audit was accepted by the Finance and Audit Committee and presented to the full board for approval at the March Board meeting.

   The Fiscal year 2024-2025 403(b) retirement audit was also presented to the Finance and Audit Committee on March 10, 2026. The Audit was accepted by the Finance and Audit Committee and presented to the full board for approval at the March Board meeting.

   On motion of Erin Brouse and second by Carrie Pauling, both audits were approved.

8. Aron Haefner provided an update on the STEP Transportation facility, stating that a slideshow of construction progress would be provided at an upcoming board meeting.

9. Rachelle Abbott and Nicole Hayes, Committee Chair, provided an update on the planning for STEP's 60th Anniversary. The signature event will be held on May 30, 2026 at Bald Birds Brewing in Jersey Shore. Several customer videos have been recorded and Aron Carter will be the master of ceremonies for the evening. $66,000 in sponsorship funding has been secured. The first STEP Office of Aging bus trip is scheduled for April 1.

10. In other business:

    Rachelle Abbott provided an update on the following: Raise the Region; separate housing projects in partnership with the City of Williamsport and the Borough of South Williamsport; and a Truist grant on urgent housing needs. Rachelle also reminded the board that the Governance Committee would be starting the committee and officer nomination process in April.

An open house is scheduled at the STEP Round Hills Campus on Monday, April 27. The board is encouraged to attend.

11. The next board meeting will be Monday, April 18, 2026, at 2138 Lincoln Street, Williamsport, and via Teams.

12. There being no further business, the meeting was adjourned on motion of Joanne Ludwikowski followed by unanimous consent at 4:50 p.m.