

**STEP, Inc. Board Meeting Minutes**  
**4:00 p.m., Monday, February 10, 2025**  
**2138 Lincoln Street, Williamsport and via Teams**

**Board Attendance:** Randall Allison, Angelic Hardy, Nicole Hayes, Joanne Ludwikowski, Jack McKernan, Scott Metzger, Brenda Nichols, Jacqueline Oliva, Matthew Rickard, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, Patti Wylie

**Board Members Not Attending:** Aron Carter, Tia Walker

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

**Guests:** Dalton Gough

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 Jeffrey Snyder, the minutes of the December 16, 2024, STEP Board of Directors meeting were approved.
3. Roll call was taken to verify members present. Dalton Gough, a member of Leadership Lycoming employed at River Valley Health, came to the board meeting to observe a nonprofit board. No other members of the public were present.
4. Patricia Kiessling presented the financial reports for November and December 2024, 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 Jeffrey Snyder and second by Randall Allison, the financial reports were approved.
5. Aron Haefner presented the programmatic reports from December 2024. Head Start's full enrollment plan has been completed, and they have elected a new Parent Community Association chair. On motion of Randall Allison and second by Lindsay Stamm, the programmatic reports were approved.
6. Patti Kiessling provided information on the following grants: Neighborhood Assistance Program in the amount of \$70,000; Continuum of Care Rapid Rehousing in the amount of \$133,520 for January 1, 2025 – December 31, 2025; and Plankenhorn Foundation in the amount of \$25,000 for a STEP Housing vehicle. On motion of Lindsay Stamm and second by Joanne Ludwikowski, the grants were approved.
7. Patti Kiessling provided a summary of the STEP 403(b) Retirement Audit for the 2023-2024 fiscal year. Two reportable findings were identified: 1) excess fees charged by Voya due to fees being assessed on both quarterly and monthly schedules; 2) a vested balance calculation resulting in an incorrect distribution for one participant. The Finance Committee recommended that the board accept the audit. On motion of Randall Allison and second by Jack McKernan, the audit was approved.
8. The public meeting was adjourned for an executive session in connection with a legal matter.
9. On motion of Randall Allison and second by Jack McKernan, the board approved negotiation parameters as discussed in the executive session. Jeff Snyder opposed the parameters. Joanne Ludwikowski abstained.
10. Rachelle Abbott provided an updated President & CEO Succession Plan, outlining actions to be taken during both short term and long term absences by the STEP President & CEO. On motion of Jeffrey Snyder and second by Lindsay Stamm, the succession plan was approved.
11. Aron Haefner and Rachelle Abbott presented the STEP Head Start 2025-2026 Selection Priorities. On motion of Randall Allison and second by Lindsay Stamm, the selection priorities were approved.
12. Rachelle Abbott provided information in connection with the CLASS evaluation completed by STEP Head Start. All categories were well above satisfactory levels; STEP Head Start leadership is seeking technical assistance to improve further. Jeffrey Snyder expressed interest in having a letter of appreciation from the board sent to program staff.
13. Rachelle Abbott provided the board with an update of the success of specific strategies in the Community Action Plan.

14. Rachelle Abbott and Aron Haefner provided an update on the STEP Transportation Facility. Vendors have been selected and groundbreaking is imminent. A ribbon cutting ceremony is being planned for early 2026.
15. Rachelle Abbott provided an update on STEP's data breach. Thousands of individuals were notified; few opted into the services offered. As a result of the process, STEP's cyber insurance premiums were lowered.
16. Rachelle Abbott and Brenda Nichols led a discussion of current events affecting Community Action and other social service programs.
17. Jamey Williams reminded the board that Raise the Region 2025 is scheduled for Thursday, March 13 and Friday, March 14. Board members are encouraged to donate and to use their networks to amplify STEP during the event.
18. In other business:

The next STEP Board of Directors meeting was scheduled for March 17, 2025 at the Clinton County Community Center.

STEP Office of Aging Director Jeannie Sullivan is retiring. Her successor, Nikolina Cleaver, is scheduled to attend the next board meeting. A going-away is scheduled for Friday, March 21.

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