

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, October 20, 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, Abigail Roberts, Jeffrey Snyder, Patti Wylie

Board Members Not Attending: Jack McKernan, Lindsay Stamm, Tia Walker

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

Guests: Erin Brouse

1. The meeting was called to order at 4:00 p.m. by Chairperson Abigail Roberts.
2. All members and staff present introduced themselves, and guest Erin Brouse from the Williamsport Area School District was introduced.
3. On motion of Angelic Hardy and second by Randall Allison, the minutes of the September 15, 2025, STEP Board of Directors meeting were approved.
4. No additional members of the public were present.
5. Patricia Kiessling presented the financial reports for August 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 Patti Wylie and second by Joanne Ludwikowski, the financial reports were approved.
6. Aron Haefner presented the programmatic reports from September 2025, including STEP Head Start Parent Community Association reports and minutes. On motion of Angelic Hardy and second by Brenda Nichols, the programmatic reports were approved.
7. Patti Kiessling provided information on the following grant: United Way of North Central Pennsylvania SAPP in the amount of \$25,000. On motion of Angelic Hardy and second by Aron Carter, the grant was approved.
8. Rachelle Abbott and Patti Kiessling provided information in connection with STEP's line of credit with Woodlands Bank. During the current state and federal budget impasses, it will be increased first from \$1.6 million to \$3.6 million, with the potential for another increase. The interest rate ceiling will remain at 5%. On motion of Jeffrey Snyder and second by Randall Allison, Rachelle Abbott and Patti Kiessling were authorized to sign the required documents with Woodlands Bank for the credit line increase.
9. Jamey Williams provided the board members with the "CAP Introduction to Roles and Responsibilities" training before the meeting and provided an opportunity for discussion and questions. The importance of providing training regularly to existing members as well as orientation to new members was discussed.
10. Aron Haefner provided an update on the STEP Transportation Facility construction. The opening remains expected in spring 2026, with no exact date yet.
11. Brenda Nichols provided an update on the STEP Board of Directors Governance Committee. The committee met on October 16 and approved an application form for incoming board members and solidified a calendar for board officer nominations and committee formation, with an effective date of July 1 for positions.
12. 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. A sponsorship spreadsheet will be shared with the board for contributions.
13. Rachelle Abbott provided a current events update, focusing on the state and federal budget impasse consequences. Letters from the board and the agency are being drafted to be sent to elected officials.

14. The next board meeting will be Monday, November 17, at 2138 Lincoln Street, Williamsport, and via Teams.
15. There being no further business, the meeting was adjourned on motion of Joanne Ludwikowski followed by unanimous consent at 4:55 p.m.