

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, March 17, 2025
124 E. Walnut Street, Lock Haven and via Teams

Board Attendance: Randall Allison, Angelic Hardy, Nicole Hayes, Joanne Ludwikowski, Jack McKernan, Jacqueline Oliva, Abigail Roberts, Lindsay Stamm, Patti Wylie

Board Members Not Attending: Aron Carter, Scott Metzger, Brenda Nichols, Matthew Rickard, Jeffrey Snyder, Tia Walker

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

Guests: Thomas McMahon, Trent Knarr, Peyton Shilling, Taylor Murray, Mauricia Vanderhost

1. The meeting was called to order at 4:00 p.m. by Vice Chairperson Lindsay Stamm. All board members, guests, and staff present introduced themselves.
2. Thomas McMahon of Larson, Kellett & Associates, P.C. presented the Fiscal Year 2023-2024 Audit. Significant deficiencies included an elimination error on the consolidated financial statements and a misclassification of funds receivable. The deficiencies were not considered by the auditors to be material weaknesses. Recommended actions have been adopted for all findings. On motion of Angelic Hardy and second by Abigail Roberts, the audit was accepted.
3. On motion of Joanne Ludwikowski and second by Jacqueline Oliva, the minutes of the February 10, 2025, STEP Board of Directors meeting were approved.
4. Patricia Kiessling presented the financial reports for January 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 Joanne Ludwikowski, the financial reports were approved.
5. Aron Haefner presented the programmatic reports from February 2025. On motion of Abigail Roberts and second by Patti Wylie, the programmatic reports were approved.
6. Patti Kiessling provided information on the following grants: DOE additional 2024-2025 funds in the amount of \$193,370; Head Start and Early Head Start carryover from 2023-2024 to 2024-2025 in the amount of \$235,954; and the CSBG Second Quarter allocation in the amount of \$89,664. On motion of Angelic Hardy and second by Jack McKernan, all grants were approved.
7. Rachelle Abbott provided biographical information about STEP Aging Advisory Council potential member Dennis Weaver. On motion of Angelic Hardy and second by Joanne Ludwikowski, Mr. Weaver was approved as a member of the STEP Aging Advisory Council.
8. Rachelle Abbott shared a letter from the Administration for Children & Families, Office of Head Start providing formal recognition of the satisfactory completion of the full enrollment plan, stating that STEP has achieved and maintained at least 97% enrollment in Head Start for six consecutive months following the conclusion of the twelve-month period, which concluded on April 10, 2024.
9. Rachelle Abbott provided an update on the STEP 403(b) Retirement Plan audit, noting that the duplicate fee issue with Voya has been resolved and that the Retirement Committee continues to research plan platforms.
10. Rachelle Abbott provided an update on current events affecting STEP and the broader Community Action network. A summary of STEP's funding sources was provided.
11. STEP successfully participated in Raise the Region 2025, receiving \$4,130 in donations. At the time of the meeting, prize information had not been posted and the amount of stretch funds being awarded was also unknown.
12. A request for participation in planning STEP's 60th Anniversary celebrations in 2026. It was announced that a Gift Card Bingo would be held at the Clinton County Community Center in October 2025.

13. The public meeting was adjourned for an executive session in connection with a legal matter and a real estate matter.

14. In other business:

Rachelle Abbott provided information on the PA One Book initiative, and invited board members to be guest readers. Rachelle also asked for volunteers to address the agency during the All Staff Call.

Appreciation was expressed for board members participating in the Head Start FA2 review process, as well as to STEP's fiscal team for their participation in the audit.

15. There being no further business, the meeting was adjourned on motion Joanne Ludwikowski and second by Abigail Roberts at 5:05 p.m.