

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, May 18, 2026
2138 Lincoln Street, Williamsport and via Teams

Board Attendance: Erin Brouse, Valerie Fessler, Angelic Hardy, Joanne Ludwikowski, Jack McKernan, Scott Metzger, Jacqueline Oliva, Brenda Nichols, Carrie Pauling, Matthew Rickard, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, Tia Walker

Board Members Not Attending: Nicole Hayes

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

Guest: Ann Bartholomew

1. The meeting was called to order at 4:00 p.m. by Chairperson Abigail Roberts.
2. All board members and staff introduced themselves to Ann Bartholomew, attending as a guest from the Clinton County Housing Authority.
3. On motion of Jeffrey Snyder and second by Lindsay Stamm, the minutes of the April 20, 2026, STEP Board of Directors meeting were approved.
4. No additional members of the public were present.
5. Patricia Kiessling presented the financial reports for March 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 Lindsay Stamm and second by Erin Brouse, the financial reports were approved.
6. Aron Haefner presented the programmatic reports from April 2026, including STEP Head Start Parent Community Association reports and minutes. On motion of Lindsay Stamm and second by Joanne Ludwikowski, the programmatic reports were approved.
7. Patricia Kiessling provided information on the following grants: MATP Lycoming County, July 1, 2026 – June 30, 2027, in the amount of \$2,018,287; MATP Clinton County, July 1, 2026 – June 30, 2027, in the amount of \$639,300. Additionally, STEP signed an agreement as a subrecipient with the City of Williamsport for the HOME Acquisition & Rehab program, not to exceed \$317,218.43. On motion of Lindsay Stamm and second by Brenda Nichols, the grants were approved.
8. Patti Kiessling provided the Form 990s for both STEP and Community Action Realty to the board.
9. Brenda Nichols provided an update from the Board Governance committee, reminding the board that officers and committee membership would be presented for vote at the June meeting.
10. Rachelle Abbott 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. Sponsorships are around \$75,000 and ticket sales are around 65, plus around 120 sponsor seats. The board was asked for contributions for the various fundraising activities at the event and encouraged to attend.
11. Aron Haefner provided an update on the STEP Transportation facility.
12. Rachelle Abbott provided an update on relevant current events, including a recent visit to Harrisburg with STEP Office of Aging director Nikolina Cleaver.
13. In other business:

Rachelle Abbott provided information on developments with Lycoming County PHARE funds.

14. The next board meeting will be Monday, June 15, 2026, at 181 Daughertys Run Road, Williamsport.

15. There being no further business, the meeting was adjourned on motion of Joanne Ludwikowski, followed by unanimous consent, at 4:45 p.m.