

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, April 20, 2026
2138 Lincoln Street, Williamsport and via Teams

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

Board Members Not Attending: Joanne Ludwikowski

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

1. The meeting was called to order at 4:00 p.m. by Chairperson Abigail Roberts.
2. On motion of Jeffrey Snyder and second by Valerie Fessler, the minutes of the March 16, 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 February 2026, including an organization-wide report on revenue and expenditures categorized by program and a consolidated statement of activities and statement of financial position. Patti stated that the new auditors' projected timeline includes drafts in November and the final audit in January. On motion of Lindsay Stamm and second by Brenda Nichols, the financial reports were approved.
5. Aron Haefner presented the programmatic reports from March 2026, including STEP Head Start Parent Community Association reports and minutes. On motion of Lindsay Stamm and second by Scott Metzger, the programmatic reports were approved.
6. Patricia Kiessling provided information on the following grants:

Name	Amount	Dates	Notes
Head Start Operations	\$ 4,321,600.00	8/1/2026-7/31/2027	COLA .635% \$27,442.16 Funded enrollment 297
Head Start Training	\$ 42,666.00	8/1/2026-7/31/2027	
Total Head Start	\$ 4,364,266.00		
Early Head Start Operations	\$ 2,220,594.00	8/1/2026-7/31/2027	COLA .635% \$14,100.77 Funded enrollment 120
Early Head Start Training	\$ 41,728.00	8/1/2026-7/31/2027	
Total Early Head Start	\$ 2,262,322.00		
HSSAP	\$ 1,157,954.00	7/1/2026-6/30/2027	
Pre-K Counts	\$ 1,091,125.00	7/1/2026-6/30/2027	
MIECHV	\$ 175,000.00	7/1/2026-6/30/2027	
Work Ready	\$ 245,561.00	7/1/2026-6/30/2027	
Williamsport HUD CDBG 2024 Emerg. Rehab.	\$ 42,760.00	3/19/2026-6/30/2031	
Williamsport HUD CDBG 2025 Emerg. Rehab.	\$ 75,000.00	3/19/2026-6/30/2032	
South Williamsport 2023 CDBG	\$ 100,330.00	3/3/2026-1/2/2028	
South Williamsport Borough Admin. Support	\$ 1,500.00 per CDBG job	3/3/2026-1/2/2028	
PCT Pre-Apprentice Bus Mechanic Program	\$ 256,230.00	5/4/2026-12/31/2026	

On motion of Brenda Nichols and second by Nicole Hayes, the grants were approved.

7. Aron Haefner provided an update on the STEP Transportation facility, including a slideshow of construction progress.
8. Brenda Nichols, Committee Chair, provided an update from the Board Governance Committee. Information was provided to the board members detailing officer positions and committee membership. A link for volunteering will be sent to all members following the board meeting. All members were encouraged to participate in a committee or multiple committees. The Governance Committee will review the results and move forward so that officers and committee membership can be finalized at the June 2026 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. Sponsorships are around \$70,000 and ticket sales are continuing to pick up. The board was asked for contributions for the various fundraising activities at the event.
10. Rachelle Abbott provided an update on relevant current events, including the proposed federal budget. STEP and its state and national Community Action partners will continue advocacy efforts.
11. In other business:

Rachelle stated that the June board meeting is tentatively slated to be held at the STEP Transportation facility at Daughertys Run Road, Williamsport.

An open house is scheduled at the STEP Round Hills Campus next Monday, April 27. The board is encouraged to attend.
12. The next board meeting will be Monday, May 18, 2026, at 2138 Lincoln Street, Williamsport, and via Teams.
13. There being no further business, the meeting was adjourned by unanimous consent at 5:15 p.m.