

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, January 26, 2026
2138 Lincoln Street, Williamsport and via Teams

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

Board Members Not Attending: Jack McKernan, Matthew Rickard

Staff Attending: Rachelle Abbott, Phillip Good, Aron Haefner, Patricia Kiessling, Molly Steele, Jamey Williams

Guests: Ashlynn Loe

1. The meeting was called to order at 4:00 p.m. by Chairperson Abigail Roberts.
2. All members, staff, and guests present introduced themselves. Ashlynn Loe is observing the meeting as a Pennsylvania College of Technology student; Molly Steele recently joined STEP as the Chief Human Resource Officer.
3. On motion of Valerie Fessler and second by Joanne Ludwikowski, the minutes of the December 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 November 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 Lindsay Stamm and second by Carrie Pauling, the financial reports were approved.
6. Aron Haefner presented the programmatic reports from December 2025, including STEP Head Start Parent Community Association reports and minutes. On motion of Brenda Nichols and second by Joanne Ludwikowski, the programmatic reports were approved.
7. Patricia Kiessling provided information on the following grant: 2025 Emergency Solutions Grant in the amount of \$140,000, with \$73,600 designated for Lycoming County and \$66,400 designated for Clinton County. On motion of Jeffrey Snyder and second by Angelic Hardy, the grants were approved.
8. Patti Kiessling provided information on the STEP Head Start carryover request to move \$177,707 forward to the 20256-2026 budget. On motion of Lindsay Stamm and second by Valerie Fessler, the carryover was approved.
9. Rachelle Abbott provided a summary of the updated Head Start Policy Council bylaws, which were approved by Head Start Policy Council in December 2025. On motion of Brenda Nichols and second by Tia Walker, the bylaws were approved. Chairperson Abigail Roberts signed the bylaws.
10. Rachelle Abbott and Phillip Good provided a summary of a change to the STEP Personnel Policies, specifically the addition of a policy concerning the use of artificial intelligence tools. On motion of Jeffrey Snyder and second by Carrie Pauling, the personnel policy additions were approved. Rachelle Abbott provided information on an expected change not requiring board approval, outlining the procedures for belongings left at STEP after an employee has left the organization.
11. Aron Haefner and Rachelle Abbott provided an update on the STEP Transportation Facility construction. A June date for ribbon cutting remains likely.
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. \$35,000 in sponsorship funding has been secured. Additional items and activities include LLWS pins, bus trips for STEP Office of Aging, and multiple open house events.
13. Brenda Nichols, Committee Chair, provided an update from the STEP Board Governance Committee. Board members will be sent an assessment for completion and are also asked to provide contacts for potential board or committee

members.

14. Rachelle Abbott provided a current events update, focusing on legislative developments.
15. The next board meeting will be Monday, February 23, 2026, at 2138 Lincoln Street, Williamsport, and via Teams.
16. There being no further business, the meeting was adjourned on motion of Joanne Ludwikowski followed by unanimous consent at 5:00 p.m.