

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, August 18, 2025
2138 Lincoln Street, Williamsport and via Teams

Board Attendance: Randall Allison, Angelic Hardy, Nicole Hayes, Joanne Ludwikowski, Brenda Nichols, Jacqueline Oliva, Matthew Rickard, Abigail Roberts, Lindsay Stamm, Patti Wylie

Board Members Not Attending: Aron Carter, Jack McKernan, Scott Metzger, Jeffrey Snyder, Tia Walker

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

1. The meeting was called to order at 4:00 p.m. by Chairperson Brenda Nichols.
2. On motion of Joanne Ludwikowski and second by Patti Wylie, the minutes of the June 16, 2025, STEP Board of Directors meeting were approved.
3. No members of the public were present.
4. Patricia Kiessling presented the financial reports for May and June 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 Nicole Hayes, the financial reports were approved.
5. Aron Haefner presented the programmatic reports from June and July 2025, including STEP Head Start Parent Community Association reports and minutes. On motion of Randall Allison and second by Matthew Rickard, the programmatic reports were approved.
6. Patti Kiessling provided information on the following grants: DOE Weatherization (7/1/2025-6/30/2026) in the amount of \$265,146; DOE Readiness (7/1/2025-6/30/2026) in the amount of \$15,571; HOME ARP (7/1/2025-6/9/2026) in the amount of \$372,995; and Head Start Nutrition in the amount of \$21,639 for three refrigerators. On motion of Lindsay Stamm and second by Randall Allison, the grants were approved.
7. The public session was adjourned, and an executive session began at 4:22 p.m. for the STEP President & CEO Initial Employment Period Evaluation and the President & CEO Compensation Review.
8. The executive session was adjourned and the public session reconvened at 4:34 p.m.
9. Rachelle Abbott presented the STEP Strategic Plan for fiscal year 2025-2026 and facilitated a discussion regarding the new format. On motion of Randall Allison and second by Patti Wylie, the strategic plan was approved.
10. Patti Kiessling provided information on STEP's authorized check signers. Due to staff changes, Patti requested that the board approve the following positions as authorized check signers: President & CEO, Chief Operations Officer, Chief Financial Officer, and the Chief Human Resources Officer. On motion of Lindsay Stamm and second by Matthew Rickard, the authorized signers were approved. Board Chairperson Brenda Nichols signed the resolution reflecting these changes.
11. Brenda Nichols led a discussion regarding the STEP Board of Directors officers and committees. The following members volunteered unchallenged for officer positions and committees:

Officers/Executive Committee: Abigail Roberts, Chairperson; Lindsay Stamm, Vice Chairperson; Brenda Nichols, Treasurer; and Jacqueline Oliva, Secretary.

Personnel Committee: Joanne Ludwikowski, Committee Chair; Angelic Hardy, Scott Metzger, Jeffrey Snyder, Abigail Roberts, members.

Board Governance Committee: Brenda Nichols, Committee Chair; Abigail Roberts, Vice Chair; Angelic Hardy, Patti Wylie, members.

Endowment Fundraising Committee: Nichole Hayes, Committee Chair; Angelic Hardy, Brenda Nichols, members.

Finance & Audit Review Committee: Jeff Snyder, Brenda Nichols, Vice Chairperson; Aron Carter, Secretary; Jack McKernan, member.

Committee positions will be finalized at committee meetings and reported to the full board. On motion of Randall Allison and second by Patty Wylie, the committee and officer candidates were approved.

12. Aron Haefner provided construction photos and information on the progress of the STEP Transportation facility being constructed in Williamsport.
13. Rachelle Abbott provided a current events update, including the status of state and federal budgets and funding legislation. She provided a summary of Glenn “GT” Thompson’s visit to the Clinton County Community Center and information on childcare round table events being held at the STEP RiverWalk Center and a location in Tioga County.
14. In other business, Rachelle Abbott and Jamey Williams provided information on upcoming STEP events and encouraged the board to participate: STEP Knoebels picnic on September 13 and Gift Card Bingo on October 5 at the Clinton County Community Center. The board was asked to solicit gift cards or donate for the bingo event.
15. The next board meeting will be Monday, September 15, 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 5:12 p.m.