

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, April 15, 2024
2138 Lincoln Street, Williamsport and via Teams

Board Attendance: Randall Allison, Aron Carter, Angelic Hardy, Tia Hillyer, Joanne Ludwikowski, Jack McKernan, Scott Metzger, Brenda Nichols, Jacqueline Oliva, Matthew Rickard, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm

Board Members not Attending: Patti Wylie

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

Guests: Nicole Miller

1. The meeting was called to order at 4:00 p.m. by Chairperson Brenda Nichols.
2. On motion of Randall Allison and second by Lindsay Stamm, the minutes of the March 18, 2024, STEP Board of Directors meeting were approved.
3. Roll call was taken to verify members present. No other members of the public were present. All board members and staff introduced themselves to Nicole Miller from Transitional Living Centers.
4. Patricia Kiessling presented the financial reports for February 2024, 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 Jack McKernan and second by Lindsay Stamm, the financial reports were approved.
5. Rachelle Abbott presented the programmatic reports from March 2024. Rachelle highlighted Head Start's 99% enrollment and the increase in LIHEAP Crisis jobs completed in comparison to the longer season in 2023. On motion of Randall Allison and second by Scott Metzger, the programmatic reports were approved.
6. Patricia Kiessling provided information on the following grants: ELRC (7/1/2024-6/30/2025) in the amount of \$10,768,603; Pre-K Counts (7/1/2024-6/30/2025) in the amount of \$1,015,000; HSSAP (7/1/2024-6/30/2025) in the amount of \$1,123,300; MIECHV (7/1/2024-6/30/2025) in the amount of \$175,000; Head Start Base (8/1/2024-7/31/2025) in the amount of \$4,265,040; EHS Base (8/1/2024-7/31/2025) in the amount of \$2,221,336; MATP Clinton (7/1/2024-6/30/2025) in the amount of \$568,232; and MATP Lycoming (7/1/2024-6/30/2025) in the amount of \$1,646,608. On motion of Jeffrey Snyder and second by Jack McKernan, the grants were approved.
7. Jim Plankenhorn provided a summary of proposed changes to the STEP Personnel Policies. PTO granted to school year calendar schedule employees was increased. After discussion, it was stipulated that PTO payouts be staggered based on start date and requested that the PTO sections for school year calendar and non-school year calendar schedule employees be separated. On motion of Joanne Ludwikowski and second by Tia Hillyer, the changes to the personnel policies were approved.
8. Aron Haefner, STEP Assistant Operations Officer, provided an overview of the activities of the STEP Safety Committee, including office inspections, review of workplace incidents, fire safety training, ALICE training, and the first responder training hosted at the Round Hills Campus.
9. Brenda Nichols provided a summary of the March 20, 2024 meeting of the STEP President & CEO Transition Committee. The members are Brenda Nichols, Jeffrey Snyder, Randall Allison, and Hillary Hofstrom from Pennsylvania College of Technology, with STEP's CFO and HR Chief as needed. The committee and Jim Plankenhorn are currently working on defining the role of the CEO (including a task list), talents to look for in President & CEO candidates, and the transition timeline.
10. Jim Plankenhorn and Brenda Nichols introduced Nicole Miller, Executive Director at Transitional Living Centers in Williamsport, and a potential low-income sector board member.

11. Rachelle Abbott provided an update on the STEP Social Justice Task Force. Fifteen staff and two board members are currently registered to attend the CAAP State DEI Summit on May 16, either in person or virtually.
12. Jim Plankenhorn provided a reminder of the STEP All Staff Call scheduled for Thursday, May 9. Board members were encouraged to schedule a recorded interview for the call.

Jim Plankenhorn provided information on the C&N Hats&Horses fundraiser to benefit the STEP Office of Aging. The event will be held on May 4 at 4:30 p.m. at Bald Birds Brewing in Jersey Shore. Board members were encouraged to attend.

The next STEP Board of Directors meeting will be held Monday, May 20, at 2138 Lincoln Street, Williamsport.

13. There being no further business, the meeting was adjourned by unanimous consent at 5:25 p.m.