

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, August 19, 2024
1607 Four Mile Drive, Williamsport and via Teams

Board Attendance: Randall Allison, Aron Carter, Angelic Hardy, Nicole Hayes, Joanne Ludwikowski, Jack McKernan, Brenda Nichols, Jacqueline Oliva, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, Patti Wylie

Board Members not Attending: Scott Metzger, Matthew Rickard, Tia Walker

Staff Attending: Rachelle Abbott, Philip Good, Aron Haefner, Patricia Kiessling, Jim Plankenhorn, Nathan Snook, Jamey Williams

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 Jack McKernan, the minutes of the June 17, 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.
4. Patricia Kiessling presented the financial reports for May and June 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 Lindsay Stamm and second by Aron Carter, the financial reports were approved.
5. Rachelle Abbott presented the programmatic reports from June and July 2024. On motion of Randall Allison and second by Lindsay Stamm, the programmatic reports were approved.
6. Jim Plankenhorn and Nate Snook provided the board information about two OSHA citations recently issued to STEP Housing Options. Through working with OSHA and addressing the safety violations promptly, the penalty was first dropped 35% and then another 50%. Staff are being retrained and correct procedure information is being sought from OSHA for the roofing issue.
7. Philip Good and Jim Plankenhorn provided information to the board on recent cybersecurity developments at STEP. Failures have been turned over to the forensics and legal teams at STEP's cyber insurance provider. New warnings have been set as headers on all emails; an agency-wide password reset was initiated; and STEP has recently changed cybersecurity training providers to equip staff to recognize threats. Email retention policies are also being reviewed to prevent the amount of data a bad actor can access.
8. At 5:00 p.m., the public meeting was adjourned for an executive session concerning STEP President & CEO performance evaluation and compensation review, including strategic plan update.
9. The executive session was adjourned and the public meeting reconvened at 5:15 p.m.
10. The Personnel Committee's recommendation of a salary increased based on a positive performance review was approved on motion of Joanne Ludwikowski and second by Nicole Hayes, with none opposed.
11. The STEP Board of Directors committee selection was tabled in order to allow all board members to respond.
12. The STEP President & CEO Transition Committee provided feedback to Jim Plankenhorn and STEP Chief Human Resource Officer Ellen Keegan regarding job description language for the President & CEO position and others.
13. In other business, Rachelle Abbott provided information on the Neighborhood Assistance Program tax credit donation from Woodlands Bank. STEP is looking for additional businesses to make tax-deductible donations through this program and sample letters and information will be provided to board members.

Board members are invited to attend the annual STEP Knoebels picnic on Saturday, September 14 at 11:00 a.m.

The next STEP Board of Directors meeting will be held on Monday, September 16, 2024 at 4:00 p.m., at 2138 Lincoln Street, Williamsport.

14. There being no further business, the meeting was adjourned on motion of Joanne Ludwikowski, with unanimous consent from the members present, at 5:05 p.m.