

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, April 21, 2025
2138 Lincoln Street, Williamsport and via Teams

Board Attendance: Randall Allison, Aron Carter, Nicole Hayes, Joanne Ludwikowski, Jack McKernan, Scott Metzger, Brenda Nichols, Jacqueline Oliva, Matthew Rickard, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, Tia Walker, Patti Wylie

Board Members Not Attending: Angelic Hardy

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 Jeffrey Snyder and second by Randall Allison, the minutes of the March 17, 2025, STEP Board of Directors meeting were approved.
3. Rachelle Abbott introduced Nikolina Cleaver, STEP Office of Aging Director. All board members introduced themselves.
4. No members of the public were present.
5. Patricia Kiessling presented the financial reports for February 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.
6. Aron Haefner presented the programmatic reports from March 2025. On motion of Randall Allison and second by Tia Walker, the programmatic reports were approved.
7. Nikolina Cleaver provided an update on the STEP Office of Aging. Following the transition of the previous director's retirement, a leadership team of supervisors and the director has been assembled. Protective Services has handled 50 more cases compared with this time in 2024.
8. Patti Kiessling provided information on the following grants:

Name	Amount	Dates	Notes
Head Start Operations	\$4,321,600	8/1/2025-7/31/2026	
Head Start Training	\$42,666	8/1/2025-7/31/2026	
Total Head Start	\$4,364,266	8/1/2025-7/31/2026	297 funded enrollment
Early Head Start Operations	\$2,220,594	8/1/2025-7/31/2026	
Early Head Start Training	\$41,728	8/1/2025-7/31/2026	
Total Early Head Start	\$2,262,322	8/1/2025-7/31/2026	120 funded enrollment
HSSAP	\$1,157,954	7/1/2025-6/30/2026	
Pre-K Counts	\$1,065,750	7/1/2025-6/30/2026	
MATP Lycoming	\$1,406,661	7/1/2025-6/30/2026	
MATP Clinton	\$530,060	7/1/2025-6/30/2026	

On motion of Lindsay Stamm and second by Aron Carter, all grants were approved.

9. Rachelle Abbott provided a summary of proposed updates to the STEP Board of Directors Bylaws. The bylaws and proposed changes were reviewed by STEP's retained counsel, J. Michael Wiley of McCormick Law, in accordance with COPOS Organizational Standard 5.3. The minimum size of STEP's board was reduced to 12, with a maximum of 15

members. Other changes aligned membership language with the CSBG Act, various informational memoranda, and DCED guidance. On motion of Jack McKernan and second by Scott Metzger, the STEP Board of Directors Bylaws were approved.

10. Rachelle Abbott provided a summary of proposed changes to the STEP Personnel Policies. Review was completed by J. Michael Wiley; changes in connection with the attorney review will be presented next month for board approval.
11. At 4:30 p.m., the public session was adjourned for an executive session concerning a real estate matter, the STEP Transportation Facility.
12. The public session was reconvened at 4:45 p.m.
13. On motion of Scott Metzger and second by Jeffrey Snyder, STEP staff, in connection with the project partners and legal counsel, are to research appeal possibilities in connection with the STEP Transportation Facility.
14. Patricia Kiessling provided an update on the results of the Request for Proposals that was distributed to multiple banking institutions. A summary of the proposals and a recommendation will be returned to the board for approval.
15. Rachelle Abbott provided a current events update in connection with federal budget developments and distributed a flyer from the National Head Start Association.
16. Rachelle Abbott invited the board to attend the 2025 CAAP Summit, being held virtually and in person.
17. Rachelle Abbott provided information about STEP's upcoming Gift Card Bingo fundraiser, being held on Sunday, October 5, with doors opening at 11:30 a.m.
18. In other business:

Board members were encouraged to share any potential NAP contributors. STEP received \$70,000 in NAP contributions last year, and is eligible to participate in the Special Program Priorities, giving contributors a tax credit of 90% of their donation.

STEP's All Staff Call will be held on May 1.

A Fundraising Committee is being assembled in connection with STEP's 60th Anniversary activities. The committee will consist of board members and community members, and will begin meeting soon.

The next board meeting will be Monday, May 19, at 2138 Lincoln Street, Williamsport, and via Teams.

19. There being no further business, the meeting was adjourned on motion Joanne Ludwikowski and unanimous consent at 5:12 p.m.