

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, August 17, 2026
2138 Lincoln Street, Williamsport

Board Attendance: Erin Brouse, Valerie Fessler, Brittany Fischer, Angelic Hardy, Nicole Hayes, Joanne Ludwikowski, Jack McKernan, Scott Metzger, Brenda Nichols, Jacqueline Oliva, Carrie Pauling, Matthew Rickard, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, 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 Abigail Roberts.
2. Brenda Nichols, Board Governance Committee Chair, provided Jacqueline Oliva's resignation to the board. Rachelle Abbott thanked Jackie for her service to STEP beginning in 2015 and for the continued partnership of STEP and River Valley Health. On motion of Erin Brouse and second by Joanne Ludwikowski, the resignation was approved.
3. Brenda Nichols, Board Governance Committee Chair, provided Brittany Fischer's election to the board. Brittany will be representing the low-income sector of Lycoming County. On motion of Carrie Pauling and second by Angelic Hardy, the election was approved.
4. On motion of Lindsay Stamm and second by Matthew Rickard, the minutes of the June 15, 2026, STEP Board of Directors meeting were approved.
5. No members of the public were present.
6. Patricia Kiessling presented the financial reports for May and June 2026, 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 Brenda Nichols and second by Lindsay Stamm, the financial reports were approved.
7. Aron Haefner presented the programmatic reports from June and July 2026, including STEP Head Start Parent Community Association reports and minutes. On motion of Carrie Pauling and second by Angelic Hardy, the programmatic reports were approved.
8. Patricia Kiessling provided information on the following grants: CSBG 3rd Quarter in the amount of \$94,113; CSBG Discretionary in the amount of \$98,322; PHARE 2024-2025 Senior Housing Support in the amount of \$50,000; and United Way Continuum of Care Housing Problem Solving Grant in the amount of \$50,000. On motion of Lindsay Stamm and second by Joanne Ludwikowski, the grants were approved.
9. The public meeting was adjourned and an executive session for the President & CEO performance evaluation and compensation review started at 4:40 p.m.
10. The executive session was adjourned and the public meeting was reconvened at 4:57 p.m.
11. The results of the performance evaluation conducted by the Personnel Committee and a 3.65% compensation increase were approved on motion of Joanne Ludwikowski and second by Jack McKernan. Scott Metzger opposed the compensation increase based on the percentage.
12. Aron Haefner provided a summary of the STEP Head Start 2026-2027 Flexible Instruction Plan. This plan is reviewed annually; some changes were made due to new Pre-K Counts regulations. On motion of Brenda Nichols and second by Erin Brouse, the Flexible Instruction Plan was approved.
13. Rachelle Abbott provided an update on the agency strategic plan, showing programmatic and agencywide progress toward meeting the goals of the strategic plan in the last 12 months.
14. Jamey Williams provided an analysis of the agency's outcomes and an analysis of current outcomes reporting methods and adjustments and improvements being made to capture data with the highest degree of accuracy.

15. Rachelle Abbott provided an update on relevant current events, including progress being made in the state and federal budgets, the State Energy Act currently at the federal level, and proposed Head Start Performance Standard changes.
16. In other business: STEP, River Valley Health, and the United Way of North Central Pennsylvania will be partnering for the 2027 Community Assessment; Geisinger committed \$50,000 to continuing eviction prevention efforts.

Upcoming events include the Clinton County Community Center Open House on August 26; RiverWalk Center Open House on September 25; Staff Appreciation Knoebels picnic on September 12; and STEP Gift Card Bingo on October 4.

17. The next board meeting will be Monday, September 21, 2026, at 2138 Lincoln Street, Williamsport.
18. There being no further business, the meeting was adjourned on motion of Joanne Ludwikowski followed by unanimous consent at 5:30 p.m.