

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, September 15, 2025
2138 Lincoln Street, Williamsport and via Teams

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

Board Members Not Attending: Jack McKernan, Matthew Rickard

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. On motion of Brenda Nichols and second by Patti Wylie, the minutes of the August 18, 2025, STEP Board of Directors meeting were approved.
3. No members of the public were present.
4. Patricia Kiessling presented the financial reports for July 2025, including an organization-wide report on revenue and expenditures categorized by program and a consolidated statement of activities and statement of financial position. Patti also provided the quarterly update on STEP's endowment funds at the First Community Foundation Partnership of Pennsylvania. Patti stated that STEP is waiting on some transportation funds that have been delayed due to cybersecurity issues at the state level. On motion of Lindsay Stamm and second by Randall Allison, the financial reports were approved.
5. Aron Haefner presented the programmatic reports from August 2025, including STEP Head Start Parent Community Association reports and minutes. On motion of Joanne Ludwikowski and second by Nicole Hayes, the programmatic reports were approved.
6. Rachelle Abbott introduced STEP Chief Human Resource Officer Mark Thompson, who joined the agency in September 2025.
7. Patti Kiessling provided information on the following grant: Clinton County PHARE Homes in Need (9/2/2025-9/1/2027) in the amount of \$100,000. On motion of Brenda Nichols and second by Randall Allison, the grant was approved.
8. Rachelle Abbott presented the STEP Head Start 2025-2026 Preschool Flexible Instruction Plan. Covering preschool only, the plan allows for instructional time on days when facilities are not open for students. On motion of Aron Carter and second by Nicole Hayes, the Flexible Instruction Plan was approved.
9. Patti Kiessling provided a summary of the responses to the RFP from auditing firms, as well as the recommendation of the Audit & Finance Committee. Seven firms provided proposals for STEP's main audit.
10. On motion of Lindsay Stamm and second by Jaqueline Oliva, McKonly & Asbury, based in Camp Hill, Pennsylvania, was approved to provide audit services for a three-year term beginning with fiscal year 2025-2026. The 403(b) audit will be a separate RFP.
11. Rachelle Abbott provided a summary of the responses to STEP's RFP for commercial insurance coverage. As of October 1, 2025, STEP will be using the Hartman Agency as their insurance broker.
12. Aron Haefner provided an update on the STEP Transportation Facility construction. The plumbing, roof, and concrete are all ahead of schedule and the opening remains expected in spring 2026.
13. Rachelle Abbott and Nicole Hayes, Committee Chair, provided an update on the planning for STEP's 60th Anniversary. The signature event will be held in May 2026 at Bald Birds Brewing in Jersey Shore.
14. Rachelle Abbott provided a current events update, focusing on the state and federal budget impasse consequences.

15. In other business:

STEP's annual Knoebels picnic was held on Saturday, September 13. Around 80 staff, council members, and retirees signed up to bring their families for a total attendance of about 270.

16. The next board meeting will be Monday, October 20, at 124 E. Walnut Street, Lock Haven, and via Teams.

17. There being no further business, the meeting was adjourned on motion of Joanne Ludwikowski followed by unanimous consent at 5:00 p.m.