

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, December 18, 2023
2138 Boyd Street, Williamsport PA

Board Attendance: Randall Allison, Aron Carter, Scott Metzger, Brenda Nichols, Jacqueline Oliva, Matthew Rickard, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, Patti Wylie

Board Members Not Attending: Tia Hillyer, Joanne Ludwikowski

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

1. The meeting was called to order at 4:00 p.m. by Chairperson Brenda Nichols.
2. Roll call was taken to verify members present. No other members of the public were present.
3. On motion of Lindsay Stamm and second by Scott Metzger, the minutes of the November 20, 2023, STEP Board of Directors meeting were approved.
4. Patricia Kiessling presented the financial reports for October 2023, 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 Randall Allison and second by Jeffrey Snyder, the financial reports were approved.
5. Rachelle Abbott presented the programmatic reports from November 2023. On motion of Lindsay Stamm and Jacqueline Oliva, the programmatic reports were approved.
6. Patricia Kiessling presented the following grants for board approval: 2022-2023 PHARE Lycoming Homes in Need in the amount of \$200,000; 2022-2023 PHARE Lycoming Urgent Needs in the amount of \$50,000; 2022-2023 PHARE Lycoming Supportive Housing Program in the amount of \$200,000; 2022-2023 PHARE Lycoming Master Leasing Program in the amount of \$200,000; 2022-2023 PHARE Clinton Homes in Need in the amount of \$300,000; and 2022-2023 AHF Clinton Homes in Need in the amount of \$25,000. On motion of Randall Allison and second by Abigail Roberts, the grants were approved.
7. Patricia Kiessling presented the contract with SEDA-COG in connection with the Lycoming County Whole-Home Repair Program. On motion of Abigail Roberts and second by Jacqueline Oliva, the contract was approved.
8. Jim Plankenhorn provided the resignation letter from Mary George Rhone. On motion of Jeffrey Snyder and second by Patti Wylie, the resignation was approved.
9. Patricia Kiessling provided a summary of the STEP Transportation Audit.
10. Jamey Williams provided the Data Analysis module of CAP Infinity for Boards Training.
11. In other business: the annual appeal has currently raised \$8,250.

Jim Plankenhorn is working with staff from Gene Yaw's office in connection with the RiverWalk Center deed.

The next STEP Board of Directors meeting will be on Monday, January 22, 2024 in Williamsport.

12. There being no further business, the meeting was adjourned by unanimous consent at 5:05 p.m.