

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, February 23, 2026
2138 Lincoln Street, Williamsport and via Teams

Board Attendance: Erin Brouse, Valerie Fessler, Angelic Hardy, Nicole Hayes, Joanne Ludwikowski, Jack McKernan, Brenda Nichols, Carrie Pauling, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, Tia Walker

Board Members Not Attending: Scott Metzger, Jacqueline Oliva, Matthew Rickard

Staff Attending: Rachelle Abbott, Aron Haefner, Patricia Kiessling, Jamey Williams

Guests: Lydia Fink, Makayla MacGill, Kaiser Tocmo

1. The meeting was called to order at 4:00 p.m. by Chairperson Abigail Roberts.
2. All members, staff, and guests present introduced themselves. Lydia Fink, Makayla MacGill, and Kaiser Tocmo are observing the meeting as students.
3. On motion of Lindsay Stamm and second by Joanne Ludwikowski, the minutes of the January 26, 2026, STEP Board of Directors meeting were approved.
4. No additional members of the public were present.
5. Patricia Kiessling presented the financial reports for December 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 Jack McKernan and second by Angelic Hardy, the financial reports were approved.
6. Aron Haefner presented the programmatic reports from January 2026, including STEP Head Start Parent Community Association reports and minutes. On motion of Lindsay Stamm and second by Carrie Pauling, the programmatic reports were approved.
7. Patricia Kiessling provided information on the following grant: Additional Pre-K Funds (7/1/2025-6/30/2026) in the amount of \$25,375. On motion of Brenda Nichols and second by Valerie Fessler, the grants were approved.
8. Jamey Williams provided the board with an update on specific strategies in the Community Action Plan, utilizing performance indicator and service data from the recent COPOS submission.
9. Aron Haefner provided the board with the STEP Head Start 2026-2027 ERSEA training, highlighting changes from the previous year and answering questions regarding eligibility and wait list management.
10. Aron Haefner provided an update on the STEP Transportation, stating that a slideshow of construction progress would be provided at an upcoming board meeting. The Pennsylvania Secretary of Transportation will be present for the June 26 ribbon cutting, which board members are invited to.
11. Rachelle Abbott and Nicole Hayes, Committee Chair, provided an update on the planning for STEP's 60th Anniversary. The signature event will be held on May 30, 2026 at Bald Birds Brewing in Jersey Shore. \$50,500 in sponsorship funding has been secured. The first STEP Office of Aging bus trip is scheduled for April 1.
12. Brenda Nichols, Committee Chair, provided an update from the STEP Board Governance Committee. A summary of the board assessment was provided, as well as the timeline for the Governance Committee. In April, the committee will be checking on interest for committee members and board officers.
13. Rachelle Abbott provided a current events update, focusing on the approved federal budget with increased funding for CSBG, Head Start, LIHEAP, and Weatherization.
14. In other business:

Rachelle Abbott provided an update on the end-of-year solicitation, which has provided \$12,075 in funds, including

unrestricted funds and donations designated for specific endowments.

STEP will be working with Truist on an urgent needs housing program taking a regional approach in partnership with the Community Action Association of Pennsylvania and the Community Action Agencies of Schuylkill and Centre counties.

15. The next board meeting will be Monday, March 16, 2026, at 124 E. Walnut Street, Lock Haven, and via Teams.
16. There being no further business, the meeting was adjourned on motion of Joanne Ludwikowski followed by unanimous consent at 5:10 p.m.