

STEP, Inc. Board Meeting Minutes
4:00 PM, Monday, April 16 26, 2018
2138 Lincoln Street, Williamsport PA

Board Attendance: Randall Allison, Susan Bigger, Maria Boileau, Aron Carter, Robert Cross, Regan Garey, Jack McKernan, Lindsay Stamm, Amber Wilt

Board Members Not Attending: Linda Hess, Jacqueline Oliva, Jeffrey Snyder

Staff Attending: Stacy Bower, Carolyn Hawk, Traci Lowe, Jim Plankenhorn, Jamey Williams

1. The meeting was called to order at 4:00 by Vice Chairperson Aron Carter.
2. Jim Plankenhorn introduced new board member Maria Boileau, STEP Head Start Director Carolyn Hawk, and Youth Enrichment for Success Family Navigator Stacy Bower.
3. On motion of Susan Bigger and second by Randall Allison, the minutes of the March 26, 2018 STEP Board of Directors meeting were approved.
4. Traci Lowe presented the financial reports for February 2018. On motion of Regan Garey and second by Randall Allison, the reports were accepted.
5. Jim Plankenhorn presented the programmatic reports from March 2018. On motion of Robert Cross and second by Maria Boileau, the programmatic reports were approved.
6. Traci Lowe provided information pertaining to the submission and allocation of the following grants. Refunding grants: Department of Aging 2017-2018 (amendment) – \$5,060,776; Federal Head Start 2018-2019 – \$3,511,885; Early Head Start 2018-2019 – \$1,801,205; State Head Start 2018-2019 – \$968,104; Maternal, Infant & Early Childhood Home Visiting Program 2018-2019 – \$162,504; Pre-K Counts 2018-2019 – \$1,020,000. On motion of Susan Bigger and second by Amber Wilt, all grants were approved.
7. Jim Plankenhorn provided the board with information on Brenda Nichols in relation to her serving as a member of the STEP Board of Directors for the private sector of Lycoming County. On motion of Jack McKernan and second by Robert Cross, Brenda Nichols' appointment was unanimously approved.
8. Jim Plankenhorn shared a letter of resignation from Maria Garlick. The board expressed their appreciation for Maria's service and wished her well as the Executive Director of the Clinton County United Way. On motion of Randall Allison and second by Jack McKernan, Maria's resignation was accepted by the board.
9. Carolyn Hawk presented the STEP Head Start Annual Self-Assessment 2017-2018 Final Report. On motion of Lindsay Stamm and second by Robert Cross, the self-assessment was accepted. Carolyn also provided an overview of the upcoming Head Start review.
10. Jim Plankenhorn provided a quarterly update to STEP's employee benefits including health, dental, and vision insurances; workers compensation insurance; and short term/long term/life/accidental death and dismemberment insurance.
11. Stacy Bower provided the board with an overview and status update regarding the Youth Enrichment for Success (YES) program housed in the Service Navigation department. The program serves youth 16-21 years of age, helping them overcome barriers to educational and employment success. The program currently has

15 enrolled customers and 26 on a wait list. An orientation for 10 individuals currently on the wait list will be held on April 26 to determine potential additional enrollees to the program.

12. Jamey Williams provided an update on the 2018 Community Needs Assessment. Over 700 telephone surveys have been completed, while a total of 964 surveys have been returned by customers and partner agencies in Lycoming and Clinton counties.

13. In other business, Jim Plankenhorn announced that Carolyn Bullock retired from the Aging Advisory Council after decades of service to STEP.

The next STEP Board of Directors meeting will be held on Monday, May 21, 2018, at 4:00 PM at 2138 Lincoln Street, Williamsport.

Conversations continue regarding the undeveloped space at the Clinton County Community Center.

14. There being no further business, the meeting was adjourned at 5:25 PM on motion by Randall Allison and second by Jack McKernan.