

STEP, Inc. Board Meeting Minutes
4:00 PM, Monday, January 22, 2018
2138 Lincoln Street, Williamsport

Board Attendance: Susan Bigger, Aron Carter, Robert Cross, Maria Garlick, Jack McKernan, Lindsay Stamm, Amber Wilt

Board Members Not Attending: Randall Allison, Regan Garey, Linda Hess, Jacqueline Oliva, Jeffrey Snyder

Staff Attending: Rachelle Abbott, Kelly Gillis, Carolyn Hawk, Jim Plankenhorn, Jamey Williams

Guests: Sarah Kehres, Danielle Mattison

1. The meeting was called to order at 4:00 by Vice Chairperson Aron Carter.
2. Sarah Kehres and Danielle Mattison introduced themselves as current Leadership Lycoming participants.
3. All board members present ratified the resignation of Gregory Wilson.
4. On motion of Jack McKernan and second by Robert Cross, the minutes of the December 18, 2017 STEP Board of Directors meeting were approved.
5. Kelly Gillis presented the financial reports for November 2017. On motion Lindsay Stamm and second by Amber Wilt, the financial reports were approved.
6. Rachelle Abbott presented the programmatic reports from December 2017. On motion of Jack McKernan and second by Lindsay Stamm, the programmatic reports were approved.
7. Kelly Gillis provided information pertaining to the submission and allocation of the following grants. Refunding grants: Department of Energy Weatherization Assistance Program – \$211,499; Low-Income Home Energy Assistance Program – \$481,798. New grant applications: Lycoming County Act 13 – \$150,000; PA Department of Aging – \$75,490. On motion of Robert Cross and second by Susan Bigger, all grants were approved.
8. Jim Plankenhorn discussed finding a replacement for Gregory Wilson, who was representing the Clinton County Public Sector. On motion of Robert Cross and second by Susan Bigger, the board approved Jim reaching out to Maria Boileau to discuss board membership.
9. Rachelle Abbott presented the 2018-2019 STEP Head Start Selection Priorities. On motion of Susan Bigger and second by Robert Cross, the selection priorities were approved.
10. Rachelle Abbot presented two STEP Head Start Policy and Procedure documents: 1) Personally Identifiable Information and 2) Shared Decision-Making and Resolution of Internal Disputes and Impasses. On motion of Susan Bigger and second by Amber Wilt, the policies and procedures were approved.
11. Rachelle Abbott presented updated STEP Head Start School Readiness Goals, Analysis, and Outcomes. On motion of Lindsay Stamm and second by Maria Garlick, the school readiness information was approved.
12. Rachelle Abbott presented a board training regarding ROMA Next Generation and the upcoming Community Needs Assessment.

13. Jim Plankenhorn provided a STEP Transportation update. He stated that STEP has recently entered into an agreement with Coordinated Transportation Services on behalf of UPMC customers. He also stated that STEP would be meeting with representatives from the Department of Human Services and other groups regarding the future of MATP.
14. Rachelle Abbott provided an update on the status of the Early Learning Resource Center grant, stating that a contract has not been signed yet.
15. In other business, Jim Plankenhorn stated that he had provided the board members with a six-month update and the quarterly benefits update via email.

Jim also reminded the board that February's meeting is on the fourth Monday of the month, February 26, 2018, due to the Presidents' Day holiday.

16. There being no further business, the meeting was adjourned at 5:25 PM on motion of Jack McKernan and second by Robert Cross.