

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

Board Attendance: Randall Allison, Susan Bigger, Aron Carter, Robert Cross, Regan Garey, Linda Hess, Jack McKernan, Jacqueline Oliva, Jeffrey Snyder, Lindsay Stamm, Amber Wilt

Board Members Not Attending: Maria Garlick

Staff Attending: Rachelle Abbott, Kelly Gillis, Traci Lowe, Jim Plankenhorn, Jamey Williams

Guests: Thomas McMahon

1. The meeting was called to order at 4:00 by Chairperson Jeffrey Snyder.
2. On motion of Robert Cross and second by Randall Allison, the minutes of the January 22, 2018 STEP Board of Directors meeting were approved.
3. Thomas McMahon of Larson, Kellett & Associates, P.C. presented the following 2016-2017 Fiscal Year Audit Reports: Lycoming-Clinton Transportation Services, STEP's Consolidated Financial Statements with Supplementary Information, STEP's Single Audit Reports, and STEP's Agreed-Upon Procedures Report for PA Department of Human Services. In addition, the firm's communication to the Board letter was reviewed. On motion of Regan Garey and second by Jack McKernan, the audit reports were accepted.
4. Traci Lowe presented the financial reports for December 2017. On motion of Susan Bigger and second by Robert Cross, the reports were accepted.
5. Rachelle Abbott presented the programmatic reports from January 2018. On motion of Randall Allison and second by Lindsay Stamm, the programmatic reports were approved.
6. Jim Plankenhorn reported that Maria Boileau, Lock Haven City Planner, indicated her willingness to serve on the STEP Board of Directors as a representative of the Clinton County Public Sector. On motion of Robert Cross and second by Jack McKernan, she was approved. There were no objections or abstentions.
7. Rachelle Abbott presented the following operational policy and procedures: Head Start Grantee Reporting Requirements. The policy details reporting time frame requirements for various situations and conditions and procedures to follow when reporting is necessary. On motion of Susan Bigger and second by Regan Garey, the Grantee Reporting Requirements were approved.
8. Rachelle Abbott presented, for the board's information, Head Start Program Instruction ACF-PI-HS-18-01 regarding Fifty Percent Duration Requirements.
9. Rachelle Abbott presented the board with information on the 2018 Community Needs Assessment being conducted by STEP and partners in Lycoming and Clinton counties.
10. Rachelle Abbott presented the 2017 COPOS data.
11. In other business, Jim Plankenhorn provided an update on the SHARP program. A house has not been purchased.

Rachelle Abbott provided an update regarding the Loyalsock Center for Healthy Aging project, stating that representatives from the First Community Foundation Partnership of Pennsylvania would be visiting the center in the next week to meet customers.

Rachelle Abbott noted that the Head Start monitoring will be the week of April 23.

12. There being no further business, the meeting was adjourned at 5:45 PM by Chairperson Jeffrey Snyder.