

**STEP, Inc. Board Meeting Minutes**  
**4:00 PM, Monday, March 26, 2018**  
**124 East Walnut Street, Lock Haven PA**

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

**Board Members Not Attending:** Susan Bigger, Maria Boileau, Regan Garey, Maria Garlick

**Staff Attending:** Rachelle Abbott, Traci Lowe, Jim Plankenhorn, Fred Shrimp, Jamey Williams

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 February 26, 2018 STEP Board of Directors meeting were approved.
3. Fred Shrimp provided an Office of Aging program update. He shared: changes to level of care assessments; salary reclassification for the Service Coordinator position; upcoming changes to the Medical Assistance assessment process; and the increasing number of Protective Service investigations being performed by STEP Office of Aging staff.
4. Traci Lowe presented the financial reports for January 2018. On motion of Randall Allison and second by Aron Carter, the reports were accepted.
5. Rachelle Abbott presented the programmatic reports from February 2018. On motion of Linda Hess and second by Amber Wilt, the programmatic reports were approved.
6. At 4:40 PM, the public meeting was adjourned by Chairperson Snyder for an executive session concerning a legal matter.
7. At 5:00 PM, the public meeting was reconvened by Chairperson Snyder.
8. On motion by Robert Cross and second by Randall Allison, the board approved moving STEP's retirement advisory services to Valley Forge Financial Group, effective May 1, 2018, and moving third party administrator duties to Valley Forge Financial Group as well, with a flexible effective date.
9. Jamey Williams provided a review of STEP's mission statement and ROMA training on mission statements. The board was asked to consider if STEP's mission statement focuses on poverty and whether STEP's programs support the mission.
10. Rachelle Abbott presented an update on the upcoming Federal Head Start review. The board will be kept informed of any requirements.
11. Rachelle Abbott presented the board with information on the 2018 Community Needs Assessment being conducted by STEP and partners in Lycoming and Clinton counties. Board members will be provided with all surveys and are encouraged to distribute as appropriate.

12. In other business, Rachelle Abbott provided a status update regarding Keystone Central School District's Pre-K Counts classroom.
13. There being no further business, the meeting was adjourned at 5:40 PM on motion by Jack McKernan and second by Randall Allison.