

STEP, Inc. Board Meeting Minutes
4:00 PM, Monday, May 21, 2018
2138 Lincoln Street, Williamsport PA

Board Attendance: Randall Allison, Maria Boileau, Aron Carter, Robert Cross, Linda Hess, Jack McKernan, Brenda Nichols, Jacqueline Oliva, Jeffrey Snyder

Board Members Not Attending: Susan Bigger, Regan Garey, Lindsay Stamm, Amber Wilt

Staff Attending: Rachelle Abbott, Traci Lowe, Jean Myers, Jim Plankenhorn, Jamey Williams

Guest: Gail Nestlerode

1. The meeting was called to order at 4:00 by Chairperson Jeffrey Snyder.
2. Jeffrey Snyder introduced new board member Brenda Nichols and guest Gail Nestlerode.
3. On motion of Robert Cross and second by Randall Allison, the minutes of the April 16, 2018 STEP Board of Directors meeting were approved.
4. Traci Lowe presented the financial reports for March 2018. On motion of Linda Hess and second by Randall Allison, the reports were accepted.
5. Rachelle Abbott presented the programmatic reports from April 2018. On motion of Jack McKernan 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: AmeriCorps – \$385,935; Department of Energy – \$233,914. New grant application: Lycoming County Housing Authority - \$36,000 for Service Navigation. On motion of Robert Cross and second by Randall Allison, all grants and applications were approved.
7. Traci Lowe presented the 403(b) Retirement Plan audit completed by Larson, Kellett & Associates, P.C. Deficiencies in internal control found were a lack of approval for benefit payments to terminated employees and failure to use forfeitures. VOYA had indicated that no approval was needed for these payments; however, these disbursements will now be reviewed and approved by Traci Lowe. On motion of Linda Hess and second by Randall Allison, the retirement plan audit was accepted, and corrective actions approved.
8. On motion by Robert Cross and second by Aron Carter, the forfeitures in the retirement plan of approximately \$1,900 will be distributed among current participants.
9. Traci Lowe presented a list of current signatories on behalf of the agency. Due to Terry Roller's retirement, a new signatory is required. By unanimous consent, STEP Human Resource Operations Director Jean Myers was approved as an agency signatory. A resolution will be signed by all signatories and Chairperson Jeffrey Snyder in the presence of a notary.
10. Traci Lowe presented a list of current check signers for STEP. Due to Terry Roller's retirement, a new check signer is required. By unanimous consent, STEP Chief Information Officer Phillip E. Good III was approved as a check signer.
11. Traci Lowe and Rachelle Abbott provided an overview of U.S. Department of Health and Human Services Program Instruction ACF-PI-HS-18-01, which instructs all Early Head Start and Head Start grantees to

provide a cost-of-living adjustment (COLA) of 2.6% for fiscal year 2018. STEP Administration recommended a 3.0% COLA increase effective the first full pay-period for fiscal year 2018-2019, with no additional merit-based increases during the year. On motion of Randall Allison and second by Linda Hess, an agency-wide COLA wage increase of 3.0%, effective the first full pay-period for fiscal year 2018-2019, was approved.

12. Jean Myers presented recommendations for 2018-2019 STEP employee benefits as follows. Health insurance: retain PPO plan structure at no change to premium, increase HRA on the back end of the \$3,000 deductible from \$1,500 to \$2,000 (employee pays first \$1,000 of deductible); add HMO option to give employees a choice in health care. Dental insurance: retain plan structure, continue paying 100% of single coverage. Vision insurance: retain plan structure and change to cover 100% of single coverage. Short-term/long-term/life/accidental death and dismemberment insurance: enter third year of three-year rate guarantee, STEP continues to pay 100%, with option for employees to purchase additional life insurance. On motion of Linda Hess and second by Jack McKernan, the recommendations were approved.
13. Rachelle Abbott provided an update on the 2018 Community Needs Assessment. Online, paper, and telephone surveys are complete; focus groups have been completed in Lycoming County and will be held in Clinton County in June. The addition of demographic data and analysis will occur over the summer, and the completed report should be published in fall/winter 2018.
14. In other business, Traci Lowe announced that the Lycoming County Commissioners approved \$150,000 in Act 13 funds towards the construction of the Loyalsock Center for Healthy Aging.

Rachelle Abbott reviewed the STEP and Hope Enterprises partnership, which will see at least two Head Start classrooms at Hope's Edwin Street campus, along with support staff office space. Parents and staff from the current Hope program are being contacted regarding the transition.

15. There being no further business, the meeting was adjourned at 5:30 PM on motion by Aron Carter and second by Jeffrey Snyder.