

**STEP, Inc. Board Meeting Minutes**  
**4:00 PM, Monday, June 18, 2018**  
**124 East Walnut Street, Lock Haven**

**Board Attendance:** Randall Allison, Maria Boileau, Jeff Snyder, Robert Cross, Aron Carter, Regan Garey, Linda Hess, Amber Wilt

**Board Members Not Attending:** Susie Bigger, Jack McKernan, Brenda Nichols, Jackie Oliva, Lindsay Stamm

**Staff Attending:** Rachelle Abbott, Traci Lowe, Jim Plankenhorn, Nichole Tawney

1. The meeting was called to order at 4:03 PM by Chairperson Jeffrey Snyder.
2. On motion of Robert Cross and second by Randall Allison, the minutes of the May 2018 STEP Board of Directors meeting were approved.
3. Traci Lowe presented the financial reports for April 2018. On motion of Regan Garey and second by Linda Hess, the financial reports were approved.
4. Rachell Abbott presented the programmatic reports from May 2018. On motion of Randall Allison and second by Robert Cross, the programmatic reports were approved.
5. Traci Lowe provided information pertaining to the 2018 Community Service Block grant allocation of \$353,215.00, which is just over a \$6,000.00 increase. The funds mainly support Service Navigation and the One Stop process. On motion of Regan Garey and second by Linda Hess, the CSBG grant was approved.
6. Traci Lowe provided a review on the STEP 2018-2019 Global Budget noting any variances from the previous year. The audit committee reviewed global budget with no issues. On motion of Maria Boileau and second by Amber Wilt, the Global Budget was approved.
7. Traci Lowe reviewed an update to STEP's Travel that is incorporated in the Fiscal Policies and Procedures Manual. Updates include clarification of items reimbursed and not reimbursed, requirements of staff, and how to file for reimbursement. On motion of Aron Carter and second by Randall Allison, Travel Policy was approved.
8. Rachelle Abbott provided a short biography for Aging Advisory Council Nominee, Edward Weinoffer. On motion of Robert Cross and second by Linda Hess, Edward Weinoffer was approved as a member of the Aging Advisory Council.
9. Jim Plankenhorn briefed the Board on changes to STEP's Personnel Policy, including updates in Employment Reference & Background Checks, Employee Benefits, Employment Period, Employee Conduct, Termination of Employment, and Americans with Disabilities Act Policy. On motion of Randall Allison and second by Robert Cross, STEP Personnel Policy updates were approved.
10. A discussion was held regarding the process for upcoming STEP Board of Directors Officer selection as well as current vacancies on the board.
11. Jim Plankenhorn provided an update on STEP's Housing Acquisition and Rehabilitation Program (SHARP). Jim provided summaries for three potential homes. STEP's Housing team will reevaluate current expectations and options.
12. Rachelle Abbott provided the Community Intervention Zone (CIZ) closeout update. Eight families transitioned into a STEP funding source from the Stevens Promise program. STEP will maintain a presence and referral-based relationship with school. In two years, CIZ served 71 individuals with 31 different goals. Those individuals obtained 142 individual goals and 2,479 services.
13. Aron Carter discussed the STEP President & CEO Evaluation. Aron reviewed the 360-degree evaluation process, Human Resource involvement, and requirements for the STEP President & CEO.
14. In other business, Rachelle Abbott provided an AmeriCorps partner host site information guide for interested agencies.

Jim Plankenhorn provided a review on the STEP employee appreciation picnic at Knoebels; approximately 310 registered.

Jim Plankenhorn discussed Community Collaboration fundraising activities to help establish endowment fund. Activities include: Jon Mackey's Quizzo Hiawatha Ride on September 5; Murder Mystery Dinner on September 27, and Clinton County Community Center Gift Card Bingo on November 4. Solicitation efforts will also be made to previous donors, staff, vendors and other partners.

15. There being no further business, the meeting was adjourned at 5:20 PM on motion of Randall Allison and second by Regan Garey.