

STEP, Inc. Board Meeting Minutes
4:00 PM, Monday, August 20, 2018
2138 Lincoln Street, Williamsport PA

Board Attendance: Randall Allison, Susan Bigger, Robert Cross, Jack McKernan, Gail Nestlerode, Brenda Nichols, Lindsay Stamm, Jeffrey Snyder

Board Members Not Attending: Maria Boileau, Aron Carter, Regan Garey, Linda Hess, Jacqueline Oliva
Amber Wilt

Staff Attending: Rachelle Abbott, Traci Lowe, Jamey Williams

1. The meeting began at 4:00 PM. Quorum was not met.
2. Chairperson Jeffrey Snyder provided an update on the President & CEO evaluation process. It has been completed and will be a voting item at the September 2018 board meeting.
3. Rachelle Abbott provided an update on the 2018 Community Needs Assessment. Surveys, focus group data, and demographic data is being compiled for a Lycoming, Clinton, and joint County report. A public rollout will introduce the completed needs assessment to the community and partners.
4. Rachelle Abbott provided an update on the Community Action Plan and reviewed the second quarter COPOS data.
5. At 4:30 PM, meeting was called to order as quorum was reached with seven members present, out of 13 non-vacant seats.
6. On motion of Robert Cross and second by Randall Allison, the minutes from the June 18, 2018 STEP Board of Directors meeting were approved.
7. On motion of Susan Bigger and second by Randall Allison, Gail Nestlerode was approved as a STEP Board of Directors Member, representing Clinton County's private sector.
8. Traci Lowe presented the financial reports for May and June 2018. On motion of Randall Allison and second by Brenda Nichols, the reports were approved.
9. Rachelle Abbott presented the programmatic reports from June and July 2018. On motion of Susan Bigger and second by Robert Cross, the programmatic reports were approved.
10. Traci Lowe provided information pertaining to the following grants:
 - a. New grant applications: Health, Safety, & Program Improvement Grant #1 - \$353,213 for the installation of a heating and cooling system at the STEP Round Hills Campus; Health, Safety, & Program #2 - \$150,900 for the paving of the entire STEP Round Hills Campus parking lot. Both Health, Safety, & Program Improvement grants were approved and recommended by STEP Head Start Policy Council.
 - b. Refunding grant: Pennsylvania Department of Aging Senior Community Service Employment Program - \$56,634.

On motion of Brenda Nichols and second by Jack McKernan, the new grant applications and refunding grant were approved.

11. On motion of Susan Bigger and second by Randall Allison, with no objections, the following slate of STEP Board of Directors Officers was approved: Jeffrey Snyder, Chairperson; Aron Carter, Vice Chairperson; Lindsay Stamm, Treasurer; and Regan Garey, Secretary.
12. Jamey Williams collected Conflict of Interest forms from board members and provided information regarding the connected Organizational Standard.
13. In other business, Jamey Williams invited board members to spread the word and participate in the upcoming Community Collaboration Endowment Fund events: Quizzo on the Hiawatha (September 5), Murder Mystery at DiSalvo's (September 27), and Gift Card Bingo (November 4).

Rachelle Abbott recapped the Pathways to Fitness Dedication event held at the STEP RiverWalk Center on August 10.

14. There being no further business, the meeting was adjourned at 5:45 PM on motion by Robert Cross and second by Jeffrey Snyder.