

STEP, Inc. Board Meeting Minutes
4:00 PM, Monday, September 17, 2018
2138 Lincoln Street, Williamsport PA

Board Attendance: Randall Allison, Susan Bigger, Maria Boileau, Aron Carter, Robert Cross, Regan Garey, Linda Hess, Tia Hillyer, Jack McKernan, Gail Nestlerode, Jacqueline Oliva, Jeffrey Snyder, Lindsay Stamm

Board Members Not Attending: Brenda Nichols, Amber Wilt

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

1. The meeting began at 4:00 PM.
2. On motion of Robert Cross and Randall Allison, Tia Hillyer was approved as a STEP Board of Directors member. Tia is the Resident Initiatives Coordinator at the Clinton County Housing Authority and will be representing the low-income population of Clinton County.
3. The minutes from the August 20, 2018 STEP Board of Directors meeting were approved by unanimous consent.
4. Traci Lowe presented the financial reports for July 2018. On motion of Regan Garey and second by Lindsay Stamm, the reports were approved.
5. Rachelle Abbott presented the programmatic reports from August 2018. On motion of Linda Hess and second by Maria Boileau, the programmatic reports were approved.
6. Traci Lowe provided information pertaining to the following grants:
 - a. New grant applications: Neighborhood Assistance Program (Lycoming County Supportive Housing Program) – \$45,000; Neighborhood Assistance Program (STEP Healthy Homes Initiative) – \$50,000.The new grant applications were approved by unanimous consent.
7. The public session was closed at 4:50 PM for an executive session concerning personnel, legal, and real estate matters.
8. The public session was reconvened at 5:25 PM.
9. The Board of Directors completed their annual President & CEO performance appraisal and found the President & CEO's performance to be highly satisfactory. By motion of Randall Allison and second by Robert Cross, the performance appraisal was approved.
10. The STEP President & CEO's compensation review was also completed. The President & CEO will receive the previously approved COLA increase of 3.0%, with no merit increase, for the 2018-2019 fiscal year.
11. Traci Lowe and Kelly Gillis provided training on STEP's Fiscal Management. An overview of staff and their duties was provided.

12. Melissa Kerschner provided a program update for the Region 7 Early Learning Resource Center.
13. Rachelle Abbott provided an update on the 2018 Community Needs Assessment (CNA), informing the board that a Doodle invitation for the joint board meeting between the CNA partners would be forthcoming.
14. There being no further business, the meeting was adjourned at 6:00 PM on motion by Gail Nestlerode and second by Randall Allison.