

STEP, Inc. Board Meeting Minutes
4:00 PM, Monday, October 15, 2018
124 E. Walnut Street, Lock Haven

Board Attendance: Randall Allison, Maria Boileau, Aron Carter, Regan Garey, Linda Hess, Gail Nestlerode, Brenda Nichols, Jacqueline Oliva, Jeffrey Snyder, Lindsay Stamm

Board Members Not Attending: Susan Bigger, Robert Cross, Tia Hillyer, Jack McKernan, Amber Wilt

Staff Attending: Carolyn Hawk, Traci Lowe, Jim Plankenhorn, Nichole Tawney

1. The meeting began at 4:00 PM by Chairperson Jeffrey Snyder.
2. Jim Plankenhorn introduced the end of year solicitation activity. Folders with solicitation letters were circulated for notation by board members.
3. On motion of Randall Allison and second by Linda Hess, the minutes of the September 17, 2018 STEP Board of Directors meeting were approved.
4. Traci Lowe presented the financial reports for August 2018. On motion of Regan Garey and second by Brenda Nichols, the financial reports were approved.
5. Jim Plankenhorn presented the programmatic reports from September 2018. On motion of Randall Allison and second by Linda Hess, the programmatic reports were approved.
6. Jim Plankenhorn provided background information on Aging Advisory Council Nominee Lucille Evans. On motion of Linda Hess and second by Aron Carter, Lucille Evans was appointed to the Aging Advisory Council.
7. Carolyn Hawk introduced the updated STEP Head Start Policy Council By-Laws. The By-Laws were approved by Policy Council and recommended to the Board for approval. On motion of Maria Boileau and second by Randall Allison, the STEP Head Start Policy Council By-Laws were approved.
8. Carolyn Hawk provided an update to the Board on the STEP Head Start 2018-2019 program year.
9. Carolyn Hawk presented Health and Safety Screening reports required to be completed within the first 75 days of classes. On motion of Gail Nestlerode and second by Jacqueline Oliva, the Health and Safety Screening reports were approved.
10. At 4:50 PM the public meeting was adjourned for an executive session concerning Real Estate – Loyalsock Project.
11. At 5:15 the public meeting was reconvened by Chairperson Jeffrey Snyder.
12. A request was made to change November meeting to November 26, 2018 at. On motion of Gail Nestlerode and second by Randall Allison, the meeting date was changed. The required advertisement of the date change will be completed.
13. Jim Plankenhorn provided an update on STEP Community Collaboration Endowment Fund fundraisers. He provided information on the upcoming Gift Card Bingo fundraiser at the Clinton County Community Center.

14. In other business:

- a. Jim Plankenhorn provided information regarding the addition of the Bi-County WIC Lock Haven office relocating to the STEP Clinton County Community Center. Construction is expected to begin very soon.
- b. Linda Hess offered some leads to potential homes for the Housing and Building Initiatives SHARP program. Jim Plankenhorn discussed some possible future changes to the SHARP program.
- c. Jim Plankenhorn provided information on the 2018 Lycoming County Community Needs Assessment (CNA). The Lycoming County CNA will be presented to representatives from River Valley Health & Dental Clinic, Lycoming County United Way, STEP, and the First Community Foundation Partnership of Pennsylvania (FCFP) on October 22, 2018, 5:00 PM at the FCFP Philanthropy Center. The completed document will be presented to other community organizations at 9:00 AM on November 2, 2018 at the Trade and Transit Center Downtown Williamsport.

15. There being no further business, the meeting was adjourned at 5:30 PM on motion of Brenda Nichols and second by Gail Nestlerode.