

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

Board Attendance: Randall Allison, Susan Bigger, Maria Boileau, Aron Carter, Linda Hess, Tia Hillyer, Jack McKernan, Gail Nestlerode, Brenda Nichols, Jeffrey Snyder, Lindsay Stamm, Amber Wilt

Board Members Not Attending: Regan Garey, Jacqueline Oliva

Staff Attending: Traci Lowe, Jim Plankenhorn, Jamey Williams

1. The meeting was called to order at 4:00 PM by Chairperson Jeffrey Snyder.
2. Jim Plankenhorn and Jeff Snyder announced that Board of Directors member Robert Cross, serving as a representative of the Lycoming County private sector, had provided his resignation. The board expressed their thanks for Robbie's ten years of service.
3. On motion of Susan Bigger and second by Randall Allison, the minutes of the October 15, 2018 STEP Board of Directors meeting were approved.
4. Traci Lowe presented the financial reports for September and October 2018. On motion of Brenda Nichols and second by Randall Allison, the financial reports were approved.
5. Jim Plankenhorn presented the programmatic reports from November 2018. On motion of Jack McKernan and second by Linda Hess, the programmatic reports were approved.
6. Jim Plankenhorn presented the 2018 Community Needs Assessment (CNA) for Lycoming and Clinton counties. All members received hard copies of both reports. On motion of Randall Allison and second by Tia Hillyer, the 2018 CNA was approved.
7. Jamey Williams presented the proposed 2019 STEP Board of Directors meeting schedule. On motion of Brenda Nichols and second by Amber Wilt, the schedule was approved. Meetings will continue to be held at 4:00 PM on the third Monday of each month, with January and February being the fourth Monday due to holidays, and no meeting being scheduled for July. The February, May, August, and November meetings will be held at the Clinton County Community Center, with the remainder at 2138 Lincoln Street, Williamsport.
8. Jim Plankenhorn presented the 2019-2020 Head Start Selection Priorities. On motion of Susan Bigger and second by Randall Allison, the selection priorities were approved. It was noted that the Federal Poverty Guidelines listed on the selection priorities were subject to change.
9. At 5:00 PM, an Executive Session was started for two real estate matters: Loyalsock Project update and Hope/WIC Project update.
10. The public session was reconvened at 5:15 PM.
11. The STEP Annual Report was distributed to board members.
12. The STEP Head Start Annual Report was distributed to board members.

13. Jim Plankenhorn provided an update on the STEP Community Collaboration Fund. The annual appeal that the board participated in was the most successful to date, raising \$9,600; and proceeds from all fundraising activities throughout the year combined produced the \$25,000 required to create an endowment fund at the First Community Partnership of Pennsylvania. A formal check presentation is expected to occur on December 18.
14. There being no further business, the meeting was adjourned at 5:30 PM by unanimous consent.