

**STEP, Inc. Board Meeting Minutes**  
**4:00 PM, Monday, January 28, 2019**  
**2138 Lincoln Street, Williamsport**

**Board Attendance:** Susan Bigger, Maria Boileau, Regan Garey, Tia Hillyer, Jack McKernan, Gail Nestlerode, Brenda Nichols, Jacqueline Oliva, Jeffrey Snyder, Lindsay Stamm, Amber Wilt

**Board Members Not Attending:** Randall Allison, Aron Carter, Linda Hess

**Staff Attending:** Rachelle Abbott, Traci Lowe, Dan Merk, Jim Plankenhorn, Jamey Williams

1. The meeting was called to order at 4:00 PM by Chairperson Jeffrey Snyder.
2. Jim Plankenhorn introduced Dan Merk, STEP Transportation Services Program Manager.
3. Regan Garey requested a change to the December 2018 minutes – she was absent and listed as present. The change will be made to the minutes. On motion of Susan Bigger and second by Gail Nestlerode, the minutes of the December 2018 STEP Board of Directors meeting were approved, with the change noted.
4. Traci Lowe presented the financial reports for November 2018. On motion of Lindsay Stamm and second by Jack McKernan, the financial reports were approved.
5. Rachelle Abbott presented the programmatic reports from December 2018. On motion of Regan Garey and second by Brenda Nichols, the programmatic reports were approved.
6. Traci Lowe and Jim Plankenhorn presented the Head Start Cost of Living Adjustment (COLA) Program Instruction. The Head Start COLA increase of 1.77% for Fiscal Year 2019-2020 was approved on motion of Susan Bigger and second by Lindsay Stamm.
7. At 4:35 PM, the public meeting was adjourned for an Executive Session concerning a real estate matter.
8. The public session was reconvened at 4:40 PM.
9. Dan Merk and Jim Plankenhorn presented an update on STEP Transportation Services. Dan covered the new automatic on-demand trip reminder and its effect on no-shows, Transportation's use of translation services, and the partnerships with rabbittransit, UPMC, and Geisinger. Dan and Jim also addressed the potential for a statewide or regional private brokerage system to manage the Medical Assistance Transportation Program. The board expressed their desire to have a letter of opposition to this change drafted for their signature.
10. Rachelle Abbott and Jamey Williams discussed Results-Oriented Management and Accountability (ROMA) training possibilities with the board. Jamey presented the board with a training on Organizational Standards 5.3 and 5.4, relating to bylaws.
11. Jim Plankenhorn provided a brief update on the federal government shutdown. STEP was not impacted during the 35 days of the shutdown.
12. Jim Plankenhorn reminded everyone that the February meeting will be held at 4:00 PM on February 25, 2019, due to the Presidents' Day holiday, and will be at the Clinton County Community Center.
13. There being no further business, the meeting was adjourned at 5:30 PM on motion of Susan Bigger and second by Maria Boileau.