

**STEP, Inc. Board Meeting Minutes**  
**4:00 PM, Monday, February 25, 2019**  
**124 E. Walnut Street, Lock Haven PA**

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

**Board Members Not Attending:** Susan Bigger, Jack McKernan, Amber Wilt

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

1. The meeting was called to order at 4:00 PM by Chairperson Jeffrey Snyder.
2. Jim Plankenhorn provided a letter, requested at the January 2019 meeting, for signature by the Board of Directors in opposition to the PA Department of Human Services taking steps to move to a statewide or regional broker model for the MATP system.
3. On motion of Lindsay Stamm and second by Tia Hillyer, the minutes of the January 2019 STEP Board of Directors meeting were approved.
4. Traci Lowe presented the financial reports for December 2018. On motion of Randall Allison and second by Linda Hess, the financial reports were approved.
5. Jim Plankenhorn presented the programmatic reports from January 2019. On motion of Brenda Nichols and second by Randall Allison, the programmatic reports were approved.
6. Jim Plankenhorn provided biographical information on STEP Board of Directors candidate Joanne Ludwikowski. On motion of Gail Nestlerode and second by Brenda Nichols, Joanne was appointed to the STEP Board of Directors as a representative of the private sector of Lycoming County.
7. Carolyn Hawk, STEP Head Start Director, provided board training on Head Start Eligibility Requirements and a Head Start program update.
8. Jim Plankenhorn presented the 2018 COPOS data to the board, providing highlights and comparisons to the 2017 COPOS data.
9. Traci Lowe provided information on the Raise the Region 2019 fundraiser.
10. In other business:  
  
Carolyn Hawk discussed the Early Learning Endowment Fund and the activities/events being scheduled in connection with the establishment of that endowment fund.  
  
In response to a request from Aron Carter, Jim Plankenhorn provided an update on the Loyalsock senior center project.
11. There being no further business, the meeting was adjourned at 5:30 PM on motion of Randall Allison and second by Linda Hess.