

STEP, Inc. Board Meeting Minutes
4:00 PM, Monday, January 23, 2017
STEP, 2138 Lincoln Street, Williamsport

Board Attendance: Randall Allison, Susan Bigger, Aron Carter, Robert Cross, Maria Garlick, Carolyn Hawk, Linda Hess, Jack McKernan, Jacqueline Oliva, Lindsay Stamm, Jeffrey Snyder, Gregory Wilson

Board Members Not Attending: Regan Garey, Jeffrey Rauff, Amber Wilt

Staff Attending: Rachelle Abbott, Traci Lowe, Jim Plankenhorn

1. The meeting was called to order at 4:00 PM by Chairperson Jeffrey Snyder.
2. On motion of Randall Allison and second by Robert Cross, the Board of Directors regretfully accepted the resignation of member, Leonora Hannagan.
3. Introductions were made from Board Members and staff to incoming member, Gregory Wilson. On motion of Carolyn Hawk and second by Linda Hess, Gregory Wilson was approved as a member of the STEP Board of Directors, representing the public sector of Clinton County.
4. On motion of Susan Bigger and second by Randall Allison, the minutes of the November 21, 2016 STEP Board of Directors meeting were approved.
5. Traci Lowe presented the financial reports for October and November 2016. On motion of Randall Allison and second by Robert Cross, the financial reports for October and November 2016 were approved.
6. Rachelle Abbott presented the Pathway Reports from November and December 2016. On motion of Linda Hess and second by Randall Allison, the Pathway Reports were approved.
7. Traci Lowe provided information on the following grants: Refunding grants – 2016-2017 Low Income Home Energy Assistance Program (LIHEAP) Grant in the amount of \$379,025; New grants – PHFA, Clinton County Supportive Housing Program in the amount of \$375,000. On motion of Jack McKernan and second by Robert Cross, the grants were approved.
8. Rachelle Abbott reviewed the Head Start Selection Priorities. On motion of Aron Carter and second by Carolyn Hawk, the selection priorities were approved.
9. Jim Plankenhorn provided an update on STEP's employee benefits.
10. Jim Plankenhorn provided a review of STEP's proposed new evaluation system which is intended to streamline the evaluation process. Jim welcomed feedback to be provided by February 3, 2017 and noted that legal review will follow.
11. In other business, Jim Plankenhorn indicated that he will be distributing a mid-year strategic plan update in February. Jeff Snyder questioned the status of the Deferred Compensation Plan issue. Traci Lowe reported that the ERISA attorney recently provided us with his interpretation and we will be meeting with STEP's attorney next week to provide a resolution to the Board.
12. There being no further business, the meeting was adjourned at 5:00PM on motion of Randall Allison and second by Robert Cross.