

STEP, Inc. Board Meeting Minutes
4:00 PM, Monday, February 27, 2017
STEP, 2138 Lincoln Street, Williamsport

Board Attendance: Randall Allison, Aron Carter, Robert Cross, Carolyn Hawk, Jacqueline Oliva, Jeffrey Rauff, Jeffrey Snyder, Lindsay Stamm, Amber Wilt

Board Members Not Attending: Susan Bigger, Regan Garey, Maria Garlick, Linda Hess, Jack McKernan, Gregory Wilson

Staff Attending: Rachelle Abbott, Kelly Gillis, Jim Plankenhorn, Terry Roller, Jamey Williams

Guests: J. David Smith, Bradley Kellett, Thomas McMahon

1. The meeting was called to order at 4:00 PM by Chairperson Jeffrey Snyder.
2. Jim Plankenhorn introduced guests J. David Smith (McCormick Law Firm) and Bradley Kellett (Larson, Kellett & Associates, P.C.) and new board member Amber Wilt.
3. At 4:05PM, the public meeting was adjourned for an executive session concerning a legal matter.
4. The public meeting was reconvened at 4:30PM by Chairperson Jeffrey Snyder.
5. On motion of Randall Allison and second by Robert Cross, the board approved STEP's executive team to engage an ERISA attorney and complete the voluntary corrective program with the IRS in regards to audit findings for the Agency's 403 (b) Retirement Plan.
6. On motion of Aron Carter and second by Randall Allison, the board voted to engage the services of McCormick Law Firm to send Writs of Summons to several entities in connection with the audit findings of the 403(b) Retirement Plan.
7. Kelly Gillis introduced Thomas McMahon, of Larson, Kellett & Associates, P.C. who presented the 2015-2016 audits to the Board including the OMB Circular A-133 audit, the Agreed Upon Procedures Report and the Consolidated Financial Statement audit. In addition, the auditors reviewed the SAS 114 letter with the Board. The auditor provided an overview of the audit process and highlighted that the financial statements were presented fairly with no findings or questioned costs. In addition, the internal controls and compliance areas did not have any deficiencies or weaknesses. On motion of Jeffrey Rauff and second by Robert Cross, the audit was approved. The board requested that comparative financial statements be prepared in subsequent years.
8. On motion of Randall Allison and second by Lindsay Stamm, the minutes of the January 2017 STEP Board of Directors meeting were approved.
9. Kelly Gillis, STEP Assistant CFO, presented the financial reports for December 2016. On motion of Amber Wilt and second by Jeffrey Rauff, the financial reports were approved.
10. Rachelle Abbott presented the programmatic reports from January 2017. On motion of Robert Cross and second by Randall Allison, the programmatic reports were approved.
11. Jim Plankenhorn introduced the Housing Options Endowment Fund. Terry Roller discussed several possible fundraising activities to foster the creation of the Housing Options Endowment Fund. The Board asked that alternative activities be considered.

12. Jim Plankenhorn provided background information regarding a new initiative: the STEP Housing Acquisition and Rehabilitation Program (SHARP). This initiative is in the planning stage and would be an avenue of generating non-restricted funds, helping STEP become more self-sufficient. Terry Roller provided details concerning property selection, the appraisal process, and possible benefits. The board expressed no reservations and asked for a further update as the initiative progresses.
13. In other business, Aron Carter requested to have an in-depth discussion at the next meeting the board concerning the potential for both state and federal budget impasses.

Jamey Williams reminded the board that STEP will be participating in Raise the Region 2017.

14. There being no further business, the meeting was adjourned at 5:50PM on motion of Randall Allison and second by Robert Cross.