

STEP, Inc. Board Meeting Minutes

4:00 PM, Monday, March 20, 2017

STEP Clinton County Community Center, 124 E. Walnut Street, Lock Haven

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

Board Members Not Attending: Randall Allison, Jeffrey Rauff

Staff Attending: Rachelle Abbott, Traci Lowe, Jim Plankenhorn, Terry Roller, Jamey Williams

1. The meeting was called to order at 4:00 PM by Chairperson Jeffrey Snyder.
2. On motion of Carolyn Hawk and second by Robert Cross, the minutes of the February 2017 STEP Board of Directors meeting were approved.
3. Traci Lowe presented the financial reports for January 2017. A corrected statement for the STEP and Pathway Endowment Funds was distributed. On motion of Regan Garey and second by Amber Wilt, the financial reports were approved.
4. Rachelle Abbott presented the programmatic reports from February 2017. On motion of Susan Bigger and second by Linda Hess, the programmatic reports were approved.
5. At 4:10PM, the public meeting was adjourned for an executive session concerning legal and real estate matters.
6. The public meeting was reconvened at 4:50PM by Chairperson Jeffrey Snyder.
7. Traci Lowe provided information on the following grants: refunding grants –2017 Community Services Block Grant (CSBG) in the amount of \$375,941; new grants – PPL Cares in the amount of \$25,000. It was noted that the CSBG amount is an estimate based on past awards. Chairperson Snyder asked for a vote and the grants were approved by unanimous consent.
8. Jim Plankenhorn presented the proposed STEP Employee Evaluation System. The new system streamlines the process and adds a mid-year feedback opportunity. The proposed system has been vetted by STEP's attorney. On motion of Robert Cross and second by Jacqueline Oliva, the new employee evaluation system was approved.
9. Rachelle Abbott provided information about the 2017-2018 Head Start Program. She facilitated a detailed discussion regarding the 2017-2018 program changes including slot conversions, as well as classroom location and staffing changes. The Board was in full support of the program changes as presented.
10. Jim Plankenhorn led a discussion of the potential for a 2017-2018 Pennsylvania budget impasse.
11. There being no further business, the meeting was adjourned at 5:25PM on motion of Susan Bigger and second by Linda Hess.