

STEP, Inc. Board Meeting Minutes
4:00 PM, Monday, April 17, 2017
2138 Lincoln Street, Williamsport

Board Attendance: Randall Allison, Susan Bigger, Aron Carter, Robert Cross, Maria Garlick, Linda Hess, Jack McKernan, Jeffrey Snyder, Amber Wilt

Board Members Not Attending: Regan Garey, Carolyn Hawk, Jacqueline Oliva, Lindsay Stamm, Gregory Wilson

Staff Attending: Rachelle Abbott, Abigail Eschbach, Traci Lowe, Jean Myers, Jamey Williams

1. The meeting was called to order at 4:00 PM by Chairperson Jeffrey Snyder.
2. Traci Lowe introduced Jean Myers, STEP Human Resource Operations Director, and Abigail Eschbach, STEP Wellness & Nutrition Initiatives Coordinator.
3. On motion of Robert Cross and second by Jeffrey Rauff, the minutes of the March 2017 STEP Board of Directors meeting were approved.
4. Traci Lowe presented the financial reports for February 2017. On motion of Susan Bigger and second by Randall Allison, the financial reports were approved.
5. Rachelle Abbott presented the programmatic reports from February 2017. On motion of Jeffrey Rauff and second by Robert Cross, the programmatic reports were approved.
6. Traci Lowe provided information on the following grants: revised 2016 – 2017 Aging grant in the amount of \$5,143,705; refunding – Head Start in the amount of \$3,482,151; Early Head Start in the amount of \$1,779,098; Pre-K in the amount of \$1,020,000; Head Start State in the amount of \$968,104; MIECHV in the amount of \$162,500; AmeriCorps in the projected amount of \$359,600; and Transportation in the projected amount of \$2,704,378. STEP is not the applicant for the DCNR grant listed on the agenda and accordingly board approval is not required. On motion of Randall Allison and second by Amber Wilt, all grants were approved.
7. Traci Lowe updated the board on the ERISA attorney selection. KT Administration was recommended from our auditor, and Traci made contact with the President of the firm, Mr. Gary Beaver. This firm not only does consulting and legal services, but also provides retirement plan third party administration. It was suggested to coordinate a conference call with Mr. Beaver, to include Board Chair, Jeff Snyder, auditor, Brad Kellett, and STEP staff to discuss the retirement issue in detail and present the results to the Board for action at the May 2017 Board of Director's meeting.
8. Rachelle Abbott presented Paulette Seitzer as a nominee for the Aging Advisory Council. On motion of Linda Hess and second by Jack McKernan, her nomination was approved.
9. Traci Lowe updated the board on the proposed culling of retirement accounts. It was proposed that accounts with a balance less than \$1,000 be automatically disbursed to participants at termination/separation from employment. In addition, owners of accounts balances between \$1,000 - \$5,000 will be contacted at termination/separation from employment to facilitate rollover or elect disbursement. On motion of Jeffrey Rauff and second by Linda Hess, the board approved updating the retirement plan document to allow the culling account cleanup.

10. Jean Myers provided a handout and update on STEP's medical, vision, dental, workers compensation, and short-term/long-term/life/accidental death and dismemberment insurance. Abigail Eschbach provided a summary of STEP's Wellness Initiatives through 2016 and 2017, and moving forward.
11. Rachelle Abbott and Traci Lowe provided an update on the possible 2017-2018 state and federal budget implications. Rachelle shared analysis from the CEO of the National Community Action Foundation. Board members were urged to spread education and awareness of community action agencies, AmeriCorps, SCSEP, and other programs.
12. Rachelle Abbott and Traci Lowe provided an update on the Reach Road Transition to the STEP Round Hills Campus. Traci reported that a meeting was held with the landlords of the Reach Road facility regarding the possibility of an early termination from the current lease due to a potential new tenant at the Reach Road facility. The Board will be updates at things progress. The move has been scheduled for early June and is being planned. STEP plans to apply for a First Community Foundation Partnership of Pennsylvania grant for playground renovation. Chairperson Jeffrey Snyder requested a detailed update of the transition at the May 2017 Board of Directors meeting.
13. In other business, Rachelle Abbott updated the board on the upcoming Clinton County Progressive Dinner, to be held on Tuesday, May 23, 2017.
14. There being no further business, the meeting was adjourned at 5:25PM on motion of Amber Wilt and second by Jeffrey Rauff.