

STEP, Inc. Board Meeting Minutes
4:00 PM, Monday, May 15, 2017
2138 Lincoln Street, Williamsport

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

Board Members Not Attending: Randall Allison, Susan Bigger, Lindsay Stamm

Staff Attending: Rachelle Abbott, Emily Gale, Traci Lowe, Jean Myers, Jim Plankenhorn, Jamey Williams

1. The meeting was called to order at 4:00 PM by Chairperson Jeffrey Snyder.
2. On motion of Jeffrey Rauff and second by Robert Cross, the minutes of the April 2017 STEP Board of Directors meeting were approved.
3. Traci Lowe presented the financial reports for March 2017. On motion of Regan Garey and second by Aron Carter, the financial reports were approved.
4. Rachelle Abbott presented the programmatic reports from April 2017. On motion of Jack McKernan and second by Jeffrey Rauff, the programmatic reports were approved.
5. Traci Lowe provided information on the following program budget revision: 2016 – 2017 Head Start Budget Revision in the amount of \$110,000 is being reallocated from personnel and supplies line item to the equipment line item, for the purchase of a 48-passenger bus (\$73,000), a passenger vehicle to be used to take children to medical, dental, and mental health appointments (\$25,000), and two vision screeners (total of \$12,000). On motion of Aron Carter and second by Amber Wilt, the revision was approved.
6. Traci Lowe provided information on the following grants: refunding – 2017-2018 Child Care Information Services in the amount of \$3,787,708; 2017-2018 Community Innovation Zone in the amount of \$75,000; AmeriCorps in the revised amount of \$357,305; Shared Ride Transportation in the amount of \$2,704,378. On motion of Linda Hess and second by Robert Cross, all grants were approved.
7. Jim Plankenhorn provided background on the STEP employee benefits package. Jean Myers provided a handout in the informational packet listing the proposed benefits for 2017-2018. Health insurance: retain plan structure with Highmark Blue Cross Blue Shield at a 22% decrease in the premium; increase the employer share of the HRA deductible from \$1,000 to \$1,500. Dental insurance: retain plan structure with Delta Dental at no increase to pricing. Vision: retain plan structure with Highmark (Davis Vision) at 4% increase. Short-term/long-term/life/accidental death and dismemberment insurance: second year of three-year rate guarantee with Sun Life, retain coverages. On motion of Jeffrey Rauff and second by Amber Wilt, the proposed 2017-2018 employee benefit recommendations were approved.
8. At 4:40 PM, the public meeting was adjourned for an executive session concerning a legal matter.
9. At 5:00 PM, the public meeting was reconvened by Chairperson Jeffrey Snyder.
10. Chairperson Jeffrey Snyder requested a motion to hire ERISA attorney Gary Beaver, of KT Administration. On motion of Robert Cross and second by Jack McKernan, the board approved the retaining of Gary Beaver.
11. On motion of Jeffrey Rauff and second by Linda Hess, the board approved following Mr. Beaver's recommendation to pursue the Self-Correction Plan with the IRS regarding the 403(b) audit finding.

12. Jim Plankenhorn read the section of the STEP Board of Directors Bylaws pertaining to officer nomination and requested a motion to open nominations. On motion of Jack McKernan and second by Amber Wilt, nominations for the 2017-2018 year were opened. Volunteers and individuals wanting to nominate other board members were instructed to email Jamey Williams.
13. Rachelle Abbott introduced Emily Gale, STEP AmeriCorps Program Manager. The board participated in a training re: STEP AmeriCorps, learning about current service year sites, member statistics, and events. A suggestion was made to bring current members to a STEP Board of Directors meeting in the future. Board members were also instructed to obtain information on being a host site from board member Jacqueline Oliva, whose employer is currently hosting an AmeriCorps member.
14. Rachelle Abbott provided an update on the STEP Round Hills Campus. She stated that STEP's Early Learning teachers have visited the facility; that room assignments have been made; and a transition plan is in place. Move-in dates will be June 29-30 and July 5-7. She also stated that STEP is working on a First Community Foundation Partnership of Pennsylvania grant application in the amount of \$108,000 for playground equipment.

Traci Lowe stated that current project costs total about \$107,000, which does not include flooring and the security system that have yet to be invoiced. Total costs were projected to be \$200,000. Traci also stated that the building is insured for \$4,350,000.

It was noted that a Board of Directors meeting would be held at the STEP Round Hills Campus in the future.

15. Jim Plankenhorn provided an update on the possible 2017-2018 state and federal budget implications. He stated that the governor is proposing that Child Care Information Services (CCIS) be moved to county assistance offices. He stated that currently the state budget had a \$3 billion deficit and that the governor is proposing a 6% sales tax on computer services to cover this shortfall.
16. In other business, Rachelle Abbott and Jamey Williams updated the board on the upcoming Clinton County Progressive Dinner, to be held May 23, 2017, and the STEP Employee Appreciation Knoebels Picnic, to be held June 17, 2017. The board was invited to participate in both events.
17. There being no further business, the meeting was adjourned at 5:40 PM on motion of Jeffrey Rauff and second by Robert Cross.