

STEP, Inc. Board Meeting Minutes

4:00 PM, Monday June 19, 2017

STEP Clinton County Community Center, 124 East Walnut Street, Lock Haven

Board Attendance: Randall Allison, Aron Carter, Maria Garlick, Carolyn Hawk, Linda Hess, Jack McKernan, Jeffrey Rauff, Lindsey Stamm, Amber Wilt

Board Members Not Attending: Robert Cross, Susan Bigger, Regan Garey, Jacqueline Oliva, Jeffrey Snyder, Gregory Wilson

Staff Attending: Rachelle Abbott, Traci Lowe, Dan Merk, Jim Plankenhorn, Nichole Tawney

1. The meeting was called to order at 4:20 PM by Vice Chairperson Jeffrey Rauff.
2. On motion of Carolyn Hawk and second by Randall Allison, the minutes of the May 17, 2017 STEP Board of Directors meeting were approved.
3. Traci Lowe presented the financial reports for April 2017. On motion of Randall Allison and second by Linda Hess, the financial reports were approved.
4. Rachelle Abbott presented the programmatic reports from May 2017. On motion of Randall Allison and second by Linda Hess, the programmatic reports were approved.
5. Traci Lowe provided information on the following grants: (2) grant application requests to the First Community Foundation Partnership of Pennsylvania as follows: STEP Round Hills Campus in the amount of \$108,000 and Loyalsock Center for Healthy Aging in the amount of \$300,000. On motion of Carolyn Hawk and second by Linda Hess, the two grant applications were approved.
6. Traci Lowe introduced the STEP Global Budget for fiscal year 2017-2018 Global Budget and provided an overview of proposed changes. It was noted that the Fiscal Committee also reviewed the budgets. On motion of Linda Hess and second by Jack McKernan, the Global Budget was approved.
7. Traci Lowe reviewed the proposed pay adjustments for STEP employees for the fiscal year 2017-2018 to include a 1.5 % COLA increase and 1.5% merit rate increases to employees receiving a satisfactory performance evaluation on their anniversary date. On motion of Carolyn Hawk and second by Aron Carter, the COLA and merit rate increases were approved.
8. Jim Plankenhorn reviewed the nominations for the 2017-2018 STEP Board of Directors Officers as follows: Chairperson – Jeffrey Snyder; Vice Chairperson – Aron Carter; Secretary – Carolyn Hawk; and Treasurer – Lindsay Stamm. On motion of Randall Allison and second by Amber Wilt, the proposed slate of 2017-2018 Board of Directors Officers were approved.
9. Dan Merk presented an overview of the STEP Transportation program including: Medical Assistance Transportation Program, Persons with Disabilities, Lottery Shared Ride, Office of Aging, and Welfare to Work. A current snapshot of operations and partnerships as well as the future of STEP Transportation was reviewed.
10. At 5:10 PM, the public meeting was adjourned for an executive session concerning a legal matter.
11. At 5:20 PM, the public meeting was reconvened by Vice Chairperson Jeffery Rauff.

12. A discussion was held related to the FY2017-2018 Federal and PA budget implications.
13. Jim Plankenhorn was unable to provide an update on the President & CEO evaluation due to Jeffrey Snyder's current health concerns.
14. There being no further business, the meeting was adjourned at 5:30 PM on motion of Randall Allison and second by Jack McKernan.