

## **STEP, Inc. Board Meeting Minutes**

**4:00 PM, Monday, September 18, 2017**

**STEP Round Hills Campus, 136 Grimesville Road, Williamsport**

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

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

**Guests: Melissa Robey, Aishiaa Welch**

1. The board was provided with a tour of the newly opened STEP Round Hills Campus by David Spring, STEP Head Start Director.
2. Jim Plankenhorn introduced guests Melissa Robey and Aishiaa Welch, Pennsylvania College of Technology Students. The board and staff introduced themselves.
3. The meeting was called to order at 4:30 PM by Chairperson Jeffrey Snyder.
4. On motion of Carolyn Hawk and second by Susan Bigger, the minutes of the August 2017 STEP Board of Directors meeting were approved.
5. Traci Lowe presented the financial reports for July 2017. On motion of Robert Cross and second by Jeffrey Rauff, the financial reports were approved.
6. Rachelle Abbott presented the programmatic reports from August 2017. On motion of Jack McKernan and second by Linda Hess, the programmatic reports were approved.
7. Traci Lowe provided information on the following refunding grant: 2017-2018 Work Ready Grant in the amount of \$177,627; and the following new grant: 2018-2020 Early Learning Resource Center (ELRC) in the amount of \$1,774,611. On motion of Amber Wilt and second by Carolyn Hawk, the grants were approved.
8. Jim Plankenhorn provided the Memorandum of Understanding (MOU) between STEP and River Valley Health & Dental Center. The MOU outlines the partnership between the two organizations in relation to the proposed Clinton County Community Center buildout.
9. At 5:10 PM, the public meeting was adjourned for an executive session concerning a legal matter.
10. At 5:12 PM, the public meeting was reconvened by Chairperson Jeffrey Snyder.
11. Jim Plankenhorn and Traci Lowe updated the board on the progress being made with the Housing Options Pathway Endowment Fund.
12. Jim Plankenhorn provided an update on the possible 2017-2018 state and federal budget implications. Payment delays are not currently affecting STEP's operations.
13. In other business, Jim Plankenhorn shared a proclamation from the Governor's Office regarding Employ Older Workers week, which highlights the Senior Community Service Employment Program and the role older Pennsylvanians play in the work force.

Jim Plankenhorn provided an update on the progress of the SHARP house search, which is still ongoing.

The October 16, 2017 board meeting will be held at the Clinton County Community Center.

Rachelle Abbott announced that there will be a Ribbon Cutting and Open House/Fall Harvest event, as well as a tree dedication ceremony for John LaRose, at the STEP Round Hills Campus in late October.

The Clinton County Community Center will hold its Fall Harvest even on October 25.

14. There being no further business, the meeting was adjourned at 5:25 PM on motion of Jack McKernan and second by Gregory Wilson.