

STEP, Inc. Board Meeting Minutes
4:00 PM, Monday, October 16, 2017
124 East Walnut Street, Lock Haven

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

Board Members Not Attending: Jeffrey Rauff, Linda Hess, Jack McKernan

Staff Attending: Rachelle Abbott, Kelly Gillis, Jim Plankenhorn, Nichole Tawney

1. The meeting was called to order at 4:00 by Chairperson Jeffrey Snyder.
2. On motion of Regan Garey and second by Gregory Wilson, the minutes of the September 18, 2017 STEP Board of Directors meeting were approved.
3. Kelly Gillis presented the financial reports for September 2017. On motion of Regan Garey and second by Carolyn Hawk, the financial reports were approved.
4. Rachelle Abbott presented the programmatic reports from September 2017. On motion of Susan Bigger and second by Robert Cross, the programmatic reports were approved.
5. Kelly Gillis provided information pertaining to the submission and allocation of grants for the following projects: DCED Neighborhood Assistance Program – Supportive Housing Program in the amount of \$55,000; and DCED Neighborhood Assistance Program – Clinton County Community Center Partnership in the amount of \$25,000. On motion of Lindsay Stamm and second by Aron Carter, all grants were approved.
6. Jim Plankenhorn introduced the end of year solicitation activity. Folders with solicitation letters were circulated for notation by board members.
7. Rachelle Abbott and Brittany Tasch presented a training on Results-Oriented Management and Accountability (ROMA). The six national goals have been reduced to three, with Family and Community levels. Rachelle noted that agency involvement is not clearly indicated but is incorporated within the goals. ROMA Logic Model 2.0 will be used for new programs.
8. At 4:55 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. Jim Plankenhorn provided the quarterly STEP Employee Benefits update.
11. Jim Plankenhorn provided a possible FY 2017-18 PA and FFY budget implications update. The Pennsylvania Treasury authorized a one-time \$700 million line of credit for bills through October 27, 2017.
12. In other matters, Rachelle reminded the board of the Round Hills Ribbon Cutting and Open House on October 30. The events include a tree dedication in memory of John Larose at 4:00 PM, Ribbon Cutting at 4:30 PM, and a Fall Harvest festival beginning at 4:30 PM.

Jim Plankenhorn provided an update on SHARP (STEP Housing Acquisition and Rehabilitation Program). A house has not been purchased yet.

Amber Wilt and Jim Plankenhorn discussed the condition of the STEP Round Hills Campus parking lot. Line painting was agreed upon as an urgent need.

13. There being no further business, the meeting was adjourned at 5:30 PM on motion of Randall Allison and second by Jack McKernan.