

**STEP, Inc. Board Meeting Minutes**  
**4:00 PM, Monday, November 21, 2016**  
**STEP, 2138 Lincoln Street, Williamsport**

**Board Attendance:** Susan Bigger, Robert Cross, Regan Garey, Leonora Hannagan, Carolyn Hawk, Linda Hess, Jeffrey Rauff, Lindsay Stamm

**Board Members Not Attending:** Randall Allison, Aron Carter, Maria Garlick, Jacqueline Oliva, Jack McKernan, Jeffrey Snyder

**Staff Attending:** Rachelle Abbott, Kimberly Andy, Lynn Bies, Melissa Edmonds, Stacy Bower, Traci Lowe, Joyce Jones, Lynn Landon, Brittany Morlock, Terry Roller, David Spring, Kristen Sweger, Shannon Wanamaker, Jamey Williams

1. The meeting was called to order at 4:00 PM by Vice-Chairperson Jeffrey Rauff.
2. Terry Roller, STEP Chief Strategy Officer, introduced Kristen Sweger, STEP Service Navigation Director and the STEP Service Navigation staff in attendance.
3. On motion of Leonora Hannagan and second by Robert Cross, the minutes of the October 17, 2016 STEP Board of Directors meeting were approved.
4. Traci Lowe presented the financial reports for September 2016. On motion of Susan Bigger and second by Carolyn Hawk, the financial reports were approved.
5. Rachelle Abbott presented the programmatic reports from October 2016. On motion of Carolyn Hawk and second by Leonora Hannagan, the programmatic reports were approved.
6. Traci Lowe provided information on the following grant: 2016 PHARE Lycoming (new grant) - \$75,000. On motion by Susan Bigger and second by Robert Cross, the grant was approved.
7. At 4:10PM, the public meeting was adjourned for an executive session concerning a real estate matter.
8. The public meeting was reconvened at 4:20PM by Vice-Chairperson Jeffrey Rauff.
9. The board was presented with proposed changes in membership. Heather Woodrum, representative for the low-income population of Lycoming County, resigned from the board; Amber Wilt, Head Start Policy Council member, was recommended to fill Heather's seat. On motion of Carolyn Hawk and second by Lindsay Stamm, Heather Woodrum's resignation and Amber Wilt's appointment were approved, both effective immediately.
10. Traci Lowe requested the board's approval to transfer \$28,000 from the internal general endowment fund to the First Community Foundation Partnership of Pennsylvania for an establishment of a STEP, General Endowment Fund. On motion of Regan Garey and second by Susan Bigger, the transfer was approved.
11. Rachelle Abbott and David Spring, STEP Head Start Program Director, presented the 2017-2018 STEP Head Start Selection Priorities. On motion by Carolyn Hawk and second by Robert Cross, the Selection Priorities were approved.

David Spring provided a program update. He communicated that there was a reportable incident at a classroom that could result in the Head Start grant being competitive for the next program year. The board will be updated further when more information is available.

12. The STEP Board of Directors 2017 meeting schedule was presented for approval. Other time of day options were explored, but meetings will remain at 4:00PM. On motion of Robert Cross and second by Linda Hess, the 2017 meeting schedule was approved.
13. Terry Roller and Kristen Sweger along with the Service Navigation staff provided an update on STEP Service Navigation, summarizing the processes, services, and partnerships within in the program.
14. Terry Roller provided an update on STEP's healthcare benefits.
15. Traci Lowe provided an update on deferred retirement compensation. Currently, the ERISA attorney has not provided additional information. Traci will continue to request an update from the attorney and update the board when that information is available.
16. Rachelle Abbott and Jamey Williams provided an update on STEP's 50th Anniversary activities. The Progressive Dinner and raffle drawing were held on November 7, 2016, with Vince Matteo having the winning raffle ticket. The 1966 Mustang has been transferred to the winner. The Williamsport Sun Gazette will be publishing a feature article on STEP at 50 years.
17. In other business, Leonora Hannagan was recognized for her years of service on the STEP board as a member and as Chairperson. She was given a certificate and STEP pin.
18. There being no further business, the meeting was adjourned at 5:30PM on motion of Robert Cross and second by Carolyn Hawk.