

STEP, Inc. Board Meeting Minutes
4:00 PM, Monday, December 18, 2017
2138 Boyd Street, Williamsport

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

Board Members Not Attending: Jeffrey Rauff, Gregory Wilson

Staff Attending: Rachelle Abbott, Kelly Gillis, Melissa Kerschner, Jim Plankenhorn, Jamey Williams

1. The meeting was called to order at 4:00 by Chairperson Jeffrey Snyder.
2. On motion of Robert Cross and second by Randall Allison, the minutes of the November 20, 2017 STEP Board of Directors meeting were approved.
3. Kelly Gillis presented the financial reports for October 2017. On motion Amber Wilt and second by Linda Hess, the financial reports were approved.
4. Rachelle Abbott presented the programmatic reports from November 2017. On motion of Maria Garlick and second by Robert Cross, the programmatic reports were approved.
5. Kelly Gillis provided information pertaining to the submission and allocation of the following grants: 2017-2018 Office of Aging – \$5,162,692; Lycoming County Act 13 - \$150,000 for the Loyalsock Center for Healthy Aging. On motion of Susan Bigger and second by Linda Hess, all grants were approved.
6. Jim Plankenhorn presented the resignations of Carolyn Hawk and Jeffrey Rauff. On motion of Regan Garey and second by Susan Bigger, these resignations were accepted. Carolyn Hawk was recognized for her service. Additionally, Chairperson Snyder and Jim Plankenhorn requested volunteers for a sub-committee to locate board volunteers for the private sectors of Lycoming and Clinton counties. Jack McKernan volunteered.
7. On motion of Jack McKernan and second by Linda Hess, Susan Bigger was approved to fulfill the Early Care & Education board requirement vacated by Carolyn Hawk.
8. Chairperson Snyder adjourned the public session and called an executive session to order at 4:55 PM for a personnel matter. Carolyn Hawk and Melissa Kerschner left the meeting.
9. Chairperson Snyder reconvened the public session at 5:05 PM. Carolyn Hawk and Melissa Kerschner reentered the meeting.
10. On motion of Susan Bigger and second by Aron Carter, with no abstentions and no oppositions, Carolyn Hawk was approved for the position of STEP Head Start Director effective January 15, 2018.
11. As discussed at last month's board meeting, the STEP Board of Directors By-Laws §4.02 was amended to remove term limits for all categories of board members. On motion of Randall Allison and second by Amber Wilt, the by-law amendment was approved. All members were provided with a full copy of the by-laws.
12. Rachelle Abbott and Melissa Kerschner, STEP Child Care Information Services Program Manager, updated the board on the status of the Early Learning Resource Center contract. It has not been finalized by the state but the board will be informed of any developments.

13. Jim Plankenhorn presented the results of the agency-wide risk assessment conducted at STEP. A handout summarizing the findings was incorporated in the pre-meeting materials.
14. In other business, Jim Plankenhorn announced that a \$25,000 check will be presented to the First Community Foundation Partnership of Pennsylvania to establish the Housing Options Endowment Fund.

Jim Plankenhorn stated that the status of the grant applications with the First Community Foundation Partnership would be announced this month.

Rachelle Abbott informed the board that STEP AmeriCorps service members and volunteers from various Centers for Healthy Aging and other places were currently sorting and packing over 400 boxes to be delivered to homebound seniors in Lycoming and Clinton counties.

Rachelle Abbott shared the planned MLK Day of Service activities with the board. On January 22, 2018, a Peace Walk will be held, followed by meeting at Pennsylvania College of Technology before dispersing to various service project sites.

15. There being no further business, the meeting was adjourned at 6:00 PM on motion of Amber Wilt and second by Randall Allison.