

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, January 22, 2024
Meeting held via Teams

Board Attendance: Randall Allison, Aron Carter, Tia Hillyer, Joanne Ludwikowski, Scott Metzger, Brenda Nichols, Jacqueline Oliva, Matthew Rickard, Abigail Roberts, Jeffrey Snyder, Lindsay Stamm, Patti Wylie

Board Members Not Attending:

Staff Attending: Rachelle Abbott, Raelyn Jackson, Patricia Kiessling, Jim Plankenhorn, Jamey Williams

Guests: Angelic Hardy

1. Jim Plankenhorn introduced Angelic Hardy, a potential board member from Clinton County.
2. The meeting was called to order at 4:00 p.m. by Chairperson Brenda Nichols.
3. Roll call was taken to verify members present. No other members of the public were present.
4. On motion of Scott Metzger and second by Randall Allison, the minutes of the December 18, 2023, STEP Board of Directors meeting were approved.
5. Patricia Kiessling presented the financial reports for November 2023, including an organization-wide report on revenue and expenditures categorized by program and a consolidated statement of activities and statement of financial position. On motion of Randall Allison and second by Lindsay Stamm, the financial reports were approved.
6. Rachelle Abbott presented the programmatic reports from December 2023. On motion of Matthew Rickard and second by Abigail Roberts, the programmatic reports were approved.
7. Raelyn Jackson, Program Director for STEP Service Navigation, provided an update on the various programs currently operating under the Service Navigation umbrella.
8. Patricia Kiessling presented the following grants for board approval: ELRC ARPA Grant (12/1/2023 through 12/31/2025) in the amount of \$868,000. This money will support the development of a substitute pool, trainings, and conferences. On motion of Aron Carter and second by Joanne Ludwikowski, the grants were approved.
9. Patricia Kiessling provided a summary of the STEP 403(b) Retirement Plan Audit. No areas of concern were identified, and STEP has a high participation rate in the 403(b) plan.
10. Patricia Kiessling provided the third quarter update in connection with the STEP 403(b) plan. Meeting notes were provided.
11. Abigail Roberts provided an update to the board on the activities of the STEP Board Governance Committee. She stated that the completed board assessments would likely be discussed at the February meeting.
12. Brenda Nichols provided a summary of the proposed STEP President & CEO Transition Committee, and asked that any interested board members email her as soon as possible.
13. Rachelle Abbott provided an update on the STEP Social Justice Task Force, providing a summary of the Dream Week 2024 successes and informing board members of the May 16, 2024 CAAP Equity Summit, being presented in a hybrid format.
14. Jim Plankenhorn provided an update of the Annual Appeal, which has raised \$14,400 currently. The board was also informed of the C&N Bank Hats and Horses fundraiser event in May.

15. In other business: the next STEP Board of Directors meeting will be on Monday, February 26, 2024 in Williamsport.
16. There being no further business, the meeting was adjourned on motion of Joanne Ludwikowski and second by Matthew Rickard at 5:00 p.m.