

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, March 18, 2024
124 E. Walnut Street, Lock Haven and via Teams

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

Board Members not Attending: Matthew Rickard

Staff Attending: Rachelle Abbott, Patricia Kiessling, Nichole Miller, Jim Plankenhorn

1. The meeting was called to order at 4:00 p.m. by Chairperson Brenda Nichols.
2. On motion of Jeffrey Snyder and second by Abigail Roberts, the minutes of the February 26, 2024, STEP Board of Directors meeting were approved.
3. Roll call was taken to verify members present. No other members of the public were present.
4. Patricia Kiessling presented the financial reports for January 2024, 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 Joanne Ludwikowski and second by Tia Hillyer, the financial reports were approved.
5. Rachelle Abbott presented the programmatic reports from February 2024. On motion of Angelic Hardy and second by Abigail Roberts, the programmatic reports were approved.
6. Patricia Kiessling provided information pertaining to the Head Start funding carryover. \$444,962 of 2022-2023 funds will be carried over to the 2023-2024 grant. Funds will be used for salary increases and health insurance costs. It is mandatory to apply for the carryover. On motion of Aron Carter and second by Jack McKernan, the carryover was approved.
7. Patricia Kiessling provided information on the following grant: LIHEAP Crisis in the amount of \$183,000 for the period October 1, 2023, through September 30, 2024. Half of the funds are being used for current projects. On motion of Abigail Roberts and second by Joanne Ludwikowski, the grant was approved.
8. The Finance/Audit Committee of the Board, led by Aron Carter, presented the STEP Fiscal Year 2022-2023 Audit. The audit resulted in one finding in connection with the low-income representative board vacancy. Patricia Kiessling discussed a newly added standard related to showing leases. On motion of Angelic Hardy and second by Lindsay Stamm, the audit was accepted.
9. Jim Plankenhorn provided an update on STEP's 403(b) Retirement Plan for Q4 2023. Valley Forge Financial Group's Annual Valuation Report highlighted a clean review and all tests passed. The Investment Monitoring Report highlighted no style drift, nor funds failing evaluation criteria. An annual fee benchmarking and analysis showed STEP's plan cost is within the acceptable average for a plan STEP's size.
10. Rachelle Abbott provided an update on the STEP Social Justice Task Force. The CAAP State DEI Summit is May 16 at Harrisburg Area Community College. The keynote speaker is New York Times bestselling author Clint Smith; attendance will be limited to 500 in person and 500 virtual.
11. Abigail Roberts led a discussion on creating a board member pipeline and the structure of the Board Governance Committee. Discussion included options to develop interest, how to reach out to individuals in the low-income sector, potentially via other agencies/programs and advertising options, and other means of keeping board vacancies to the absolute minimum.

12. In other business: Jim Plankenhorn provided an update on a member of the public that visited the February board meeting with a concern. The individual was directed to Ellen Keegan, Chief Human Resources Officer at STEP, and the matter was resolved.

Moving forward, STEP Board of Directors meetings scheduled for Williamsport will be held in the Lincoln Street boardroom.

STEP received \$3,800 in pledges through Raise the Region.

Patricia Kiessling provided information in connection with fraudulent check cashing activity. Her recommendation was that STEP move toward electronic payments throughout all programs as much as possible.

Brenda Nichols provided information on the C&N Hats&Horses fundraiser to benefit the STEP Office of Aging. The event will be held on May 4 at 4:30 p.m. at Bald Birds Brewing in Jersey Shore. Board members were encouraged to attend.

13. There being no further business, the meeting was adjourned on motion of Joanne Ludwikowski and second by Angelic Hardy at 5:22 p.m.

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