

**STEP, Inc. Board Meeting Minutes**  
**4:00 p.m., Monday, September 18, 2023**  
**2138 Boyd Street, Williamsport PA**

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

**Board Members Not Attending:** Scott Metzger, Cheyanne Reichelderfer, Matthew Rickard, Edward Weinoffer

**Staff Attending:** Rachelle Abbott, Melissa Kerschner, Patricia Kiessling, Jim Plankenhorn, Jamey Williams, Amelia Zito

**Guests:** Mary George Rhone

1. The meeting was called to order at 4:00 p.m. by Vice Chairperson Aron Carter.
2. Roll call was taken to verify members present.
3. On motion of Jeffrey Snyder and second by Randall Allison, the minutes of the August 21, 2023, STEP Board of Directors meeting were approved.
4. The following guests were introduced: Olivia Fessler, STEP Head Start Teacher Assistant Floater; Melissa Kerschner, ELRC Region 7 Program Director; Amelia Zito, ELRC Region 7 Eligibility Manager; and Mary George Rhone, STEP Board of Directors candidate. No other members of the public were present.
5. Patricia Kiessling presented the financial reports for July 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 Lindsay Stamm and second by Patti Wylie, the financial reports were approved.
6. Rachelle Abbott presented the programmatic reports from August 2023. On motion of Randall Allison and Joanne Ludwikowski, the programmatic reports were approved.
7. Melissa Kerschner and Amelia Zito provided an update on the state of child care. Melissa provided a summary of events and trainings that the Early Learning Resource Center for Region 7 has provided. Many of the topics covered in the "Day Without Child Care" publication, including staffing problems, capacity issues, and others, were addressed.
8. Jamey Williams provided information on scheduling issues in connection with the October STEP Board of Directors meeting, scheduled for October 16, 2023. On motion of Randall Allison and second by Lindsay Stamm, the meeting was rescheduled for 4:00 p.m. on Monday, October 23, 2023, with the location remaining the Clinton County Community Center, 124 E. Walnut Street, Lock Haven.
9. Aron Carter provided a summary of STEP Board of Directors membership items: Edward Weinoffer, resigning; Cheyanne Reichelderfer, resigning; and Mary George Rhone, joining as a representative of the private sector of Clinton County. On motion of Jeffrey Snyder and second by Randall Allison, the membership changes were approved.
10. The board discussed paragraph five of STEP Bylaws §5.06 and agreed to add the following language "...in the capacity of supervisory level or above," so that the paragraph reads in its entirety: "A Board Member may not be employed by the agency, in the capacity of supervisory level or above, for a period of at least six (6) months after ending their service to the board." On motion of Joanne Ludwikowski and second by Jeffrey Snyder, the change to the bylaws was approved. There were no votes against or abstentions.
11. Jim Plankenhorn and Brenda Nichols invited the board to discuss any concerns or observations about STEP's mission and how current programs do or do not help the agency meet that mission. The board discussed the difference between provision of service programs that primarily provide cash assistance and more holistic programs involving case management, and affirmed a commitment to services that promote long term change for STEP's customers.

12. Jim Plankenhorn provided a summary of the June and August 2023 retirement plan meetings with Voya and STEP staff. Minutes of the meetings were provided to the board.
13. Rachelle Abbott provided an update for the STEP Social Justice Task Force. The local NAACP and STEP are applying for a Spark Tank grant from the First Community Foundation Partnership to reform and reenergize the Beloved Community Council following the 2024 Dream Week Peace Walk.
14. In other business: Jim Plankenhorn provided a summary of the September 16 Knoebels event and thanked Aron Carter for welcoming staff to the event.

Jim Plankenhorn provided an update on the STEP Transportation facility construction, stating that engineering is under way and groundbreaking is expected in 2024.

The next STEP Board of Directors meeting will be on Monday, October 23, 2023, at the Clinton County Community Center, 124 E. Walnut Street, Lock Haven.

15. There being no further business, the meeting was adjourned by unanimous consent at 5:35 p.m.