

## **STEP, Inc. Board Meeting Minutes**

**4:00 p.m., Monday, June 17, 2024**

**124 E. Walnut Street, Lock Haven and via Teams**

**Board Attendance:** Randall Allison, Angelic Hardy, Joanne Ludwikowski, Jack McKernan, Scott Metzger, Brenda Nichols, Jacqueline Oliva, Matthew Rickard, Abigail Roberts, Jeffrey Snyder, Tia Walker, Patti Wylie

**Board Members not Attending:** Aron Carter, Lindsay Stamm

**Staff Attending:** Aron Haefner, Ellen Keegan, Patricia Kiessling, Jim Plankenhorn, Jamey Williams

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 May 20, 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 April 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 Jeffrey Snyder and second by Scott Metzger, the financial reports were approved.
5. Aron Haefner presented the programmatic reports from May 2024. On motion of Tia Walker and second by Joanne Ludwikowski, the programmatic reports were approved.
6. Patricia Kiessling presented the STEP 2024-2025 Global Budget, providing details for each funding stream and comparing the projected budget to the 2023-2024 budget. On motion of Randall Allison and second by Matthew Rickard, the budget was approved.
7. Brenda Nichols provided a summary of the May 20, 2024 STEP President & CEO Transition Committee meeting. The committee is currently articulating requirements for the next President & CEO and will meet next in September 2024.
8. Jim Plankenhorn and Ellen Keegan provided an update on STEP health care benefits. They outlined historic and recent cost increases and the decision to move STEP to an Individual Coverage Health Reimbursement Arrangement (ICRA) system for the 2024-2025 fiscal year. They shared that employees had completed the required signups and that the current benefits would run through the end of 2024, with employees being able to sign up for a calendar year of coverage in January 2025.
9. Jim Plankenhorn provided an update on the STEP Social Justice Task Force. The Williamsport Juneteenth celebration will be held on Saturday, June 22, from 12:00 noon – 4:00 p.m. at Shaw Place Park.
10. In other business, the next STEP Board of Directors meeting will be held on Monday, August 19, 2024 at 4:00 p.m., at the STEP RiverWalk Center, 423 E. Central Avenue, South Williamsport.
11. There being no further business, the meeting was adjourned on motion of Joanne Ludwikowski, with unanimous consent from the members present, at 5:05 p.m.