

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, October 23, 2023
2138 Boyd Street, Williamsport PA

Board Attendance: Aron Carter, Joanne Ludwikowski, Scott Metzger, Brenda Nichols, Matthew Rickard, Jeffrey Snyder, Lindsay Stamm, Patti Wylie

Board Members Not Attending: Randall Allison, Tia Hillyer, Jacqueline Oliva, Mary George Rhone, Abigail Roberts

Staff Attending: Rachelle Abbott, Phillip Good, Patricia Kiessling, Jim Plankenhorn, Jamey Williams

Guests: Tywana Gatling, Jashonda Scott

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. Guests Tywana Gatling and Jashonda Scott from the Pennsylvania College of Technology Human Services and Restorative Justice Program were introduced. No other members of the public were present.
3. On motion of Aron Carter and second by Joanne Ludwikowski, the minutes of the September 18, 2023, STEP Board of Directors meeting were approved.
4. 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 Jeffrey Snyder and second by Matthew Rickard, the financial reports were approved.
5. Rachelle Abbott presented the programmatic reports from September 2023. Rachelle stated that Head Start is both fully staffed and enrolled. Rachelle also provided information on STEP's success with Work Ready participants. On motion of Joanne Ludwikowski and Aron Carter, the programmatic reports were approved.
6. Patricia Kiessling presented the following grant for board approval: Lycoming County 2022-2023 PHARE Master Leasing Program in the amount of \$200,000. On motion of Jeffrey Snyder and second by Joanne Ludwikowski, the grant was approved.
7. Phillip Good, STEP Chief Information Officer, provided an update focusing on STEP's information security measures.
8. Rachelle Abbott provided a summary of the Flexible Instruction Plans for STEP Head Start, Pre-K Counts, and HSSAP, which allow for remote learning to occur in case of inclement weather, required staff training, a classroom shutdown due to COVID exposure, or other events. On motion of Jeffrey Snyder and second by Joanne Ludwikowski, the Flexible Instruction Plans were approved.
9. Jamey Williams led the board through module of CAP Infinity for Boards.
10. Jim Plankenhorn provided a summary of any potential issues arising from a federal government shutdown, stating that typically a state shutdown is harder to navigate and providing details on STEP's available line of credit.
11. Rachelle Abbott provided an update for the STEP Social Justice Task Force. The local NAACP and STEP received the Spark Tank grant from the First Community Foundation Partnership to reform and reenergize the Beloved Community Council following the 2024 Dream Week Peace Walk.
12. In other business: Jim Plankenhorn provided a summary of the CAAP 2023 Conference, including Rachelle Abbott receiving the Excellence in Community Action award.

Solicitation letters will be made available during November for board member signature.

The next STEP Board of Directors meeting will be on Monday, November 20, 2023, at 2138 Boyd Street, Williamsport.

13. There being no further business, the meeting was adjourned by unanimous consent at 5:25 p.m.