

STEP, Inc. Board Meeting Minutes
4:00 p.m., Monday, May 20, 2024
2138 Lincoln Street, Williamsport and via Teams

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

Board Members not Attending: Tia Hillyer, Jack McKernan, Jacqueline Oliva, Matthew Rickard

Staff Attending: Rachelle Abbott, Carrie Bruning, 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 Joanne Ludwikowski and second by Randall Allison, the minutes of the April 15, 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 March 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 Lindsay Stamm and second by Aron Carter, the financial reports were approved.
5. Rachelle Abbott presented the programmatic reports from April 2024. On motion of Randall Allison and second by Abigail Roberts, the programmatic reports were approved.
6. Patricia Kiessling provided information on the following grants: Head Start COLA in the amount of \$99,226 for the period 8/1/2024 – 7/31/2025; Early Head Start COLS in the amount of \$50986 for the period 8/1/2024 – 7/31/2025; Emergency Solutions Grant in the amount of \$105,000 for the period 3/21/2024 – 7/26/2025; and AmeriCorps in the amount of \$482,380 for the period 8/20/2024 – 8/19/2025. On motion of Randall Allison and second by Scott Metzger, the grants were approved.
7. Brenda Nichols provided a summary of Nicole Miller's biography. On motion of Aron Carter and second by Scott Metzger, Nicole Miller of Transitional Living Centers, Inc., was approved as a member of the STEP Board of Directors, representing the low income population of Lycoming County.
8. Patti Kiessling provided a summary of the proposed COLA adjustment for STEP staff. The COLA increase of 2.35% will be effective simultaneously with a 0.65% merit increase for a total increase of 3% during the first pay period of the 2024-2025 fiscal year. On motion of Randall Allison and second by Aron Carter, the cost of living adjustment was approved.
9. Brenda Nichols and Patti Kiessling provided information about a proposed STEP Administrative Team/Key Position salary study. The study will be funded either through a pending CSBG Discretionary Grant or endowment revenues. On motion of Jeffrey Snyder and second by Scott Metzger, the salary study was approved.
10. Patti Kiessling provided a summary of the STEP Form 990 for fiscal year July 1, 2022 through June 30, 2023.
11. Brenda Nichols provided a review of current and potential committees for the STEP Board of Directors.
12. Rachelle Abbott provided an update on the STEP Social Justice Task Force. Staff and board members attended, both in person and virtually, the CAAP DEI Summit in Harrisburg. Juneteenth 2024 planning is underway
13. The STEP All Staff Call was held on May 9. Staff expressed appreciation for the board member messages. The C&N Hats&Horses event raised over \$21,000 for the STEP Office of Aging.

14. In other business, the next STEP Board of Directors meeting will be held on Monday, June 17, 2024 at 4:00 p.m., at the Clinton County Community Center, 124 E. Walnut Street, Lock Haven.
15. There being no further business, the meeting was adjourned on motion of Joanne Ludwikowski and unanimous consent at 4:56 p.m.