

Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY
Governing Board Meeting
Thursday January 22, 2026
Community Action Agency
Escanaba MI
10:00 a.m. ET

MINUTES

The meeting was called to order at 10:01 am ET and a quorum noted with the following in attendance.

MEMBERS PRESENT

Susan Kleikamp, Menominee
Fran Majestic, Delta
John Stapleton, Schoolcraft
Myra Croasdell, Delta
Jeff Carlson, Menominee
Marie Whitmire, Menominee
Connie Maule, Menominee
Jessica Baker, Schoolcraft
Jennifer MacDonald, Menominee
Tessa Keshick, Menominee
Michael Peitsch, Schoolcraft
Craig Reiter, Schoolcraft
John Malnar, Delta
Robin Double, Schoolcraft

MEMBERS ABSENT

Kasey Buchmiller, Delta
Jeff Waeghe, Delta

OTHERS PRESENT

Gary Willoughby, Executive Director
Alexandria Kleikamp, Executive Assistant
Myra Smeester, HS/EHS Director
Peggy Ramsden, FGP Director
Stephanie Sanville, Finance Director
Linda Paulin, SCP Director
Natalie Belanger, Client Services Director
Kristie Stenlund, Sr Services Director
Helen Corbett, HR Director
Hannah Micheau, RSVP Director
Maty Thibeault, Homeless Services
Brenda Moya, Weatherization Director

OTHERS ABSENT

Katie LaVigne, Assistant Finance Director

APPROVAL OF AGENDA

A motion was made by Marie Whitmire to approve the agenda as presented seconded by Myra Croasdell; Motion Carried.

APPROVAL OF THE CONSENT AGENDA

Members received copies of the following items for their review. The Consent Agenda was approved with **a motion from Connie Maule, seconded by Jennifer MacDonald; Motion Carried.**

- November 20, 2025 CAA Governing Board Minutes
- October 2025 CAA Accounts Payable Schedule
- HS/EHS Policy Council December 2025 Minutes
- ECP Report

- Program Monthly Reports
 - FGP November 2025 Monthly Reports & Stats Summary
 - RSVP Report as of 01/08/26
 - SCP November 2025 Monthly Report
 - Weatherization by the Numbers as of 01/06/26
 - Senior Services October and November 2025 Report
 - LAC Minutes
 - Homeless Services 10/01/2025 – 11/30/2025
 - Water Affordability Program as of 01/09/26
 - Walk for Warmth Program as of 01/09/26

ACCEPTANCE OF THE RESIGNATION OF PATRICIA MUELLER

A motion was made by Jeff Carlson to accept Patricia Mueller's resignation from the Menominee County Private Sector of the Governing Board, seconded by Marie Whitmire; Motion Carried.

ACCEPTANCE OF THE 2024/2025 ANNUAL REPORT

All members received a copy of the 2024/2025 Annual Report for their review. The chair called on Gary Willoughby for more information. **A motion was made by Susan Kleikamp to accept the 2024/2025 Annual Report as presented, seconded by Myra Croasdell; Motion Carried.**

APPROVAL OF THE CAA BY-LAWS

All members received a copy of the CAA By-Laws for their review. The chair called on Gary Willoughby for more information. **A motion was made by Marie Whitmire to approve the CAA By-Laws as presented, seconded by Myra Croasdell; Motion Carried.**

APPROVAL OF THE COMMUNITY ACTION WRAPAROUND RURAL HEALTH TRANSFORMATION

All members received a copy of the Community Action Wraparound Rural Health Transformation for their review. The chair called on Gary Willoughby for more information. **A motion was made by Susan Kleikamp to approve the Community Action Wraparound Rural Health Transformation as presented, seconded by Jessica Baker; Motion Carried.**

APPROVAL OF THE NEW BOARD ANNUAL EXECUTIVE DIRECTOR EVALUATION

All members received a copy of the New Board Annual Executive Director Evaluation for their review. The chair called on Helen Corbett for more information. **A motion was made by Fran Majestic to approve the New Board Annual Executive Director Evaluation as presented, seconded by John Stapleton; Motion Carried.**

APPROVAL OF THE NEW EMPLOYEE ANNUAL EVALUATION FOR STAFF

All members received a copy of the New Employee Annual Evaluation for Staff for their review. The chair called on Helen Corbett for more information. **A motion was made by Jennifer MacDonald to approve the New Employee Annual Evaluation for Staff as presented, seconded by Connie Maule; Motion Carried.**

APPROVAL OF THE EMPLOYEE SATISFACTION SURVEY FOR DISTRIBUTION TO ALL EMPLOYEES

All members received a copy of the Employee Satisfaction Survey for Distribution to all Employees for their review. The chair called on Helen Corbett for more information. **A motion was made by Jennifer MacDonald to send the Employee Satisfaction Survey for Distribution to all Employees back to the Personnel Committee to be reevaluated before coming back to the full Governing Board, seconded by Connie Maule; Motion Carried.**

ACCEPTANCE OF THE GABRIDGE & CO ENGAGEMENT LETTER

All members received a copy of the Gabridge & CO Engagement Letter for their review. The chair called on Gary Willoughby for more information. **A motion was made by Marie Whitmire to accept the Gabridge & CO Engagement Letter as presented, seconded by John Stapleton; Motion Carried.**

APPROVAL OF HEAD STARTS REQUEST TO CARRY-OVER FUNDS

All members received a copy of the Head Starts Request to Carry-Over Funds for their review. The chair called on Myra Smeester for more information. **A motion was made by Fran Majestic to approve the Head Starts Request to Carry-Over Funds as presented, seconded by Myra Croasdell; Motion Carried.**

APPROVAL OF CAA COLA INCREASE – FISCAL YEAR 2026

The Board approved the recommendations of the Finance Committee for a 3% increase in wages for all CAA staff, retroactive to the first full pay period in January 2026 **with a motion made by John Stapleton, seconded by Connie Maule; Motion Carried.**

UNION CONTRACT UPDATES

All members received a copy of the Union Contract Updates for their review. The chair called on Myra Smeester for more information. **A motion was made by Susan Kleikamp to approve the Union Contract as presented, seconded by Marie Whitmire; Motion Carried.**

ACCEPTANCE OF THE STAR ASSESSMENT REPORT FY 2026

All members received a copy of the Star Assessment Report FY 2026 for their review. The chair called on Gary Willoughby for more information. **A motion was made by Fran Majestic to accept the Star Assessment Report FY 2026 as presented, seconded by Marie Whitmire; Motion Carried.**

ACCEPTANCE OF THE FY24 DESK FINANCIAL MONITORING REVIEW MVID 3516

All members received a copy of the FY24 Desk Financial Monitoring Review MVID 3516 for their review. The chair called on Gary Willoughby for more information. **A motion was made by Marie Whitmire to accept the FY24 Desk Financial Monitoring Review MVID 3516 as presented, seconded by Myra Croasdell; Motion Carried.**

DISCUSSION OF THE MDSCAA WEBSITE

Gary Willoughby informed the governing board of the new changes we are making to our website. One of those changes is having pictures of staff and board members. It was decided that the governing board will do an annual board picture at our July meeting.

SENIOR SERVICES PROGRAM PRESENTATION

A program presentation was given by Kristie Stenlund, Program Director for the Senior Services Program.

ACCEPTANCE OF ECP DIRECTOR'S REPORT

The Chair called on Myra Smeester for her report. **A motion was made by Myra Croasdell, to accept the ECP Director's report as presented, seconded by Marie Whitmire; Motion Carried.**

EXECUTIVE DIRECTOR'S REPORT

The Board called on Gary Willoughby for his report. Gary reported that we are still working with the Federal Government regarding merger paperwork for the AmeriCorps programs. Annual addresses to each county- we will invite board members from each county to attend, if they are able. We will reach out to each county soon to get on their schedule. We haven't yet had to take any cash flow emergency action. Milage dollars should be available soon. The transit study is going well. Ride-a-longs scheduled in early February. In Menominee County: New Building- We did the final walkthrough yesterday and pre-signed the documents. Other buildings- We will need to completely empty out of the former Evergreen School and former Fire Station in the late summer of 2026 as part of our moves. May look to sell the portable at HS to help fund our partial roof replacement in Escanaba.

Hermansville Head Start- Will be meeting our agent from the Menominee Church out there on 1/29 to list that building after getting approval from the Office of Head Start. No proceeds from the sale stay with us, but it will save us in insurance, maintenance, and utilities in the future. **A motion was made to accept the Hermansville Head Start building being sold as presented by Susan Kleikamp and seconded by Jennifer MacDonald; Motion Carried.**

Auction- Late May/early June to raise dollars for the building renovation, along with pursuing grants, seeking business and individual support, proceeds from city after they sell the current building, etc. In Delta County: Chamber after hours- Partnering with DATA on event on May 27th. Hoping to raise awareness of both agencies and funds raised will benefit our ADC location. In Schoolcraft County: We have been invited to join a new Schoolcraft County Affordable Housing Committee with CUPAD and local agencies. **A motion was made to accept the Executive Director's report as presented by Fran Majestic and seconded by Marie Whitmire; Motion Carried.**

OTHER BUSINESS

Craig Reiter welcomed and introduced Tessa Keshick to the Governing Board.

PUBLIC COMMENT

No Public comments were made.

BOARD COMMENT

John Malnar brought up an email he had received regarding where warming centers are in our communities. A discussion was held regarding this and we believe 211 or the townships themselves would have that information.

ADJOURNMENT

A motion to adjourn was made by Marie Whitmire supported by John Stapleton; Motion carried.

Meeting adjourned at 11:17 am ET

Next meeting is scheduled March 26, 2026 at 10:00 am ET