

Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY
Governing Board Meeting
Thursday September 25, 2025
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, Schoolcraft
Kasey Buchmiller, Delta
Patricia Mueller, Menominee
Sara Rasenack, Delta
Marie Whitmire, Menominee
Jennifer MacDonald, Menominee
Myra Croasdell, Delta
Craig Reiter, Schoolcraft
Jeff Waeghe, Delta
John Stapleton, Schoolcraft
Michael Peitsch, Schoolcraft
John Malnar, Delta

MEMBERS ABSENT

Connie Maule, Menominee
Mia Smith, Menominee
Jessica Baker, Schoolcraft
Robin Double, Schoolcraft

APPROVAL OF AGENDA

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

PRESENTATION OF THE MDSCAA MERGER

Michael Zahrt and Charlie Sarchet from Foster Swift presented about the Merger. **A motion was made to accept the CAA/HRA Merger with the merge date of October 1st as presented by Marie Whitmire, seconded by Fran Majestic; Motion Carried.**

A roll call vote was also taken:

OTHERS PRESENT

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

OTHERS ABSENT

Natalie Belanger, Client Services Director

PRESENT BY ZOOM

Michael Zahrt, Foster Swift
Charlie Sarchet, Foster Swift
Jeff Carlson, Menominee
Stephanie Sanville, Finance Director

Susan Kleikamp - YES
Fran Majestic - YES
Kasey Buchmiller - YES
Patricia Mueller - YES
Sara Rasenack - YES

Jennifer MacDonald- YES
Jeff Waeghe - YES
Craig Reiter - YES
Myra Croasdell - YES
John Stapleton - YES

John Malnar - YES
Michael Peitsch- YES
Marie Whitmire - YES

APPROVAL OF THE CONSENT AGENDA

Members received copies of the following items for their review. The Consent Agenda was approved with **a motion from Marie Whitmire, seconded by Myra Croasdell; Motion Carried.**

- July 24, 2025 Governing Board Minutes
- June 2025 and July 2025 CAA Accounts Payable Schedule
- HS/EHS Policy Council May 2025 Minutes
- ECP Report

APPROVAL OF THE COST ALLOCATION PLAN

All members received a copy of the Cost Allocation Plan for their review. **A motion was made to approve the Cost Allocation Plan as presented by Myra Croasdell, seconded by Marie Whitmire; Motion Carried.**

ACCEPTANCE OF THE 403(B) RETIREMENT PLAN AUDIT

All members received a copy of the 403(b) Retirement Plan audit for their review. **A motion was made by Marie Whitmire to accept the 403(b) Retirement Plan Audit 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. **A motion was made by Susan Kleikamp to approve the CAA By-Laws as presented, seconded by Fran Majestic; Motion Carried.**

APPROVAL OF THE FY2025 SUPPLEMENTAL FUNDING APPLICATION

All members received a copy of the FY2025 Supplemental Funding Application for their review. Myra let the board know that they were not selected for the first round but would like to keep reapplying for all rounds available. **A motion was made by John Stapleton to accept the FY2025 Supplemental Funding Application as presented, seconded by Myra Croasdell; Motion Carried.**

APPROVAL OF BOILER REPLACEMENT PROPOSAL

All members received a copy of the Boiler Replacement Proposal for their review. **A motion was made by Fran Majestic to accept the Boiler Replacement Proposal as presented, seconded by Jennifer MacDonald; Motion Carried.**

DISCUSSION OF THE OCTOBER MEETING TIME AND PLACE

The board discussed and decided that the October 23rd meeting being held in Manistique will be held at the 40's Bar and Grill at 10 am CT/ 11 am ET. Gary Willoughby let the board know that we will be sending out directions on how to get to the 40's Bar and Grill for the meeting and if anyone is interested in carpooling please reach out. **A motion was made by John Stapleton to approve the October meeting time and place as discussed, seconded by John Malnar; Motion Carried.**

UNION NEGOTIATIONS UPDATE

Myra Smeester spoke to the board letting them know that we are entering our 3 year Union negotiations and if anyone from the board would like to join them to let her know. John Stapleton recommended that 1 or 2 board members should sit in for the negotiations. Craig Reiter said he would and Susan Kleikamp is interested as well.

ACCEPTANCE OF THE ECP DIRECTOR'S REPORT

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

OTHER BUSINESS

The chair reported that the following have placed their name on the ballot for the following positions – Craig Reiter for Board Chair, Myra Croasdell for Vice Chair, John Malnar for Treasurer and John Stapleton for Secretary.

The chair then asked three times for further nominations from the floor for Chair. Hearing none the chair moved to close the nominations. The chair then asked three times for further nominations for Vice Chair. Hearing none the chair moved to close the nominations. The chair then asked three times for further nominations for Treasurer. Hearing none the chair moved to close the nominations. Finally the chair asked three times for further nominations for Secretary. Hearing none the chair moved to close the nominations.

As no other nominations were made for the Chair, Vice Chair, Treasurer or Secretary, **a motion was then made by Marie Whitmire and seconded by Susan Kleikamp to approve nominations of Craig Reiter for the Chair position, Myra Croasdell for Vice Chair, John Malnar for Treasurer and John Stapleton for Secretary; Motion Carried.**

A roll call vote was also taken:

Susan Kleikamp - YES

Jennifer MacDonald- YES

John Malnar - YES

Fran Majestic - YES

Jeff Waeghe - YES

Michael Peitsch- YES

Kasey Buchmiller - YES

Craig Reiter - YES

Marie Whitmire - YES

Patricia Mueller - YES

Myra Croasdell - YES

John Stapleton - YES

Sara Rasenack abstained from voting due to this being her last meeting.

Marie Whitmire asked the committee if it was okay if spouses came to the October meeting. **A motion was made by Susan Kleikamp to approve the spouses of board members be invited to our October meeting as presented, seconded by Marie Whitmire; Motion Carried.**

Myra Croasdell brought up how the ECP Policy council members used to be invited to our July meeting or annual meeting. Since they were not invited to the July meeting this year she wanted to know if they could be invited to our annual meeting in October. **A motion was made by Susan Kleikamp to approve the ECP Policy Council members be invited to our October meeting as presented, seconded by Marie Whitmire; Motion Carried.**

PUBLIC COMMENT

No public comments were made.

BOARD COMMENT

Craig Reiter spoke to the board about what he learned from going to the Community Action Partnership Conference with Gary Willoughby.

Jeff Waeghe spoke about having the board members start advertising our services to help get the word out and step up as board members in each county.

Sara Rasenack let the committee know that at a ECP Policy Council meeting a parent brought up doing CPR classes for parents. Myra Smeester let her know that they have tried in the past, but don't get enough participation so they stopped doing it. Jennifer MacDonald mentioned maybe if we included their families and broadened the invite we would get more participation. A few board members were interested and Fran Majestic plans to bring it up during her United Way meeting.

ADJOURNMENT

A motion to adjourn was made by Susan Kleikamp supported by Jennifer MacDonald; Motion Carried.

Meeting adjourned at 10:51 am ET

Next meeting is scheduled for October 23, 2025 at 11 am ET.