

Menominee-Delta-Schoolcraft  
**COMMUNITY ACTION AGENCY**  
Governing Board Meeting  
Thursday March 26, 2026  
Community Action Agency  
Escanaba MI  
10:00 a.m. ET

**MINUTES**

The meeting was called to order at 10:00 am ET and a quorum noted with the following in attendance.

**MEMBERS PRESENT**

Susan Kleikamp, Menominee  
Fran Majestic, Delta  
John Stapleton, Schoolcraft  
Craig Reiter, Schoolcraft  
Jeff Carlson, Menominee  
Marie Whitmire, Menominee  
Connie Maule, Menominee  
John Malnar, Delta  
Jeff Waeghe, Delta  
Michael Peitsch, Schoolcraft  
Samantha King, Delta

**MEMBERS ABSENT**

Tessa Keshick, Menominee  
Jennifer MacDonald, Menominee  
Jessica Baker, Schoolcraft  
Robin Double, Schoolcraft  
Myra Croasdell, Delta  
Kasey Buchmiller, Delta

**OTHERS PRESENT**

Gary Willoughby, Executive Director  
Alexandria Kleikamp, Executive Assistant  
Angela Gardner, ECP  
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  
Sheri Polfus, Weatherization

**OTHERS ABSENT**

Myra Smeester, Deputy Director  
Katie LaVigne, Assistant Finance Director  
Brenda Moya, Weatherization Director

**APPROVAL OF THE AGENDA**

**A motion was made by Marie Whitmire to approve the agenda as presented seconded by Fran Majestic; 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 Marie Whitmire; Motion Carried.**

- January 22, 2026 CAA Governing Board Minutes
- November 2025 CAA Accounts Payable Schedule
- December 2025 CAA Accounts Payable Schedule

- January 2026 Policy Council Minutes
- ECP Report
- Personnel Policies Handbook
- Program Monthly Reports
  - FGP December 2025/ January 2026 Stats Summary
    - Evaluations
  - RSVP Monthly Report as of 03/12/2026
  - SCP December 2025/ January 2026 Report
    - Evaluations
  - Senior Services December 2025 and January 2026 Board Report
  - Weatherization by the Numbers as of 03/12/2026
    - Program Year 24 Annual Review Summary Letter MVID 4053
  - Homeless Services 10/01/2025 – 01/31/2026
  - Water Affordability Program as of 03/12/2026
  - Walk for Warmth Program as of 03/12/2026

### **ACCEPTANCE OF JEFF CARLSON TO THE MENOMINEE COUNTY ELECTED SECTOR OF THE GOVERNING BOARD**

A motion was made by John Stapleton, to accept the re-election of Jeff Carlson to represent the Elected Sector of the Menominee County Governing Board, seconded by Jeff Waeghe; Motion Carried.

### **ACCEPTANCE OF SAMANTHA KING TO THE DELTA COUNTY CONSUMER SECTOR OF THE GOVERNING BOARD**

A motion was made by Marie Whitmire, to accept the appointment of Samantha King to represent the Delta County Consumer Sector of the Governing Board replacing Sara Rasenack, seconded by Fran Majestic; Motion Carried.

### **ACCEPTANCE OF THE SAFETY COMMITTEE REPORT**

The Chair called on Connie Maule who reported that the Safety Committee reviewed 15 Accident/Incident reports and that no further action was deemed necessary. **A motion was made by Marie Whitmire to accept the Safety Committee report as presented, seconded by Susan Kleikamp; Motion Carried.**

### **APPROVAL OF THE MDSCAA STRATEGIC PLAN UPDATE**

All members received a copy of the MDSCAA Strategic Plan Update for their review. **A motion was made by Marie Whitmire to accept the MDSCAA Strategic Plan as presented, seconded by Connie Maule; Motion Carried.**

### **APPROVAL OF THE COMMUNITY NEEDS ASSESSMENT UPDATE**

All members received a copy of the Community Needs Assessment Update for their review. **A motion was made by Susan Kleikamp to approve the Community Needs Assessment Update as presented, seconded by Marie Whitmire; Motion Carried.**

### **APPROVAL OF THE RISK ASSESSMENT PLAN**

All members received a copy of the Risk Assessment Plan for their review. **A motion was made by Marie Whitmire to approve the Risk Assessment Plan as presented, seconded by Michael Peitsch; 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 Susan Kleikamp to approve the Employee Satisfaction Survey for Distribution to all Employees as recommended by the Personnel Committee, seconded by Marie Whitmire; Motion Carried.**

### **ACCEPTANCE OF THE 45 DAY MONITORING LETTER**

All members received a copy of the 45 Day Monitoring Letter for their review. **A motion was made by Fran Majestic to accept the 45 Day Monitoring Letter as presented, seconded by Connie Maule; Motion Carried.**

### **ACCEPTANCE OF LETTER STATING WE WERE RELEASED FROM OUR UNDER-ENROLLMENT PLAN FOR OUR EARLY HEAD START ENROLLMENT**

All members received a copy of the letter stating we were released from our under-enrollment plan for our Early Head Start Enrollment for their review. **A motion was made by Michael Peitsch to accept the letter stating we were released from our under-enrollment plan for our Early Head Start Enrollment as presented, seconded by Marie Whitmire; Motion Carried.**

### **ACCEPTANCE OF LOCAL 2172 UNIT 6 UNION CONTRACT**

All members received a copy of the Local 2172 Unit 6 Union Contract for their review. The chair called on Gary Willoughby for more information. **A motion was made by John Stapleton to approve the Local 2172 Unit 6 Union Contract as presented, seconded by Marie Whitmire; Motion Carried.**

### **ACCEPTANCE OF THE ERSEA POLICY UPDATES/TRAINING**

The Chair called on Angela Gardner for more information. Angela informed the Board members of the ERSEA Policy updates and did a general training on ERSEA for the Board members. **A motion was made to accept the ERSEA Policy Updates/Training as presented by Marie Whitmire, seconded by Fran Majestic; Motion Carried.**

### **ACCEPTANCE OF THE HS-EHS SELECTION PROCEDURE**

The Chair called on Angela Gardner for more information. Angela informed the Board members that the HS-EHS Selection Procedure would give prioritization of current staff children in their respective income bracket. **A motion was made to accept the HS-EHS Selection Procedure as presented by Susan Kleikamp, seconded by Marie Whitmire; Motion Carried.**

## **RSVP PROGRAM PRESENTATION**

A program presentation was given by Hannah Micheau, Program Director for the Retired Senior Volunteer Program.

## **ACCEPTANCE OF THE ECP DIRECTOR'S REPORT**

All members received a copy of the ECP Director's report for their review. The Chair called on Angie Gardner for more information. **A motion was made to accept the ECP Director's report as presented by Fran Majestic, seconded by Connie Maule; Motion Carried.**

## **ACCEPTANCE OF THE EXECUTIVE DIRECTOR'S REPORT**

The Board Chair called on Gary Willoughby for his report. Gary shared some of our history with this Senior Center building. The Office of Head Start monitoring in person April 14th-16th. Looking for a couple of board members willing to be interviewed, perhaps members of ECP committee? Target meeting date is the 15th here in Escanaba. Gary attended the RSVP Annual Meeting at the casino. Thanks to Sue for representing the board. Hannah did a great job and had support from several staff members who helped make the event possible. We are in early planning stages of reviewing each kitchen and its possibility to serve new customers. Much of these costs are fixed, so additional meals will bring in new revenue we need to keep up with rising expenses. This could include day care centers and other nonprofit organizations who feed people, catering events, and promoting take out meals to new people, such as downtown Escanaba government workers, Harbor Towers residents, etc. Senior Services is also looking at increasing Private Pay offerings for In-Home services, as we also have fixed costs (personnel) and must make sure we have work for them or we may lose them. Updates on Menominee County: **New Building-** All items from Hermansville Head Start are stored there now. Working on finalizing Phase 1 plans for building. **Menominee and Mid-County -** Kristie and I attended Senior Advisory Council meetings on the 12th that included a transit survey from our vendor. Good feedback on our current programs and we shared a lot of information on our future plans with both groups. **Ramp program and new HS location-** Just spoke with Steve Martin from the ISD. He will develop a rental agreement for us to lock in numbers for our budget for the space use. They also have a CTE Building trades in Powers and will help with ramps in North Menominee County. **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. **Hermansville Head Start-** Closed on the property on March 12th. \$84,551.93 going back to the federal government from proceeds of the sale. **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. More donation information will be shared with the board at the April meeting. Updates on 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. **Land in Escanaba-** In early talks with the city about donating some land behind the Head Start campus to us. Once confirmed, I'll bring to board for a vote and will discuss a possible plan for the property. (Tour after meeting, if interested.) **Senior Advisory Council meeting-** Next up is Gladstone on April 22nd. Construction is nearing completion there.

Updates on Schoolcraft County: We were invited to present our annual report and goals for the future to the county commissioners on February 27th. A pilot project for bringing a Home Delivered Meals for Pets Program to Schoolcraft is in progress. Meeting the team in person on Friday. Early talks to bring this to Delta next, then review possibilities in Menominee County. **A motion was made to accept the report as presented by Michael Peitsch and seconded by Fran Majestic; Motion Carried.**

### **OTHER BUSINESS**

Samantha King mentioned that there was concern expressed by parents about the traffic/lack of signs at the Escanaba Head Start Center acknowledging that it was a preschool. It was discussed at the Head Start Policy Council meeting which led to reaching out to the City/Police and it will be brought up at their next traffic committee meeting. We are hoping it will be resolved this summer.

### **PUBLIC COMMENT**

Peggy Ramsden reminded everyone of the Foster Grandparent Recognition on May 6<sup>th</sup> and all the information that was handed out before the meeting.

### **BOARD COMMENT**

John Malnar thanked everyone for everything that they do for the agency.

Connie Maule mentioned how we used to do actual sit-down lunches at the board meetings and how nice that was. We then discussed that due to the meeting time change that is why we went to to-go lunches which we will continue.

Susan Kleikamp mentioned that they did the Pledge of Allegiance at the RSVP Luncheon and wanted to discuss if we could start doing it before each meeting.

Kristie Stenlund let everyone know that once the meeting is done if anyone is interested, she can give them a tour of the Senior Center and new Adult Day room.

### **ADJOURNMENT**

**A motion to adjourn was made by Marie Whitmire supported by Jeff Carlson; Motion carried.**

**Meeting adjourned at 11:10 am ET**

**Next meeting is scheduled April 23, 2026 at 10:00 am ET**