

Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY

Thursday May 28, 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
Robin Double, Schoolcraft
Marie Whitmire, Menominee
Connie Maule, Menominee
Jennifer MacDonald, Menominee
Myra Croasdell, Delta
Michael Peitsch, Schoolcraft
Samantha King, Delta
Tessa Keshick, Menominee
Jessica Baker, Schoolcraft
Jeff Carlson, Menominee

MEMBERS ABSENT

John Malnar, Delta
Kasey Buchmiller, Delta
Jeff Waeghe, Delta

OTHERS PRESENT

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

OTHERS ABSENT

Stephanie Sanville, Finance Director

APPROVAL OF THE AGENDA

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

- April 23, 2026 CAA Governing Board Minutes
- February 2026 CAA Accounts Payable Schedule
- 2026 CAA Cash Flow Summary
- April 2026 Policy Council Minutes

- ECP Report
- Program Monthly Reports
 - FGP March 2026 Stats Summary
 - RSVP Monthly Report as of 05/14/2026
 - SCP April 2026 Report
 - Senior Services March 2026 Board Report
 - Weatherization by the Numbers as of 05/08/2026
 - Homeless Services 10/01/2025 – 03/31/2026
 - Water Affordability Program as of 05/15/2026
 - Walk for Warmth Program as of 05/15/2026

ACCEPTANCE OF THE SAFETY COMMITTEE REPORT

The Chair called on Connie Maule who reported that the Safety Committee reviewed 17 Accident/Incident reports and that no further action was deemed necessary. **A motion was made by Fran Majestic to accept the Safety Committee report as presented, seconded by Jennifer MacDonald; Motion Carried.**

APPROVAL OF THE SENIOR SERVICES MDOT FULL-SIZE VAN VEHICLE REPLACEMENT SOLE SOURCE PURCHASE

All members received a copy of the Senior Services MDOT Full-Size Van Vehicle Replacement Sole Source Purchase for their review. The chair called on Gary Willoughby for more information. **A motion was made by Marie Whitmire, to approve the Senior Services MDOT Full-Size Van Vehicle Replacement Sole Source Purchase as recommend by the Finance Committee, seconded by Myra Croasdell; Motion Carried.**

ACCEPTANCE OF THE FY26 PROGRAM COMPLIANCE SPECIAL REVIEW MVID 4079

All members received a copy of the FY26 Program Compliance Special Review MVID 4079 for their review. The chair called on Gary Willoughby for more information. **A motion was made by Marie Whitmire to accept the FY26 Program Compliance Special Review MVID 4079 as presented, seconded by Connie Maule; Motion Carried.**

ACCEPTANCE OF THE HEAD START FUNDING LETTER

All members received a copy of the Head Start Letter for their review. **A motion was made by Jennifer MacDonald to accept the Head Start Letter as presented, seconded by Myra Croasdell; Motion Carried.**

FOSTER GRANDPARENT PROGRAM PRESENTATION

A program presentation was given by Peggy Ramsden, Program Director for the Foster Grandparent Program.

ACCEPTANCE OF THE ECP DIRECTOR'S REPORT

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

ACCEPTANCE OF THE EXECUTIVE DIRECTOR'S REPORT

The Board Chair called on Gary Willoughby for his report. Gary stated that our Rural Health Grant was delayed again but is likely to start in August or September. For the ramp program we met with trade union staff. They want to focus primarily in Delta County now, so we'll need to add sub-contractors elsewhere to supplement ISD students and Weatherization staff, when available. MEAP- Michigan Energy Assistance Program possibly coming to all CAAs in the state. BUREAU- Road Show- We hosted several state leadership staff in Weatherization, along with staff from the other UP CAAs who have Weatherization for an all-day training yesterday. Great job by Brenda and Sheri in setting everything up. Stephanie and I joined in to learn more and both learned a lot about the program. In Delta County we had our Chamber after hours event last night with DATA. Great support from our staff there, as well as board members Jeff, Myra, and John. In Schoolcraft County our Home Delivered Meals for Pets should be in place this summer as a pilot project with 5 clients to start. We are about to install a ramp in Manistique for a long time MOW client. We are looking at new office space this fall when our current lease expires. Welcome Newborns, Ramps, Pet Food Program, Walk for Warmth discretionary, supply drives for Homeless Services, Rural Health Affordability are new since I joined the team and with our Water program being so large in Manistique, having a friendly face in person there is important for our agency. In Menominee for our new building the Health Department has been in and likes our plans for the kitchen move. General contractor is meeting with us again there tomorrow to discuss next steps. Finally had the abandoned trailer was towed away late last week. Abundant Life Center- Several of us toured the homeless shelter in Menominee last Friday, including board member Fran. Really helps to put our work in perspective. In the Current Senior Center, we've started clearing out a lot of existing items from the building but still have much more to move over the summer. Our Head Start staff are already preparing for our move over to ISD, with other items coming up for sale at our auction or being stored for future 2nd classroom at MELC. Possible Student Success Center planned for this location after we move. We have two clients needing ramps right now in Menominee County, one in Daggett and one north of Menominee, right off US 41. **A motion was made to accept the Executive Director's report as presented by Marie Whitmire and seconded by Samantha King; Motion Carried.**

OTHER BUSINESS

No other business was discussed.

PUBLIC COMMENT

No public comments were made.

BOARD COMMENT

Jeff Carlson let everyone know that the Menominee County Courthouse exterior renovation has begun. He also let everyone know that the Freedom for Patriots Veteran Center put on a very nice Veterans Fair with delicious food at the Pullman House on May 20th.

John Stapleton let everyone know to reach out to him if they know of anyone like a group or board in Delta County that needs or is interested in him doing a presentation about the upcoming DATA Millage.

Jessica Baker let everyone know that there will be a Schoolcraft County Resource Fair on August 12th.

ADJOURNMENT

A motion to adjourn was made by Jessica Baker supported by Marie Whitmire; Motion carried.

Meeting adjourned at 11:00 am ET

Next meeting is scheduled July 23, 2026 at 10:00 am ET.