

Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY
Governing Board Meeting
Thursday April 23, 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
Kasey Buchmiller, Delta
Jessica Baker, Schoolcraft

MEMBERS ABSENT

Jeff Waeghe, Delta
Jeff Carlson, Menominee
Tessa Keshick, Menominee
John Malnar, Delta

OTHERS PRESENT

Gary Willoughby, Executive Director
Myra Smeester, Deputy Director
Alexandria Kleikamp, Executive Assistant
Brenda Moya, Weatherization Director
Stephanie Sanville, Finance Director
Maty Thibeault, Homeless Services
Natalie Belanger, Client Services Director
Kristie Stenlund, Sr Services Director
Helen Corbett, HR Director
Hannah Micheau, RSVP Director

OTHERS ABSENT

Linda Paulin, SCP Director
Peggy Ramsden, FGP Director

APPROVAL OF THE AMENDED AGENDA

A motion was made by Samantha King to approve the amended agenda as presented seconded by Connie Maule; 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 John Stapleton, seconded by Fran Majestic; Motion Carried.**

- March 26, 2026 CAA Governing Board Minutes
- January 2026 CAA Accounts Payable Schedule
- March 2026 Policy Council Minutes
- ECP Report

- Program Monthly Reports
 - FGP February 2026 Stats Summary
 - RSVP Monthly Report as of 04/15/2026
 - SCP February 2026/ March 2026 Report
 - Senior Services February 2026 Board Report
 - Weatherization by the Numbers as of 04/08/2026
 - Homeless Services 10/01/2025 – 02/28/2026
 - Water Affordability Program as of 04/09/2026
 - Walk for Warmth Program as of 04/09/2026

ACCEPTANCE OF THE FY26 ORGANIZATIONAL STANDARDS MONITORING MVID 3886

All members received a copy of the FY26 Organizational Standards Monitoring MVID 3886 for their review. The chair called on Gary Willoughby for more information. **A motion was made by Myra Croasdell to accept the FY26 Organizational Standards Monitoring MVID 3886 as presented, seconded by Marie Whitmire; 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 Myra Croasdell to accept the letter stating we were released from our under-enrollment plan for our Early Head Start Enrollment as presented, seconded by Samantha King; Motion Carried.**

ACCEPTANCE OF THE HEAD START GOVERNANCE STANDARDS

All members received a copy of the Head Start Governance Standards for their review. The Chair called on Myra Smeester for more information. **A motion was made by Fran Majestic to accept the Head Start Governance Standards as presented, seconded by Marie Whitmire; Motion Carried.**

WEATHERIZATION PROGRAM PRESENTATION

A program presentation was given by Brenda Moya, Program Director for the Weatherization 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 Jessica Baker; Motion Carried.**

ACCEPTANCE OF THE EXECUTIVE DIRECTOR'S REPORT

The Board Chair called on Gary Willoughby for his report. Gary stated that the Rural Health Grant is now projected to start June 1st. I hope to use the admin dollars to partially fund an intake person based in Schoolcraft County, so we again will have a staffer in each county to represent our agency. The Office of Head Start monitoring took place in person April 14th-

16th. Very good feedback from OHS on their interactions with our teachers and everyone at the schools, our board members who participated, as well as Myra, Stephanie, and the Head Start Admin team. They were impressed and so was I. Thank you to all who helped in this. Our Finance Team is working hard to prepare for our next agency audit. In Schoolcraft County the Home Delivered Meals for Pets should be in place this summer as a pilot project. In Delta County we are partnering with DATA on the chamber after hours event on May 27th. Hoping to raise awareness of both agencies and funds raised will benefit our ADC location. We still do not have an update on the land in Escanaba. We are still waiting on the city to give us the go-ahead. We met with the Senior Advisory Council on 4/22 for a meeting. In Menominee County with our new building, we have a fairly solid plan on kitchen placement and a Phase 1 plan to get ready for opening. Will be looping in UPCAP, the fire marshal, and the Health Department in soon for their reviews and approvals. Senior Center and Kitchen staff have participated in the discussions and have given good suggestions. Phase 2 will include planning for a possible Adult Day Care Center, infant/toddler rooms, before and after school programs, summer camps, birthday parties (upstairs and downstairs), family reunions, bridal showers, etc. to bring in revenue to support the maintenance and care of the facility. Phase 3 could include a community garden, playground, and other exterior changes based on need and funding. Started gathering auction items but will follow up with everyone soon if they have anything to donate for the building. We will use our existing elevator for food delivery instead of adding an additional ramp or lift elsewhere. It will save us \$75k-\$100k and should work fine. We will concentrate on only what must be done prior to opening at this point. We are starting our clean out of the former Fire Station/current Senior Center in preparation for the move. Investigating the deed on the current location to confirm ownership details. Also, we will review the former Evergreen School to confirm no federal interest like we had in Hermansville. We are totally done with the Hermansville Head Start building, including removing federal interest from the deed. Staff are already preparing for our move over to ISD. **A motion was made to accept the Executive Director's report as presented by Marie Whitmire and seconded by Jennifer MacDonald; Motion Carried.**

OTHER BUSINESS

Samantha King informed that Governing Board that she and Angie Gardner went to the traffic committee meeting that she spoke about at last month's meeting. It was approved that the Escanaba Head Start Center will now have a 25mph sign and a children at play sign that will be put up this summer.

PUBLIC COMMENT

No Public comments were made.

BOARD COMMENT

John Stapleton let the full Governing Board know that the Delta Area Transit Authority is seeking to expand services in Delta County, county wide with a mileage expansion in this year's August 4th election. It would include earlier starting times, Saturday service, and Friday/Saturday evening services. John let everyone know they might hear things that are untrue during this time

so please don't believe everything that is said and if you have any questions, please reach out to him. Craig Reiter added that Lansing is fast tracking bills and mileages right now so it would need to be on the November ballot. Susan Kleikamp had some concerns about transportation in Menominee County that Kristie Stenlund and Gary Willoughby addressed.

ADJOURNMENT

A motion to adjourn was made by Jennifer MacDonald, supported by Marie Whitmire; Motion carried.

Meeting adjourned at 10:43 am ET

Next meeting is scheduled May 28, 2026 at 10:00 am ET.