

Menominee-Delta-Schoolcraft
HUMAN RESOURCES AUTHORITY
Governing Board Meeting
Thursday April 24, 2025
Community Action Agency
Escanaba MI
10:00 am ET

MINUTES

The meeting was called to order at 10:16 am ET and a quorum noted with the following in attendance.

MEMBERS PRESENT

Myra Croasdell, Delta
Fran Majestic, Schoolcraft
Kasey Buchmiller, Delta
Patricia Mueller, Menominee
Sara Rasenack, Delta
Marie Whitmire, Menominee
Robin Double, Schoolcraft
Michael Peitsch, Schoolcraft
Craig Reiter, Schoolcraft
Jennifer MacDonald, Menominee
John Stapleton, Schoolcraft
Jeff Carlson, Menominee

MEMBERS ABSENT

Susan Kleikamp, Menominee
Mia Smith, Menominee
Jeff Waeghe, Delta
Connie Maule, Menominee
John Malnar, Delta
Jessica Baker, Schoolcraft

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
Stephanie Sanville, Finance Director
Kristie Stenlund, Sr Services Director
Brenda Moya, Weatherization Director
Maty Thibeault, Homeless Services

OTHERS ABSENT

Hannah Micheau, Emergency Services
Lori Giuliani, RSVP Director
Helen Corbett, HR Director

APPROVAL OF THE AGENDA

A motion was made to accept the agenda as presented by Marie Whitmire, seconded by Patricia Mueller; 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 Fran Majestic, seconded by Jennifer MacDonald; Motion Carried.**

- March 27, 2025 Governing Board Minutes
- February 2025 HRA Accounts Payable Schedule
- Program Monthly Reports

- FGP February 2025/March 2025 Stats Summary
- RSVP February 2025 Monthly Report
- SCP March 2025 Report
- Senior Services February 2025/March 2025 Board Report
- WX by the Numbers as of 04/16/2025
- Homeless Services 03/01/2025 – 04/01/2025
- Water Affordability Program as of 04/16/2025
- Walk for Warmth Program as of 04/16/2025
- Personnel Policies Handbook Reviewed/Updated Pages 13-26

ACCEPTANCE OF THE SAFETY COMMITTEE REPORT

The Chair called on Fran Majestic who reported that the Safety Committee reviewed 46 Accident/Incident reports and that no further action was deemed necessary. **A motion was made by Patricia Mueller to accept the Safety Committee report as presented, seconded by Jennifer MacDonald; Motion Carried.**

ACCEPTANCE OF THE FY25 PROGRAM COMPLIANCE MONITORING MVID 3306

All members received a copy of the FY25 Program Compliance Monitoring MVID 3306 for their review. The chair called on Gary Willoughby for more information. **A motion was made by Patricia Mueller to accept the FY25 Program Compliance Monitoring MVID 3306 as presented, seconded by Fran Majestic; Motion Carried.**

APPROVAL OF THE ADULT DAY CARE CENTER MOVING BACK TO THE ESCANABA CIVIC CENTER

Gary Willoughby informed and discussed with the board about the Adult Day Care Center moving back to the Escanaba Civic Center. **A motion was made by Marie Whitmire to approve of the Adult Day Care Center moving back to the Escanaba Civic Center as presented, seconded by Jennifer MacDonald; Motion Carried.**

APPROVAL TO APPLY FOR THE WEATHERIZATION ASSISTANCE PROGRAM COMPETITIVE GRANTS

All members received a copy of the Weatherization Assistance Program Competitive Grant information for their review. **A motion was made by Patricia Mueller to approve the Weatherization Program to apply for the Weatherization Assistance Program Competitive Grants as presented, seconded by Jennifer MacDonald; Motion Carried.**

RETIRED SENIOR VOLUNTEER PROGRAM PRESENTATION

The Board Chair called on Gary Willoughby, Executive Director, for a presentation regarding the programs that are currently being offered by the RSVP Program. Our current RSVP Director is on medical leave and will be training in a new RSVP Director when she returns.

FOSTER GRANDPARENT PROGRAM PRESENTATION

The Board Chair called on Peggy Ramsden, FGP Director, for a presentation regarding the programs that are currently being offered by the FGP Program.

ACCEPTANCE OF THE EXECUTIVE DIRECTOR'S REPORT

The Board Chair called on Gary Willoughby for his report. Gary stated that in Menominee County he met with School Superintendent Drew Buyarski yesterday on our request to repurpose the Evergreen School. He didn't know much about our organization, but we had a good 45-minute discussion about the request and our agency. Next steps are he will approach his board with our proposal, I've offered him and them a tour of the Evergreen School, as he hasn't ever visited, and offered to formally present to the School Board when the time is right. I will invite our Menominee County Board Members to attend the tour and the School Board meeting if/when they happen. Your presence will be very helpful. The Hermansville Senior Center is closed today and tomorrow to have the sewer pipes repaired upstairs! In Delta County I spoke to Delta Dems earlier this month on our programs and services. They made a \$500 donation to help us provide more mileage for our Foster Grandparents and Senior Companions. I will be presenting to Escanaba Rotary on June 3rd. If anyone would like me to present to a group they belong to, please let me know. In Schoolcraft County the Ramp program will be doing the concession stand at the Manistique Drive In late June (Dirty Dancing) as a fund raiser for the ramp program. I am waiting to hear back on some grant applications and a new RSVP Director will be a key person in helping us grow the program in all three counties. I spoke with John Barker, Town Supervisor of Germfask yesterday. We will be bringing over some of our team to look at the space in more detail, from kitchen to lunchroom, and another room for programs and activities. The town is very excited about our possible return after 8 years away. We will send staff to participate in the 2025 Schoolcraft County Resource Fair on August 20th at the Middle/High School. Our planning meeting is this afternoon. A week from today, Brenda, Myra and I will return to Manistique to set up our shared office space there to better prepare it for use and to reestablish a more formal presence there for the community. **A motion was made to accept the Executive Director's report as presented by Patricia Mueller and seconded by Jennifer MacDonald; Motion Carried.**

OTHER BUSINESS

No other business was discussed.

PUBLIC COMMENT

No public comments were made.

BOARD COMMENT

Myra Croasdell let all the members know that she would not be able to make the May meeting.

ADJOURNMENT

A motion to adjourn was made by Sara Rasenack, supported by John Stapleton; Motion carried.

Meeting adjourned at 10:58 am ET.

Next meeting is scheduled May 22, 2024 at 10:00 am ET.