

Menominee-Delta-Schoolcraft
HUMAN RESOURCES AUTHORITY
Governing Board Annual Meeting
Thursday July 24, 2025
Community Action Agency
Escanaba MI
10:00 a.m. ET

MINUTES

The meeting was called to order at 10:36 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
Robin Double, Schoolcraft
Jeff Carlson, Menominee
Craig Reiter, Schoolcraft
Connie Maule, Menominee
John Stapleton, Schoolcraft
Jessica Baker, Schoolcraft
John Malnar, Delta

MEMBERS ABSENT

Mia Smith, Menominee
Jeff Waeghe, Delta
Jennifer MacDonald, Menominee
Myra Croasdell, Delta
Michael Peitsch, 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
Hannah Micheau, RSVP Director
Helen Corbett, HR Director
Natalie Belanger, Client Services Director

PRESENT BY ZOOM

Matt Holland, Gabridge & Company
Michael Zahrt, Foster Swift

APPROVAL OF AGENDA

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

PRESENTATION OF THE CAA/HRA FINANCIAL AUDIT FOR FY ENDING 9/30/2024 AND THE CAA/HRA 990 TAX RETURNS

Matt Holland from Gabridge & Company presented the Financial Audit for FY ending 9/30/2024 and the CAA/HRA 990 Tax Returns. **A motion was made to accept the Financial Audit for FY ending 9/30/2024 and the CAA/HRA 990 Tax Returns as presented by Fran Majestic, seconded by Sara Rasenack; Motion Carried.**

PRESENTATION OF THE MDSCAA MERGER

Michael Zahrt from Foster Swift presented about the Merger and the check list we will be following for that process. **A motion was made to accept the CAA/HRA Merger with the merge date of October 1st as presented by Patricia Mueller, 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 Marie Whitmire, seconded by Patricia Mueller; Motion Carried.**

- May 22, 2025 Executive Committee Minutes
- April 2025 and May 2025 HRA Accounts Payable Schedule
- Fiscal Year (FY) 2025 Senior Volunteer Program (SVP) Financial Assessment
- Approval of the Outside Employment Policy
- Approval of the Remote Work Policy
- Approval of the Work Hours and PTO Policy for Salaried and Hourly Employees
- Approval of the Personal Appearance and Dress Policy
- Approval of the Family and Medical Leave Act (FMLA)
- Program Monthly Reports
 - FGP May/June 2025 Stats Summary
 - RSVP July 2025 Monthly Report
 - SCP May/June 2025 Report
 - Senior Services April and May 2025 Board Report
 - Updated Nutrition Emergency Plan
 - WX by the Numbers as of 07/15/2025
 - Homeless Services 05/01/2025 – 07/01/2025
 - Water Affordability Program as of 07/14/2025
 - Walk for Warmth Program as of 07/14/2025

ACCEPTANCE OF THE COMMUNITY SERVICES BLOCK GRANT ANNUAL REPORT

All members received a copy of the Community Services Block Grant Annual Report for their review. The Chair then called on Gary Willoughby for more information. **A motion was made by Marie Whitmire to accept the Community Services Block Grant Annual Report as presented, seconded by Patricia Mueller; Motion Carried.**

ACCEPTANCE OF THE COMMUNITY ACTION PLAN

All members received a copy of the Community Action Plan for their review. The Chair then called on Gary Willoughby for more information. **A motion was made by Marie Whitmire to accept the Community Action Plan as presented, seconded by Sara Rasenack; Motion Carried.**

ACCEPTANCE OF THE PY24 ANNUAL MONITORING REPORT MVID 3596

All members received a copy of the PY24 Annual Monitoring Report MVID 3596 for their review. The Chair then called on Gary Willoughby for more information. **A motion was made by Marie Whitmire to accept the PY24 Annual Monitoring Report MVID 3596 as presented, seconded by Patricia Mueller; Motion Carried.**

ACCEPTANCE OF THE NUTRITION KITCHEN INSPECTIONS REPORTS

All members received a copy of MDSCAA's Nutrition Kitchen Inspections Reports for their review. The Chair called on Kristie Stenlund for more information. **A motion was made by Marie Whitmire to accept the report as presented, seconded by Patricia Mueller; Motion Carried.**

APPROVAL OF THE MDSCAA 2025 COMMUNITY NEEDS ASSESSMENT

All members received a copy of the MDSCAA 2025 Community Needs Assessment for their review. The Chair then called on Gary Willoughby for more information. **A motion was made by Sara Rasenack to approve the MDSCAA 2025 Community Needs Assessment as presented, seconded by Jessica Baker; Motion Carried.**

ACCEPTANCE OF THE ORG STANDARDS MONITORING REPORT

All members received a copy of the ORG Standards Monitoring Report for their review. The Chair then called on Gary Willoughby for more information. **A motion was made by Marie Whitmire to accept the ORG Standards Monitoring Report as presented, seconded by John Malnar; Motion Carried.**

APPROVAL OF THE EXECUTIVE DIRECTOR EVALUATION

All members received a copy of the Executive Director Evaluation for their review. The Chair then called on Helen Corbett for more information. **A motion was made by Susan Kleikamp to approve the Executive Director Evaluation as presented, seconded by Sara Rasenack; Motion Carried.**

APPROVAL TO PUT AN OFFER IN TO PURCHASE A CHURCH IN MENOMINEE

Gary Willoughby showed pictures and information regarding the Church building in Menominee with the board members. **A motion was made by John Stapleton to approve the start of negotiations and purchase of the Church building in Menominee as presented, seconded by Patricia Mueller; Motion Carried.**

A roll call vote was also taken:

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

Robin Double - YES
Jeff Carlson - YES
Craig Reiter - YES
Connie Maule - YES
John Stapleton - YES

John Malnar - YES
Jessica Baker - YES
Marie Whitmire - YES

ACCEPTANCE OF THE SAFETY COMMITTEE REPORT

The Chair called on Connie Maule who reported that the Safety Committee reviewed 18 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 John Malnar; Motion Carried.**

DISCUSSION OF THE ELECTION OF BOARD OFFICERS IN SEPTEMBER

A discussion was held regarding the September 2025 elections of Board Officers. Gary advised the board members about the process for the election of officers and that if anyone has an interest in staying in their position, switching positions, or trying for a new position to contact him or Alexandria.

DISCUSSION OF THE ANNUAL MEETING

The upcoming annual meeting in October was discussed. We are looking into holding it at the Manistique hotel next to Big Boy and having Big Boy as catering. There will be carpooling available. We will have more information when it gets closer.

ACCEPTANCE OF THE EXECUTIVE DIRECTOR'S REPORT

The Board called on Gary Willoughby for his report. Gary reported that in Menominee County I met with city manager and county administrator (with Myra and Kristie) about our senior center plans. We toured former Stephenson Elementary school (possible kitchen location), former Miller Office Supply in Menominee, and a church in Menominee. Will be donating Daughters of the American Revolution items to the Menominee Historical Museum next Tuesday. They go back at least to 1941, but many lockers are still locked at this time. In Delta County I toured the former Senior Center site in Rapid River. Looking at potential return to this location, which we last worked in back in 2017. Adult Day Care- Making progress on our planning for the upcoming move. We had a \$1,000 donation last month, the Superior Health Foundation grant, and we have other folks who want to fundraise to help us spruce up the new (former) space. One person has a spouse who attends. We had one ramp built in Escanaba, with another upcoming in Danforth. In Schoolcraft County our Ramp program was selected as the third charity by the CBC, who hosted their annual golf tournament last week that I attended. Drive in event raised just under \$800 in late June. I went to the 60th proclamation in Manistique on June 26th. I was approached by the Chamber of Commerce (Victoria George) about bringing back the old CDBG funds from Mi Neighborhoods, in partnership with the housing authority and Habitat for Humanity. I'm not sure if we have the bandwidth at this time to participate fully but will update the board at the next meeting. Water Affordability- We were getting close to the end of the grant funds that were set to go through 2027. I worked with the state to secure an additional \$750,000 for water bills through 2029. MEAP- We learned that the state didn't expand MEAP that they hoped to expand to help with more electric bills. Still waiting back to hear on the Escanaba solar panel project. **A motion was made to accept his report as presented by Patricia Mueller and seconded by Fran Majestic; Motion Carried.**

OTHER BUSINESS

No other business was discussed.

PUBLIC COMMENT

Kristie Stenlund reminded everyone that Wednesday August 13th is the Wellness Fair at the U.P. State fair and that we would be under the grandstands.

BOARD COMMENT

John Malnar gave an update on the Gladstone Senior Center; the roof and AC are all set while the front of the building is being finished up then they will start work on the bathrooms. There is now a security buzz in on the building, and they are working on getting a generator to make it a shelter when there is an emergency.

John Stapleton mentioned that he would like the Personnel Committee to look into the wage scale at their next meeting.

Susan Kleikamp let everyone know what a great time she had being a part of the parade.

Susan Kleikamp spoke about doing more press releases and outreach for our water affordability program because she believes that not enough people know about it in places like the Village of Powers.

ADJOURNMENT

A motion to adjourn was made by Patricia Mueller, supported by Connie Maule; Motion carried.

Meeting adjourned at 11:30 am. Next meeting is scheduled September 25, 2025 at 10:00 am ET.