

Menominee-Delta-Schoolcraft
HUMAN RESOURCE AUTHORITY
Governing Board Meeting
Thursday September 25, 2025
Community Action Agency
Escanaba MI
10:00 a.m. ET

MINUTES

The meeting was called to order at 10:51 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
Jennifer MacDonald, Menominee
Myra Croasdell, Delta
Craig Reiter, Schoolcraft
Jeff Waeghe, Delta
John Stapleton, Schoolcraft
Michael Peitsch, Schoolcraft
John Malnar, Delta

MEMBERS ABSENT

Connie Maule, Menominee
Mia Smith, Menominee
Jessica Baker, Schoolcraft
Robin Double, 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
Maty Thibeault, Homeless Services
Kristie Stenlund, Sr Services Director
Brenda Moya, Weatherization Director
Sheri Polfus, Weatherization
Hannah Micheau, RSVP Director
Helen Corbett, HR Director

OTHERS ABSENT

Natalie Belanger, Client Services Director

PRESENT BY ZOOM

Michael Zahrt, Foster Swift
Charlie Sarchet, Foster Swift
Jeff Carlson, Menominee
Stephanie Sanville, Finance Director

APPROVAL OF THE AMENDED AGENDA

A motion was made by Marie Whitmire to approve the amended agenda as presented seconded by John Stapleton; Motion Carried.

PRESENTATION OF THE MDSCAA MERGER

Michael Zahrt and Charlie Sarchet from Foster Swift presented about the Merger. **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.**

A roll call vote was also taken:

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

Jennifer MacDonald- YES
Jeff Waeghe - YES
Craig Reiter - YES
Myra Croasdell - YES
John Stapleton - YES

John Malnar - YES
Michael Peitsch- YES
Marie Whitmire - YES

APPROVAL OF THE CONSENT AGENDA

Members received copies of the following items for their review. The Consent Agenda was approved with **a motion from Myra Croasdell, seconded by Jennifer MacDonald; Motion Carried.**

- July 24, 2025 Governing Board Minutes
- June 2025 and July 2025 HRA Accounts Payable Schedule
- Program Monthly Reports
 - FGP July/August 2025 Monthly Reports & Stats Summary
 - RSVP July/August 2025 Monthly Report
 - SCP July/August 2025 Monthly Report
 - Weatherization by the Numbers as of 9/10/25
 - Senior Services June & July 2025 Report
 - Homeless Services 07/01/2025 – 09/01/2025
 - Water Affordability Program as of 9/09/25
 - Walk for Warmth Program as of 9/09/25

APPROVAL OF THE COST ALLOCATION PLAN

All members received a copy of the Cost Allocation Plan for their review. **A motion was made to approve the Cost Allocation Plan as presented by John Stapleton, seconded by Myra Croasdell; Motion Carried.**

ACCEPTANCE OF THE 403(B) RETIREMENT PLAN AUDIT

All members received a copy of the 403(b) Retirement Plan audit for their review. **A motion was made by Fran Majestic to accept the 403(b) Retirement Plan Audit as presented, seconded by Myra Croasdell; Motion Carried.**

APPROVAL OF THE CAA BY-LAWS

All members received a copy of the CAA By-Laws for their review. **A motion was made by Susan Kleikamp to approve the CAA By-Laws as presented, seconded by Fran Majestic; Motion Carried.**

ACCEPTANCE OF THE PY24 ANNUAL MONITORING REPORT MVID 3597

All members received a copy of the PY24 Annual Monitoring Report MVID 3597 for their review. The Chair then called on Gary Willoughby for more information. **A motion was made by Myra Croasdell to accept the PY24 Annual Monitoring Report MVID 3597 as presented, seconded by Marie Whitmire; Motion Carried.**

APPROVAL TO APPLY FOR THE MSHDA STEPS TO STABILITY GRANT

All members received a copy of the MSHDA Steps to Stability Grant for their review. **A motion was made to approve the MSHDA Steps to Stability Grant as presented by Sara Rasenack, seconded by Myra Croasdell; Motion Carried.**

ACCEPTANCE OF THE CSBG EXPENDITURE PLAN

All members received a copy of the CSBG Expenditure Plan for their review. **A motion was made by Jennifer MacDonald to accept the CSBG Expenditure Plan as presented, seconded by Patricia Mueller; Motion Carried.**

APPROVAL TO MAKE CHANGES TO OUR PENINSULA FEDERAL CREDIT UNION ACCOUNT

Gary Willoughby spoke to the board about the changes we will be making to our Peninsula Federal Credit Union Account. The changes would be being authorized to close the HRA accounts for RSVP and the CD we have with them and reopen them under MDSCAA. The people on the accounts remain Gary Willoughby and Myra Smeester for the CD and the two of us and Hannah Micheau for the RSVP account. **A motion was made by Myra Croasdell to approve the changes to the Peninsula Federal Credit Union Account as presented, seconded by Jennifer MacDonald; Motion Carried.**

A roll call vote was also taken:

Susan Kleikamp - YES

Fran Majestic - YES

Kasey Buchmiller - YES

Patricia Mueller - YES

Sara Rasenack - YES

Jennifer MacDonald- YES

Jeff Waeghe - YES

Craig Reiter - YES

Myra Croasdell - YES

John Stapleton - YES

John Malnar - YES

Michael Peitsch- YES

Marie Whitmire - YES

DISCUSSION OF THE OCTOBER MEETING TIME AND PLACE

The board discussed and decided that the October 23rd meeting being held in Manistique will be held at the 40's Bar and Grill at 10 am CT/ 11 am ET. Gary Willoughby let the board know that we will be sending out directions on how to get to the 40's Bar and Grill for the meeting and if anyone is interested in carpooling please reach out. **A motion was made by John Stapleton to approve the October meeting time and place as discussed, seconded by Patricia Mueller; Motion Carried.**

ROMA TRAINING

The Chair called on Myra Smeester. Myra presented training to the board members on what ROMA is.

SENIOR COMPANION PROGRAM PRESENTATION

A program presentation was given by Linda Paulin, Program Director for the Senior Companion Program (SCP).

WEATHERIZATION PROGRAM PRESENTATION

A program presentation was given by Brenda Moya, Program Director for the Weatherization Program.

ACCEPTANCE OF THE EXECUTIVE DIRECTOR'S REPORT

The Chair called on Gary Willoughby for his report. Gary reported that MDHHS- We received formal approval of our merger request. This is a requirement for any agency receiving CSBG funding. (Letter attached in packet.) Americorps Federal- Last funder we need approval from. Should be approved, but they just notified us late yesterday that we will need to submit a new grant for each program with our MDSCAA EIN and UEI. We'll work on this after the board meeting. Federal and State potential shutdowns- Monitoring everything in the news and we'll keep working as normal for the time being. Will share with the board any updates we get at either level. In Menominee County we have a Public Hearing October 14 on our request for Special Use for the church building (R1 zoned there currently). If approved, we will close in early November. New Homeless Services staff (if approved next month) will be housed there to work more closely with the shelter and clients in need in Menominee County. A Client Services person will move over as well, along with Weatherization staffer 1 day per week. Myra and I met with Menominee Community Foundation to share news about our agency, and we are eligible to apply for several of their grants. New cycle begins October 1st. In Delta County our Adult Day Care Bathroom project is underway and overall move going well. Several new donations have come in to support this effort. I recently spoke to the Women's club at Escanaba 1st Presbyterian Church and they donated to this effort too. Senior Expo- September 30th at Highland Park Golf Club. I'll be presenting, as will, a member of John's staff (he'll be there for Q&A) and Jeff, as well. MAFG/SCP Fall Conference- October 7th-9th at the Casino. Myra and I will speak to the group and Ashley from HR will provide some training as well. In Schoolcraft County our ramp program will receive funding from CBC in December and will spend much of the winter setting up our plan for this effort. I hope to work with ISD students and will also get bids with local contractors to install as needed based on geography or when a very quick turnaround may be needed. Our Weatherization program will have a new staffer based in County Courthouse once per week. Gary also shared that 10 Years Ago This Month- Board meeting held on September 10th, 2015. Board members present- John Stapleton, Myra Croasdell, and Sue Kleikamp (named Treasurer at this meeting). Connie Maule was there, but as SCP Director. Craig Reiter was there, but as a potential new board member (approved that day.) Board size was reduced from 21 to 18 members. Staff present- Myra Heslip, Angie Gardner, Peggy Ramsden, and Lannie Berg (who was new to our agency and this was her first meeting) Staffing changes- It was shared that Bill Dubord's retirement party would be held after the October meeting, with Julie Moeberg moving into the ED role. Adult Day Care- Presentation from Elsie Stafford and Sister Rosalie from Bishop Noa about the soon to open facility- Gary Abrahamson Memory Clinic-set to open December of 2015. **A motion was made to accept his report as presented by Marie Whitmire and seconded by Patricia Mueller; Motion Carried.**

OTHER BUSINESS

No other business was discussed.

PUBLIC COMMENT

No public comments were made.

BOARD COMMENT

No board comments were made.

ADJOURNMENT

A motion to adjourn was made by Patricia Mueller supported by Susan Kleikamp; Motion Carried.

Meeting adjourned at 11:29 am ET

Next meeting is scheduled October 23, 2025 at 11:00 am ET.