

Menominee-Delta-Schoolcraft  
**COMMUNITY ACTION AGENCY**  
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 10:00 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 Marie Whitmire to approve the agenda as presented seconded by Jeff Carlson; 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 Sara Rasenack, seconded by Marie Whitmire; 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 Marie Whitmire, seconded by Fran Majestic; 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 Connie Maule, seconded by Marie Whitmire; Motion Carried.**

- May 22, 2025 Executive Committee Minutes
- April 2025 and May 2025 CAA Accounts Payable Schedule
- HS/EHS Policy Council April 2025 Minutes
- ECP Report

## **APPROVAL OF THE HS/EHS POLICY COUNCIL BY-LAWS**

All members received a copy of the HS/EHS Policy Council By-Laws for their review. The Chair then called on Myra Smeester for more information. **A motion was made by Susan Kleikamp to approve the HS/EHS Policy Council By-Laws as presented, seconded by Patricia Mueller; Motion Carried.**

## **APPROVAL OF THE ECP CHILDPLUS.NET SOLE SOURCE PURCHASE**

All members received a copy of the ECP ChildPlus.net Sole Source Purchase for their review. The Chair then called on Myra Smeester for more information. **A motion was made by Fran Majestic to approve the ECP ChildPlus.net Sole Source Purchase as recommended by the Finance Committee, seconded by Connie Maule 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 Connie Maule to approve the MDSCAA 2025 Community Needs Assessment as presented, seconded by Sara Rasenack; Motion Carried.**

## **APPROVAL OF THE FY2026 HEAD START NON-COMPETING CONTINUATION GRANT APPLICATION**

All members received a copy of the FY2026 Head Start Non-Competing Continuation Grant Application for their review. The Chair then called on Myra Smeester for more information. **A motion was made by Fran Majestic to approve the FY2026 Head Start Non-Competing Continuation Grant Application as presented, seconded by Marie Whitmire; Motion Carried.**

## **APPROVAL OF THE EARLY HEAD START LOCALLY DESIGNED OPTION WAIVER**

All members received a copy of the Early Head Start Locally Designed Option Waiver for their review. The chair called on Myra Smeester for more information. **A motion was made by Marie Whitmire to approve the Early Head Start Locally Designed Option Waiver as presented, seconded by Sara Rasenack; Motion Carried.**

### **ACCEPTANCE OF ECP DIRECTOR'S REPORT**

The Chair called on Myra Smeester for her report. **A motion was made to accept the ECP Director's report as presented by Marie Whitmire, seconded by Susan Kleikamp; 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 Sara Rasenack; Motion carried.**

**Meeting adjourned at 10:35 am**

**Next meeting is scheduled for September 25, 2025 at 10:00 am ET.**