

Menominee-Delta-Schoolcraft  
**COMMUNITY ACTION AGENCY**  
Governing Board Meeting  
Thursday November 20, 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, Delta  
Kasey Buchmiller, Delta  
Myra Croasdell, Delta  
Jeff Carlson, Menominee  
Marie Whitmire, Menominee  
Connie Maule, Menominee  
Jessica Baker, Schoolcraft  
Jennifer MacDonald, Menominee  
Jeff Waeghe, Delta  
Michael Peitsch, Schoolcraft  
Craig Reiter, Schoolcraft  
John Malnar, Delta

**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  
Natalie Belanger, Client Services Director  
Kristie Stenlund, Sr Services Director  
Helen Corbett, HR Director  
Hannah Micheau, RSVP Director  
Maty Thibeault, Homeless Services  
Brenda Moya, Weatherization Director

**MEMBERS ABSENT**

Patricia Mueller, Menominee  
Robin Double, Schoolcraft  
John Stapleton, Schoolcraft

**OTHERS ABSENT**

Stephanie Sanville, Finance Director

**APPROVAL OF AMENDED AGENDA**

**A motion was made by Fran Majestic to approve the agenda as presented 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 Connie Maule; Motion Carried.**

- October 23, 2025 HRA/CAA Governing Board Minutes
- September 2025 HRA/CAA Accounts Payable Schedule
- HS/EHS Policy Council September and October 2025 Minutes

- ECP Report
- PIR Reports for Head Start and Early Head Start
- Self-Assessment Report and Action Plan
- Program Monthly Reports
  - FGP October 2025 Monthly Reports & Stats Summary
  - RSVP October 2025 Monthly Report
  - SCP October 2025 Monthly Report
  - Weatherization by the Numbers as of 11/06/25
  - Senior Services September 2025 Report
  - Homeless Services 10/01/2025 – 10/31/2025
  - Water Affordability Program as of 11/07/25
  - Walk for Warmth Program as of 11/07/25

### **ACCEPTANCE OF THE RESIGNATION OF MIA SMITH**

The Governing Board accepted Mia Smith's resignation from the Governing Board with regrets by a motion from Susan Kleikamp and seconded by Marie Whitmire; Motion Carried.

### **APPROVAL OF TESSA KESHICK TO THE MENOMINEE COUNTY PRIVATE SECTOR**

A motion was made by Myra Croasdell, to accept the appointment of Tessa Keshick to the Menominee County Private Sector as recommended by Mia Smith and the Nominating Committee, seconded by Connie Maule; Motion Carried.

### **ACCEPTANCE OF THE FY25 PROGRAM COMPLIANCE DESK REVIEW MVID 3593**

All members received a copy of the FY25 Program Compliance Desk Review MVID 3593 for their review. The chair called on Gary Willoughby for more information. **A motion was made by Jessica Baker to accept the FY25 Program Compliance Desk Review MVID 3593 as presented, seconded by Myra Croasdell; Motion Carried.**

### **ACCEPTANCE OF THE 2025-2026 AGENCY WIDE BUDGET**

Members received a copy of the 2025-2026 Agency Wide Budget for their review. The Organizational Standards require board acceptance of an agency wide budget. **A motion was made by Marie Whitmire to accept the 2025-2026 Agency Wide Budget as recommended by the Finance Committee, seconded by Myra Croasdell; Motion Carried.**

### **HOMELESS PROGRAM PRESENTATION**

A program presentation was given by Maty Thibeault, Program Director for the Homeless Program.

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

The Board called on Myra Smeester for her report. **A motion was made by Marie Whitmire to accept the ECP Director's report as presented, seconded by Fran Majestic; Motion Carried.**

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

The Board called on Gary Willoughby for his report. Gary reported that the notice of Award is expected from Office of Head Start this week after Government is re-opening. Myra and I are checking on all our Head Start Buildings during the 2-week layoff to make sure everything is in good order for when the team comes back on December 1st and the kids the next day. Still working with Federal Government regarding merger paperwork for AmeriCorps programs and Medicaid/Medicare programs. Annual addresses to each county- will invite board members from each county to attend, if they are able. Will bring Sue to the Menominee Council Meeting as she is serving the board in that capacity. Will reach out to each county after our annual reports are complete. This year and moving forward, each department will report county specific information. I'm now a part of a Development Community Team for both Michigan Community Action Agency and the National Head Start Association. We will be working with many agencies on establishing best practices for fund raising including estate planning, annual giving, capital campaigns, etc. We have a Line of Credit set up now but haven't yet had to take any cash flow emergency action. In Menominee county: **New Building-** We have a revised closing date of January 23rd. Looking at the possibility of leasing space in the basement to like-minded businesses (there is a shortage of space available) as well as day rentals for family reunions, milestone birthdays, business retreats, etc. Working with City Planning on this now to help offset our expenses to develop a capital improvement fund there (along with other fundraising efforts.) **Other buildings-** We will need to completely empty out of the former Evergreen School and former Fire Station in the spring/summer of 2026 as part of our moves. **Menominee Dem Party-** I've been invited to be the guest speaker at the Spies Library for their January meeting. They are very interested in our Senior Services program. In Delta County: **TEFAP-** Re-starting our food pantry in Rapid River. **Homeless Awareness Month-** Nice turnout for our event on November 6th at the Civic Center. In Schoolcraft County we have a 34' metal ramp being donated for our ramp program. We will pick up and store next week. **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**

No other business was discussed.

## **PUBLIC COMMENT**

No Public comments were made.

## **BOARD COMMENT**

Jeff Waeghe talked about how his insurance company will not help with figuring out his best plan options and go through it with him next year. He was wondering if the Senior Centers will still be helping with this next year as an option. After a good discussion on the subject, Kristie Stenlud let everyone know that they will still have the Senior Centers helping with it.

## **ADJOURNMENT**

**A motion to adjourn was made by Jeff Waeghe supported by Jennifer MacDonald; Motion carried.**

**Meeting adjourned at 10:47 am ET**

**Next meeting is scheduled January 22, 2026 at 10:00 am ET.**