Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY
Governing Board Meeting
Thursday October 23, 2025
11:00 a.m. ET

MINUTES

The meeting was called to order at 11:05 am ET and a quorum noted with the following in attendance.

MEMBERS PRESENT
Susan Kleikamp, Menominee
Fran Majestic, Delta
John Malnar, Delta
Patricia Mueller, Menominee
Jeff Carlson, Menominee
Marie Whitmire, Menominee
Robin Double, Schoolcraft
Jessica Baker, Schoolcraft
Craig Reiter, Schoolcraft
Jeff Waeghe, Delta
John Stapleton, 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
Natalie Belanger, Client Services Director
Kristie Stenlund, Sr Services Director
Helen Corbett, HR Director
Hannah Micheau, RSVP Director
Stephanie Sanville, Finance Director
Harley Whitmire

MEMBERS ABSENT
Kasey Buchmiller, Delta
Connie Maule, Menominee
Myra Croasdell, Delta
Michael Peitsch, Schoolcraft
Jennifer MacDonald, Menominee
Mia Smith, Menominee

OTHERS ABSENT
Maty Thibeault, Homeless Services
Brenda Moya, Weatherization Director

APPROVAL OF AGENDA

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

APPROVAL OF THE CONSENT AGENDA

Members received copies of the following items for their review. The Amended Consent Agenda was approved with **a motion from Marie Whitmire, seconded by Jessica Baker; Motion Carried.**

- September 25, 2025 HRA/CAA Governing Board Minutes
- August 2025 HRA/CAA Accounts Payable Schedule
- HS/EHS Policy Council July 2025 Minutes

- ECP Report
- Personnel Policies Handbook
- Updated Board Roster
- Program Monthly Reports
    - FGP September 2025 Monthly Reports & Stats Summary
    - RSVP September 2025 Monthly Report
    - SCP September 2025 Monthly Report
    - Weatherization by the Numbers as of 10/13/25
    - Senior Services August 2025 Report
    - Homeless Services 07/01/2025 – 09/30/2025
    - Water Affordability Program as of 10/13/25
    - Walk for Warmth Program as of 10/13/25
    - FGP/SCP Award

ACCEPTANCE OF THE RESIGNATION OF SARA RASENACK

The board accepted Sara Rasenack's resignation from the board with regrets **by a motion from John Stapleton and seconded by Susan Kleikamp; Motion Carried.**

APPROVAL OF THE FINANCIAL PROCEDURE MANUAL

The chair called on Stephanie Sanville for more information. **A motion was made to approve the changes to the Financial Procedures Manual as recommended by the Finance Committee by Marie Whitmire, seconded by Fran Majestic; Motion Carried.**

ACCEPTANCE OF THE 2026 CAA BOARD MEETING SCHEDULE

All members received a copy of the 2026 CAA Governing Board meeting schedule for their review. **A motion was made by Susan Kleikamp to accept the 2026 CAA Governing Board Meeting Schedule as presented, seconded by Patricia Mueller; Motion Carried.**

APPROVAL OF THE NEW HR POSITION TITLE AND WAGE ADJUSTMENT PROPOSAL

The Committee reviewed the New HR Position Title and Wage Adjustment Proposal and **a motion was made by Patricia Mueller to approve the New HR Position Title and Wage Adjustment Proposal as recommended by the Personnel and Finance Committees as presented, seconded by Marie Whitmire; Motion carried.**

APPROVAL OF THE NEW HOMELESS INTAKE AND DIVERSION SPECIALIST POSITION

The Committee reviewed the New Homeless Intake and Diversion Specialist Position and **a motion was made by Marie Whitmire to approve the New Homeless Intake and Diversion Specialist Position as recommended by the Personnel and Finance Committees as presented, seconded by Jessica Baker; Motion carried.**

ACCEPTANCE OF THE ESG MONITORING REPORT

All members received a copy of the ESG Monitoring Report for their review. The Chair then called on Gary Willoughby for more information. **A motion was made by Patricia Mueller to**

accept the ESG Monitoring Report as presented, seconded by Marie Whitmire; Motion Carried.

ACCEPTANCE OF THE YAC GRANT APPLICATION

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

DISCUSSION OF TAKING ON CTM FUNDS IN MENOMINEE COUNTY

All members received handouts explaining taking on the CTM funds in Menominee County. The Chair then called on Myra Smeester for more information. **A motion was made by Susan Kleikamp to approve the taking on of CTM Funds in Menominee County as presented, seconded by Jeff Carlson; Motion Carried.**

ACCEPTANCE OF MEMBERSHIP VERSUS DIRECTORSHIP

Gary Willoughby let the governing board know that while going through the paperwork for the merger they found that in 1994 a box was checked accidentally, saying we were a membership instead of a directorship. To fix this we need everyone to sign paperwork so that we can switch from membership to a directorship-based board. **A motion was made by Marie Whitmire to accept changing the Governing Board from Membership to a Directorship as presented, seconded by Robin Double; Motion Carried.**

DISCUSSION OF THE AGENCY WIDE BUDGET

Gary Willoughby let the governing board know that our Agency Wide Budget will be pushed until November's meeting. This is due to needing some corrective action in a few sections of the budget. We also have a follow-up meeting with UPCAP to help with contracting services for funds.

MDSCAA BOARD TRAINING AND SCHEDULE

Myra Smeester presented our MDSCAA Board Training and Schedule that we use internally to keep track of meetings and completion of Organizational Standards.

HIPPA/CMS FRAUD WASTE AND ABUSE TRAINING

The Chair called on Kristie Stenlund. Kristie presented training to the board members on HIPPA/CMS Fraud Waste and Abuse.

CLIENT SERVICES PRESENTATION

A program presentation was given by Natalie Belanger, Program Director for the Client Services Program.

ACCEPTANCE OF THE ECP DIRECTOR'S REPORT

The Board called on Myra Smeester for her report. **A motion was made by John Malnar to accept the ECP Director's report as presented, seconded by Patricia Mueller; Motion Carried.**

ACCEPTANCE OF THE EXECUTIVE DIRECTOR'S REPORT

The Chair called on Gary Willoughby for his report. Gary reported that he had a site visit in Bessemer with our UP CAA counterparts. Good exchange of ideas. We spoke about Weatherization, food pantries, getting congregate dining numbers back up, Head Start, developing new revenue streams, and potentially bringing up to the UP one of my old programs I created over 25 years ago, Home Delivered Meals for Pets programs. I had a meeting with Greater Good Charities yesterday on the topic and will continue to explore how it could work up here. Our state grants have been moved from HRA to CAA. We had a great 3-year MDHHS monitoring report that just arrived that we will review at next month's meeting. Thanks to staff and Craig for their participation. Michigan Attorney General Dana Nessel visited us on the 13th. Good mix of staff and board members there to ask questions and share information about the work we do. Myra and I will attend an affordable housing conference here with CUPPAD on the 30th at Terrace Bay Hotel. We are moving Budget passage request to November meeting. We have a significant budget shortfall in Senior Services (millages, UPCAP funding, program income much less than our expenses.) We will be quickly reducing our expenses while also looking at new revenue streams (grants, new kitchen clients, other senior related programs to explore, etc.) We are one of 9 HS agencies who renew on November 1st in all of Michigan, 3 others in the UP, we are all greatly impacted by the Government Shutdown. Layoffs likely w/o a quick re-opening. LOC @ First Bank can be considered, as even with a layoff, some expenses remain and are unfunded. This also would reduce the food prepared by Senior Services, creating more of a new deficit. In Menominee County there was a Public Hearing October 14 on our request for Special Use for the church building (R1 zoned there currently). It was approved unanimously. I asked the church to push back our November 14th closing date. They declined. Considering our options at this time (push back to Late January, walk away and look at new options, make another effort at securing former Evergreen School when Head Start moves over to former Central School.) In Delta County our Adult Day Care main room looks great, and services are being provided. Bathroom project is making good progress. Old site has new condo project popping up next door. Senior Expo- Spoke to about 300 seniors on our program, just before DATA's presentation. MAFG/SCP Fall Conference- October 7th-9th at the Casino. Myra and I spoke to the group and Ashley from HR did, as well. I also attended the SCP annual recognition event on the 15th. **A motion was made to accept his report as presented by Patricia Mueller and seconded by Marie Whitmire; Motion Carried.**

Gary also spoke to the governing board regarding the current Federal shutdown and our cash flow. Funding for Head Start specifically stops November 1st. We have looked into a few options like cashing in a CD, a line of credit, or borrowing money from our housing account. The money we use may not be reimbursed back to us when the shutdown ends. We would like to have approval from the board to be able to navigate using these options if need be during this time.

A motion was made by Marie Whitmire to approve the CAA of getting a line of credit as need be, seconded by Jessica Baker; Motion Carried.

A motion was made by Patricia Mueller to approve moving the closing date of buying the Church building in Menominee to mid-January or February and to back out of buying it if need be, seconded by Jeff Waeghe; Motion Carried.

A motion was made by Marie Whitmire to approve of Gary Willoughby cashing in our CD that we have at Peninsula Federal Credit Union if need be, seconded by Fran Majestic; Motion Carried.

OTHER BUSINESS

No other business was discussed.

PUBLIC COMMENT

No public comments were made.

BOARD COMMENT

Gary Willoughby let the board know that he spoke with Congressman Bergman regarding the Federal shutdown and encourages everyone to reach out to any government figures you know as this will help make them understand the effect it has on our Community Action Agencies and Head Starts. John Stapleton also added that we need to be prepared for the risks and how even after it is voted on it can still affect us based on our cash flow and the time it takes to be awarded our grants.

ADJOURNMENT

The meeting was adjourned at 12:24 pm ET with a motion by Patricia Mueller, seconded by John Stapleton; Motion Carried.

Next meeting is scheduled for Thursday November 20, 2025 at 10:00 am ET.