

Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY
Governing Board Meeting
Thursday October 24, 2024
ISD Building
1201 41st Ave, Menominee
12:00 p.m. ET

MINUTES

The meeting was called to order at 12:02 pm ET and a quorum noted with the following in attendance.

MEMBERS PRESENT

Jennifer MacDonald, Menominee
Fran Majestic, Schoolcraft
Susan Kleikamp, Menominee
Patricia Mueller, Menominee
John Stapleton, Schoolcraft
Marie Whitmire, Menominee
Robin Double, Schoolcraft
Michael Peitsch, Schoolcraft
Craig Reiter, Schoolcraft
John Malnar, Delta
Mia Smith, Menominee

MEMBERS ABSENT

Myra Croasdell, Delta
Jeff Waeghe, Delta
Connie Maule, Menominee

OTHERS PRESENT

Gary Willoughby, Executive Director
Alexandria Kleikamp, Admin Assistant
Myra Smeester, HS/EHS Director
Helen Corbett, HR Director
Lori Giuliani, RSVP Director
Linda Paulin, SCP Director
Hannah Micheau, Emergency Services
Kristie Stenlund, Sr Services Director
Brenda Moya, Weatherization Director
Maty Thibeault, Homeless Services

OTHERS ABSENT

Peggy Ramsden, FGP Director

APPROVAL OF AGENDA

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

APPROVAL OF THE AMENDED 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 Patricia Mueller; Motion Carried.

- September 26, 2024 Governing Board Minutes
- August 2024 CAA Accounts Payable Schedule

ACCEPTANCE OF THE GOVERNANCE, LEADERSHIP, AND OVERSIGHT CAPACITY SCREENER

All members received a copy of the Governance, Leadership, and Oversight Capacity Screener for their review. **A motion was made by Marie Whitmire to accept the Governance, Leadership, and Oversight Capacity Screener as presented, seconded by Susan Kleikamp; Motion Carried.**

ACCEPTANCE OF THE 2025 CAA BOARD MEETING SCHEDULE

All members received a copy of the 2025 CAA Governing Board meeting schedule for their review. **A motion was made by Mia Smith to accept 2025 CAA Governing Board Meeting Schedule as presented, seconded by Jennifer MacDonald; Motion Carried.**

ACCEPTANCE OF THE RESIGNATION OF KRISTYN COPPOCK

The board accepted Kristyn Coppock's resignation from the board with regrets **by a motion from Marie Whitmire and seconded by Patricia Mueller; Motion Carried.**

APPROVAL OF KASEY BUCHMILLER TO THE DELTA COUNTY CONSUMER SECTOR

The board has approved Kasey Buchmiller as recommended by the Nominating Committee to join the Delta County Consumer Sector **by a motion from Marie Whitmire and seconded by Susan Kleikamp; Motion Carried.**

APPROVAL OF THE PIR REPORTS FOR HEAD START AND EARLY HEAD START

All members received a copy of the PIR Reports for Head Start and Early Head Start for their review. The chair called on Myra Smeester for more information. **A motion was made by Mia Smith to approve the PIR Reports for Head Start and Early Head Start as presented, seconded by Marie Whitmire; Motion Carried.**

APPROVAL OF THE SELF-ASSESSMENT REPORT AND ACTION PLAN

All members received a copy of the Self-Assessment Report and Action Plan for their review. The chair called on Myra Smeester for more information. **A motion was made by Marie Whitmire to approve the Self-Assessment Report and Action Plan as presented, seconded by Patricia Mueller; Motion Carried.**

APPROVAL OF THE FILTER FIRST HEALTHY HYDRATION GRANT

The chair called on Myra Smeester for more information. **A motion was made by Patricia Mueller to approve the Filter First Healthy Hydration Grant as presented, seconded by Marie Whitmire; Motion Carried.**

CHANGE IN SCOPE UPDATE

Myra Smeester informed the board that they have decided to pull back our Change in Scope application to look further at our enrollment and the options we are offering for both programs. This could mean we would look to reduce enrollment for both programs or make a shift in the

options we provide. This will also help us prepare for parity with public schools for pay for our staff.

ACCEPTANCE OF THE ECP DIRECTOR'S REPORT

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

OTHER BUSINESS

- Introduction of our new Finance Director Stephanie Sanville

Gary Willoughby let the committee know that we have hired our new Finance Director Stephanie Sanville. Stephanie was not able to attend the meeting due to training with Kris Thibeault. Gary also informed the committee that interviews for the Assistant Finance Director will be starting soon.

Craig Reiter let the board members know that there is an opening in the personnel committee and if you are interested to let him know.

PUBLIC COMMENT

No public comments were made.

BOARD COMMENT

Patricia Mueller suggested sending a thank you card signed by all the board members for the \$10,000 donation the Meals on Wheels program received. Kristie Stenlund let the board know that they are already doing a thank you card but will bring it to the next meeting for the board to sign as well.

ADJOURNMENT

The meeting was adjourned at 12:29 pm ET with a motion by Mia Smith, seconded by Fran Majestic; Motion Carried.

Next meeting is scheduled for Thursday November 21, 2024 at 10:00 am ET.