

Menominee-Delta-Schoolcraft
COMMUNITY ACTION AGENCY
Governing Board Meeting
Thursday September 26, 2024
Community Action Agency
Escanaba MI
10:00 a.m. ET

MINUTES

The meeting was called to order at 10:05 am ET and a quorum noted with the following in attendance.

MEMBERS PRESENT

Jennifer MacDonald, Menominee
Fran Majestic, Schoolcraft
Susan Kleikamp, Menominee
Connie Maule, Menominee
John Stapleton, Schoolcraft
Marie Whitmire, Menominee
Robin Double, Schoolcraft
Michael Peitsch, Schoolcraft
Myra Croasdell, Delta
Jeff Waeghe, Delta

MEMBERS ABSENT

John Malnar, Delta
Mia Smith, Menominee
Patricia Mueller, Menominee
Craig Reiter, Schoolcraft

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
Peggy Ramsden, FGP Director
Brenda Moya, Weatherization Director

OTHERS ABSENT

Maty Thibeault, Homeless Services
Kristie Stenlund, Sr Services Director

APPROVAL OF AGENDA

A motion was made by Jeff Waeghe 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 Susan Kleikamp, seconded by Jennifer MacDonald; Motion Carried.

- July 25, 2024 Updated Governing Board Minutes
- June 2024 and July 2024 CAA Accounts Payable Schedule
- HS/EHS Policy Council July 2024 Minutes

ACCEPTANCE OF THE RESIGNATION OF MARY LU GAUDETTE

The board accepted Mary Lu Gaudette's resignation from the board with regrets by a motion from **Connie Maule and seconded by Fran Majestic; Motion Carried.**

ACCEPTANCE OF THE RESIGNATION OF JESSICA FLORY-WHITMER

The board accepted Jessica Flory-Whitmer resignation from the board with regrets by a motion from **John Stapleton and seconded by Jennifer MacDonald; Motion Carried.**

APPROVAL OF MIA SMITH TO THE GOVERNING BOARD

The board has approved Mia Smith's request to stay on the board for another term by a motion from **Marie Whitmire and seconded by Fran Majestic; Motion Carried.**

ACCEPTANCE OF THE SAFETY COMMITTEE REPORT

The Chair called on Connie Maule who reported that the Safety Committee reviewed 18 Accident/Incident reports and that no further action was deemed necessary. **A motion was made by Marie Whitmire to accept the Safety Committee report as presented, seconded by Susan Kleikamp; Motion Carried.**

ACCEPTANCE OF THE CAA 990 TAX RETURN

All members received a copy of the CAA 990 Tax Return for their review. **A motion was made by Fran Majestic to accept the CAA 990 Tax Return as presented, seconded by Connie Maule; 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 Susan Kleikamp to accept the 403(b) Retirement Plan Audit as presented, seconded by Marie Whitmire; Motion Carried.**

ACCEPTANCE OF THE 2025 CAA GOVERNING BOARD MEETING SCHEDULE

All members received a copy of the 2025 CAA Governing Board meeting schedule for their review. **A motion was made by Marie Whitmire to accept the recommendation to update the 2025 CAA Governing Board Meeting Schedule as presented and bring back to be re-discussed at the October Meeting, seconded by Jennifer MacDonald; Motion Carried.**

APPROVAL OF THE FINANCIAL PROCEDURE MANUAL

The chair called on Gary Willoughby 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 Susan Kleikamp; Motion Carried.**

APPROVAL OF THE COST ALLOCATION PLAN

The chair called on Gary Willoughby for more information. **A motion was made to approve the Cost Allocation Plan as presented by Marie Whitmire, seconded by Jennifer MacDonald; Motion Carried.**

DISCUSSION OF THE OCTOBER MEETING TIME

The board discussed and decided that the October 24th meeting being held in Menominee would be held at 11 am CT/ 12 pm ET. Gary Willoughby let the board know that he will be sending out directions on how to get to the ISD building for the meeting. There will also be a tour of our new potential Head Start location after the meeting for anyone who would like to view it.

ACCEPTANCE OF THE ECP DIRECTOR'S REPORT

- **GSRP WAIVER**

The Board called on Myra Smeester for her report. **A motion was made to accept the ECP Director's report as presented by Susan Kleikamp seconded by Jennifer MacDonald; Motion Carried.**

OTHER BUSINESS

No other business was discussed.

PUBLIC COMMENT

No public comments were made.

BOARD COMMENT

No board comments were heard.

ADJOURNMENT

A motion to adjourn was made by Jeff Waeghe supported by John Stapleton; Motion Carried.

Meeting adjourned at 10:40 am ET

Next meeting is scheduled October 24, 2024 at 12:00 pm ET.