

Menominee-Delta-Schoolcraft  
**HUMAN RESOURCE AUTHORITY**  
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 10:41 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 Meuller, 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 Connie Maule 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 John Stapleton, seconded by Jennifer MacDonald; Motion Carried.

- July 25, 2024 Governing Board Minutes
- June 2024 and July 2024 HRA Accounts Payable Schedule
- Program Monthly Reports
  - FGP June, July, & August 2024 Monthly Reports & Stats Summary
  - RSVP June & July 2024 Monthly Report

- SCP July & August 2024 Monthly Report
- Weatherization by the Numbers as of 9/11/24
- Senior Services June, July, & August 2024 Report
- Low Income Household Water Assistant Program as of 9/16/24
- Walk for Warmth Program as of 9/16/24
- Walk for Warmth Update
- MVID Monitoring Update

### **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 Susan Kleikamp and seconded by Connie Maule; 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 Fran Majestic and seconded by Marie Whitmire; 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 Jeff Waeghe and seconded by Susan Kleikamp; 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 Fran Majestic to accept the Safety Committee report as presented, seconded by Jennifer MacDonald; Motion Carried.

### **ACCEPTANCE OF THE HRA 990 TAX RETURN**

All members received a copy of the HRA 990 Tax Return for their review. A motion was made by Marie Whitmire to accept the HRA 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 Jeff Waeghe to accept the 403(b) Retirement Plan Audit as presented, seconded by Jennifer MacDonald; Motion Carried.

### **ACCEPTANCE OF THE 2025 HRA GOVERNING BOARD MEETING SCHEDULE**

All members received a copy of the 2025 HRA Governing Board meeting schedule for their review. A motion was made by Marie Whitmire to accept the recommendation to update the 2025 HRA Governing Board Meeting Schedule as presented and bring back to be re-discussed at the October Meeting, seconded by Susan Kleikamp; 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 Jeff Waeghe; 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 John Stapleton, seconded by Fran Majestic; Motion Carried.**

## **ACCEPTANCE OF THE HALO EMERGENCY SOLUTIONS GRANT**

The chair called on Gary Willoughby for more information. **A motion was made to accept the HALO Emergency Solutions Grant as presented by Susan Kleikamp, 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.

## **ROMA TRAINING UPDATE**

The Chair called on Myra Smeester for more information. Myra informed the board that she will be getting trained in ROMA in Mid-October. This training will be helpful for strategic planning.

## **SENIOR COMPANION PROGRAM PRESENTATION**

A program presentation was given by Linda Paulin, Program Director for the Senior Companion Program (SCP).

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

The Chair called on Gary Willoughby for his report. Gary reported that we continue to build a strong team here, but still have work ahead of us, especially with rebuilding our Finance Department, with Jessica's departure and Jill's likely retirement in the next year. Recruiting is underway now and Kris has agreed to help 2 days a week in this important time for us and we are thankful for her help. Maty and I head to Lansing next week for a couple of days for a mandatory Homeless Services training. We also have state staff here for a visit for our Weatherization program next week. We will be hosting my peers from the other CAAs in the UP next month for some training. In Menominee County we are hosting the next board meeting at ISD to show what our future Senior Center may look like. My goal is to have the same meeting in the same location in 2 years and by then we'll have seniors enjoying the Senior Center and our kids will be learning in the former Central School. We visited the Hermansville Senior Center and former Head Start location. Reviewing whether or not we have enough kids to open Head Start again (building not used for 10 years) or find other useful purpose, including an interview

space for law enforcement, flex office space, community meetings, etc. In Delta County Myra and I toured the Escanaba and Gladstone Senior Centers and attended a Gladstone Senior Center board meeting to discuss their upcoming construction project and our partnership with the community. We met with board members from the Adult Day Building to discuss our future with them as well. In Schoolcraft County Myra and I toured multiple locations. We also identified some possible motels to approach about housing our Homeless Services clients and will schedule a future tour with Maty and Kim to do more research and with Kristie to explore an additional Senior Center/HDM base. One option is the former Germfask.

**A motion was made to accept his report as presented by Susan Kleikamp and seconded by Jeff Waeghe; Motion Carried.**

### **OTHER BUSINESS**

No other business was discussed.

### **PUBLIC COMMENT**

No public comments were made.

### **BOARD COMMENT**

Fran Majestic shared how she appreciates all the hard work that the agency has been doing and that all the topics we have been covering will be a good step with the strategic plan.

John Stapleton asked Gary Willoughby for an update on the gas cards for the agency plan. Gary informed the board that the gas cards have been received and we are still going through the process of getting them set up. Gary will continue to give updates.

John Stapleton informed the board members and staff members that there will be an increase in Data Bus pricing due to an 18% legislative cut.

### **ADJOURNMENT**

**A motion to adjourn was made by Susan Kleikamp supported by Fran Majestic; Motion Carried.**

**Meeting adjourned at 11:41 am ET**

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