

Menominee-Delta-Schoolcraft  
**COMMUNITY ACTION AGENCY**  
Governing Board Meeting  
Thursday March 27, 2025  
Community Action Agency  
Escanaba MI  
10:00 a.m. ET

**MINUTES**

The meeting was called to order at 10:01 am ET and a quorum noted with the following in attendance.

**MEMBERS PRESENT**

Myra Croasdell, Delta  
Fran Majestic, Schoolcraft  
Kasey Buchmiller, Delta  
Patricia Mueller, Menominee  
Connie Maule, Menominee  
Marie Whitmire, Menominee  
Robin Double, Schoolcraft  
Michael Peitsch, Schoolcraft  
Craig Reiter, Schoolcraft  
John Malnar, Delta  
John Stapleton, Schoolcraft  
Mia Smith, Menominee  
Jeff Waeghe, Delta  
Jessica Baker, Schoolcraft  
Sara Rasenack, Delta

**MEMBERS ABSENT**

Jennifer MacDonald, Menominee  
Jeff Carlson, Menominee  
Susan Kleikamp, Menominee

**APPROVAL OF THE AGENDA**

**A motion was made by Mia Smith to approve the agenda as presented seconded by Patricia Mueller; 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 Connie Maule, seconded by Fran Majestic; Motion Carried.**

- January 23, 2025 CAA Governing Board Minutes
- December 2024 CAA Accounts Payable Schedule
- January 2025 CAA Accounts Payable Schedule

**OTHERS PRESENT**

Gary Willoughby, Executive Director  
Alexandria Kleikamp, Executive Assistant  
Myra Smeester, HS/EHS Director  
Helen Corbett, HR Director  
Katie LaVigne, Assistant Finance Director  
Linda Paulin, SCP Director  
Stephanie Sanville, Finance Director  
Kristie Stenlund, Sr Services Director  
Brenda Moya, Weatherization Director  
Maty Thibeault, Homeless Services  
Hannah Micheau, Emergency Services  
Peggy Ramsden, FGP Director  
Lori Giuliani, RSVP Director  
Angela Gardner, ECP Family Community Manager

**OTHERS ABSENT**

- December 2024 and January 2025 Policy Council Minutes
- Personnel Policies Handbook Reviewed/Updated Pages 1-12

### **APPROVAL OF THE 5 YEAR STRATEGIC PLAN**

Members received a copy of the 5 Year Strategic Plan for their review. **A motion was made by Myra Croasdell to accept the 5 Year Strategic Plan as presented, seconded by Mia Smith; Motion Carried.**

### **ACCEPTANCE OF THE 2023/2024 ANNUAL REPORT**

Members received a copy of the 2023/2024 Annual Report for their review. **A motion was made by Patricia Mueller to accept the 2023/2024 Annual Report as presented, seconded by Marie Whitmire; Motion Carried.**

### **APPROVAL OF THE SOLE SOURCE BID FROM PEARSON ASBESTOS ABATEMENT**

The committee reviewed the Sole Source bid from Pearson Asbestos Abatement regarding the removal of old tile and mastic from the hallway floors at the Head Start Escanaba site. **A motion was made by John Stapleton to accept the bid from Pearson Asbestos Abatement with the understanding that Myra is still looking for cheaper options up to \$19,910 for the best bid as recommended by the Finance Committee seconded by Patricia Mueller; Motion carried.**

### **ACCEPTANCE OF THE ERSEA POLICY UPDATES/TRAINING**

The Chair called on Angela Gardner for more information. Angela informed the Board members of the ERSEA Policy updates and did a general training on ERSEA for the Board members. **A motion was made to accept the ERSEA Policy Updates as presented by Fran Majestic, seconded by Myra Croasdell; Motion Carried.**

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

All members received a copy of the ECP Director's report for their review. The Chair called on Myra Smeester for more information. **A motion was made to accept the ECP Director's report as presented by Marie Whitmire, seconded by Mia Smith; Motion Carried.**

### **OTHER BUSINESS**

- **INVITE TO HMHSAC**

Myra Smeester shared the HMHSAC invitation with the board members and explained what being on the committee would mean and the meeting information. Craig Reiter, Fran Majestic, and Myra Croasdell chose to join the HMHSAC Committee.

### **PUBLIC COMMENT**

No public comments were made.

### **BOARD COMMENT**

Fran Majestic shared how impressed she is by the agency's complexity, personality, outreach and determination of our services. Jeff Waeghe and the rest of the board members agreed.

Craig Reiter had the staff and board members at the meeting introduce themselves to the new board members so they can know who each person is and what they do.

Patricia Mueller gave her condolences to Ed Smith from the Foster Grandparent Program. Patricia shared how he would come to her business and how hard he worked for the program as a volunteer and loved it.

Sara Rasenack asked if there was an option to have a virtual option for the meetings. It was explained that with the open meetings act we can have a virtual option, but if you are on virtually, you do not count in the quorum and cannot vote/participate in the meeting. John Stapleton suggested that Gary Willoughby investigate the different bills being passed with the open meetings act since they keep changing it.

### **ADJOURNMENT**

**A motion to adjourn was made by Jeff Waeghe supported by Myra Croasdell; Motion carried.**

**Meeting adjourned at 10:50 am ET**

**Next meeting is scheduled April 24, 2025 at 10:00 am ET**