

Menominee-Delta-Schoolcraft  
**COMMUNITY ACTION AGENCY**  
Governing Board Meeting  
Thursday April 24, 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  
Sara Rasenack, Delta  
Marie Whitmire, Menominee  
Robin Double, Schoolcraft  
Michael Peitsch, Schoolcraft  
Craig Reiter, Schoolcraft  
Jennifer MacDonald, Menominee  
John Stapleton, Schoolcraft  
Jeff Carlson, Menominee

**MEMBERS ABSENT**

Susan Kleikamp, Menominee  
Mia Smith, Menominee  
Jeff Waeghe, Delta  
Connie Maule, Menominee  
John Malnar, Delta  
Jessica Baker, 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  
Stephanie Sanville, Finance Director  
Kristie Stenlund, Sr Services Director  
Brenda Moya, Weatherization Director  
Maty Thibeault, Homeless Services

**OTHERS ABSENT**

Hannah Micheau, Emergency Services  
Lori Giuliani, RSVP Director  
Helen Corbett, HR Director

**APPROVAL OF THE AGENDA**

**A motion was made by Patricia Mueller to approve the agenda as presented seconded by Jennifer MacDonald; 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 Marie Whitmire, seconded by Myra Croasdell; Motion Carried.**

- March 27, 2025 CAA Governing Board Minutes
- February 2025 CAA Accounts Payable Schedule
- February 2025 Policy Council Minutes

- Personnel Policies Handbook Reviewed/Updated Pages 13-26
- ECP Report

### **ACCEPTANCE OF THE SAFETY COMMITTEE REPORT**

The Chair called on Fran Majestic who reported that the Safety Committee reviewed 46 Accident/Incident reports and that no further action was deemed necessary. **A motion was made by Patricia Mueller to accept the Safety Committee report as presented, seconded by Marie Whitmire; Motion Carried.**

### **APPROVAL OF THE SUPPLEMENTAL FUNDS APPLICATION**

All members received a copy of the Supplemental Funds Application for their review. The Chair called on Myra Smeester for more information. **A motion was made by Myra Croasdell to approve the Supplemental Funds Application as presented, seconded by Jennifer MacDonald; Motion Carried.**

### **APPROVAL OF THE ENROLLMENT REDUCTION REVISION: BUS DRIVER WAGE INCREASE**

All members received a copy of the Enrollment Reduction Revision: Bus Driver Wage Increase for their review. The Chair called on Myra Smeester for more information. **A motion was made by Fran Majestic to approve the Enrollment Reduction Revision: Bus Driver Wage Increase as recommended by the Finance Committee, seconded by Marie Whitmire; Motion Carried.**

### **ACCEPTANCE OF THE HEAD START GOVERNANCE STANDARDS**

All members received a copy of the Head Start Governance Standards for their review. The Chair called on Myra Smeester for more information. **A motion was made by Myra Croasdell to accept the Head Start Governance Standards as presented, seconded by Jennifer MacDonald; Motion Carried.**

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

The Chair called on Myra Smeester for her report. **A motion was made by Sara Rasenack, to accept the ECP Director's Report presented, seconded by Marie Whitmire; Motion Carried.**

### **OTHER BUSINESS**

No other business was discussed.

### **PUBLIC COMMENT**

No public comments were made.

## **BOARD COMMENT**

Craig Reiter shared with everyone that the open meetings act has changed, and we no longer have to have public comments anymore. However, Craig let all the members know that he believes it is important to keep it and if members of the public attend a meeting, we should always hear what they have to say. All members of the board agreed.

## **ADJOURNMENT**

**A motion to adjourn was made by Myra Croasdell, supported by Jennifer MacDonald; Motion carried.**

**Meeting adjourned at 10:15 am ET**

**Next meeting is scheduled May 22, 2025 at 10:00 am ET.**