

Menominee-Delta-Schoolcraft  
**COMMUNITY ACTION AGENCY**  
Governing Board Meeting  
Thursday November 21, 2024  
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  
Susan Kleikamp, Menominee  
Patricia Meuller, Menominee  
Connie Maule, Menominee  
Marie Whitmire, Menominee  
Robin Double, Schoolcraft  
Michael Peitsch, Schoolcraft  
Craig Reiter, Schoolcraft  
John Malnar, Delta

**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  
Peggy Ramsden, FGP Director  
Kristie Stenlund, Sr Services Director  
Brenda Moya, Weatherization Director  
Maty Thibeault, Homeless Services  
Stephanie Sanville, Finance Director  
Sheri Polfus, Weatherization  
Ellie Moberg, Sr Services Office Assistant

**MEMBERS ABSENT**

Jennifer MacDonald, Menominee  
John Stapleton, Schoolcraft  
Mia Smith, Menominee  
Jeff Waeghe, Delta

**OTHERS ABSENT**

Hannah Micheau, Emergency Services

**APPROVAL OF AMENDED AGENDA**

**A motion was made by Patricia Meuller 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 Myra Croasdell, seconded by Marie Whitmire; Motion Carried.**

- October 24, 2024 Governing Board Minutes
- September 2024 CAA Accounts Payable Schedule
- Policy Council September 2024 Minutes

## **ACCEPTANCE OF THE 2024-2025 AGENCY WIDE BUDGET**

Members received a copy of the 2024-2025 Agency Wide Budget for their review. The Organizational Standards require board acceptance of an agency wide budget. **A motion was made by Marie Whitmire to accept the 2024-2025 Agency Wide Budget as recommended by the Finance Committee, seconded by Myra Croasdell; Motion Carried.**

## **ACCEPTANCE OF THE HEALTH AND SAFETY SCREENER**

Members received a copy of the Health and Safety Screener for their review. **A motion was made by Marie Whitmire to accept the Health and Safety Screener as presented, seconded by Connie Maule; Motion Carried.**

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

The Board called on Myra Smeester for her report. **A motion was made by Patricia Mueller to accept the ECP Director's report as presented, seconded by Fran Majestic; 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 Patricia Mueller supported by Marie Whitmire; Motion carried.**

**Meeting adjourned at 10:20 am ET**

**Next meeting is scheduled January 23, 2025 at 10:00 am ET.**