

Menominee-Delta-Schoolcraft  
**HUMAN RESOURCES AUTHORITY**  
Governing Board Meeting  
Thursday March 27, 2025  
Community Action Agency  
Escanaba MI  
10:00 am ET

**MINUTES**

The meeting was called to order at 10:51 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

**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  
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  
Katie LaVigne, Assistant Finance Director  
Angela Gardner, ECP Family Community  
Manager

**OTHERS ABSENT**

**APPROVAL OF AGENDA**

**A motion was made by Jeff Waeghe 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 Patricia Mueller, seconded by Connie Maule; Motion Carried.**

- January 23, 2025 HRA Governing Board Minutes
- December 2024 HRA Accounts Payable Schedule
- January 2025 HRA Accounts Payable Schedule
- Program Monthly Reports

- FGP December 2024/ January 2025 Stats Summary
- RSVP December 2024/January 2025 Monthly Report
- SCP December 2024/ January 2025 Report
  - Surveys and Evaluations
- Senior Services January 2024 Board Report
- WX by the Numbers as of 03/13/2025
- Homeless Services 01/01/2025 – 03/01/2025
- Water Affordability Program as of 03/17/2025
- Walk for Warmth Program as of 03/17/2025
- Personnel Policies Handbook Reviewed/Updated Pages 1-12

### **ACCEPTANCE OF THE FY24 PROGRAM COMPLIANCE MONITORING MVID 3598**

All members received a copy of the FY24 Program Compliance Monitoring MVID 3598 for their review. The chair called on Gary Willoughby for more information. **A motion was made by Patricia Mueller to accept the FY24 Program Compliance Monitoring MVID 3598 as presented, seconded by Myra Croasdell; Motion Carried.**

### **ACCEPTANCE OF THE HRA COLA INCREASE – FISCAL YEAR 2025**

The Board approved the recommendation of the Finance Committee for a 2.5% increase in wages for HRA staff, effective the first full pay period in January 2025 **with a motion made by Fran Majestic, seconded by Connie Maule; Motion Carried.**

### **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 Patricia Mueller to accept the 5 Year Strategic Plan as presented, seconded by Marie Whitmire; Motion Carried.**

### **APPROVAL OF THE NEW RAMP BUILDING PROGRAM IN SCHOOLCRAFT COUNTY**

Gary Willoughby informed and discussed with the board about the new ramp building program in Schoolcraft County. **A motion was made by Myra Croasdell to approve of the New Ramp Program in Schoolcraft County as presented, seconded by Marie Whitmire; Motion Carried.**

### **ACCEPTANCE OF THE PTO POLICY CHANGES**

Members received a copy of the PTO Policy Changes for their review. **A motion was made by Jeff Waeghe to accept the PTO Policy Changes as recommended by the Personnel Committee, seconded by John Stapleton; 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 John Stapleton to accept the 2023/2024 Annual Report as presented, seconded by John Malnar; Motion Carried.**

## **APPROVAL TO APPLY FOR THE FY25 SHELTER MASTER LEASING FUNDING GRANT AND TO ACCEPT THE GRANT IF AWARDED**

Members received a copy of the FY25 Shelter Master Leasing Funding Grant for their review. **A motion was made by Fran Majestic to approve the FY25 Shelter Master Leasing Funding Grant as presented, seconded by Myra Croasdell; Motion Carried.**

## **RSVP PROGRAM PRESENTATION**

Due to the meetings running longer than planned it was decided that the RSVP presentation given by Lori Giuliani would be moved to the April board meeting.

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

The Board Chair called on Gary Willoughby for his report. Gary shared about an original board member in Schoolcraft County, longtime board member (and one of our founding members) Rev. Ingmar Levin (who lived to be 97) was in the infantry during World War II. After the war, his unit was responsible for security for the Nuremburg Trials, which he saw in person. We will participate in 4th of July parades, Folk Fest, and other events to mark our anniversary this summer and to help showcase the important work we do in each county. July 6th was our founding day in 1965. We'll also be marking 50 years with transportation in Menominee County on July 1st. Thanks to our board members who were able to attend our recent RSVP Recognition Luncheon. The Foster Grandparent event will be held May 7th. In Menominee County the Senior Center and Head Start potential moves are targeted for fall of 2025. Hermansville Head Start sale to possibly fund Escanaba Head Start improvements such as partial roof, tile replacement, and for a new boiler. Waiting to hear back on our request. In Delta County we have a message to share regarding our Adult Day Care- "Thanks for taking the time to meet with the city to discuss leasing options for the Catherine Bonifas Civic Center moving forward. After reviewing the proposal with administration, we would like to propose the following: Leasing 3,900 square feet currently occupied by the Senior Center and 1,000 square feet for the Club Room (formerly the Adult Day Care) for \$20,000 annually, inclusive of utilities. Utilities are currently \$350 per month and are expected to increase to approximately \$400 per month in 2025 when the current lease expires in August. If the Adult Day Care space is in use, utility costs would likely rise further. At \$400 per month, annual utility costs would total \$4,800, combined with the \$15,000 proposed rent for the Senior Center space, bringing the total to \$19,800—effectively offering the Adult Day Care space at no additional charge. We would like to seek a lease renewal that includes annual increases tied to the Consumer Price Index (CPI) to account for inflation and cost adjustments over time. Let us know your thoughts on this proposal. We appreciate the opportunity to collaborate on a leasing arrangement that benefits both parties. Kim Peterson City of Escanaba Recreation Director/Harbor Master" Adult Day was hosted there 20+ years ago and the Civic Center has been our home in one way or another since 1969. We currently pay \$12,000 per year for ADC and they will be raising it to at least \$14,400 per year this fall, plus it will rise to pay for future major capital improvements such as a roof. Will bring to board next month to seek approval for a move 10/1/25. In Schoolcraft County the Ramp program could lead to other home improvements for mobility impaired clients such as grab bars, door

widening work, etc. Combination of temporary aluminum ramps and permanent built wood ramps. Delta-Schoolcraft ISD students will do the work. Zach Ylinen is the teacher who will supervise the builds. Good partnership with many agencies in Schoolcraft County. Looking at grants through Community Foundation, Sault Tribe 2%, CBC Schoolcraft, and Drive-In concession stand fundraising so far. Staff will return to Germfask soon to formally review the potential Senior Center we were last in 8 years ago to see if we can bring a site back there. I will also explore options to get commodities delivered to participants in Germfask again as well. The Germfask location can be a contact point for our services to all Eastern Schoolcraft County residents. For example, if you live in Seney, Manistique is 40 miles away from you. We will send staff to participate in the 2025 Schoolcraft County Resource Fair on August 20th at the Middle/High School. **A motion was made to accept the report as presented by Myra Croasdell and seconded by Marie Whitmire; Motion Carried.**

### **OTHER BUSINESS**

No other business was discussed.

### **PUBLIC COMMENT**

No public comments were made.

### **BOARD COMMENT**

Craig Reiter mentioned how the meetings are normally done by 11am, but we went a little over today thanks to some great conversations. Craig also thanked our new board members for joining and informed them of the different committees they can be on. There will be an email sent out to the new members about joining the committees if they would like to.

Gary Willoughby had given the members a copy of the original governing board members. John Stapleton commented that he knew a few names but only knew Rev. Ingmar Levin.

John Stapleton suggested to Gary that we revisit our newsletter and take it back to being done in-house.

### **ADJOURNMENT**

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

**Meeting adjourned at 11:31 am ET**

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