



## THOMAS M. WERNERT CENTER

FOR MENTAL HEALTH RECOVERY & SUPPORT

### Minutes

Board of Trustees, Thomas M. Wernert Center (TMWC)  
Tuesday, August 23, 2022, Board of Trustees Meeting  
4:00 p.m. – Wildwood Metropark, Ward Pavilion

**Call to Order** – Deborah Riley-Jackson called the meeting to order at 4:09 p.m.

**Roll Call** – Evamae LaVoy

#### **Trustees Present**

Jesse Baum, Tim Cummins, Amanda Denniss, Lucy Dias, Georgia Humbarger, Evamae LaVoy, George Monger, Deborah Riley-Jackson, Lisa Urrutia.

**Absent** – Taylor Burns and Warren Frary

#### **Staff Present**

Patti Robb, Executive Director, Tonalee Tucker, Finance and Operations Director, and Debbie Wawrzyniak, Administrative Assistant

#### **Recognition of Visitors and Staff**

TMWC Members - Troy Deters, Brian O'Connor, Meon Allen, and Shirley Crane

**Thomas M. Wernert Center Mission Statement** was read by Lucy Dias

#### **Approval of June 28, 2022, Board Meeting Minutes**

Deborah Riley-Jackson presented the minutes for approval from the June 28, 2022 board meeting.

*Amanda Denniss made a motion to approve the June 28, 2022 minutes, seconded by Lisa Urrutia. The motion was unanimously approved.*

## Committee Reports

### Finance Committee – George Monger

- Financial Committee met on August 15, 2022 to review June & July Financial Statements

**June:** Total Income is \$133,158 budget \$133,176 under budget by \$18. YTD we are over income budgeted by \$151,988. Received \$1,000 for Sandusky Artisans for Faces of Recovery Project. Heart & Soul Celebrity Wait Night is final.

- **Payroll is over budget for June due to the end of year payroll accrual.**
- Staff expenses are higher this month due to DEI and Drug-Free training.
- Program supplies are significantly over to utilize funds.
- Van Transportation includes increase cost of gasoline and utilizing two vehicles.
- Food Service Program serves coffee, tea, hot chocolate, yogurt & fruit to members. And Parking Lot Party setup costs.
- Contract Labor includes professional fees for marketing, newsletter, etc.
- Total expenses for June are \$301,692 budget \$159,547 over budget by \$142,145.
- June: YTD we are under budget by \$170,076.

**July:** Total Income is \$136,848 budget \$139,098 under budget by \$2,249. YTD we are under budgeted by \$2,249. Income includes \$10,000 donation from anonymous donor. We did receive a 2 percent increase from MHRSB. Payroll includes reversing the June payroll accrual.

- Staff expenses-meeting, refrigerator replaced in staff lounge, background checks, and renewed Red Cross Trainer Certificate.
- Program supplies lower at beginning of fiscal year.
- Renewal of D&O slightly higher.
- Food Club Program/Supper Club includes Parking Lot Party food.
- Contract labor includes site tech support (phones & computers down due to storms).
- Property taxes lower due to nonprofit exemption.
- Total expenses for July are \$96,546 budget \$139,524 under budget by \$42,977.
- July: YTD we are under budget by \$40,747.

*George Monger made a motion that Board of Trustees approve the June & July Financial Statements as presented in the August 23, 2022 board meeting packet. Tim Cummins seconded the motion. The motion was unanimously approved.*

Tonalee Tucker presented a Revised FY23 Budget:

**Income:** Total Income for FY2023 is budgeted at \$1,701,710.

- TMWC will request a 2% increase from MHRSB of Lucas County.
- **TMWC was awarded \$100,000 from MHRSB of Lucas County to assist agencies with the growing need of financial and programmatic sustainability. Some of the items considered are employee recruitment, retention, training, sign-on bonuses, supplies, etc. This is one time only funding for FY2023.**
- TMWC will submit a grant request to Greater Toledo Community Foundation – Lovell Foundation for \$50,000.
- Administrative and general income includes a grant from Lynch Foundation and credit card rewards.
- Development and fundraising includes donations, memberships, and Heart & Soul fundraisers.

**Expenses:** Total Expenses are \$1,701,710 which is \$12,677 less than FY2022 budget:

- Payroll Expenses – Payroll provides up to a 3% increase for eligible staff. TMWC anticipates increase in health insurance of 8% and there is not an increase to dental insurance.
- Staff expenses – Includes costs for payroll service, staff development, pre-employment screenings and staff incentives. Increased for relevant trainings including diversity. There are dollars to train a new WRAP Facilitator and Crisis Prevention Intervention Trainer. **Includes \$100,000 for staff training, retention incentives, recruiting efforts, health & wellness incentives, and to offset the rising costs of other goods.**
- Insurance – Based on current year.
- Program Supplies – Includes computer lab and fitness room incentives, outreach supplies including brochures, flyers and promotional and small group supplies used in support meetings. Publishing monthly newsletter. Van Transportation for gasoline, repairs and maintenance.
- Contract Labor – Includes audit, legal fees, member software, IT support for both staff, and computer lab computers. Includes \$10,000 for marketing consultant.
- Utilities and Telephone – Includes land lines, cell phones and internet.
- Building Expense – Covers exterminating, security system and monitoring, fire protection system and quarterly testing, power washing building, carpet cleaning, etc. We did have an increase from Toledo Building Services for the cleaning contract totaling \$2,460 annually.
- General Operating Expenses – Includes Annual Meeting luncheon, computer supplies, system backups, malware, firewall and other small computer supplies, mileage, postage and office supplies TMWC has budgeted the entire mortgage payment, per the banks request, as this reflects the actual cash being paid out.

This is a balanced budget.

*Amanda Denniss made a motion that Board of Trustees approve the FY23 Revised Budget as presented in the August 23, 2022 board meeting packet. Georgia Humbarger seconded the motion. The motion was unanimously approved.*

### **Governance – Deborah Riley-Jackson**

- Voting Member Trustee Applications and Annual Meeting – Three applied which are Meon Allen, Shirley Crane, and Troy Deters.
- It was suggested to have a Forum in regard to being on the Board of Trustees – rules and guidelines.
- Announcement was posted in September Newsletter and will be in October Newsletter.
- September 23, nominations are due to the board.
- Appoint a nominating committee.
- Interview New Candidates and Encourage to Attend a Board Meeting
- It is time for the annual review of the Executive Director. Aly Sterling Philanthropy will assist in the review process, utilizing an online survey. Anyone interested in participating on the review committee, please contact Debra.

### **Program Committee – Jesse Baum**

- First meeting was held. Committee reviewed current programs and will be meeting again on Thursday, September
- Next meeting: Thursday, September 15, 2022.

### **Development and Communications Committee – Tim Cummins**

- Halloween@Hensville scheduled for Saturday, October 22, 2022.
- Next meeting: Tuesday, September 20, 2022 @ 4 p.m.

### **New Business – None**

### **Executive Director's Report – Patti Robb**

- Patti distributed a 'Dates to Remember' list (see below)
- Adjacent property - "Burkhart's sign" discussed progress and contacts to have sign removed. Advised private property allows the owner to display the sign.

### **Open Session**

- Shirley Crane wants involvement in committees and asked it be posted what is happening in committees.
- Evamae LaVoy asked to have alternative place available for those not participating in yoga. Last yoga class members were asked to leave clubroom with no place to go.
- Troy Deters asked if full-time Peer Supporter position can be split to two part-time positions. Patti explained details why position has to remain full-time.

**Meeting Adjourned @ 5:25 p.m. by Deborah Riley-Jackson**

**Thomas M. Wernert Center**  
**Dates to Remember:**

- Friday, September 2 and Monday, September 5 –  
TMWC Closed for Labor Day Weekend
- Saturday, September 10 – Recovery is Beautiful Family Event – 11:00 to 3:00 at TMWC
- Monday, September 19 – Finance Committee – 4:00 p.m. (Virtual)
- Tuesday, September 20 – Development & Communications Committee –  
4:00 p.m. at TMWC
- Tuesday, September 27 – Board of Trustees Meeting – 4:30 p.m. at TMWC
- Tuesday, November 15 – Development & Communications Committee  
4:00 p.m. at TMWC
- Monday, October 17 – Finance Committee – 4:00 p.m. (Virtual)
- Tuesday, October 25 – Boards of Trustees Meeting – 4:30 p.m. at TMWC
- Friday, November 18 – Annual Meeting/Voting Member Elections – Noon at TMWC
- Tuesday, November 22 – Board of Trustees Meeting – 4:30 p.m. at TMWC
- Tuesday, December 20 – Board of Trustees and Staff Holiday Celebration  
5:00 p.m. at TMWC
- Tuesday, December 27 – Board of Trustees Meeting (TBD)
- Tuesday, January 24 – Board of Trustees Meeting – 4:00 p.m. at TMWC

## **Additional Funding Allocation Opportunity from MHRSB**

The Mental Health & Recovery Services Board of Lucas County has generously provided a \$100,000 opportunity to the Thomas M. Wernert Center to assist with staff retention, training, and recruitment, as well as unexpected expenses. The following is TMWC's proposed use of that funding:

### **Recruitment**

Staffing - \$15,000

- Marketing and recruitment for two to four open positions throughout the year
- Hiring of contract or temporary staff as needed

### **Retention**

Health & Wellness – \$5,000

- Provide an opportunity for staff to focus on their personal health and wellness. To increase the spirit of employees' wellness through incentives designed to re-engage and retain healthy habits.
- Extended fitness room hours for staff use. Provide a program supervised by TMWC fitness instructor with goals and milestones, and includes incentives and other prizes.

Staff Training and Development -- \$30,000

- Staff are seeking opportunities for personal and professional growth specific to their needs; will need to show how training enhances their work in some way.
- Training of new staff in 'train-the-trainer' roles, such as CPI, WRAP, and OhioMHAS Peer Supporter Certification for those eligible.
- Maintenance of current professional certifications, including Peer Supporters.
- Payment of fees for professional organizations.
- Staff Meetings, including bringing in outside resources to address key topics

Staff Recognition - \$30,000

- Current employee merit based retention incentives
- Years of Service Recognition
- Ongoing recognition program

### **Program/Supplies**

Transportation - \$10,000

- Increased fuel costs
- Unexpected vehicle repairs

Community Relations - \$10,000

- Staff and board participation in community events and activities to build recognition and awareness
- Support for collaborations with other non-profit entities and programs