



THOMAS M. WERNERT CENTER

FOR MENTAL HEALTH RECOVERY & SUPPORT

208 W. Woodruff Ave. | Toledo | OH | 43604 | 419.242.3000

wernertcenter.org

MEMO

TO: Board of Trustees, Thomas M. Wernert Center (TMWC)
FROM: Lisa Urrutia, President
RE: Tuesday, February 22, 2022 Board of Trustees Meeting
4:30 pm – Thomas M. Wernert Center

Please find the following with this packet:

1. Agenda for the February 22, 2022, Board meeting
2. Minutes from the January 25, 2022 Board meeting.
3. January Financial Statements
4. Revised FY2022 Budget
5. Proposed FY2023 Budget

Please let me know if you plan to attend the board meeting.

If you are a member who will need a ride home after the meeting, please let me know.

You can email me at probb@wernertcenter.org or call 419-242-3000, ext. 112.

Supported By:



Thomas M. Wernert Center – Board Meeting Agenda
Tuesday, February 22, 2022
4:30 pm – Thomas M. Wernert Center Clubroom

Call to Order – Lisa Urrutia

Roll Call – Evamae LaVoy

Recognition of Visitors – Lisa Urrutia

Thomas M. Wernert Center Mission Statement

“To improve the quality of life for persons living with a mental illness by offering hope and peer-driven programs which address recovery through education, advocacy and peer support.”

Approval of January 25, 2022, Board Meeting Minutes

1. *Motion to approve the January 25, 2022 board meeting minutes as presented in the January 25, 2022 board meeting packet.*

Committee Reports

Finance Committee – George Monger

- Treasurer’s Report – January 2022 Financial Statements.

1. *Motion for the Thomas M. Wernert Center Board of Trustees to approve the January 2022 Financial Statements as presented in the January 25, 2022 board meeting packet.*

- Revised FY2022 Budget – Tonalee Tucker, Finance & Operations Director

2. *Motion for the Thomas M. Wernert Center Board of Trustees to approve the Revised FY2022 Budget as presented in the January 25, 2022 board meeting packet.*

- Presentation of proposed TMWC FY2023 Budget (July 1, 2022 – June 30, 2023) – Tonalee Tucker, Finance & Operations Director

3. *Motion for the Thomas M. Wernert Center Board of Trustees to approve the Revised FY2022 Budget as presented in the January 25, 2022 board meeting packet.*

Governance – Lisa Urrutia

Unfinished Business – Lisa Urrutia

New Business – Lisa Urrutia

Executive Director’s Report – Patti Robb

Open Session from Trustees/Visitors

Adjourn



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Minutes

Board of Trustees, Thomas M. Wernert Center (TMWC)
Tuesday, January 25, 2022 Board of Trustees Meeting
4:30 pm – Thomas M. Wernert Center and Virtual

A moment of silence was held in remembrance of staff member Lisa Stewart who passed away on January 14, 2022.

Call to Order – Lisa Urrutia called the meeting to order at 4:33 p.m.

Roll Call – Evamae LaVoy

Trustees Present

Jesse Baum, Taylor Burns (virtual), Tim Cummins, Amanda Denniss, Warren Frary, Tammy Hochradel, Georgia Humbarger, Evamae LaVoy, George Monger, Theresa Nelson, Deborah Riley-Jackson, Lisa Urrutia (virtual).

Staff Present

Patti Robb, Executive Director, Tonalee Tucker, Finance & Operations Director, and Chloe Szakovits, Communications Specialist.

Recognition of Visitors

- Brian O'Connor, Trustees of MHRSB and TMWC Member
- Beatrice Beane, TMWC member
- Jonathan White, TMWC member

Thomas M. Wernert Center Mission Statement was read by Georgia Humbarger.

Approval of November 23, 2021 Board Meeting Minutes

Lisa presented the minutes for approval from the November 23, 2021 board meeting.

Lisa made a motion to approve the minutes, seconded by Taylor Burns. The motion was unanimously approved.

Committee Reports

Finance Committee – George Monger

- Financial Committee met on January 24 to review November and December financial statements.
- Grant Income – received what was expected from MHR SB.
- Donations – received \$5,000 from Buckeye Broadband for Communications use. Also includes GivingTuesday and Heart & Soul funds.
- Miscellaneous Income – includes Federal Payroll Tax Credits related to COVID.
- Total income for the month of December is \$133,654. For the year we are \$131,000 over. Some of that is due to timing
- Payroll expense is still under budget. We still have some open positions.
- Year-to-date expenses equal \$706,256. We budgeted \$792,000, leaving a favorable variance of \$86,000.
- We are showing a profit of just over \$217,817.

George Monger made a motion that the Board of Trustees approve the November and December treasurers report as presented in the January 25, 2022 board meeting packet. Warren Frary, seconded the motion. The motion was unanimously approved.

Governance Committee – Lisa Urrutia

- New board members were urged to think about what committees they would like to be a part of. Patti mentioned where there were openings.
- Meeting schedules will be made once committee assignments are finalized.
- Lisa reminded everyone about their commitment as a board member and stressed attendance at committee meetings.

New Business

- Lisa asked Patti to explain how the death of TMWC staff member Lisa Stewart was handled internally.
- Patti explained she was out of the office when it happened. She made phone calls to Lisa, board members, and Scott Sylak. She asked Tonalee to explain everything that took place at the office.
- Tonalee notified EAP who sent counselors to the office to meet with staff. Stacey had contacted the MHR SB and one of their staff, Amy Priest, who is a social worker came over. Members were taken home early. EAP came back Tuesday morning for staff. Amy Priest also came back on Tuesday and met with members.

- Flowers were sent to the funeral home on behalf of the Board of Trustees, Members, and Staff.

Executive Director’s Report – Patti Robb

New Hires

- Hayley Wymer – Remote Peer Enrichment Specialist

Open Positions

- Administrative Assistant
- Member Services Director

Program

- Speakers have been getting members attending
- Celebrating Black History Month throughout February

Development

- Received \$5,000 from Buckeye Broadband

Communications

- February Newsletter is produced and at the printer.
January Newsletter produced and mailed.
- **Social Media Report**
In the past two months (November 24, 2021 – January 24, 2022), our Facebook page **reached** 4,211 people.
 - An 11.5 percent increase from September 2021 through November 2021.

During that same time, Instagram page **reached** 687 people.

- A 73 percent increase from the previous two-month period.

“**Reach**” refers to the number of people who saw content from or about our - page, including stories, ads, photos, statuses, and more.

Current Like/Follower Count:

- Facebook: 709 likes Instagram: 230 followers

Adjourned @ 5:02 p.m. by Lisa Urrutia

New Board Orientation began at 5:05 p.m.

**Thomas M. Wernert Center
Statement of Activities
January, 2022**

	MHR SB Capital and Training	Lovell Total	Total TMWC	TOTAL		
				January, 2022	Budget	Variance Favorable (Unfavorable)
Income						
Total 4100 · MHR SB Board ALLOCATIONS	-	-	119,000	119,000	119,000	-
A Total 4200 · Grant Income	-	6,588	-	6,588	8,189	(1,601)
4300 · Donations						
4301 - Individual & Corporate Donations		-	4,037	4,037		4,037
B 4303 · Membership donations		-	-	-	50	(50)
Total 4300 · Donations	-	-	4,037	4,037	50	3,987
In Kind Donations						
C Total Fundraising Efforts	-	-	-	-	-	-
Total 4000 · INCOME	-	6,588	123,037	129,625	127,239	2,385
4700 · Other Income						
4800 · Investment CD's Interest		-	12	12	4	8
4900 · Miscellaneous Income		-	200	200	500	(300)
Total 4700 · Other Income	-	-	212	212	504	(292)
Total Income	-	6,588	123,248	129,836	127,743	2,093
Expense						
6000 · Payroll Expense						
Total 6100 · Wages	-	5,206	56,374	61,580	80,398	18,818
Total 6200 · Payroll Taxes	-	574	6,131	6,705	7,353	648
Total 6300 · Employee Benefits	-	26	11,174	11,200	13,116	1,916
D Total 6000 · Payroll Expense	-	5,806	73,679	79,485	100,866	21,382
E Total 7100 · Staff expenses	-	-	956	956	1,998	1,043
Total 7200 · Insurance	-	-	2,163	2,163	2,333	171
F Total 7300 · Van Transportation Program	-	782	782	1,563	958	(605)
G Total 7413 · Food Club Program	-	-	191	191	1,860	1,670
Total 7511 · Food Service Program Supplies	-	-	436	436	500	64
H Total 8000 · Programs Supplies	-	-	1,661	1,661	6,686	5,025
8035 · Newsletter			1,731	1,731	1,958	227
Total 8100 · Contract Labor	-	-	-	-	457	457
I Total 8300 · Utilities	-	-	3,342	3,342	2,749	(593)
8350 · Telephone			1,693	1,693	1,750	58
Total 8400 · Building Expense	-	-	16,319	16,319	16,213	(106)
Total 8700 · General Operating Expense	-	-	7,465	7,465	7,266	(199)
Total Expense	-	6,588	110,416	117,004	145,597	28,593
Net Ordinary Income	-	(0)	12,832	12,832	(17,854)	30,686

**Thomas M. Wernert Center
Statement of Activities
January, 2022**

	MHR SB Capital and Training	Lovell Total	Total TMWC	TOTAL		
	January, 2022	January, 2022	January, 2022	January, 2022	Budget	Variance Favorable (Unfavorable)
Other Income/Expense						
Other Income						
8920 · Heart and Soul Income			-	-		-
8940 Miscellaneous Income			-	-		
8960 · Forgiveness of Debt ODMH \$200K			1,806	1,806		1,806
Total Other Income	-	-	1,806	1,806	-	1,806
Other Expense						
9010 - Heart and Soul Expense			-	-		-
9020 · Amortization Expense			29	29		(29)
9100 · Depreciation Expense			12,252	12,252		(12,252)
Total Other Expense	-	-	12,281	12,281	-	(12,281)
Net Other Income	-	-	(10,475)	(10,475)	-	10,475
	-	(0)	2,357	2,357	(17,854)	20,210

Ending Cash Balance per Bank Statement - Operating	118,646
Ending Cash Balance per Bank Statement - Money Market	522,745
Ending Cash Balance per Bank Statement - Capital Money Market	74,335
Ending balance Credit Union Savings	303
Less Outstanding Checks	(21,569)
Plus Outstanding Deposits	1,643
Petty Cash	450
Ending Cash Balance 1/31/2022	\$ 696,552

Long Term Liabilities:	
OMHAS Building - orig. \$500,000	\$ 413,885
OMHAS Building - orig. \$200,000	\$ 99,605
PNC - Mortgage Principal - orig \$325,000	\$ 292,751

- A Lovell Foundation funding for Vehicle Driver and Communications Specialist. Have not received Lynch Family this year to date.
- B Memberships lower than budgeted. Additional Giving Tuesday received in December and January. Received donation of \$5,000 from Buckeye Cable, year end donations from Tipton's, IMO Herbert & Lousie Seifert and through United Way from K Colombo.
- C Heart & Soul's Halloween @ Hensville was another great event. Received a lot of compliments with the venue. Received donation for Heart & Souol from Newcomer Funeral Homes.
- D Payroll is low due to open positions for Member Services, Admin Assistant (starting 1/31/22), Food Services Manager and Peer Support. Budget includes Executive Director and Development Director we will be making a budget revision due to MHR SB by March 1.
- E Staff expenses are lower as holiday for staff and board was combined and gift cards were purchased earlier.
- F Transportation costs have increased with the use of both vehicles. Repair to Minibus oxygen sensor and lift.
- G Not currently operating Supper Club.
- H Program supplies are low this month, they will balance out later in the year.
- I Utilities are running a littlehigh, we expect this over winter.

**Thomas M. Wernert Center
Profit & Loss Budget Performance
January, 2022**

	January, 2022	Budget	Variance Favorable (Unfavorable)	Year To Date Through January 31, 2022	YTD Budget	Variance Favorable (Unfavorable)	FY2022 Budget
Ordinary Income/Expense							
Income							
Total 4100 · MHRS Board ALLOCATIONS	119,000	119,000	-	907,952	833,000	74,952	1,428,000
Total 4200 · Grant Income	6,588	8,189	(1,601)	31,875	50,708	(18,833)	90,953
4300 · Donations							
4301 · Individual & Corporate Donation	4,037		4,037	23,033	22,500	533	35,000
4303 · Membership donations		50	(50)	185	10,350	(10,165)	25,600
Total 4300 · Donations	4,037	50	3,987	23,218	32,850	(9,632)	60,600
Total 4500 · Fundraising Efforts	-	-	-	15,752	12,000	3,752	18,000
Total 4000 · INCOME	129,625	127,239	2,386	978,796	928,558	50,239	1,597,553
4600 · In-Kind Donations			-	355		355	
4700 · Other Income							
4800 · Investment CD's Interest	12	4	8	74	30	44	50
4900 · Miscellaneous Income	200	500	(300)	85,393	2,500	82,893	15,000
Total 4700 · Other Income	212	504	(292)	85,467	2,530	82,937	15,050
Total Income	129,836	127,743	2,093	1,064,618	931,088	133,530	1,612,603
Expense							
6000 · Payroll Expense							
Total 6100 · Wages	61,580	80,398	18,818	426,946	546,573	119,627	948,561
Total 6200 · Payroll Taxes	6,705	7,353	649	42,589	50,515	7,926	87,110
Total 6300 · Employee Benefits	11,201	13,116	1,916	65,445	80,581	15,137	139,962
Total 6000 · Payroll Expense	79,485	100,867	21,382	534,980	677,669	142,689	1,175,633
Total 7100 · Staff expenses	956	1,998	1,043	40,038	13,442	(26,597)	23,450
Total 7200 · Insurance	2,163	2,333	171	23,691	22,161	(1,530)	33,828
Total 7300 · Van Transportation Program	1,563	958	(605)	7,026	8,208	1,183	14,000
Total 7413 · Food Club Program	191	1,860	1,670	7,192	7,445	252	16,747
Total 7511 · Food Service Program Supplies	436	500	64	732	2,300	1,568	4,500
8000 · Programs							
Total 8000 · Total Programs	1,661	6,686	5,025	21,479	37,959	16,480	72,579
8035 · Newsletter	1,731	1,958	227	12,221	14,462	2,241	25,000
Total 8000 · Programs	3,392	8,644	5,252	33,700	52,421	18,721	97,579
8100 · Contract Labor							
8110 · Accounting (CPA's)			-	10,600	10,200	(400)	10,200
8120 · Legal			-			-	2,500
8130 Professional (Member Software)		83	83		585	585	3,000
8150 · Computer Consultant.		375	375	2,045	2,625	580	4,500
Total 8100 · Contract Labor	-	458	458	12,645	13,410	765	20,200
Total 8300 · Utilities	3,342	2,748	(594)	19,723	26,235	6,512	44,975
8350 · Telephone	1,693	1,750	58	11,655	12,250	595	21,000
Total 8400 · Building Expense	16,319	16,213	(106)	50,512	52,791	2,278	73,206
Total 8700 · General Operating Expense	7,465	7,266	(199)	81,365	49,901	(31,464)	87,485
Total Expense	117,004	145,598	28,593	823,260	938,232	114,973	1,612,603
Net Ordinary Income	12,832	(17,855)	30,686	241,358	(7,145)	248,503	0

Thomas M Wernert Center
Revised FY2022 TMWC Budget Narrative

Income: Increase is the Capital and Training Grant from MHR SB.

Expenses:

- Payroll Expenses – Reflects a large decrease due to the Communications and Development Director not being hired, there are dollars in the contract labor to contract with someone for some of these duties. Removed the Food Services Manager and Assistant, we do not know when we will be able to resume Supper Club, the goal is to resume later this summer (i.e. FY2023). Other positions have had vacancies, employees on unpaid leave, etc. We have added a remote Peer Enrichment Specialist that is reviewing and updating curriculums, adding diversity, equity and inclusion language and assisting remotely with support meetings and PEP classes.
- Staff expenses –Increased for trainings in the Capital and Training Grant from MHR SB.
- Insurance – Actual.
- Program Supplies Overall increase which includes printing of revised member handbooks, increase outing/activities with the Coffee Connections deliveries to members, Supper Club reduced but does include a spring meal. Club Room supplies increased to provide wellness items to members that are not able to attend yet, reduced member forums, removed tokens and TARP's as no fee to ride currently, increase newsletter to cover the contract to assemble, print and mail and bulk postage.
- Contract Labor – Increased to cover contract to handle development/marketing tasks.
- Building Expense – Increased to include the memory garden covered by the Capital and Training Grant from MHR SB.
- General Operating Expenses – Increases include computers for the email and anti-virus, firewall, website as well as the set up of the expanded WIFI and the POE Switch covered by the Capital and Training Grant from MHR SB. Increased marketing and advertising to continue the marketing campaign. Additional items were covered by the Capital and Training Grant from MHR SB.

This reflects a balanced budget.

Thomas M. Wernert Center
 FY 2022 Proposed Budget Revision For
 July 1, 2021 thru June 30, 2022

					FY2022	FY2022	FY2022	
					Original Budgete	YTD to 12/31/2021	Revised Budget	Variance to FY2022 Approved Budget
Income								
4100 - MHRS Board ALLOCATIONS								
						74,952	74,952	\$ 74,952
					1,428,000	714,000	1,428,000	\$ -
					\$ 1,428,000	\$ 788,952	\$ 1,502,952	\$ 74,952
4210 - TCF Grant - Lovell Foundation								
					89,453	25,287	69,211	(20,242)
4212 - Lynch Family Fund								
					1,500		-	(1,500)
4200 -Stranahan Grant Income								
							-	-
					\$ 90,953	\$ 25,287	\$ 69,211	\$ (21,742)
4300 - Donations								
					35,000	18,996	25,000	(10,000)
					25,600	185	500	(25,100)
					\$ 60,600	\$ 19,181	\$ 25,500	\$ (9,500)
4500 - Fundraising Income								
					18,000	15,752	18,000	
					\$ 18,000	\$ 15,752	\$ 18,000	-
4600 - In-Kind Donations								
							-	
4700 - Other Income								
					50	416	50	
					15,000	85,193	5,000	
					\$ 15,050	\$ 85,610	\$ 5,050	\$ (10,000)
Total Income					\$ 1,612,603	\$ 934,782	\$ 1,620,713	\$ 33,710

Thomas M. Wernert Center
 FY 2022 Proposed Budget Revision For
 July 1, 2021 thru June 30, 2022

				FY2022	FY2022	FY2022	
				Original Budgete	YTD to 12/31/2021	Revised Budget	Variance to FY2022 Approved Budget
Expense							
6000 · Payroll Expense							
				948,561	365,367	818,056	(130,505)
				72,565	28,255	62,581	
				11,004	6,461	12,561	
				3,540	1,168	3,483	
				\$ 87,109	\$ 35,884	\$ 78,625	(8,484)
6300 · Employee Benefits							
				128,580	45,581	106,061	
				6,494	2,244	4,448	
				(33,769)	(11,403)	(45,374)	
				3,204	1,449	2,866	
				5,452	2,376	5,244	
				605	632	605	
				6,370	2,803	5,860	
				23,029	10,562	27,013	
				\$ 139,965	\$ 54,244	\$ 106,723	(33,242)
				\$ 1,175,635	\$ 455,495	\$ 1,003,404	\$ (172,231)
7100 · employee expenses							
				2,500	1,567	2,500	
				11,350	32,596	36,050	
				3,000	3,334	3,500	
				6,600	1,585	6,600	
				\$ 23,450	\$ 39,083	\$ 48,650	25,200
7200 · Building and Liability Insurance							
				28,000	15,374	25,952	
				5,828	6,155	5,164	
				\$ 33,828	\$ 21,529	\$ 31,116	(2,712)

Thomas M. Wernert Center
 FY 2022 Proposed Budget Revision For
 July 1, 2021 thru June 30, 2022

			FY2022	FY2022	FY2022	
			Original Budgete	YTD to 12/31/2021	Revised Budget	Variance to FY2022 Approved Budget
8010 - Program Supplies						
		7413 - Club Room Food	3,000	465	5,000	\$ 2,000
		7412 - Supper Club	13,747	6,537	12,000	\$ (1,747)
		7512 - Kitchen Serving Supplies	500	19	500	\$ -
		7513 - Paper Supplies	4,000	277	4,000	\$ -
		8014 - Bingo Prizes	1,800	1,859	1,800	\$ -
		8010 - Club Room Miscellaneous	15,000	4,354	20,000	\$ 5,000
		8023 - PEP class supplies/Textbooks	3,000	2,052	3,000	\$ -
		8024 - Peer Graduation	2,500	594	2,500	\$ -
		8011 - Member Forums	5,000	522	2,500	\$ (2,500)
		8049 - Gardening Supplies	2,500	475	2,500	\$ -
		8065 - Art Field Trip	500	21	500	\$ -
		8013 - Arts Studio Supplies & Equipme	10,000	1,846	10,000	\$ -
		8030 - Computer Lab Supplies	1,000	232	1,000	\$ -
		8036 - Fitness Room Supplies	1,500	233	1,500	\$ -
		8025 - Bus tokens for Members	2,500		-	\$ (2,500)
		8029 - Outings/Activities	10,000	6,449	20,000	\$ 10,000
		8034 - Outreach Supplies	5,279	84	17,000	\$ 11,721
		8031 - Small Group Supplies	12,000	1,089	15,000	\$ 3,000
		8026 - Women's/Men's Club			-	\$ (600)
		Total 8010 - Total Program supplies	\$ 93,826	\$ 27,105	\$ 118,800	\$ 24,374
		8035 - Newsletter	\$ 25,000	\$ 10,490	\$ 35,000	\$ 10,000
7300 - Transportation Program						
		7310 - Transportation Repairs & Maintenan	5,000	2,937	5,000	
		7320 - Transportation Gasoline	9,000	2,525	9,000	
		Total 7300 - Transportation Program	\$ 14,000	\$ 5,462	\$ 14,000	\$ -
		Total 8000 - Programs	\$ 132,826	\$ 43,058	\$ 167,800	34,974
8100 - Contract Labor						
		8110 - Annual Audit	10,200	10,600	10,600	
		8120 - Legal	2,500		2,500	
		8130 - Professional Fees	1,000		21,000	
		8130 - Member Software	2,000		2,000	
		8150 - Computer Consultant	4,500	2,045	4,500	
		Total 8100 - Contract Labor	\$ 20,200	\$ 12,645	\$ 40,600	\$ 20,400

Thomas M. Wernert Center
 FY 2022 Proposed Budget Revision For
 July 1, 2021 thru June 30, 2022

		FY2022	FY2022	FY2022	
		Original Budgete	YTD to 12/31/2021	Revised Budget	Variance to FY2022 Approved Budget
8300 · Utilities					
	8310 · Electric	18,000	7,539	18,000	
	8320 · Gas	6,900	1,808	6,900	
	8330 · Water/Sewer	15,000	4,387	15,000	
	8340 · Waste Disposal/Dumpster	5,075	2,647	5,075	
Total 8300 · Utilities		\$ 44,975	\$ 16,381	\$ 44,975	\$ -
8350 · Telephone/Internet		\$ 21,000	\$ 9,962	\$ 21,000	\$ -
8400 · Building Expense					
	8470 · Building Exp	10,000	3,394	10,000	
	8420 · Janitorial Services	10,500	5,640	10,500	
	8420 · Custodial Cleaning Supplies	6,000	1,616	6,000	
	8440 · Flooring & Kitchen Maint & Bldg Po	5,000		5,000	
	8450 · Lawn Care-Grass,Snow, Landscape	8,000	7,152	10,000	
	8410 · Maintenance & Repair	8,406	3,765	9,500	
	8480 · Real Estate Taxes	25,300	12,627	25,300	
Total 8400 · Building Expense		\$ 73,206	\$ 34,194	\$ 76,300	\$ 3,094
8700 · General Operating Expense					
	8705 · Annual Luncheon Exp	1,500		-	
	8706 · Bank Charges	500	232	500	
	8708 · Computers Maintenance	5,000	4,253	7,500	
	8712 · Copy Machine	7,500	4,109	7,500	
	8716 · Dues & Subscriptions	1,500	498	1,500	
	8720 · Fundraising Expense	3,119	472	6,000	
	8730 · Mortgage Expense	32,892	16,444	32,892	
	8731 · License & Permits	500	210	646	
	8733 · Marketing/Advertising	10,000	5,492	71,210	
	8735 · Meeting Expense	11,576	3,317	6,670	
	8740 · Mileage	825	18	825	
	8757 · Small Furnishings		4,082	4,100	
	8758 · Printing	2,500	1,000	2,500	
	8790 · Miscellaneous Expense	2,000	31,580	32,000	
	8755 · Office Supplies	7,321	1,900	12,275	
	8756 · Postage	750	295	750	
Total 8700 · General Operating Expense		\$ 87,483	\$ 73,899	\$ 186,868	\$ 99,385
Total Expense		\$ 1,612,603	\$ 706,245	\$ 1,620,713	\$ 8,110
Net Ordinary Income/(Loss) Cash		\$ -	\$ 228,537	\$ (0)	\$ (0)

Thomas M Wernert Center FY2023 TMWC Budget Narrative

Income: Total Income for FY2023 is budgeted at \$1,601,710.

- TMWC will request a 2% increase from MHR SB of Lucas County.
- 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 \$1,601,710 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.
- 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.

Thomas M. Wernert Center

FY 2023 Proposed Budget For
July 1, 2022 thru June 30, 2023

		FY 2022		FY2023						Variance to FY2022 Approved Budget
		Approved Budget	FY 2022 YTD 12/31/2021	Budget		Lovell Foundation	TMWC	Management & General	Fundraising	
Income										
4100 - MHRS Board ALLOCATIONS										
	4103 - Capital & Trauma Informed		74,952	-						\$ -
	4104 - Allocations	1,428,000	714,000	1,456,560			1,456,560			\$ 28,560
Total 4100 - MHRS Board ALLOCATIONS		\$ 1,428,000	\$ 788,952	\$ 1,456,560		\$ -	\$ 1,456,560	\$ -	\$ -	\$ 28,560
4200 - Other Grants										
	4210 - TCF Grant - Lovell Foundation	89,453	25,287	50,000		50,000				(39,453)
	4212 - Lynch Family Fund	1,500		1,500				1,500		-
	4200 -Stranahan Grant Income			-						-
Total Other Grants		\$ 90,953	\$ 25,287	\$ 51,500		\$ 50,000	\$ -	\$ 1,500	\$ -	\$ (39,453)
4300 - Donations										
	4301 - Donation	35,000	18,996	35,000					35,000	-
	4303 - Membership donations	25,600	185	25,600					25,600	-
Total 4300 - Donations		\$ 60,600	\$ 19,181	\$ 60,600		\$ -	\$ -	\$ -	\$ 60,600	\$ -
4500 - Fundraising Income										
	4502 - Heart & Soul	18,000	15,752	18,000					\$ 18,000	
Total 4500 - Fundraising Income		\$ 18,000	\$ 15,752	\$ 18,000		\$ -	\$ -	\$ -	\$ 18,000	-
4600 - In-Kind Donations										
4700 - Other Income										
	4800 - Interest Income	50	416	50				\$ 50		
	4900 - Misc Income	15,000	85,193	15,000				\$ 15,000		
Total 4700 - Other Income		\$ 15,050	\$ 85,609	\$ 15,050		\$ -	\$ -	\$ 15,050	\$ -	\$ -
Total Income		\$ 1,612,603	\$ 934,781	\$ 1,601,710		\$ 50,000	\$ 1,456,560	\$ 16,550	\$ 78,600	\$ (10,893)

Thomas M. Wernert Center

FY 2023 Proposed Budget For
July 1, 2022 thru June 30, 2023

		FY 2022	FY2023						Variance to FY2022 Approved Budget	
		Approved Budget	FY 2022 YTD 12/31/2021	Budget		Lovell Foundation	TMWC	Management & General	Fundraising	
Expense										
6000 · Payroll Expense										
	6100 · Wages	948,561	365,367	916,942		-	900,246	2,783	13,913	(31,619)
	6200 · Payroll Taxes									
	6210 · Fica/Medicare	72,565	28,255	70,146		-	68,869	213	1,064	
	6220 · Workers' Compensation	11,004	6,461	10,445		-	10,312	22	111	
	6230 - Unemployment	3,540	1,168	5,850		-	5,766	14	70	
	Total 6200 · Payroll Taxes	\$ 87,109	\$ 35,884	\$ 86,441		\$ -	\$ 84,947	\$ 249	\$ 1,245	(668)
	6300 · Employee Benefits									
	6311 · Health Insurance	128,580	45,581	139,477		-	137,385	349	1,743	
	6312 - Dental Insurance	6,494	2,244	7,085		-	7,000	14	71	
	6313 - Insurance Withheld	(33,769)	(11,403)	(32,276)		-	(31,801)	(79)	(396)	
	6314 - Life Insurance	3,204	1,449	3,148		-	3,090	10	48	
	6315 - Disability Insurance	5,452	2,376	5,605		-	5,505	17	83	
	6340 - Flex Spending	605	632	605		-	569	6	30	
	6350 · Employee Wellness	6,370	2,803	6,794		-	6,692	17	85	
	6360· 403 (b) Retirement	23,030	10,562	29,524		-	28,935	98	490	
	Total 6300 · Employee Insurance	\$ 139,966	\$ 54,244	\$ 159,961		\$ -	\$ 157,375	\$ 431	\$ 2,155	19,995
	Total 6200 · Payroll Expense	\$ 1,175,636	\$ 455,495	\$ 1,163,345		\$ -	\$ 1,142,569	\$ 3,463	\$ 17,313	\$ (12,291)
	7100 · employee expenses									(12,291)
	7110 · Payroll Service	2,500	1,567	2,500			2,375	100	25	
	7120 · Employee Job Trng	11,350	32,596	15,250		10,000	5,000	50	200	
	7130 · New Hire (Ad, Drug Screen, Background)	3,000	3,334	3,000			2,750	125	125	
	7140 · Employee Expenses - Other	6,600	1,585	6,600			6,204	66	330	
	Total 7100 · Employee Expenses	\$ 23,450	\$ 39,082	\$ 27,350		\$ 10,000	\$ 16,329	\$ 341	\$ 680	3,900
	7200 · Building and Liability Insurance									
	7210 · Building and Liability Insurance	28,000	15,374	28,327			26,627	283	1,416	
	7220 · Directors & Officers Liability	5,828	6,155	5,828				5,828		
	Total 7200 · Building and Liability Insurance	\$ 33,828	\$ 21,529	\$ 34,155		\$ -	\$ 26,627	\$ 6,111	\$ 1,416	327

Thomas M. Wernert Center

FY 2023 Proposed Budget For
July 1, 2022 thru June 30, 2023

			FY 2022		FY2023					Variance to FY2022 Approved Budget
			Approved Budget	FY 2022 YTD 12/31/2021	Budget		Lovell Foundation	TMWC	Management & General	Fundraising
8010 · Program Supplies										
		7413 · Club Room Food	3,000	465	3,694			3,694		\$ 694
		7412 - Supper Club	13,747	6,537	16,000			16,000		\$ 2,253
		7512 · Kitchen Serving Supplies	500	19	500			500		\$ -
		7513 · Paper Supplies	4,000	277	4,000			4,000		\$ -
		8014 · Bingo Prizes	1,800	1,859	1,800		1,800			\$ -
		8010 · Club Room Miscellaneous	15,000	4,354	16,000			16,000		\$ 1,000
		80XX - Contract Instructor			-					\$ -
		8023 · PEP class supplies/Textbooks	3,000	2,052	3,000			3,000		\$ -
		8024 · Peer Graduation	2,500	594	2,100			2,100		\$ (400)
		8011 - Member Forums	5,000	522	1,700		700	1,000		\$ (3,300)
		Gardening Supplies	2,500	475	2,000			2,000		\$ (500)
		8065 - Art Field Trip	500	21	500		500			\$ -
		8013 · Arts Studio Supplies	10,000	1,846	5,000		5,000			\$ (5,000)
		8030 - Computer Lab Supplies	1,000	232	1,000		1,000			\$ -
		8036 - Fitness Room Supplies	1,500	233	1,500		1,500			\$ -
		8025 · Bus tokens for Members	2,500		2,500			2,500		\$ -
		8029 - Outings/Activities	10,000	6,449	10,000		10,000			\$ -
		8034 - Outreach Supplies	5,279	84	5,000		5,000			\$ (279)
		8031 - Small Group Supplies	12,000	1,089	10,000			10,000		\$ (2,000)
		Total 8010 - Total Program supplies	\$ 93,826	\$ 27,108	\$ 86,294		\$ 25,500	\$ 60,794	\$ -	\$ -
		8035 · Newsletter	\$ 25,000	\$ 10,490	\$ 25,000			\$ 23,500	\$ 250	\$ 1,250
		Total 8035 · Newsletter	\$ 25,000	\$ 10,490	\$ 25,000			\$ 23,500	\$ 250	\$ 1,250
7300 · Transportation Program										
		7310 · Transportation Repairs & Maintenanar	5,000	2,937	10,000		5,000			
		7320 · Transportation Gasoline	9,000	2,525	10,000		5,000			
		Total 7300 · Transportation Program	\$ 14,000	\$ 5,462	\$ 20,000		\$ 10,000	\$ -	\$ -	\$ -
		Total 8000 · Programs	\$ 132,826	\$ 43,060	\$ 131,294		\$ 35,500	\$ 84,294	\$ 250	\$ 1,250

Thomas M. Wernert Center

FY 2023 Proposed Budget For
July 1, 2022 thru June 30, 2023

				FY 2022	FY2023					Variance to FY2022 Approved Budget	
				Approved Budget	FY 2022 YTD 12/31/2021	Budget	Lovell Foundation	TMWC	Management & General		Fundraising
8100 - Contract Labor											
		8110 - Annual Audit		10,200	10,600	10,600		9,964	106	530	
		8120 - Legal		2,500		2,500			2,500		
		8130 - Professional Fees		1,000		11,000		940	10	10,050	
		8130 - Member Software		2,000		2,000		2,000			
		8150 - Computer Consultant		4,500	2,045	4,500		4,230	45	225	
Total 8100 - Contract Labor				\$ 20,200	\$ 12,645	\$ 30,600	\$ -	\$ 17,134	\$ 2,661	\$ 10,805	\$ 10,400
8300 - Utilities											
		8310 - Electric		18,000	7,539	18,000		16,920	180	900	
		8320 - Gas		6,900	1,808	6,900		6,486	69	345	
		8330 - Water/Sewer		15,000	4,387	15,000		14,100	150	750	
		8340 - Waste Disposal/Dumpster		5,075	2,647	5,075		4,771	51	254	
Total 8300 - Utilities				\$ 44,975	\$ 16,381	\$ 44,975	\$ -	\$ 42,277	\$ 450	\$ 2,249	\$ -
		8350 - Telephone/Internet		\$ 21,000	\$ 9,962	\$ 21,000		19,740	210	1,050	\$ -
8400 - Building Expense											
		8470- Building Exp		10,000	3,394	10,000		9,400	100	500	
		8420 - Janitorial Services		10,500	5,640	11,780		11,073	118	589	
		8420 - Custodial Cleaning Supplies		6,000	1,616	6,000		5,640	60	300	
		8440 - Flooring & Kitchen Maint & Bldg Po		5,000		5,000		4,700	50	250	
		8450 - Lawn Care-Grass,Snow, Landscape		8,000	7,152	8,000		7,520	80	400	
		8410 - Maintenance & Repair		8,406	3,765	8,406		7,902	84	420	
		8480 - Real Estate Taxes		25,300	12,627	25,000		23,500	250	1,250	
Total 8400 - Building Expense				\$ 73,206	\$ 34,194	\$ 74,186	\$ -	\$ 69,735	\$ 742	\$ 3,709	\$ 980

Thomas M. Wernert Center

FY 2023 Proposed Budget For
July 1, 2022 thru June 30, 2023

		FY 2022		FY2023						Variance to FY2022 Approved Budget
		Approved Budget	FY 2022 YTD 12/31/2021	Budget		Lovell Foundation	TMWC	Management & General	Fundraising	
8700 · General Operating Expense										
	8705 · Annual Luncheon Exp	1,500		1,500			1,500			
	8706 · Bank Charges	500	232	500				250	250	
	8708 · Computers Maintenance	5,000	4,253	5,433			5,107	54	272	
	8712 · Copy Machine	7,500	4,109	7,500			7,050	75	375	
	8716 · Dues & Subscriptions	1,500	498	1,500			1,410	15	75	
	8720 · Fundraising Expense	3,119	472	3,000					3,000	
	8730 · Mortgage Expense	32,892	16,444	32,892			30,918	329	1,645	
	8731 · License & Permits	500	210	500			500			
	8733 · Marketing/Advertising	10,000	5,492	7,500		4,500			3,000	
	8735 · Meeting Expense	11,575	3,317	3,750				3,000	750	
	8740 · Mileage	825	18	480			300	80	100	
	8758 - Printing	2,500	1,000	2,500					2,500	
	8790 - Miscellaneous Expense	2,000	31,580	2,000				1,000	1,000	
	8755 · Office Supplies	7,321	1,900	5,000			4,700	50	250	
	8757 - Small Furnishings		4,082							
	8756 · Postage	750	290	750			713	30	8	
Total 8700 · General Operating Expense		\$ 87,482	\$ 73,897	\$ 74,805		\$ 4,500	\$ 52,198	\$ 4,883	\$ 13,224	\$ (12,677)
Total Expense		\$ 1,612,603	\$ 706,245	\$ 1,601,710		\$ 50,000	\$ 1,470,902	\$ 19,111	\$ 51,697	\$ 77,936
Net Ordinary Income/(Loss) Cash		\$ -	\$ 228,536	\$ 0		\$ -	\$ (14,342)	\$ (2,561)	\$ 26,903	\$ 0



THOMAS M. WERNERT CENTER
FOR MENTAL HEALTH RECOVERY & SUPPORT

2022 Board Roster, Assignments, and Dates of Service

Name	Contact Informaton	Committee Assignments	Initial Term	Re-Elected Date	Re-Election Date
Lisa Urrutia, Client Executive Oswald Companies Group Benefits President	Cell: 567.288.1499 (voice or text) Work: 216.777.6129 LUrrutia@oswaldcompanies.com lisau822@gmail.com	Development Nominating	11/26/2016	1/23/2018 01/28/2020	*01/00/2022
George Monger, CPA, CMA, Senior Manager William Vaughan Company Treasurer and Chair, Finance	Work: 419.891.1040 Cell: 419.345.7576 george.monger@wvco.com	Finance Strategic Planning	8/22/2017	11/26/2019 09/00/2021	09/00/2024
Evamae LaVoy Secretary	Cell: 419.480.7014 tiggerlovesme57@yahoo.com	Development Nominating	11/9/2018	11/24/2020	11/00/2022
Jesse James-Dean Baum College and Career Advisory Glass City Academy	Cell: 567.249.6416 Work: 419.720.6311 ext. 120 baum.jesse@gmail.com		1/1/2022		1/00/2024
Taylor Burns Attorney At Law Legal Aid of Western Ohio, Inc. (LAWO)	Work: 419.930.2327 Cell: 419.944.7432 tburns@lawolaw.org	Finance Personnel	9/25/2018	11/24/2020	09/00/2022
Timothy (Tim) Cummins Port Security Specialist US Coast Guard Marine Safety Office Toledo	Cell: 419.377.8120 Work: 419.418.6047 tcummins1987@yahoo.com		1/1/2022		1/00/2024
Amanda Denniss	Cell: 419.908.0226 amandadenniss76@gmail.com	Nominating Personnel Strategic Planning	11/11/2016	11/27/2018 11/24/2020	*11/00/2022
Warren Frary	Cell: 567.225.4236 frarywarrensr@gmail.com	Development Finance Policy	11/26/2016	11/26/2019 11/23/2021	11/00/2021

Tammy Hochradel	Home: 419.548.0499 Cell: 419.304.3206 thochradel.tmwc@gmail.com	Finance Nominating	11/26/2019	11/23/2021	11/23/2024*
Georgia Humbarger	Cell: 419.467.5209 Home: 419.727.1884 ghumbarger.TMWC@gmail.com		1/26/2019	2/23/2021	2/00/23
Theresa Nelson	Cell: 567.377.5568 TheresaLNelson1@gmail.com		12/22/2020		12/00/2022
Deborah (Debbie) Riley-Jackson Fair Housing Specialist/Investigator Fair Housing Center	Work: 419.243.6361, ext. 111 Cell: 419.764.3787 djackson@toledofhc.org		1/1/2022		1/00/2024
Staff Contacts:					
Patricia (Patti) Robb Executive Director	Work: 419.242.3000, ext. 112 Cell: 419.297.0559 probb@wernertcenter.org	Personnel Finance Nominating			*denotes end of board service
Tonalee Tucker Director, Finance & Operations	Work: 419.242.3000, ext. 107 Cell: 567.694.3722 ttucker@wernertcenter.org	Personnel Finance Policy			
Deborah (Debbie) Wawrzyniak Administrative Assistant	Work: 419.242.3000, ext. 115 Cell: 419.764.5525 dwawrzyniak@wernertcenter.org				
02/16/2022 (last updated)					

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