



THOMAS M. WERNERT CENTER

FOR MENTAL HEALTH RECOVERY & SUPPORT

Minutes

Board of Trustees, Thomas M. Wernert Center
(TMWC) Tuesday, February 28, 2023,
TMWC Classroom – 4:30 p.m.

Call to Order – Deborah Riley-Jackson called the meeting to order at 4:29 p.m.

Roll Call – Evamae LaVoy

Trustees Present

Warren Frary, Henry Hartford, Georgia Humbarger, Evamae LaVoy, George Monger, Deborah Riley-Jackson.

Trustees Excused: Jesse Baum, Tim Cummins

Staff Present

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

Recognition of Visitors and Staff

- Sarah Berendt, TMWC - Community Outreach and Engagement Specialist

Thomas M. Wernert Center Mission Statement was read by Warren Frary

Approval of January 2023, Board Meeting Minutes

Deborah Riley-Jackson presented the minutes for approval from the January 2023, board meeting.

Deborah Riley-Jackson made a motion to approve the January 24, 2023, minutes. Warren Frary seconded. Unanimously approved.

Committee Reports

Finance Committee – George Monger

The committee met on February 20, 2023, to review January 2023 Financial Statements.

January 2023 Profit & Loss Statement

- Line items breakdown for MHR SB allocations, MHR SB employee retention & recruiting is below budget due to timing.
- Donations below budget.
- Total income for January is \$132,841 below budget by \$7,950.
- Payroll expense closer to budget since hiring.
- Staff expenses under budget, no training but did have drug-test and background checks on new employees.
- Van Transportation is under budget.
- Property taxes are down due to the nonprofit exemption.
- Utilities lower due separating the lines for irrigation system and no sewer charge.
- Total expenses were \$131,161, budget \$155,130. A positive variance of \$16,018 for the month; YTD profit is \$120,979 and \$118,970 better than budgeted. Expenses will catch up as they are down due to timing.

George Monger made a motion that Board of Trustees approve the January 2023, Financial Budget Statements as presented in the February 28, 2023 Board meeting packet. Amanda Denniss seconded the motion. The motion was unanimously approved.

FY2024 Proposed Budget - Tonalee Tucker

Income

- Requesting a 2% increase from MHR SB.
- OHMAS Outreach grant ends 9/30/2023.
- Lovell Foundation last year included two grants which carryover from FY2020.
- Donations-moved membership donations, most the dollars are donations rather than membership.
- Membership donations will remain as members only.
- Heart & Soul slight increase to \$20,000.
- Interest and Misc. Income are rebates and rewards.
- Total Income is \$1,676,740.

Expenses

- Payroll includes a merit increase for those who qualify effective 7/1/23. Includes a Food Service Manager for entire year, was only 3/4 in FY2023. Peer Supporters increased to 3 full-time from 2 full-time, and a Member Services Coordinator to

assist with the oversight of Club Room and Transportation.

- Employee Job Training came down due MHR SB Employee Retention grant (for training) was only for FY2023.
- Insurance up due to MHR SB had minor changes in insurance requirements
- Program supplies has an increase due to grants carrying over into FY2024.
- Newsletter is increased due to publishing off site and includes Outreach.
- Transportation the same as last year. New vehicles are running about \$110,000. TMWC will keep up on van maintenance so we don't need to purchase.
- Audit up slightly.
- Consultant increase related to grants.
- Utilities close to FY2023 along with telephones and internet.
- Building down a little due to having the non-profit exemption on property taxes. Plowing is higher because Toledo Building no longer offers that service. TMWC has seen increase in janitorial and cleaning supplies.
- General Operating has a slight increase mainly due to marketing and advertising.
- This is a balanced budget presented for approval. This budget is also presented to MHR SB for funding.

George Monger made a motion to accept a Proposed Fiscal 2024 Budget for submission to the MHR SB as presented by Tonalee Tucker to the Board today February 28, 2023. Warren Frary seconded the motion. The motion was unanimously approved.

Governance Committee – Deborah Riley-Jackson

Included in packets are handouts of Board of Trustees Committee Descriptions and a guide to holding an Executive Session (MHR SB follows this protocol). In review of trustees, Henry Hartford is only member not assigned to any committee. Patti Robb and Henry will work on appointing a committee to accommodate his availability. Troy Deters has agreed to remain on Development/Communications Committee at this time.

Program Committee – Patti Robb

Care Fund - \$15,000 to offer new support groups, programming, and training.

- TMWC will open once a month on Wednesday from 5:30p.m to 7:30 p.m. (with no transportation). The program title is "Let's Talk about It." The grant monies are aimed to target recovery houses, college students, and audiences who would not normally frequent the center. Current members are welcome to attend; however, we will close the building at 4:00 p.m. and reopen at 5:30 p.m. They will need to provide their own transportation.
- An Advocacy Support group is being introduced to members and will be taught by Sarah Berendt.
- Sarah is also holding a training class for members to learn how to speak about mental health and TMWC. This will allow them to attend outings and presentations with TMWC staff and tell their stories. Because Trustees have shown an interest in this

training, Sarah will schedule a training specifically for trustees at a later date.

- An advertising/marketing campaign is under way that will include mailings, media, and personal contacts.

Development and Communications Committee

Sarah Berendt, TMWC Community Engagement and Outreach Specialist is actively working under a grant MHRSB awarded TMWC geared for marketing, outreach, and advertising for education.

- TV spots will include nine individuals who will share that it is possible to have an illness and still have a life. The key word is “live.” The TV spots will focus on many different populations to create diversity.
- Sarah is also working with local agencies to get the word out about mental health, and is working with local colleges (Lourdes College, UT, Owens) to target a younger audience.
- If anyone has or knows of events that may need a speaker on mental health, please reach out to Sarah.

New Business –

Due to a recent break-in at TMWC, Tonalee Tucker presented a quote from Habitec Security to place wire glass breaks in the newer section of the building. The total for eight wire glass breaks, one zone expander, and an additional monthly maintenance fee is \$2,355.

- Discussion regarding specific windows, monitoring, and process followed, including whether to use Capital funds or regular funds.
- The board agreed that the investment in additional security was worth the expense.

Amanda Denniss made a motion to allow Habitec Security to complete installment of wired glass breaks and expander in the building. Evamae LaVoy seconded. The motion was unanimously approved.

Open Session

Question: Has there been any more discussion on possible wind block for gazebo. At this time TMWC is not able to fill this request.

Meeting Adjourned @ 5:24 p.m. by Deborah Riley-Jackson