



THOMAS M. WERNERT CENTER

FOR MENTAL HEALTH RECOVERY & SUPPORT

Minutes

Board of Trustees, Thomas M. Wernert Center
(TMWC) Tuesday, January 24, 2023,
TMWC Classroom – 4:30 p.m.

Call to Order – Deborah Riley-Jackson called the meeting to order at 4:36 p.m.

Roll Call – George Monger

Trustees Present

Jesse Baum, Tim Cummins, Warren Frary, Henry Hartford, Georgia Humbarger, George Monger, Deborah Riley-Jackson.

Trustees Excused: Evamae LaVoy

Staff Present

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

Recognition of Visitors and Staff

- Amanda Denniss, TMWC member and former board member
- Brian O'Connor, TMWC member and former board member
- Troy Deters, TMWC member

Thomas M. Wernert Center Mission Statement was read by Tim Cummins.

Approval of December 2022, Board Meeting Minutes

Deborah Riley-Jackson presented the minutes for approval from the December 20, 2022, board meeting.

Deborah Riley-Jackson made a motion to approve the December 20, 2022, minutes. Tim Cummins called to amend the December 20, 2022 minutes to explain why the group went into Executive session to discuss board business. Warren Frary seconded. Unanimously approved.

- Patti Robb shared that the Board packet included “How to Make a Motion” instructions and suggested trustees keep it handy for future reference.
- Deborah Riley-Jackson also shared that board action should be clarified for complete understanding before a Motion is made. Future Board Packets will include documents regarding Robert’s rules. Tonalee Tucker will purchase a simple/short version of Robert’s Rules or Order.

Committee Reports

Finance Committee – George Monger

The committee met virtually on January 17, 2023, to review November and December 2022 Financial Statements.

November 2022 Profit & Loss Statement

- Grant income below budget - MHRS Board Allocations - Utilizing the Employee Retention & Recruitment for Staff Development Opportunities.
- Donations are over budget, including individual giving and \$5,000 from Buckeye Broadband. Heart & Soul was higher this year.
- In Kind Donations are raffle baskets donations (\$10,784 not budgeted).
- Total income for November are \$162,885 and \$11,594 better than budget.
- Expenses were in line; utilities were below budget.
- Total expenses were \$15,318 below budget. Net Income is over budget by \$26,912.

December 2022 Profit & Loss Statement

- Banks accounts have changed from PNC to Key. Mortgage remains at PNC.
- MHR SB variance is due to Employee Retention grant.
- Total income for December is \$152,111 better than budget by \$7,569.
- YTD we are below budget by \$2,025.
- Payroll expense higher due to Employee retention grant and hiring.
- Van Transportation higher due to purchased new tires on transit.
- Supper Club lower due to closings and donation for holiday dinner.
- Food Service Supplies purchased include an immersion blender.
- Total expenses were \$136,506 below budget by \$330 for the month. A profit of \$15,605 for the month; YTD profit is \$119,300 better than budget with \$102,951.

George Monger made a motion that Board of Trustees approve the November & December 2022, Financial Budget Statements as presented in the January 24, 2022 Board meeting packet. Jesse Baum seconded the motion. The motion was unanimously approved.

Governance Committee – Deborah Riley-Jackson

Deborah Riley-Jackson asked guests Amanda Denniss and Troy Deters to step outside of the meeting so trustees could discuss and vote whether to bring them on the TMWC Board. Guest Brian O’Conner also stepped out of the meeting.

- Patti Robb reminded the trustees of the previous month’s discussion regarding bringing Amanda Denniss back onto the board. The Code of Regulations does state the board can extend the service of a board member.
- Deborah Riley-Jackson asked for clarification on the one-year executive position term dates. A slate of officers is renewed annually.

Following the discussion, Deborah Riley-Jackson moved to re-elect Amanda Denniss for a one year term beginning January 2023 as a Voting Member Trustees. Warren Frary seconded. The motion was unanimously approved.

Deborah Riley-Jackson moved to elect TMWC Member Troy Deters as a Voting Member Trustee for a two year term. Georgia Humbarger seconded. The motion was unanimously approved.

- Deborah Riley-Jackson then invited Amanda Denniss and Troy Deters to join the Board at the table as Voting Members.
- Deborah Riley-Jackson presented the following slate of officers for a vote by the board of trustees: Deborah Riley-Jackson, President; Amanda Denniss, Vice President; George Monger, Treasurer; Evamae LaVoy, Secretary.

Deborah Riley-Jackson made a motion to elect the Slate of Officers listed in the January board packet. Officers would serve during calendar year 2023. Tim Cummins seconded. The motion was unanimously approved.

- Discussion followed regarding potential community board members. Patti Robb has two potential candidates she will follow up on.
- **TMWC Document Retention and Destruction Policy:**
Patti Robb and Jesse Baum addressed MHR SB compliance and electronic backup for retention and destruction. TMWC keeps daily electronic backups of documents and keeps a copy onsite and offsite. Hard copies of documents listed in the policy are kept onsite in the mezzanine or attic. All staff are required to sign a confidentiality form upon hire and annually thereafter.

Jesse Baum made a motion to adopt the TMWC Document Retention and Destruction Policy as presented. Warren Frary seconded. This motion was unanimously approved.

Program Committee – Jesse Baum

Committee has not yet met this year but is working on meeting dates.

- Patti Robb shared TMWC received two separate grants recently, including \$15,000 from the Care Fund through the Greater Toledo Community Foundation for programming and adding additional support groups and a monthly Wednesday evening.
- \$200,000 Crisis Counseling Assistance and Training Program and Regular Services. Sarah Berendt will staff this grant. Looking toward a Behavioral Resource program aiming toward Stigma.
- TMWC is planning a community Health and Resource Fair on May 5.

Development and Communications Committee – Tim Cummins

Tim met with Chloe Szakovits, TMWC Communications Specialist to discuss upcoming meeting agenda and to select a regular meeting schedule.

- The committee will meet on the second Wednesday of the month at 4:00 p.m. in the Clubroom. Next meeting is Wednesday, Feb. 8.
- Tim stated they would be asking the board for more involvement in fundraising and communications.

New Business – Deborah Jackson Riley

- Work Plan Goals and Objectives was sent in separate email from Patti Robb.
- Weather conditions and emergencies are followed by the counties.
 - Level 1 – TMWC operates as normal
 - Level 2 – TMWC will open without transportation
 - Level 3 – TMWC will be closed (if closed on a board meeting, you will be contacted.)
- **Maintenance Repair** – Tonalee Tucker
Quote from Canaan Companies to add baffles to opposite end of building for \$1,856. Repair of two broken windows and screens (property damage). Canaan Company presented quote to repair and replace windows and screens.

Tim Cummins moved that Board of Trustees approve the Canaan Company to complete the necessary building repairs. Amanda Denniss seconded the motion. The motion was unanimously approved.

Open Session

- George Monger asked since Food Service Coordinator has resigned could Lucy Dias return to Board.
- Troy Deters offered to help with outreach as he has much experience on presentations and would like to volunteer.

Meeting Adjourned @ 5:46 p.m. by Deborah Riley-Jackson