



# THOMAS M. WERNERT CENTER

FOR MENTAL HEALTH RECOVERY & SUPPORT

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

wernertcenter.org

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## Minutes

Board of Trustees, Thomas M. Wernert Center (TMWC)  
Tuesday, February 22, 2022, Board of Trustees Meeting  
4:30 pm – Thomas M. Wernert Center

**Call to Order** – Lisa Urrutia called the meeting to order at 4:39 p.m.

**Roll Call** – Evamae LaVoy

### Trustees Present

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

**Excused:** Amanda Denniss

### Staff Present

Patti Robb, Executive Director, Tonalee Tucker, Finance & Operations Director, Rob Cripe, Transportation Driver

### Recognition of Visitors

Beatrice Beane, TMWC member

**Thomas M. Wernert Center Mission Statement** was read by Jesse Baum

### Approval of January 25, 2022, Board Meeting Minutes

Lisa presented the minutes for approval from the January 25, 2022 board meeting.

*Tammy 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 February 16 to review January Financial Statements
- MHRSB Allocation is over for the Capital and Training Grant.
- Grant Income is the Lovell Foundation for Communications Specialist and Expanded Transportation.
- Donations includes Buckeye Cable, Mr. & Mrs. Tipton, In memory of Herbert & Lousie Seifert and Karen Columbo through United Way
- Total Income is \$129,836, over budget by \$2,093. YTD we are over budget by \$133,530.
- Payroll is low due to open positions, employee on unpaid leave, etc.
- Staff expenses are over budget due to the Trauma Informed Care Training covered by the MHRSB Grant.
- Transportation costs have increased with the use of both vehicles.
- Program supplies are currently under budget but will be used by end of year.
- Total expenses for January are \$117,004, under budget by \$28,593. YTD we are under budget by \$248,503.

*George Monger made a motion that the Board of Trustees approve the February treasurers report as presented in the February 22, 2022 board meeting packet. Warren Frary seconded the motion. The motion was unanimously approved.*

### Revised FY2022 TMWC Budget – Tonalee Tucker

**Income:** Increase is from the Capital and Training Grant from MHRSB.

**Expenses:**

- Payroll Expenses
  - A decrease is shown due to not replacing the development and communications director. Funds were added under contract labor to contract with someone to handle these duties.
  - We also removed the food services manager and assistant positions. We do not expect we will resume Supper Club this year; however, our goal is to start again sometime this summer (FY2023).
  - Other changes are due to vacant positions and employees on unpaid leave. We also added a remote peer enrichment specialist who is reviewing and updating some of our curriculums, adding diversity, equity and inclusion language, and assisting remotely with support meetings and PEP classes. This position ends June 30, 2022.

- Staff expenses
  - Increased for trainings in the Capital and Training Grant from MHR SB.
- Insurance – Actual.
- Program Supplies
  - Overall increase that includes printing of revised member handbooks, increase in 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 who are not yet able to attend in person, reduced member forums, removed tokens and TARPs as no fee to ride currently, increased 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 setup of the expanded WIFI and the POE Switch covered by the Capital 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.

*George Monger made a motion that the Board of Trustees approve the revised FY2022 TMWC Budget as presented in the February 22, 2022 board meeting packet. Warren Frary seconded the motion. The motion was unanimously approved.*

### **FY2023 TMWC Budget – Tonalee Tucker**

**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 include donations, memberships, and Heart & Soul fundraisers.

**Expenses:** Total Expenses are \$1,601,710 – \$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, and other needs.
  - Reflects 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.

*George Monger made a motion that the Board of Trustees approve the FY2023 TMWC Budget as presented in the February 22, 2022, board meeting packet. Taylor Burns seconded the motion. The motion was unanimously approved.*

### **Governance Committee – No Report**

- Lisa referenced her role as president through the end of March. She also agreed she would remain in place until a new president is elected. She asked those members present to consider taking a leadership role.

### **Unfinished Business**

- Patti shared the new committee positions and will be working on scheduling committee meetings.
- Former trustee member, Wendy Shaheen agreed to be on the program committee.
- Theresa Nelson agreed to serve on the Finance Committee.

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

#### **New Hires**

- Debbie Wawrzyniak – Re-hired as Administrative Assistant
- Janese Walters – promoted to Member Services Director

#### **Open Positions**

- Full-time Peer Supporter or Coordinator

#### **Program**

- February brought several speakers for Black History Month – in particular Dr. La Tasha Sullivan, Director of the Counseling Center at the University of Toledo addressed mental health issues facing people of color and the stigma they face when seeking help.
- March we will have Irish singers/guitar players and Rhonda Sewell from The Toledo Museum of Art to talk about belonging and engagement.
- Irish singers to celebrate St. Patrick’s Day

#### **Development**

- Received \$5,000 from Eigensee Family
- Submitting a \$50,000 grant request to the Lovell Foundation
- Heart & Soul Celebrity Wait Night is scheduled for May 10

#### **Communications**

- March Newsletter is produced and at the printer.

**Meeting Adjourned @ 5:47 p.m. by Lisa Urrutia**

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

	MHR SB Capital and Training	Lovell Total	Total TMWC	TOTAL		
				February, 2022	Budget	Variance Favorable (Unfavorable)
<b>Income</b>						
<b>A</b> Total 4100 · MHR SB Board ALLOCATIONS	-	-	119,000	119,000	119,000	-
Total 4200 · Grant Income	-	7,701	-	7,701	7,321	380
<b>4300 · Donations</b>						
4301 - Individual & Corporate Donations		-	5,485	5,485	5,000	485
4303 · Membership donations		-	-	-	100	(100)
<b>B</b> Total 4300 · Donations	-	-	5,485	5,485	5,100	385
In Kind Donations						
Total Fundraising Efforts	-	-	-	-	-	-
Total 4000 · INCOME	-	7,701	124,485	132,186	131,421	765
<b>4700 · Other Income</b>						
4800 · Investment CD's Interest		-	13	13	4	9
4900 - Miscellaneous Income		-	76	76	1,000	(924)
Total 4700 · Other Income	-	-	88	88	1,004	(916)
<b>Total Income</b>	-	7,701	124,573	132,274	132,425	(151)
<b>Expense</b>						
<b>6000 · Payroll Expense</b>						
Total 6100 · Wages	-	6,000	61,488	67,489	75,611	8,122
Total 6200 · Payroll Taxes	-	711	6,499	7,210	7,247	37
Total 6300 · Employee Benefits	-	605	7,784	8,388	8,719	331
<b>C</b> Total 6000 · Payroll Expense	-	7,316	75,771	83,087	91,577	8,491
<b>D</b> Total 7100 · Staff expenses	-	-	620	620	1,757	1,138
Total 7200 · Insurance	-	-	2,163	2,163	2,163	-
<b>E</b> Total 7300 · Van Transportation Program	-	385	385	770	1,458	688
Total 7413 · Food Club Program	-	-	169	169	333	164
Total 7511 · Food Service Program Supplies	-	-	129	129	400	271
<b>F</b> Total 8000 · Programs Supplies	-	-	2,839	2,839	6,559	3,721
8035 · Newsletter			1,859	1,859	4,087	2,228
<b>G</b> Total 8100 · Contract Labor	-	-	2,145	2,145	7,454	5,309
Total 8300 · Utilities	-	-	3,845	3,845	3,749	(96)
8350 · Telephone			1,628	1,628	1,750	122
<b>H</b> Total 8400 · Building Expense	-	-	8,532	8,532	3,409	(5,123)
<b>I</b> Total 8700 · General Operating Expense	-	-	5,060	5,060	6,045	985
<b>Total Expense</b>	-	7,701	105,143	112,844	130,742	17,898
<b>Net Ordinary Income</b>	-	0	19,430	19,430	1,683	17,747

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

	MHR SB Capital and Training	Lovell Total	Total TMWC	TOTAL		
	February, 2022	February, 2022	February, 2022	February, 2022	Budget	Variance Favorable (Unfavorable)
<b>Other Income/Expense</b>						
<b>Other Income</b>						
8920 · Heart and Soul Income			250	250		250
8940 Miscellaneous Income			-	-		
8960 · Forgiveness of Debt ODMH \$200K			1,806	1,806		1,806
<b>Total Other Income</b>	-	-	2,056	2,056	-	2,056
<b>Other Expense</b>						
9010 - Heart and Soul Expense			-	-		-
9020 · Amortization Expense			29	29		(29)
9100 · Depreciation Expense			12,252	12,252		(12,252)
<b>Total Other Expense</b>	-	-	12,281	12,281	-	(12,281)
<b>Net Other Income</b>	-	-	(10,225)	(10,225)	-	10,225
	-	<b>0</b>	<b>9,204</b>	<b>9,204</b>	<b>1,683</b>	<b>7,522</b>

Ending Cash Balance per Bank Statement - Operating	48,117
Ending Cash Balance per Bank Statement - Money Market	472,757
Ending Cash Balance per Bank Statement - Capital Money Market	74,336
Ending balance Credit Union Savings	303
Less Outstanding Checks	(3,772)
Plus Outstanding Deposits	
Petty Cash	450
<b>Ending Cash Balance 1/31/2022</b>	<b>\$ 592,191</b>

Long Term Liabilities:	
OMHAS Building - orig. \$500,000	\$ 412,496
OMHAS Building - orig. \$200,000	\$ 99,188
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 February. 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 Payroll is low due to open positions for Member Services and Peer Enrichment, Admin Assistant started 1/31/22.
- E Transportation costs have increased with the use of both vehicles. *Expect this trend to continue with the higher gas prices.*
- F Program supplies are low this month, they will balance out later in the year.
- G Budget revision was approved, moving forward with contract for marketing contract.
- H Includes the installation of the panic bars in the backyard, replaced a burner on the stove, deep clean of all tile floors and January polwing.
- I General operating includes hosting a CIT, but overall lower than anticipated.

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

	February, 2022	Budget	Variance Favorable (Unfavorable)	Year To Date Through February 28, 2022	YTD Budget	Variance Favorable (Unfavorable)	FY2022 Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>Total 4100 · MHRS Board ALLOCATIONS</b>	119,000	119,000	-	1,026,952	1,026,952	0	1,502,952
<b>Total 4200 · Grant Income</b>	7,701	7,321	380	39,576	39,928	(352)	69,211
<b>4300 · Donations</b>							
<b>4301 · Individual &amp; Corporate Donation</b>	5,485	5,000	485	28,518	23,995	4,523	25,000
<b>4303 · Membership donations</b>		100	(100)	185	285	(100)	500
<b>Total 4300 · Donations</b>	5,485	5,100	385	28,703	24,280	4,423	25,500
<b>Total 4500 · Fundraising Efforts</b>	-	-	-	15,752	12,000	3,752	18,000
<b>Total 4000 · INCOME</b>	132,186	131,421	765	1,110,982	1,103,160	7,822	1,615,663
<b>4600 - In-Kind Donations</b>			-	355		355	
<b>4700 · Other Income</b>							
<b>4800 · Investment CD's Interest</b>	13	4	9	86	34	52	50
<b>4900 · Miscellaneous Income</b>	76	1,000	(924)	85,469	2,982	82,486	5,000
<b>Total 4700 · Other Income</b>	88	1,004	(916)	85,555	3,016	82,538	5,050
<b>Total Income</b>	132,274	132,425	(151)	1,196,892	1,106,176	90,716	1,620,713
<b>Expense</b>							
<b>6000 · Payroll Expense</b>							
<b>Total 6100 · Wages</b>	67,489	75,611	8,122	494,435	515,616	21,181	818,056
<b>Total 6200 · Payroll Taxes</b>	7,210	7,247	37	49,799	49,797	(2)	78,625
<b>Total 6300 · Employee Benefits</b>	8,389	8,719	331	73,833	72,560	(1,273)	106,722
<b>Total 6000 · Payroll Expense</b>	83,087	91,577	8,490	618,067	637,973	19,906	1,003,403
<b>Total 7100 · Staff expenses</b>	620	1,757	1,138	40,658	42,146	1,488	48,650
<b>Total 7200 · Insurance</b>	2,163	2,163	-	25,854	22,586	(3,268)	31,117
<b>Total 7300 · Van Transportation Program</b>	770	1,458	688	7,795	9,667	1,871	14,000
<b>Total 7413 · Food Club Program</b>	169	333	164	7,361	9,205	1,844	17,000
<b>Total 7511 · Food Service Program Supplies</b>	129	400	271	861	2,700	1,839	4,500
<b>8000 · Programs</b>							
<b>Total 8000 · Total Programs</b>	2,839	6,559	3,721	24,268	43,728	19,460	97,300
<b>8035 · Newsletter</b>	1,859	4,087	2,228	14,080	18,570	4,490	35,000
<b>Total 8000 · Programs</b>	4,697	10,646	5,949	38,347	62,298	23,950	132,300
<b>8100 · Contract Labor</b>							
<b>8110 · Accounting (CPA's)</b>			-	10,600	10,600	-	10,600
<b>8120 · Legal</b>			-			-	2,500
<b>8130 Professional (Member Software)</b>	1,995	7,079	5,084	1,995	7,634	5,639	23,000
<b>8150 · Computer Consultant.</b>	150	375	225	2,195	3,000	805	4,500
<b>Total 8100 · Contract Labor</b>	2,145	7,454	5,309	14,790	21,234	6,444	40,600
<b>Total 8300 · Utilities</b>	3,845	3,748	(97)	23,568	29,983	6,415	44,976
<b>8350 · Telephone</b>	1,627	1,750	123	13,283	14,000	717	21,000
<b>Total 8400 · Building Expense</b>	8,532	3,409	(5,123)	59,044	59,026	(19)	76,300
<b>Total 8700 · General Operating Expense</b>	5,060	6,045	985	86,425	84,781	(1,644)	186,867
<b>Total Expense</b>	112,844	130,741	17,898	936,055	995,599	59,544	1,620,713
<b>Net Ordinary Income</b>	19,430	1,684	17,747	260,837	110,577	150,260	-