



Board Meeting Minutes

Board of Trustees, Thomas M. Wernert Center
Tuesday, February 27, 2024
TMWC Clubroom – 4:30 p.m.

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

Roll Call – Evamae LaVoy

Trustees Present

Raina Dawson, Troy Deters, Lucy Dias, Henry Hartford, Crystal Heft, Gwen Hoskins, Georgia Humbarger, Evamae LaVoy, George Monger, and Deborah Riley-Jackson.

Absent: Jesse Baum-excused

Staff Present

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

Recognition of Visitors and Staff – Beverly Henson and Laura Craigs

Thomas M. Wernert Center Mission Statement was read by Troy Deters

Election – Deborah Riley Jackson moved the vote for potential board member Laura Craigs to the start of the meeting so that if elected she could participate as an elected member. Laura was asked to step out of meeting for Board discussion/voting. Laura Craigs was approved and will serve as a Board Trustee.

Approval of January 23, 2024 board meeting minutes.

George Monger made a motion to approve the January 2024 meeting minutes as presented in the February 27, 2024 board meeting packet. Troy Deters seconded the motion. Motion was unanimously approved.

Committee Reports

Finance Committee – George Monger

Finance Committee met on Tuesday, February 19, to review January 2024 Financial Statements. Committee is full as Warren Frary and Amanda Denniss asked to remain on committee.

January 2024 Profit & Loss Statement

- Lynch Family Foundation monies received. CARE fund and OhioPRO grants were not included in budget.
- Donations are below budget.
- Total income for January was \$134,144, over budget by \$1,240. YTD over budget by \$81,046.
- Payroll expense is close to budget for month, Computer Coordinator has been hired. YTD under budget by \$50,806.
- Staff expenses are low for the month.
- Transportation expense is down for month. Connect was in for repairs from accident. We also had other minor repairs completed while it was there.
- Program supplies are in line with budget.
- Total expenses were \$135,910, over budget by \$68. YTD expenses are under budget by \$6,199 with seven months into the budget.

George Monger made a motion to approve the January 2024 Financial Statements as presented in the February 27, 2024 board meeting packet. Troy Deter seconded the motion. Motion was unanimously approved.

TMWC FY2025 Budget Proposal - Tonalee Tucker

Income: Total Income for FY2025 is budgeted at \$1,578,765. This is \$97,975 less than FY2024 due to grants that are not renewable.

- MHRSB of Lucas County has not offered any increase in funding.
- Administrative and general income includes a grant from Lynch Foundation, interest income from the Certificate of Deposit and Money Market accounts, workers compensation rebates and credit card rewards.
- Development and fundraising includes donations, memberships, and miscellaneous fundraisers. Heart & Soul will not be holding the Halloween @ Hensville event in the future. Other fundraisers are being explored.

Expenses: Total Expenses are \$1,578,765 which is \$122,295 less than FY2024 budget:

- Payroll Expenses – Payroll does not include staff increases. There are more employees utilizing TMWC health, dental and vision than previously. The Outreach & Community Engagement position which was grant funded is eliminated after June 30, 2024. More employees are participating in the retirement plan as employees are staying longer.
- Staff expenses – Includes costs for payroll service, staff development, pre-employment screenings and staff incentives.
- Insurance – Anticipate a slight increase over current year.
- Program Supplies - Supper Club, lunch, breakfast and HOPE Pantry are included to address food insecurity of members. Move to publish quarterly newsletter with monthly calendars available online and hard copies for members in clubroom. Transportation gasoline increased based on YTD actuals. PEP class supplies and graduations increased slightly as more members are attending.
- Contract Labor – Includes audit, legal fees, member software, IT support for both staff, and computer lab computers. Reduction from last year was related to grant dollars.
- Utilities and Telephone – Reduced water & sewer based on actuals YTD.
- Building Expense – Covers exterminating, security system and monitoring, fire protection system and quarterly testing, power washing building, carpet cleaning, etc. Real estate taxes reduced based on actual.
- 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 Board of Trustees approve the FY2025 Proposed Budget as presented in the February 27, 2024 board meeting packet. Raina Dawson seconded the motion. Motion was unanimously approved.

Governance – Deborah Riley-Jackson

- Election of a new board member was moved to the start of the meeting.

Program Committee – Raina Dawson

- Committee met at TMWC on Wednesday, February 21 at 4:00 p.m.
- We reviewed recent changes to some of the class offerings, including two additions that will begin July 1, including Wrap 102 and Eight Dimensions of Wellness.
- New Support Groups are going well, including: Empowering Change, Musical Expressions (NAMI), and WISE Program (Harbor).

- Committee discussed the Strategic Plan and initiatives around the goal: *Diversify and increase membership and ensure active participation through programmatic growth and diversity*. The committee will be addressing this goal and our progress at each of our program meetings.
- Finally, we established set quarterly Meeting Dates for the rest of the year.
 - February 21, 2024
 - May 15, 2024
 - August 21, 2024
 - November 13, 2024

Development and Communications Committee – Crystal Heft

- Committee met on February 14
- Dates were announced regarding upcoming outreach activities and events, including Celebrity Wait Night at Zia's on Monday, May 6 and Friday, May 10 is the TMWC Health Fair.
- Communications is focusing on a grant received from OhioPRO and includes:
 - Recovery Together Billboards through March
 - Search Engine Optimization and Website Revisions
 - Updating and Printing of Brochures
- Care Fund is over, however there may still be ways to hold Wednesday night 'Let's Talk About It' programming. Patti will update.
- Lovell Foundation funding will be over June 30 – there will not be a Lovell grant this year since the Lovell Foundation is sun setting its Toledo grants.
- TMWC continues to participate in community outreach events.
- There was some discussion about starting community breakfast, however, with Kitchen Patty not available due to her injury, we're not sure when we'll get started.
- Next meeting is scheduled for Wednesday, May 8 at 4:00 p.m. at TMWC

Old Business – Tonalee Tucker

- A porch railing has been installed to cut down on people cutting through the front porch, especially when it is icy. There is also a possibility of putting a railing up on the Woodruff porch due to after hour persons using as a cut through and causing alarms to go off.

New Business– Tonalee Tucker

- **Update on Automated Front and Restroom Doors**
Tonalee shared two quotes for automated doors. The quotes were very different, based on the vendor's experience. The purpose of bringing it up is to keep Board members updated and to begin looking for grant funding.
Questions from the trustees followed, including about maintenance. Laura Craigs

suggested looking at grants under ‘safety’ through the Area Office of Aging. It was also suggested to ask the Ability Center for guidance on other possible grants. Troy Deters shared safety/security as an issue – members would still need to be buzzed in from front desk.

- **Kitchen refrigerator** – Tonalee Tucker

Tonalee stated that when the agenda was mailed, we thought we would need to replace one of the kitchen refrigerators. The warranty had just expired three months prior, however, Burkett called “TRUE” manufacturer regarding the compressor and TRUE agreed to replace the compressor for free, TMWC will need to pay the installation, but overall TMWC saved more than \$1,000.

- **MHR SB Levy 8 Contribution Request** – Patti Robb

TMWC received a letter from Citizens for Mental Health Levy Committee asking for support, including making an agency donation to the campaign. This letter was sent to multiple provider agencies to help support the levy. Based on a percentage of funding calculations, \$2,000 was recommended to the board as a contribution.

Deborah Riley-Jackson made a motion to consent to a \$2,000 contribution to Citizens for Mental Health in support of the Levy Committee for Issue 8. Evamae LaVoy seconded the motion. Motion was approved with one abstain.

Executive Director’s Report – Patti Robb

Personnel

- We hired a new peer supporter, but learned pretty quickly that it wasn’t going to work out. We continue to search for a new peer supporter.

Program

- Serving lunch daily to members has started. Without a kitchen person, it hasn’t been easy. Everyone has been pitching in to help. Evamae suggested putting lunch items on trays so people don’t throw good food away in the brown bags.

Special Events

- NOPH and TMWC looking at other ideas for events. Possibly a Motorcycle Run

Member Issues/Grievances

Patti shared with the board that there have been an increase in complaints by members that have resulted in suspensions ranging from one week to one year. The one year suspensions are mostly due to threats of violence against staff or other members. The lesser infractions are repeatedly ignoring some of the basic rules we have in place. Of course members are angry when we suspend them and recently some have made

complaints to the MHR SB and to Ohio Mental Health & Addiction Services Agency (OhioMHAS). As a result, we had an unscheduled visit from an OhioMHAS investigator accompanied by a staff member from MHR SB. We take this very seriously because OhioMHAS certifies our existence as a Consumer Operated Organization. As a result of the investigation, we were sent a letter stating that we were out of compliance with Client Rights and Grievance Procedures. Specifically, the letter states “Members feel staff are treating them disrespectfully and talking to them in a harsh manner.” We have until March 8 to submit a Non-Compliance Action Plan that incorporates sensitivity and DEI training for staff. I will share that plan with the board at the March meeting.

Open Session – no comments

Meeting Adjourned @ 5:36 p.m. by Deborah Riley-Jackson.