



**THOMAS M. WERNERT CENTER**

FOR MENTAL HEALTH RECOVERY & SUPPORT

**Board Meeting Minutes**

Board of Trustees, Thomas M. Wernert Center

Tuesday, March 26, 2024

TMWC Clubroom – 4:30 p.m.

**Call to Order** – Deborah Riley-Jackson called the meeting to order at 4:31 p.m.

**Roll Call** – Evamae LaVoy

**Trustees Present**

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

**Absent:** Crystal Heft - excused

**Staff Present**

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

**Recognition of Visitors and Staff** – Christine Klotz, TMWC Member

Lucy Dias read the **Thomas M. Wernert Center Mission Statement**.

**Approval of February 27, 2024, board meeting minutes.**

*Evamae LaVoy made a motion to approve the February 2024 meeting minutes as presented in the March 26, 2024, board meeting packet. Raina Dawson seconded the motion. Motion was unanimously approved.*

**Committee Reports**

**Finance Committee** – George Monger

Finance Committee met on Monday, March 18, to review February 2024 Financial Statements.

## **February 2024 Profit & Loss Statement**

- OhioPRO and Lovell Foundation grants are above budget with \$12,136 to the good.
- Donations are low for month.
- Miscellaneous income is below budget.
- Total income for February was \$139,588, over budget by \$6,186. YTD over budget by \$87,232.
- Payroll expense is over budget for month. YTD under budget by \$42,734.
- Transportation over budget due to repairs.
- Food Club Program is over budget due to lunch not budget.
- Newsletter is under budget does not include March newsletter.
- Programs YTD is under budget by \$31,119.
- General Operating expenses over budget for month due to OhioPRO advertising dollars being utilized.
- Total expenses were \$147,634, over budget by \$16,165. YTD expenses are over budget by \$9,966.

*Discussion:* Troy Deters inquired about the Employee Benefits budget line item. Benefits include employee medical, dental, vision, and retirement, and life insurance. Staff choose if they want to participate, and they contribute. Benefits are reviewed annually.

*George Monger made a motion to approve the February 2024 Financial Statements as presented in the March 26, 2024, board meeting packet. Troy Deters seconded the motion. Motion was unanimously approved.*

### **Governance – Deborah Riley-Jackson**

- Open Session Policy – Patti Robb discussed and will get guidelines out to board.

### **Program Committee – Jesse Baum – Tonalee Tucker presented Summary Statistics**

- Committee met at TMWC and discussed TMWC Summary Statistics for 2023.

*Tonalee Tucker provided Summary stats for 2023 in board packet. Stats for 2024 are off to a good start. We continue to work toward our goals. Average attendance for 2024 showed increases from 2023 for the following:*

- Men's Peer 2024 average attendance 10.2, up from 2023 at 7.91
- Women's Peer 2024 average attendance is 17, up from 2023 at 14.38
- Breakfast 2024 February average attendance is 23.9
- Lunch 2024 February only average attendance is 38.9
- Club Room 2024 average attendance 53.4, up from 2023 at 47.215.
- Supper Club 2024 average attendance 85.7, up from 2023 at 74.43
- Transportation 2024 average attendance 33.625, up from 2023 at 31.43

- Fitness 2024 average attendance 7.08, up from 2023 at 5.8
- Computer Lab 2024 average attendance 9.55, up from 2023 at 7.11
- TMWC Classes in 2023 had 117 participants with 88 graduates, an average of 75.2%
- PEP unduplicated participants goal for 2024 is 300, 2023 actual is 295
- PEP duplicated participants goal for 2024 is 600, 2023 actual is 1,302
- The goal for unduplicated members served in 2024 is 600. January 2024 showed 213 unduplicated, up from 2023 at 169 and February 2024 had 222, up from 2023 at 191

### **Development and Communications Committee – Patti Robb**

- Celebrity Wait Night at Zia’s on Monday, May 6 from 6:00 p.m. to 9:00 p.m. A raffle will be held for members with a half-price ticket charge of \$25.00.
- Next meeting is scheduled for Wednesday, May 8 at 4:00 p.m. at TMWC

### **Old Business – Tonalee Tucker**

- A porch railing for Woodruff continues to be considered.
- Door improvements will have to be funded through grants. Some board members shared possible grant sources.

### **New Business – None**

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

#### **Personnel**

- Kitchen Coordinator Patty passed away on March 4. TMWC and members remembered Patty with a service for her during a Friday Supper Club. Patty’s family attended.
- TMWC is still in need of full-time Peer Supporter, full-time Food Service Coordinator/Peer Supporter and will be advertising.

#### **OhioMHASC Compliance Action Plan**

- DEI and Customer Service Training for staff will take place before April 18, 2024, to comply with requirements from OhioMHAS.
- TMWC will close on Monday, April 8, 2024, for Customer Service training. Training will be from 9 a.m. – 12 p.m. (Staff will be released immediately after training to get to a safe place for the Solar Eclipse).
- TMWC will close on Friday, April 12, 2024, for DEI training from 10 a.m. – 12:00 p.m. (staff will spend remainder of day together for general cleaning).

#### **General concerns**

- Patti Robb shared details and copies of a letter with complaints from a member. Discussion was held regarding forming a conduct review committee made up of member board members to address complaints from members.

- A Volunteer Recognition program is scheduled for the April 26 Supper Club in recognition of those who volunteer at the center. A previous thank you was done at the Thanksgiving lunch. We will try and recognize members twice a year.

**Open Session** – Christine Klotz inquired about the member raffle for Zia's. Names will be drawn and announced on April 24, 2024.

**Meeting Adjourned @ 5:27 p.m. by Deborah Riley-Jackson.**