

REGULAR BOARD MEETING MINUTES

Date: **Tuesday, April 26, 2022**

Time: **1:30 pm.**

Location: **LCGSB Offices: 701 Adams Street, Suite 850, Toledo, OH 43604**

**** Please note that starting January 2022 all LCGSB meetings will be posted on:**

[Guardianship Services Board | Lucas County, OH - Official Website](#)

I. Call to Order (time to be noted): Cynthia Frye called meeting to order at: **1:34 PM.**

II. Roll Call:

Timothy Goyer- Present

Katherine Thomas- Present

Cynthia Frye- Present

III. Confirm presence of a quorum necessary to conduct the business of the LCGSB: We have a quorum necessary to conduct business. All Board Members are present today.

IV. Oath of Office – Chief Magistrate Nancy Miller – Chief Magistrate Nancy Miller is present today to swear in Silvia Snyder to the LCGSB as a new Board Member.

V. Acknowledge Guest Participants, if any, along with Executive Director, in attendance: Chief Magistrate Nancy Miller (Probate Court) is present, along with Silvia Snyder, for the board meeting today. LCGSB staff members Carol MB Conlan, Amanda Ramey, Jennifer Peer, and Kris Reed are present for the meeting today.

VI. Approval of Agenda:

a. Action:

Motion: I move approval of the Agenda. Tim Goyer

Second: I second the motion to approve the Agenda. Katherine Thomas

Discussion:

Roll call vote:

Timothy Goyer- Yes

Katherine Thomas- Yes

Silvia Snyder- Yes

Cynthia Frye- Yes

Motion outcome: Motion carries

VII. Secretary Report:

a. Meeting Minutes:

a. Action:

Motion: I move approval of the March 15, 2022 Regular Meeting Minutes. Tim Goyer

Second: I second the motion to approve the Minutes from March 15, 2022.

Katherine Thomas

Discussion:

Roll call vote:

Timothy Goyer- Yes

Katherine Thomas- Yes

Silvia Snyder- Yes

Cynthia Frye- Yes

Motion outcome: Motion carries

VIII. Chair Report:

- a. New Board Member Efforts-** Cynthia proposed that she and Carol come up with a letter that will be sent to different agencies seeking new board members. This would provide different experiences and insights as well as diverse backgrounds for the Board, to more accurately reflect the communities that we serve in Lucas County. Katherine also added that we could also include individuals who are serviced by both county boards (LCBDD and MHR SB) to get their insight and feedback as well. Magistrate Nancy Miller suggested that we could also look for new members through COPE. Katherine also stated the timing is right for every other month meetings- we will discuss the meeting schedule more at the next Board Meeting.

IX. Executive Director Report:

- a. Report and update on current status of LCGSB and 1 remaining area of infrastructure – staff.** We are still currently working on staffing levels.
- b. We currently stand at 10 Wards appointed (3 deaths). Active clients stand at 7. New referrals being submitted/called in weekly from both County Boards. We have received 5 more referrals since last Friday. However, we still need to do more community outreach,**

as many people still don't know that we are open for business. All 3 deaths occurred since the last board meeting. All 3 had different causes of death. One ward was appointed in the morning, but died that same afternoon. Tomorrow we will be at 8 active clients, as we have an appointment hearing in the afternoon. Cynthia brought up that the hope is that as the referral system evolves, we will be able to get to them (the new Ward clients) sooner than later. We would like to have a relationship built earlier on with our clients rather than at the end of their lives or only in the cases of dire emergencies. Ongoing outreach happening with County Board staff to encourage referrals as they start to see their clients begin to decline in their health and well-being.

- c. Referral trainings stand at 3 completed for the MHRSB and 1 training completed for the LCBDD. The LCBDD had 100+ SASS attend our March Zoom training. The MHRSB will have meetings every month, and as needed, until everyone knows we are open and accepting client referrals.
- d. 2022 - 1st Quarter Report to Funders and Board – Report to Board and Funders electronically submitted on April 15, 2022. We haven't received any feedback from our funders. Afterwards however, a new referral came in from MHRSB. Carol also had a meeting with MHRSB regarding streamlining referrals from MHRSB. Some situations have included an individual showing up in hospital, who has never been connected to services. LCGSB will then be able to take these individuals and get them connected to MHRSB services through our relationship as Guardian. This will change and expand who we are able to help and prevent those in the most need of services, to get the care and connections to services that are most needed. This expansion in our referral process will help us to help the MHRSB to catch those individuals who have fallen (or are about to fall) through the cracks in the system. It helps to shore up the system of care for these individuals and reach those who would otherwise be hard to reach.
- e. New Job Postings: Intake Referral Specialist and 3 Case Managers (my focus for the next 30 days – not yet posted). We are currently looking for great people to join our team! The minimum would be an Associate's Degree for the Case Manager positions, however, we are really looking for experience as the most important piece. Katherine suggested she could help by posting the jobs on LinkedIn. Carol will share job postings with Katherine for her to post there.

- f. Sick time and vacation policies will be updated by June 14, 2022 meeting, for the Board to review and vote on accepting these proposed changes in language.
- g. Focus for 2nd Quarter will be on developing outcomes and strategies for our clients within the Social Work department. These outcomes and strategies will be reported in the 2nd Quarter Report to the Board and Funders.
- h. Upcoming discussion of the County Commissioners Plan for the Comprehensive Renovation of 701 Adams St Building. There will be a meeting TBD between Megan Casiere, Scott Sylak (MHR SB), and Carol MB Conlan Esq. (LCG SB) regarding the renovation. 701 Adams St will have new windows, new paint, as well as new carpeting, etc.
- i. Present Motion to the Board on the Academic Affiliation Agreement with The University of Toledo for the Social Work Internship Program. Cynthia is concerned about background checks. Also, would the student incur the cost for the drug test and the background check? Katherine brought up that anything required of our employees should be required of our interns as well (such as trainings, etc.) Tim added that the interns should have a limited number of cases. We also need a structure for these interns to follow. Silvia and Katherine were both on board with a basic background check. Magistrate Miller also brought up that in order to be a Guardian, background checks are required. Tim was also concerned about the insurance, which we have through the County, but the University will have to provide insurance for the intern. We showed where that was listed within the Agreement. Cyndi wants Carol to send this to HR and Risk Management to see if this is feasible. Also by next meeting, we would need a policy written regarding internships. Katherine suggested we could table this until we look more into it with Lucas County HR and Risk Management Departments.
- j. Discussion and vote of the Board to approve the Agreement with UT.

Action:

Motion: I move to vote on the acceptance of the Academic Affiliation Agreement between The University of Toledo and the Lucas County Guardianship Services Board. (Cyndi says it is) contingent on appropriate County and University insurance coverage, as well as intern guardians needing a background check and drug/alcohol testing-same as our employees must receive. [It was also brought up that we would need the interns

to work in pairs or a team with another Guardianship Board employee. Carol and Jennifer assured the Board that no Intern would be sent out to see LCGSB clients alone, at any point in time.]

Second: I second the motion to vote on the acceptance of the Academic Affiliation Agreement between The University of Toledo and the Lucas County Guardianship Services Board, with included recommended changes to the agreement.

Discussion: Call for motion also requires that Carol again verify our County insurance coverage level, add background check and drug and alcohol testing at student interns' expense and to also draft an internship policy for Board to review and vote to accept at next meeting.

Roll call vote:

Timothy Goyer- Yes

Katherine Thomas- Yes

Silvia Snyder- Yes

Cynthia Frye- Yes

Motion outcome: Motion carries

X. Treasurer Report:

- a.** LCGSB Fund Cash Balances Report (as of 4/25/2022): \$652,562.52.

Beginning Balance - \$483,944.50. Incoming receipts pd. to date: \$275,000.00. Expenses pd. to date: \$106,381.98.

The above financials reflect the dates from 01/01/2022 through 04/25/2022.

Tim suggested a few revamps with the report. Such as what we started 2022 with – budget less spend column can retile with remaining budget. We need to take off the 2021 column. Carol mentioned if Lara's projection is correct, we should have approximately a \$100,000.00 surplus, which is primarily because we haven't hired in the additional staff members yet. She will do another set of projections for 2nd Quarter. Risk Assessment will probably be a chargeback. Tim would like to meet and sit down with Lana and Carol regarding the budget, before the next Board Meeting and Carol is to schedule that meeting.

- b.** LCGSB 1st Quarter Report on Finances (attached to 1st Quarter Report to Board and Funders see copy contained within meeting packet). January through March financials.
- c.** 2022 Funding Received
- MHR SB - \$68,750.00 invoiced and \$68,750.00 paid for January-March 2022

MHR SB - \$68,750.00 invoiced and \$68,750.00 paid for April-June 2022

LCBDD – Invoiced \$137,500.00 paid \$137,500.00 as of April 25, 2022

XI. Action Plan:

- a. Executive Director: Follow-up regarding internships, review sick/vacation policy, create/review/post job descriptions and hire additional staff. Also, look at measureable outcomes for clients and schedule a meeting with Lana Tyrrell (Budget Analyst) and Tim Goyer.
- b. Treasurer: Tim is to meet with Lana (Budget Analyst) and Carol.
- c. Secretary: Approve Meeting Minutes, when drafted by Amanda Ramey.
- d. Board Chair: Cynthia will be drafting a letter for more Board Members w/Carol's assistance.

XII. Future Meeting Dates:

June 14, 2022 @ 1:30-3:30 pm @ LCGSB Offices.

July 12, 2022 @ 1:30-3:30 pm @ LCGSB Offices.

August 9, 2022 @ 1:30-3:30 pm @ LCGSB Offices.

September 13, 2022 @ 1:30-3:30 pm @ LCGSB Offices.

October 11, 2022 @ 1:30-3:30 pm @ LCGSB Offices.

November 15, 2022 @ 1:30-3:30 pm @ LCGSB Offices.

December 13, 2022 @ 1:30-3:30 pm @ LCGSB Offices.

* Please refer to our Civic Plus Official Website for the calendar widget for all Board Meetings and Activities

XIII. New Business

None

XIV. Open Session

Nothing to report

XV. Adjournment (time to be noted) The meeting was adjourned by Cynthia Frye at: **3:44 PM.**

