

REGULAR BOARD MEETING AGENDA

Date: **Tuesday, July 12, 2022**

Time: **1:30 pm.**

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

**** Please note that all 2022 LCGSB Board Meetings and Meeting Minutes are posted on:**

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

I. Call to Order (Time to be noted):

II. Roll Call:

Timothy Goyer-
Katherine Thomas-
Silvia Snyder-
Cynthia Frye-

III. Confirm presence of a quorum necessary to conduct the business of the LCGSB:

IV. Acknowledge Guest Participants, if any, along with Executive Director, in attendance:

V. Approval of Agenda:

a. Action:

Motion: I move approval of the Agenda.

Second: I second the motion to approve the Agenda.

Discussion:

Roll call vote:

Timothy Goyer-
Katherine Thomas-
Silvia Snyder-
Cynthia Frye-
Motion outcome:

VI. Secretary Report:**a. Meeting Minutes:****a. Action:**

Motion: I move approval of the April 26, 2022 Regular Meeting Minutes.

Second: I second the motion to approve the Minutes from April 26, 2022.

Discussion:

Roll call vote:

Timothy Goyer-

Katherine Thomas-

Silvia Snyder-

Cynthia Frye-

Motion outcome:

VII. Chair Report:

New Board Member Efforts- Meeting recap (Cyndi Frye and Carol Conlan) and results letter completed. See attached Board Member draft of letter for Board review. Approval (vote) needed for signing and sending of letter to all appropriate agencies/companies in Lucas County, on behalf of the Board.

VIII. Executive Director Report:

- a.** Status of SW Internship/University of Toledo Amended Agreement. Vote needed to approve signing of amended agreement by Executive Director (to move forward on LCGSB Internship Program).
- b.** Meeting recap between Tim Goyer, Lana Tyrrell (Budget Analyst) and Executive Director. See attached Lana Tyrrell Budget Report Update through May, 2022. June Report Update may be ready on/after July 12, 2022 (This recap will be given by Carol Conlan and Tim Goyer under his Treasurer's Report. See below, Item IX.).
- c.** Vacation and Sick Time policy amendments will be reviewed by new HR Director and available for a vote to approve/deny at September, 2022 Board Meeting.
- d.** Report and update on current status of LCGSB and numbers of active clients (breakdown of clients appointed off eligible referrals from both the MHR SB and LCBDD as well) and status/pace of incoming referrals.
- e.** New Job Postings: Case Manager position is currently posted (Hiring 3 CM's) and we just completed all interviews for the position (Jennifer Peer will recap the results). HR assistance is needed for all new positions to move forward.

One (1) Intake Referral Specialist position was to be posted online by HR by 6/14/2022, but due to our HR Director change, it is still not posted online. Executive Director continues to follow up with HR to get position posted.

- f. MSA Funding MOA will be presented to the Board. Vote needed to approve signing of MOA by Executive Director. This is a wonderful opportunity for the LCGSB to further help our clients who are indigent and/or currently homeless.
- g. Focus for 2nd Quarter Report (Due on July 15, 2022) - Further developing/clarifying outcomes and strategies for our clients within the Social Work Department. Our continued growth and a look ahead, will also be included. These outcomes and strategies will be reported in the 2nd Quarter Report to the Board and Funders (Recap by Jennifer Peer and Carol Conlan). A Summer Board Retreat with a focus on our Strategic Plan will be reported out in the 3rd Quarter Report.
- h. Payroll Update – (Recap by Amanda Ramey- Payroll and Clerical Specialist and Carol Conlan).

IX. Treasurer Report:

- a. LCGSB Budget Report- Tim Goyer – See attached Lana Tyrrell Budget Report through May, 2022 (June, 2022 Report may be available on/by July 12, 2022). Tim Goyer provided input into new report design at our meeting w/Lana. Improved clarity and easier to read for 2022 Budget information and End of Month Totals.
- b. 2022 Funding Received-
 - MHR SB – Invoiced \$68,750.00 **paid** \$68,750.00 for January-March 2022
 - MHR SB - Invoiced \$68,750.00 **paid** \$68,750.00 for April-June 2022
 - MHR SB - Invoiced \$68,750.00 for July-September 2022
 - MHR SB - \$68,750.00 **not yet invoiced** for October-December 2022
 - LCBDD - Invoiced \$137,500.00 **paid** \$137,500.00 for first half of 2022
 - LCBDD – Invoiced \$137,500.00 for second half of 2022
 - Probate Court – Invoice to be sent out by September, 2022

X. Action Plan:

Executive Director:

Treasurer:

Secretary:

Board Chair

XI. Future 2022 Regular Board Meeting Dates: Propose to Move to EVERY OTHER MONTH, per LCGSB Regulations

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

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

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

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

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

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

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

XII. New Business:

XIII. Open Session:

XIV. Executive Session: (To Discuss 2 Matters: an Employee (Personnel) Matter and Pending Litigation)

Motion to Enter Executive Session (ALL VISITORS MUST EXIT LCGSB office suite into the hallway, or exit the building).

Motion to Exit Executive Session (No Voting Will Take Place During Executive Session)

XV. Adjournment (Time to be noted):

