

Per the Board's Direction, the budget that was approved on March 24, 2021 was forwarded to Sue Braithwaite at Lucas County Probate Court. After securing Judge Puffenburger's approval, it was then forwarded to the Lucas County Office of Management and Budget. Diana Minor reviewed it and had questions and suggestions which she emailed to Tim Goyer. Those questions are as follows:

Hello Tim,

Per our conversation yesterday the Guardianship Services Board, MHRB, BDD and Probate Court should address the following issues/concerns:

- 1. A budget for the 2021 calendar.
 - a. Who will establish the budget each year?**
- 2. A 2021 budget with only personnel for this year.
 - a. The health insurance status will be determined by the hired employee (my suggestion when doing a budget for unknown personnel, you should use an amount for a family plan)*
 - b. Who will conduct the interviews?**
- 3. In kind donation will not be appropriated in a Lucas County (LC) Budget*
- 4. If in kind donations are not made, how will items be acquired?*
- 5. Office space should be secured with a contract or agreement (cost, location & size)*
- 6. Will GSB use the LC telephone service or have an independent system?*
- 7. The Liability Insurance amount is determined by LC Risk Management (Diane Robinson)*
- 8. A Contract or agreement must be acquired from the LC HR department regarding services provided.*
- 9. Contracts should be acquired for any vendor services (answering service, equipment rental or maintenance)*
- 10. Contracts with the funding agencies (BDD, MH&RSB and Probate Court) must be established
 - a. When they will fund each year (one single payment or multi payments)*
 - b. How much they will fund each year*
 - c. The process to be used to receive the fund**
- 11. Will GSB use LC services such legal, payroll, internet, bank account, expense system or check disbursement?*

My suggestion is that before GSB is up and running, the staff get training on LC's Oracle system.

*Thanks,
Diana*

Attached is a revised budget as of April 5, 2021, that seeks to incorporate Ms. Minor's comments. Changes were made to reflect the following:

1. Used the family rate for health insurance for all employees. Actual rate will be lower if any employees are insured at single rate.
2. Attempted to move expenses in year 1 to subsequent months to better reflect timing of hires and/or purchases.
3. Eliminated the \$9,000 of expense for consultant in December 2020 from the total cost of the executive Director's line in 2021.
4. Eliminated all "in-kind" revenue from the budget, however, the budget still shows rent, equipment/software, and IT support as expenses. Rent was reduced from \$50,000 per year to \$36,000.
5. Eliminated \$8,000 per year of Liability Insurance Expense.
6. Similar changes were made to the Calendar Year 2022 budget.

The remainder of Ms. Minor's correspondence alluded to GSB's need to secure certain expenses in the budget with Contracts or Memoranda of Agreement. Of most urgency is to get a Memorandum of Agreement in place between the GSB, MHRSB, BDD, and Probate Court to document the commitment of the funders. The Memorandum of Agreement should identify the amount from each agency, the timing of their contributions, the method by which GSB would receive the funds, and the length of the commitment (years).

As discussed with Ms. Minor, the revised budget shows that at the levels of spending and income projected, GSB would still be in a positive fund position at the end of 2022. As there is currently no history on which to draw for GSB's estimates, it was conveyed to her that the budget for 2022 would likely look a bit different based on experience in 2021.

