

PCMHRB Board Meeting Minutes  
12/08/2025 6:30 PM EST to 7:30 PM EST  
Preble County Mental Health & Recovery Board  
100 E Somers Street Eaton, OH 45320

**Members Present**

Ashley Clark  
Miranda Armstead  
Megan Garton  
Alana Cottingim  
Michele Shepherd  
Derek Bales  
Robert Wood

**Members Absent**

David Sizemore  
Tyessa McQueen

**Staff Present**

Amy Raynes  
Maria Morgan  
Autumn Green  
Joe Tobias

**I. Call to Order**

- The meeting commenced with a call to order and welcoming attendees at 6:36 pm by Chairman Wood.

**II. Roll Call**

- Roll call was conducted by board staff, Autumn Green.

**III. Reading of the Mission Statement**

- Miranda Armstead read the mission statement.

**IV. Additions/Deletions to the Agenda-**

- The director and the staff confirmed there are no additions or deletions to the agenda.

**V. Recognition of Guests**

- Several guests introduced themselves, including Rebecca Dickerson from Sojourner Recovery Services and Elisabeth Esposito from Samaritan Behavioral Health.
- Hall Smeltzer was introduced as the new director for Samaritan Behavioral Health.

**VI. Presentation of the October 27, 2025, Board Meeting Minutes**

- The meeting began with the review of minutes from the October 27th meeting.
- No additions or corrections were suggested for the minutes.

**25.12.261 Motion - A formal motion was called to accept the minutes for the October 27th meeting by Miranda Armstead.**

**Second - The motion to adopt the minutes was properly seconded by Megan Garton.**

**Decision - The motion to adopt the October 27th meeting minutes was passed unanimously with no opposition or abstention.**

## **VII. Board Staff Report**

### **A. Amy's November & December Calendar**

- Amy Raynes introduces her calendar for November and December and opens the floor for questions.

### **B. Review Mission, Vision, and Values**

- Amy mentions the upcoming COQ audit that is scheduled every three years carried out by the OACBHA. This necessitates reviewing and ensuring compliance with certain processes.

Reviews of the organization's mission, vision, and values confirmed they remain appropriate and relevant, satisfying audit requirements without necessitating any updates.

- The organization's mission, vision, and values were reviewed as required, and there were no changes needed.
- Decision - The audit requirement to review the mission, vision, and values has been satisfied as the review was completed, and it was agreed that no changes were necessary.

### **C. Transitional Living of Southwest Ohio**

- TLSO (Transitional Living of Southwest Ohio) is awaiting certification to open its facility.
- Two individuals are prepared to enter the TLSO facility once it opens.
- The facility aims to provide care for individuals transitioning out of the hospital and for those who do not qualify for hospitalization, in order to prevent suicide.
- There is a hopeful expectation that the TLSO facility will open within the next week.

### **D. CY Budget Commission Meeting**

- The Budget Commission praised the organization for its transparency and financial management during the recent Budget Commission meeting. Feedback indicated positive performance and management from the organization with no need for external interference.

### **E. CORSA Year End Updates**

- Discussion about the lack of control the board has over insurance decisions, as these are determined by the Commissioners. However, the board has employed an expert to review the insurance policies.
- Robert Wood has communicated with the board about the unscheduled property concern, reassuring that a phone call could resolve the issue promptly.

- An action is planned to address the insurance policy concern regarding property scheduling: A phone call will be made by Amy Raynes to the insurance agency the following morning to resolve the issue.
- The Director will update the board on the developments and corrections related to the insurance policy via email.

#### **F. County Audit**

- The county wide audit includes issues with the management letter relating to SOS grants and federal funds.
- There is an ongoing problem with the schedule of expenditures of federal awards due to timing mismatch between fiscal year and calendar year. This results in spending money in one year and receiving funds in the next.
- This timing issue is a recurrent problem, impacting the audit annually, and there is acknowledgment that it cannot be changed.
- Apart from the noted issue, all other aspects of the audit are positive, indicating good performance in other areas.

#### **G. Updated Policies & Procedures- Cyber, Safety, Housing, Credit Card, & Removing 120-Notice**

- Reviewed updated credit card usage policy. Compliance officer to ensure receipts match credit card statements, and spending must be pre-approved and within budget. Approval for contracts and expenses allowed up to \$10,000 with changes consistent across the board.
- Discussed adjusting limit from \$5,000 to \$10,000 for consistent board practices, as previously voted.
- Safety policy discussion noted recent updates to match ORC standards and incorporation of missing elements like allergies.
- 120-day notices policy being removed due to changes in regulatory requirements (ORC). It will be maintained in contracts for the current year, then fully removed.
- Housing policy updates to reflect reduced income requirement from \$450 to \$400 per month for non-HUD housing eligibility.

**25.12.262 Motion - Motion made to approve updates to policy and procedure across various sections including the credit card and housing policies by Miranda Armstead. Second - Properly seconded and voted on policy updates motion; carried with changes approved by Megan Garton.**

#### **H. COC Manual Updates**

- Updated housing manual to require disability form every two years for supportive housing eligibility.
- Added verification requirements for tenants claiming zero income every six months with supporting documents.
- Introduced program funding reduction policy to manage reduced COC supportive housing funds and outlining structured process for handling reduced resources.

**25.12.263 Motion - Motion made to approve updates related to housing and supportive housing policies by Derek Bales.**

**Second - Seconding of housing policy updates motion; carried with changes approved by Miranda Armstead.**

### **I. Property Maintenance**

**25.12.264 Motion - Motion to allow Chairman Wood and Director Raynes to make final decisions regarding capital funds for property maintenance in absence of board meetings until February by Miranda Armstead.**

**Second - Motion seconded regarding capital decisions by Megan Garton.**

**Decision - Motion carries allowing for decisions on capital funds for property maintenance.**

#### **1. Project Updates**

- Two contracts awarded for property maintenance including an entry door and a parking lot installation, costing \$16,796 and \$3,600 respectively.

**2. Farm Property-** Director Raynes stated that the we've had one offer under \$10k and the board is waiting for additional offers. The realtor recommends we do not pay closing cost. Asking price for the farm is \$327k, \$305k for manufactured home.

**25.12.265 Armstead motioned to approve Chairman Wood and Director Raynes to make final decisions and sign all closing documents on behalf of the board for 5900, 5932 and 0 (land) US 40 E, Lewisburg property with Garton seconding. Yes-7 No-0 Abstain-0**

**3. 116 E. Somers Property Purchase-**The offer for the Somers property would be to pay appraisal cost and closing cost. The seller would like to close by end of January.

**25.12.266 Garton motioned to approve Chairman Wood and Director Raynes to make final decisions on behalf of the board for 116 E Somers St, Eaton and for authorization to sign all closing documentation with Clark seconding. Yes-7 No-0 Abstain-0**

### **L. PCMHRB Forecast FY25-FY31**

- Presentation of the long-range financial projection, indicating a positive outlook for the coming fiscal years, subject to certain conditions such as property tax stability.
- Acknowledgment of the organization's current good financial standing, with sufficient reserves for unforeseen challenges.
- Future budget management will require making difficult decisions at times, but overall, the financial outlook remains positive for the next seven years.
- Potential sale of assets could further strengthen the financial position.

**VIII. Finance- For items where no action is needed, the information can be found in the packet.**

- The Finance Committee reviewed financial documents and the fiscal year budget with updates, including adjustments to sales property proceeds and disaster preparedness grants.

**25.12.267 Motion - Motion made to approve changes to the fiscal year budget, which includes reallocations for grant updates and increased health insurance funding by Miranda Armstead.**

**Second - The motion to approve fiscal year budget changes was seconded by Ashley Clark.**

**Decision - Motion to approve fiscal year budget changes was passed without opposition or abstention.**

**25.12.268 Motion - Motion made to approve balance sheet, revenue, expenditure sheet, and dashboard for FY26 as of October by Miranda Armstead.**

**Second - The motion regarding approval of the balance sheet and associated documents was seconded by Derek Bales.**

**Decision - Motion to approve the balance sheet, revenue, expenditure sheet, and dashboard for October FY26 carried unanimously.**

**IX. Behavioral Health- For items where no action is needed, the information can be found in the packet.**

- Megan Garton reported that Autumn has her last learning session for the Board of Excellence program scheduled for December 15th.
- Successful completion of the Board of Excellence program is tied to grant funding provided in installments, with the first installment to be released after the completion of this program.
- Funding received from the program will be allocated towards salaries, administrative costs.
- Discussion included a review of past events and planned upcoming events related to behavioral health.

**X. Board Member Open Forum**

**XI. Chairperson's Remarks**

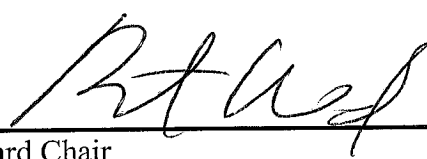
The chairperson extended heartfelt thanks to all who contributed to the board's success, particularly those behind the event's dinner, reinforcing community and appreciation with gestures like distributing candy.

**XII. Adjournment**

- The meeting reached the last agenda item, which is adjournment.

**25.12.269 Motion - A motion to adjourn the meeting was raised by Derek Bales and seconded by Megan Garton.**

**Decision - The motion to adjourn was passed with all participants signifying approval. Participants were thanked and wished a Merry Christmas and Happy New Year, marking the official closing remarks.**

  
Board Chair



Date