PCMHRB Board Meeting Minutes
06/22/2026 6:30 PM EDT to 7:30 PM EDT
Preble County Mental Health & Recovery Board
100 E Somers Street Eaton, OH 45320

Members Present
Miranda Armstead
Autumn Green
Robert Wood
Joe Tobias
Ashley Clark
David Sizemore
Megan Garton
Amy Raynes
Maria Morgan
Derek Bales

Members Absent
Alana Cottingim
Michele Shepherd
Tyessa McQueen

I. Call To Order

The meeting was officially called to order by Chairman Wood at 6:31pm.

II. Roll Call

Roll was called by board staff, Autumn Green.

III. Oath of Office

Commissioner Craft administered the oath of office to Megan Garton, formally inducting her as a member of the Preble County Mental Health and Recovery Board for her second term.

Robert Wood was formally recognized by Commissioner Craft for his generous service and dedication to the Preble County Mental Health Recovery Board, supporting mental health and addiction services for Preble County citizens, with recognition covering years 2018–2026. David Sizemore was thanked for his service and dedication to the Preble County Mental Health and Recovery Board, supporting mental health and addiction services for Preble County citizens, with recognition covering years 2018–2026.

IV. Vote in Chair & Vice Chair

The board opened nominations for chair and vice chair positions. Miranda Armstead was nominated and properly seconded for chair.

Megan Garten was nominated and seconded for vice chair, and a motion to elect Garton as vice chair was also carried.

V. FY27 Committee Structure

Director Raynes stated that due to the departures of Sizemore, Wood, and McQueen there are two open positions on the executive committee. Armstead, as chair, will select two individuals to fill

these vacancies. Three new board members will be needed to address overall board vacancies, and their committee assignments will be determined once appointed. There are also two vacancies on the finance committee and one on the behavioral health committee.

VI. Reading of the Mission Statement

The mission statement was read by Miranda Armstead.

VII. Additions/Deletions to the Agenda

The chair asked for any additions or deletions to the agenda, and the annual report was identified as an addition to be placed at the end of board staff report.

VIII. Recognition of Guests

Three guests were introduced and welcomed: Hall Smeltzer from Samaritan Behavioral Health (Preble County), Leslie Gardner from Haven Behavioral Hospital (Dayton), and Rebecca Dickerscheid, executive director of Sojourner Recovery Services. Their presence was acknowledged and appreciated by the board.

IX. Presentation of the April 27, 2026, Board Meeting Minutes

Board members were asked if they had any additions or corrections to the April 27 board meeting minutes; none were raised.

A motion to adopt the minutes was made, properly seconded, and carried with no opposition, confirming the approval of the previous meeting's record.

X. Board Staff Report

A. Amy's May & June Calendar

Director Raynes presented her May & June Calendar to the board with no questions at this time.

B. FY27 Board Calendar

The board reviewed the fiscal year 2027 calendar, noting the addition of a January meeting that will be held virtually if there is snow, instead of being canceled as in previous years. The May meeting will be held in FY27 since it does not fall on Memorial Day weekend, unlike previous years. Only the November and July meetings will be missed next year.

C. Board Meeting/Self Evaluations Summary

Director Raynes introduced the board meeting self-evaluation summary, noting that all board members participated in a survey earlier in the year to assess meeting preparedness, comfort, and overall operations. She asked if everyone had reviewed the self-evaluation summary and invited discussion on any items arising from the survey. No questions at this time.

D. Board Hours of Operation
The board discussed aligning office hours with county hours, proposing a change from 8:30–4:30 to 8:00–4:00 for consistency.

A motion to change office hours to 8:00–4:00 was made, seconded, and carried; hours will be changed. The new hours will take effect on July 1.

E. HUD Policy & Procedure Manual Update

Proposed updates to the HUD Policy & Procedure Manual were presented, including an income encouragement policy for the permit supportive housing program. The policy encourages residents to increase their income, work with case managers to apply for benefits, and check in monthly if they have zero income. Introduction of a housing stability plan and voluntary 'moving on' process for residents who are stable and have income allows them to transition out of the program. The update is voluntary and compliant with legal requirements.

A motion to adopt the updated HUD Policy & Procedure Manual was made, seconded, and carried, confirming the adoption of the policy.

F. Board Property Updates

An update was provided that the US Route 40 property has officially closed, finalizing the transaction. No further property updates are pending, indicating completion of property business for this meeting.

G. Maintenance Update

Maintenance updates included ongoing projects at 225 N Barron Street,, roof repairs, interior renovations at 100 E Somers due to leaks scheduled to start tomorrow, and door replacements for various properties. Some projects are awaiting material or estimates. Paving projects are underway, with two bids received and a third pending. Discussion included prevailing wage requirements: projects over $30,000 may require prevailing wage, and construction projects over $75,000 definitely require it. Clarification is needed on whether the $30,000 threshold applies to grant-funded projects only, and Director Raynes will contact Shea and the courts to clarify prevailing wage requirements. Completed maintenance items include separation of AC at 104, clearing the lot behind 225, and leveling the area. Director Raynes has signature authority up to $10,000 for contracts, but these projects are already approved capital expenditures.

A motion to authorize the executive director to accept the lowest, best bid for outstanding maintenance and capital improvement projects was made, seconded, and carried, granting authorization.

H. FY27 Sliding Fee Scale

A motion to approve the updated sliding scale for fiscal year 27, based on the federal scale, was made, seconded, and carried, authorizing the new scale.

I. FY25 Annual Report

The FY25 annual report was presented for review, and members were encouraged to notify Green of any errors before professional printing.

A motion to approve the FY25 annual report was made, seconded, and carried, confirming its adoption.

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

A. May Financials

The board focused on reviewing the FY26 May dashboard, balance sheet, budget versus actual reconciliation, and ESA activity report.

The board made a motion to approve reports numbered 2 through 5 for May, including the FY26 May dashboard, balance sheet, budget versus actual reconciliation, and ESA activity report. The motion was seconded and carried with no opposition.

B. Budget Approval

Review of the FY27 budget included discussion of revenue sources, contracts, and carryover funds. The state revenue was cut $91, which was less than anticipated ($800 expected). Year 1 new money is $48,165, with uncertainty about full receipt. Major contracts (Samaritan, Thrive, Recovery, Wellness, Gebhart, Talbert House) align with budget numbers. Overall, the budget is balanced and similar to last year, with cuts helping to maintain stability.

A motion to adopt the FY27 budget was made, seconded, and carried out unanimously.

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

A. Financial Assistance Policy/Process

The board discussed the need for a formal financial assistance policy, including eligibility requirements, allowable and prohibited uses of client-related funds, and the necessity for board-set funding limits. A proposal was made to set a cap of $2,000 per client and $2,000 per incident for financial assistance, with the same limit applying to both annual and per-incident cases. Leadership override is possible if needed.

A motion to approve the financial assistance policy with a $2,000 per client cap and $2,000 deposit cap was made, seconded, and carried, confirming the adoption of the policy.

XIII. Executive Committee

A. FY27 Provider Contracts

The board reviewed six provider contracts for the year, noting all contracts are new due to changes in regulations (no longer requiring 120-day notices). Updates include revised language and prevention-related provisions, reflecting new training initiatives. The Gebhart contract was discussed, with a total allocation of $205,086 and a major change being the reduction in administrative costs to fund Eaton Middle School Hope Squad advisor.

A motion to adopt the Gebhart contract was made, seconded, and carried.

The Recovery & Wellness contract was reviewed, with an allocation of $556,401 and jail mental health funding doubled by reallocating existing funds.

A motion to adopt the Recovery & Wellness contract was made, seconded, and carried.

The Samaritan contract was discussed, with a major change reinstating the mobile crisis prevention position, requiring reallocation of funds and removal of supervision support, and an allocation of $318,038.

A motion to adopt the Samaritan contract was made, seconded, and carried.

The Sojourner contract was reviewed with an allocation of $200,656, with no new changes and continuing existing programs.

A motion to adopt the Sojourner contract was made, seconded, and carried.

The Thrive contract was discussed, with two SOS allocations of $405,784, including a carryover amount for the last quarter and approval contingent upon warrant.

A motion to adopt the Thrive contract was made, seconded, and carried.

The Talbert House contract was reviewed, with an allocation of $135,881 for TLSO step up/step down crisis center beds, and funding increased to cover one bed daily plus an additional bed for three months.

A motion to adopt the Talbert House contract was made, seconded, and carried.

XIV. Executive Session

A motion to enter executive session pursuant to Ohio Revised Code 121.22 G 1-2 was made to consider the employment or compensation of a public employee and the purchase of property. The motion was seconded, and a roll call vote was conducted, with all present members responding affirmatively to enter executive session.

Public notification was provided that the board was entering executive session and that action may be taken after the session, with uncertainty about the duration.

The board discussed the executive director's contract, noting the automatic 1% salary increase and consensus to further adjust compensation.

A motion to adjust the executive director's salary to $107,500, representing a total increase of approximately 3.55%, was made, seconded, and carried.

XVI. Chairperson's Remarks

Board members exchanged closing remarks, expressing appreciation for their time working together and reflecting on relationships built during their tenure. Amy Raynes confirmed she will continue to assist the board with its work.

XVII. Adjournment

A motion to adjourn the meeting was made, seconded, and carried, officially ending the meeting.

Miranda Armstead 8/24/26

Board Chair Date