PCMHRB Board Meeting Minutes
03/23/2026 6:30 PM EDT to 7:30 PM EDT
Preble County Mental Health & Recovery Board
100 E Somers Street Eaton, OH 45320

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

Members Absent
Ashley Clark
Alana Cottingim
Tyessa McQueen

I. Call To Order

- The Preble County Mental Health Board meeting is officially called to order, marking the beginning of the session at 6:30pm.

II. Roll Call

- Roll call is conducted to confirm attendance of board members.

III. Reading of the Mission Statement

- The mission statement was read by Miranda Armstead.

IV. Additions/Deletions to the Agenda

- The agenda is updated to include discussion of a check received in personal name and an insurance claim related to water damage.
- Additions to the agenda are listed within the board staff report section in items G&H.

V. Recognition of Guests

- Guests attending the meeting were invited to introduce themselves, including Leslie Gardner from Haven Behavior Hospital, Hall Smeltzer from Samaritan Behavioral Health, Jerri Lynn Stanley from Recovery & Wellness, and Beth Esposito from Samaritan Behavior Health.

VI. Presentation of the February 23, 2026, Board Meeting Minutes

- The meeting minutes from February 23 were discussed, and there were no additions or corrections.
- Motion - A motion was made to adopt the minutes by David Sizemore.
- Second - The motion to adopt the minutes was seconded by Miranda Armstead.
- Decision - The motion to adopt the minutes carried with no opposition.

VII. Board Staff Report

A. Amy's March Calendar

- The director discussed her calendar, indicating there was nothing unusual or significant to report.

B. Farm Update.

- The property should be back on the market by the end of the week.
- Joe will meet with the contractor doing the work on the house, particularly addressing termite-eaten joists.
- Repair work for termite damage is necessary before the property can be listed for sale.

C. 116 E Somers Update

- Amy provides an update on the 116 E Somers property, noting it was closed on and the owners have until May 1st to clean it out.
- A large two-bedroom unit will be split into two one-bedroom units with kitchenettes.
- There is ongoing work with the city to determine if the apartment is legally allowed to function as an apartment.

D. Maintenance Update

- The lawn mower and tools have been ordered, expected delivery by next week or weekend.
- 225 project: Awaiting an estimate and meeting scheduled for tomorrow concerning siding; quote pending for door replacement.
- Pending quote for My Neighbor's House project at 120 Cherry Street.
- Current heating issue involves one unit controlling two spaces, which is not up to code and is problematic for tenants; estimated fix cost is $18,000.
- Discussion on door replacements and cost: Considering less extensive door replacement to reduce costs; not all doors deemed necessary.
- Second - Analysis of $18,000 heating quote: Consideration to seek additional quotes possibly for lower cost before decision.
- Facility improvements include adapting existing units to be smaller per code requirements, affecting both heating and cooling systems.
- Goal to sell Farmhouse for at least $300,000, which will contribute to the budget for upcoming projects.
- Total projected funds for next year's budget: concerning facility improvement, approximately $309,000 available, contingent upon farmhouse sale.

E. Suicide Prevention Coalition

- The Suicide Prevention Coalition is transitioning to be its own entity, separate from the board, which has been managing it since inception.
- Certification through the state is required for the coalition, as per new regulations.
- The board will act as a pass-through for funds to the coalition, facilitated by creating a Memorandum of Understanding (MOU) between the board and the coalition.
- Responsibilities listed in the MOU will include administrative support and financial pass-through by the board.
- The existing balance for the coalition is approximately $9,140, which will be transferred to the coalition.

- Future proceeds from walks will be transferred to the coalition after expenses.
- Second - The coalition is required to provide a budget for the use of funds, to be filed with the MOU.
- There are open seats in the coalition, if anyone wants to join.

F. Director Approved Contracts

1. Amendment for Records Commission Board

- A records Commission requested an addendum concerning contract approvals, which involves shredding unnecessary documents. It is noted that microfilm costs have increased significantly. The decision was to scan documents instead as an alternative to microfilm, which is already being done by the auditor's office for financial documents.
- Decision - Microfilming documents will no longer be part of the process, and scanning will continue as the records Commission requested and as currently done by the auditor's office.

2. Dr. Hash- $3,800 (Expense)

- It's mandatory to retain a Chief Clinical Officer for the county.

G. New Tenant Deposit Check

- Tenant deposit checks were mistakenly written in the director's name instead of the intended entity, presenting a challenge for resolution.
- The director is working with the auditor's office to determine if she can sign the checks over or if new checks need to be issued.
- There is a possibility that third-party checks cannot be processed anymore, complicating the resolution of this issue.
- The director discussed the issue with the Treasurer to ensure clean processing.
- One option under discussion is to cash the checks and request cashier's checks to handle tenant deposit funds appropriately.
- Concerns about legal responsibility if checks were to bounce were raised, and copying checks before cashing was suggested for accountability.
- Decision - If discomfort persists with cash checks, the director is advised to request check reissuance.

H. Insurance Claim James Building

- Discussion on ongoing issues with a building's leaking roof, leading to water damage claims.
- Consultation with Brian Jones, an insurance representative, regarding repairs and insurance coverage.
- Insurance will not cover the faulty roof unless damage resulted from an event like wind or hail.
- Insurance will cover water damage to the interior above a $5000 deductible.
- Second - Continued efforts to fix the roof completely to prevent future leaks.

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

A. February Financials

- The board reviewed the balance sheet and budget versus actual, noting the inclusion of the suicide coalition budget item amounting to $9,140.
- Motion - Motion made to approve the February balance sheet with modified cash by David Sizemore.
- Second - Motion to approve February balance sheet with modified cash properly moved and seconded by Miranda Armstead.
- Decision - The motion to approve February balance sheet with modified cash was passed unanimously.
- Motion – Motion made to approve the budget versus actual for FY26 with modified cash by David Sizemore.
- Second - Miranda Armstead seconded the motion to approve FY26 budget versus actual.
- Decision - Motion to approve budget versus actual for FY26 was passed unanimously.

B. Contracts

1. Haven Behavioral Hospital of Dayton-Expense $10,000

2. Miami Valley Community Action Partnership-Transportation Expense $20,000

- Discussion about two contracts: Haven Behavioral and CAP Transportation. Amount adjusted to 10,000 for Haven Behavioral and 20,000 for CAP Transportation.
- Motion - Motion made to approve FY27 contracts for Haven Behavioral and CAP Transportation by David Sizemore.
- Second - Motion to approve FY27 contracts was seconded by Miranda Armstead.
- Decision - Motion to approve FY27 contracts was passed unanimously.

IX. Board Member Open Forum

- The board meeting section involved general comments by the chairperson, including recognition of a direct member's upcoming birthday, without any significant proposals or governance items raised.

X. Chairperson's Remarks

- No comments at this time.

XI. IX. Executive Session

- **Motion to enter into executive session**- "I move to enter executive session pursuant to R.C. 121.22(G)(1)(2) to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest.."
- Motion - A motion to recess into executive session was properly moved by Miranda Armstead and seconded by Megan Garton.
- Decision - Voting was conducted for the motion to recess into executive session, with all present members voting 'Yes'.

- Confirmation was sought on virtual attendance, ensuring no virtual attendees for the executive session.

XII. Adjournment

- Motion - Motion made to adjourn meeting by David Sizemore
- Second - Motion to approve February balance sheet with modified cash properly seconded by Derek Bales.
- Decision - The motion to adjourn meeting was passed unanimously.



4.27.26

Board Chair Date