Preble County Mental Health & Recovery Board
Board Meeting Minutes
October 27, 2025
6:30 p.m. In Person/Teams

Meeting Called By: Robert Wood, Board Chair
Type of Meeting: Regular Board Meeting
Attendees: All Board Members and Public

Mission Statement
To ensure that quality mental health and addiction services and supports are available to all Preble County residents.

Present: Robert Wood, Megan Garton, Derek Bales, Alana Cottingim, Michele Shepherd, Miranda Armstead, David Sizemore, Tyessa McQueen

Announced Absence: N/A

Unannounced Absence: Tyessa McQueen

Staff: Amy Raynes, Autumn Green, Maria Morgan

Call To Order: Chairman Wood called the meeting to order at 6:30PM

Roll Call was read by Board Staff, Autumn Green

Megan Garton read the mission statement.

Additions/Deletions to the Agenda- Records Retention Schedule

Recognition of Guests-Kelli Ott, Jerri Lynn Stanley, Cynthia Treasure, Leslie Gardner, Michele Gebhart, Courtney Griffith

Preble County Domestic Violence Services-Courtney Griffith

Presentation of the September 22, 2025, Board Meeting Minutes-
25.10.252 Sizemore **motioned to approve the September 22, 2025, Board Meeting Minutes with Bales seconding. Yes-5 No-0 Abstain-1**

Board Staff Report

i. Amy's October Calendar Director Raynes presented her October calendar to the board and there are no questions at this time.
ii. 90-Day Time Study Results- Staff presented their time study results with the board. No questions at this time.
iii. iPad Update-Green presented the iPads to the board and spoke about researching software. She stated that they should be ready for use by the December meeting.
iv. Farm Update-Special Meeting- Director Raynes stated that we are waiting for the surveyor and they should be ready to put it on the market by next week.

25.10.253 Armstead motioned to approve the new deeds per the survey signed by the executive director and the board chair with Garton seconding yes-6 No-0 Abstain-0

v. Credit Card- Director Raynes stated that with her research she has found that boards can have credit cards. Board staff will bring a policy to the board by December. Director Raynes stated that Morgan will be the holder of the credit card. Director Raynes will do more research on the logistics and speak with Auditor's office.
vi. HUD Changes to Continuum of Care Program-See letter to commissioners-Director Raynes presented a letter that she sent to commissioners and Warren Davidson about the risk losing HUD funding.
vii. Cost of Hotel Stays for last three years-Director Raynes stated that board has spent $20-30,000 in hotel expenses annually for the last three years.
viii. 225 N. Barron St. Siding and Roof Renovation &120 N Cherry St/201 E. Somers St Parking Lot- Tobias went through the recent maintenance projects including the repairs to the front door, adding a parking lot to 201 E. Somers & 120 N Cherry. Tobias presented the board with the 225 N Barron project with comparisons on materials to fix the building side. The board discussed completing the project in sections in order to save money.
ix. CY25 Budget Updates- Morgan stated that the board was short on salaries due to staffing changes. Additional fundings will come from capital funds.

25.10.254 Armstead motioned to approve CY25 Budget Updates with Sizemore seconding. Yes-6 No-0 Abstain-0

x. Records Retention Schedule –Morgan stated that we are following the commission office records retention schedule.

25.10.255 Bales motioned to approve the Records Retention Schedule with Armstead seconding Yes-6 No-0 Abstain-0

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

i. CY26 Budget- Armstead presented the CY26 Budget with the board. Morgan stated that the board made one change due to the growth of our reserve. Director Raynes stated that the reserves were not within our budget, and the auditor suggests putting a projected carry-over balance in CY26.

25.10.256 Armstead motioned to approve CY26 Budget with Garton seconding Yes-6 No-0 Abstain-0

ii. Financial Reports (FY26 July-September)- Armstead presented the following financial reports to the board. No questions at this time.

- Balance Sheet
- Budget vs. Actuals
- Reconciliation Detail
- BSA GL Activity Report

25.10. 257 Armstead motioned to approve Financial Reports (FY26 July-September) with Sizemore seconding. Yes- 6 No-0 Abstain-0

25.10.258 Armstead moved to enter executive session pursuant to R.C. 121.22(G)(1)(2) to discuss the purchase of property for public purposes or the sale of property at competitive bidding; with Garton seconding. Yes- 6 No-0 Abstain-0

25.10.259 Armstead motioned to return to regular session Garton seconding Yes-6 No-0 Abstain-0

Board Member Open Forum-No comments at this time

Chairperson's Remarks-No comment at this time.

Adjournment

25.10.260 Bales motioned to adjourn Board Meeting with Armstead seconding. Yes-6 No-0 Abstain-0

Board Chair

Date