

**Darke County Metropolitan Housing Authority
Board of Commissioners
Meeting Minutes - November 13, 2025**

Minutes prepared by:

Erin Jeffries

President & Chief Executive Officer

Miami Valley Community Action Partnership / DCMHA Managing Agent

Commissioners Present:

Amy Erisman, Vice Chair & Acting Chair

Rachel Neal

ReNee Shuttleworth

Brian Wagner

Commissioners Absent:

Jeff Whitaker

Courtney Spencer

Managing Agent / MVCAP Staff Present:

Tonya Estell, Darke County Operations Coordinator

Erin Jeffries, President & Chief Executive Officer

Call to Order

Vice Chair & Acting Chair Amy Erisman called the meeting to order at 2:01pm.

1. Roll Call

- Amy Erisman – Present
- Rachel Neal – Present
- ReNee Shuttleworth – Present
- Brian Wagner – Present

Quorum: Established

2. Approval of Previous Minutes

Brian Wagner made a motion to approve the minutes of the October 14, 2025, regular DCMHA Board of Commissioners meeting. ReNee Shuttleworth seconded the motion. All Commissioners voted in favor of the motion. Motion carried. Vice Chair & Acting Chair Amy Erisman signed the minutes.

3. Communications

October DCMHA Report: Erin Jeffries and Tonya Estell presented the October DCMHA report.

- A. Housing Choice Vouchers – 212 vouchers granted to DCMHA
 - i. 203 currently assisted – 96% utilization rate
 - ii. 245 on waitlist
- B. VASH Vouchers – 15 vouchers
 - i. 13 currently housed – 87% utilization rate
 - ii. 2 seeking vouchers

Managing Agent is pleased to announce that Megan Campbell will take on the role of Darke County Director (and DCMHA Director) effective November 17, 2025.

Amy Erisman requested a copy of the DCMHA financial report. Managing Agent will present the report at the next regular quarterly meeting in January.

4. New Business

Appointment of new check signer: Brian Wagner made a motion that Rachel Neal replace Lyn Bliss as the DCMHA Board of Commissioners check signer. ReNee Shuttleworth seconded the motion. All Commissioners voted in favor of the motion. Motion carried.

Next steps: Managing Agent will work with Greenville National Bank and Rachel Neal to update the check signer information.

Appointment of New Commissioners: Jeff Whitaker, in his capacity as Mayor of Greenville, appointed two new Commissioners to DCMHA: Courtney Spencer (by letter dated 11/4/2025) for a term ending 2/27/2028, and Rachel Neal (by letter 11/12/2025) for a term ending 3/17/2029.

Master Housing Contract between Darke County Board of Developmental Disabilities and Darke County MHA Board of Commissioners: Brian Wagner made a motion to sign the agreement for the period 10/1/2025 to 9/30/2026, assuming there are no significant changes from the last contract. Rachel Neal seconded the motion. All Commissioners voted in favor of the motion. Motion carried.

Next steps: Managing Agent will connect Vice Chair & Acting Chair Amy Erisman with DCBDD Superintendent Tonya Clark to discuss any changes in this year's proposed agreement and to prepare a new signature page to replace Lyn Bliss's

name with Amy Erisman's name and to remove the Managing Agent signature line.

Emergency Shelter Lease Renewal: Managing Agent proposed a renewal to the lease agreement between DCMHA Board of Commissioners and MVCAP for 542 Washington Avenue. The proposed lease renewal for January 1, 2025, to December 31, 2029, mirrors the terms of the previous five-year lease which expired December 31, 2024. ReNee Shuttleworth made a motion to sign the lease. Brian Wagner seconded the motion. All Commissioners voted in favor of the motion. Motion carried.

Next steps: Managing Agent will route the lease agreement to Vice Chair & Acting Chair Amy Erisman for signature.

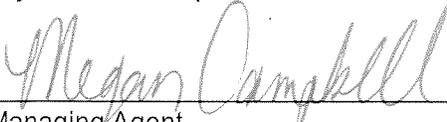
PHA 5-Year Plan: Managing Agent presented to the Board of Commissioners the proposed 5-Year Public Housing Authority (PHA) and the corresponding Resolution confirming that all required components of the plan had been completed. Brian Wagner made a motion to approve the "Resolution Approving 5-Year PHA Plan and Confirming Required Components." Rachel Neal seconded the motion. All Commissioners voted in favor of the motion. Motion carried.

Next steps: Managing Agent will route the Resolution & 5-Year PHA plan to Vice Chair & Acting Chair Amy Erisman for signature.

Annual Meeting: Brian Wagner made a motion to schedule the 2026 Annual Meeting for January 13, 2026, at 2:00pm, in conjunction with the regularly scheduled meeting for same date and time. Rachel Neal seconded the motion. All Commissioners voted in favor of the motion. Motion carried.

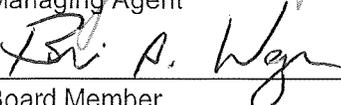
5. Adjournment

ReNee Shuttleworth made a motion to adjourn the meeting. Brian Wagner seconded the motion. All Commissioners voted in favor of the motion. Motion carried. Meeting adjourned at 2:43pm.



Managing Agent

Date: 1/13/26



Board Member

Date: 1/13/26