

MID-OHIO PSYCHOLOGICAL SERVICES, INC.
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Pursuant to the laws of the state of Ohio in which this corporation is organized, and its bylaws, a meeting of the Directors of Mid-Ohio Psychological Services, Inc. was held on December 9, 2004 at 5:30 p.m. at 624 East Main Street, Lancaster, Ohio. A quorum of members was present.

The following directors were present: Will Sharp, Linda Owen, Larry Novak, and Jennie Saelens. Also present at the meeting were Brad Hedges, Executive Director, and Mary Miller, Front Office Supervisor. The following members were not present: Barbara Salyers and Michael Rehrer. The meeting was called to order by Will Sharp, Board Chair.

Orman Hall was originally scheduled to present to the board issues relating to this agency's relationship with the ADAMH board and issues relating to the levy. However, due to a family emergency, Mr. Hall was unable to attend the meeting.

Larry Novak motioned and Jennie Saelens seconded the following resolution:

Resolution #12-09-01-01

**Be it resolved the minutes of the November 2004 Board meeting be approved.
The motion passed unanimously.**

The following issues were discussed:

1. Agency Goals. The following is a list of the goals and the Board member who will oversee that goal. As Mike Rehrer was not present, he was assigned the goal of agency Growth, as it was the only goal not assigned to a member at the present time.

Quality of Service	Jennie Saelens
Staffing	Barb Salyers
Fiscal Stability	Will Sharp
Growth	Michael Rehrer
Promote Agency to the Community	Larry Novak
Increase Awareness	Linda Owen

2. Will Sharp announced he has someone he would like Dr. Hedges to consider for a position on the MOPS Board. He indicated he is the principal at East School. Dr. Hedges indicated he is interested in meeting with him and will contact Will for the name and phone number of this individual.
3. Fiscal Stability. The financial condition of the agency was discussed. Dr. Hedges noted that there is a significant problem with the data in QuickBooks in that it does not accurately reflect the agency's actual financial situation. He indicated that the Profit and Loss Statement shows a \$37,000 loss this year (through October), but QuickBooks shows a loss of \$58,000 due to the accrual billing system. Dr. Hedges indicated the agency's expenses are close to the budget, but revenues are actually approximately \$80,000 below budget. The Board discussed utilizing our accountant to look at the reports on a monthly basis to give feedback to the agency and the Board.

It was also noted that the agency will ask the accountant to review the agency financials on a monthly basis for the next few months. Will Sharp indicated this could be very costly and asked if Alice Grant or Brad Hedges could review the books with a review list generated by the accountant and if a problem is detected, the accountant could look at it and provide feedback. This issue will be discussed further in future meetings.

The Board reviewed the agency's financial statement and decided to hold off on approving it until the next Board meeting.

4. Agency production is below expected levels as a result of a commitment to the ADAMH Board to maintain current staff levels and the agency is currently down one and a half clinical positions. Dr. Hedges indicated cash and revenues will be tight for the next few months, but should increase in the next ninety days as the schedule of a newly hired clinician, Ellen Marshall, is filled to capacity and other productivity issues are addressed within the agency.
5. Dr. Hedges stated the agency has nothing in writing as of yet regarding the FY04 Financial Audit. He did indicate the agency anticipates receiving a few "Management Letter" recommendations.

The first anticipated recommendation is in regards to the Flexible Benefit Plan. Per the last Board meeting, the auditors felt the agency was not in compliance with recent IRS changes that require a third party to administer the plan. Total Administrative Services Corporation began management of the Flexible Benefit Plan on November 1, 2004. Additional anticipated recommendations are related to a recommendation that a full time Finance Director be hired, that the Accounts Receivable and General Ledger be integrated through software, and that an alternative

method for valuation of Accounts Receivable be utilized. Each of these issues were discussed.

The anticipated issue regarding the Accounts Receivable was identified as being related to the date of services versus dates billed. Discussion ensued with Dr. Hedges explaining to Board members how agency services are billed and how the reports print this information. Will Sharp indicated he will speak to the auditors regarding this issue.

6. Issues regarding direct deposit were discussed. National City Bank has indicated it would like a board declaration identifying which people can supply operational and procedural changes to the direct deposit list, and who can make changes to that contract. The Board discussed who could currently sign checks and it was indicated that payroll checks require two signatures and that Dr. Hedges, Alice Grant, Shawna Watts-Shumaker, and Dr. Robin Rippeth are the current staff given permission to sign them. This issue was discussed and Dr. Hedges and Alice Grant were deemed the persons who can supply operational and procedural changes, and Dr. Hedges will be able to make changes to this contract. This contract will be signed by Will Sharp once it is completed.

Will Sharp motioned and Larry Novak seconded the following resolution:

Resolution #12-09-04-02

Be it resolved that Dr. Hedges and Alice Grant be given permission to supply operational and procedural changes to National City Bank for the direct deposit, and that Dr. Hedges be given permission to make changes to those procedures in accordance with the motion/contract supplied by National City Bank. The motion passed unanimously.

7. Quality of Service. Jennie Saelens was given the area of Quality of Service to oversee for the agency. She announced she has not worked on a Plan-of-Action for this goal, but indicated she will have a plan to go over during the next Board meeting.

It was indicated that all QA activities are current.

The October "Focused Area of Review" was discussed. It was indicated that in the past year, twenty-nine individual clients of Mid-Ohio were psychiatrically hospitalized. Of these, twenty-six were severely mentally disabled adults, and three were children.

Dr. Hedges discussed how records indicated Mid-Ohio therapists and case managers averaged five contacts with clients in the week prior to a hospitalization, and five contacts in the week following the client's

hospitalization. These numbers indicate the diligence the agency's therapists and case managers have in working with their clients.

8. There were no client grievances.
9. CARF Survey. The CARF surveyors will be at the Lancaster and Hamilton Road offices on February 17th and 18th. Dr. Hedges indicated they will be speaking with staff, clients, and Board members. Linda Owen asked if the Board members will be called and asked questions regarding the agency as they are not here during the day, and Dr. Hedges indicated there is a possibility that one of the Board members will be called on the phone and asked some questions.
10. Policy Changes. The only changes to agency policy had to do with risk management, in that all automobiles used to transport agency clients need to have fire extinguishes and first aid kits secured in the vehicle.

CARF also required an addition to our policy regarding services provided outside of the agency – CSP services and home-based therapy. Dr. Hedges discussed what we need to do as an agency to avoid inappropriate behavior. He indicated that a parent or guardian is always present in the home during a home-based session.

Larry Novak motioned and Jennie Saelens seconded the following resolution:

Resolution #12-09-04-03

Be it resolved that that the proposed revised policy regarding health and safety be approved. The motion passed unanimously.

11. Staffing. Ellen Marshall has been hired. Her schedule is being booked as quickly as possible.
12. The Franklin County office is still in need of a full-time clinician. Dr. Hedges indicated the ads we have run have not produced many resumes for qualified clinicians.
13. The Lancaster office is still seeking a replacement for a home-based therapist. The last ad ran on December 5, 2004, with no response thus far for that position.
14. Growth. Dr. Hedges indicated we are slowing down the expansion of the Franklin County Office lease, but hopes the expansion will continue in February or March of 2005.15. The expansion of the Lancaster offices is still progressing. A copy of the lease for that building was presented to the agency, but Dr. Hedges indicated it needs reworded and clarified before presenting it to the Board for review. The hope is that the agency will be in that office on 1-1-05.

16. CIS Update. Several clarifications have been made regarding the data structure and it appears that the company is progressing on the development of the program. It is hoped that the Beta version will be available in the first half of January. The agency hopes to fully utilize this program in March or April.
17. Agency Promotion/Coordination. CHS will meet again in January. It was discussed that inter system collaboration activities are largely on hold by the ADAMH board due to funding issues.
18. Dr. Hedges discussed the mental health levy and how the ADAMH Board has hired a consultant to manage the levy in hope of getting it passed. It is anticipated that if the levy campaign is targeted for different groups of people and how passing the levy will affect their family members, it will have more of a chance of passing on the next ballot.
19. It was discussed that New Horizons, the Lighthouse, Our Place, MOPS, and the Recovery Center have all given a verbal commitment to the ADAMH Board that they will not expand the services they are currently providing in Fairfield county. Dr. Hedges discussed that New Horizons is experiencing cuts in services due to budget restraints as a result of the levy not passing. He did note, however, that the Recovery Center is considering adding mental health services and a psychiatrist, which is outside the traditional services they provide of alcohol and drug dependency issues. This would appear to be a direct violation to the commitment made to the ADAMH Board.

A discussion took place regarding how MOPS should deal with our response to other agencies expanding their local services. Members discussed whether MOPS should break their commitment as well and expand services, or whether the agency should take a more passive approach. Dr. Hedges asked that the members hold off on approving any measures on this issue and discuss it again at the next Board meeting.

The meeting was adjourned by Will Sharp, Chairperson.

The next meeting will be held February 17, 2004 at 5:30 pm.

Respectfully submitted by:

Mary P. Miller
