

**MID-OHIO PSYCHOLOGICAL SERVICES, INC.**  
**BRADLEY A. HEDGES, PH.D.**  
**PSYCHOLOGIST**  
**EXECUTIVE DIRECTOR**

624 East Main Street  
Lancaster, OH 43130

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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 February 10, 2005 at 5:30 p.m. at 624 East Main Street, Lancaster, Ohio. A quorum of directors was present.

The following directors were present: Will Sharp, Jennie Saelens, and Barbara Salyers. Also present at the meeting were Nathan Hale, East Elementary School Principal, and Orman Hall, ADAMH Executive Director. The following Mid-Ohio Psychological Services, Inc. staff members were also present: Bradley A. Hedges, Ph.D., Executive Director, Shawna Watts, Administrative Coordinator, and Alice Grant, Accounts Payable Manager.

Orman Hall, Executive Director of the Fairfield County ADAMH Board spoke briefly regarding the upcoming levy campaign and MOPS' place working within the countywide system. Mr. Hall spoke of the need to increase revenue with the levy and the programs that had to be discontinued due to the levy failure during the last election. He also noted the impressive work MOPS has done in bringing quality mental health services to Fairfield County. (Note: Subsequent to this meeting, the ADAMH Board elected not to pursue the levy campaign at this time. It is their hope to use the time to build a stronger campaign for the November election.)

The minutes of the previous meeting were disseminated prior to this meeting. Due to ongoing changes to the accounting procedures, current financials were not presented to the board until meeting time.

Barb Salyers motioned and Jennie Saelens seconded the following resolution:

**Resolution #02-10-05-01**

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

The financial situation as well as the current financial reports were discussed. Dr. Hedges spoke of the recent financial audit and noted the most critical finding was that MOPS did not have the Accounts Receivables linked to the General Ledger. MOPS had been told on previous occasions that reconciling the two systems was not possible. However, it now seems that downloading information from the XaktClaim system into the QuickBooks General Ledger can be done and attempts are being made to have this completed by the next Board Meeting. The current financial status is lower than normal but better than anticipated in late January. Dr. Hedges states the changes made in January have helped considerably. He also noted the staff is working very hard to fill their contact time and the supervisors are working with their teams to increase

production. The billing department is working to insure invoices are sent in a timely manner. Dr. Hedges anticipates the financial situation should start to improve by summer.

**Barb Salyers motioned and Jennie Saelens seconded the following resolution:**

**Resolution #02-10-05-02**

**Be it resolved the financial reports for December and January be accepted. The motion passed unanimously.**

The following issues were discussed:

1. Nathan Hale, East Elementary School Principal, met previously with Board Chair, Will Sharp and Executive Director, Bradley Hedges, and has expressed an interest in becoming a member of the Board of Directors. Mr. Hales spoke briefly about his work as a school principal and his interest in the community.

Jennie Saelens motioned and Barb Salyers seconded the following resolution:

**Resolution #02-10-05-02**

**Be it resolved that Nathan Hale be elected to serve as a member of the Board of Directors of Mid-Ohio Psychological Services, Inc. The motion passed unanimously.**

2. A brief discussion was held regarding the need to have additional board members. Dr. Hedges noted the need for a consumer member and asked the board to seek someone to fill this position. Will Sharp noted that it would be better to have at least seven members on the board as this would help eliminate the necessity for any tie breaking votes.
3. Shawna Watts read an email letter of resignation from Michael Rehrer. He thanked the board for the opportunity to have served and it was with great reluctance that the board accepted his resignation.

Barb Salyers motioned and Jennie Saelens seconded the following resolution:

**Resolution #02-10-05-03**

**Be it resolved the resignation of Michael Rehrer be accepted with regret. The motion passed unanimously.**

4. Quality Assurance: The December Quality Assurance reports are completed. Shawna Watts remarked that the terminated case management

position was a part-time quality assurance position as well and with the elimination of that job, Quality Assurance has slowed down somewhat. She also stated changes had been made so that now no one can do quality assurance on a member of their own team.

5. The Annual Safety Review was given to the Board. The report was consistent with previous years. The annual fire inspection has also been completed.
6. Client Rights: A verbal complaint was registered by a transporter regarding the ice and snow on the agency sidewalks. The client arrived first thing in the morning as ice-melting treatment was being applied. No further action was taken.
7. CARF: The CARF survey will be conducted on February 17 and 18. There are to be two surveyors and they will also survey the Franklin County office. Dr. Hedges noted there were three possible outcomes to the survey: 1. No Certification. 2. A one-year certification. 3. A three-year certification. It will take approximately six to eight weeks to receive the results of the survey.
8. Staffing: MOPS is still recruiting for another clinician for the Franklin County office. Office space expansion has been put on hold given the current financial position but more space will be needed as more staff is added.

The move to 632 East Main Street is about ninety-percent completed. It now appears that with this additional space, each clinician will be able to have their own office. This move will also enable all the MOPS financial staff to be located at the same place and Case managers will have space to organize and complete paperwork. There will be no clients at this location.

9. Clinical Information System: The new system was installed on February 9 for a preliminary test run. The system should be completed over the next two months. Clinical supervisory staff will begin using the new software first as a means of finding any problems that might arise.
10. Dr. Hedges stated that given the amount of change in recent months as well as the current financial situation, the staff has had a lot of stress. He noted that he has relaxed the recent restriction on no vacations until the financial situation improves. Staff members will now be able to use their vacation time once it has been approved by him for clinical staff and Shawna Watts for support staff. This will help insure that the agency has adequate staffing at all times.

11. Dr. Hedges stated the Community Health Consortium met in January to discuss the benefits of community agency coordination. They will meet again in approximately two week.

Barb Salyers motioned and Nathan Hale seconded the following resolution:

**Resolution #02-10-05-04**

**Be it resolved the meeting be adjourned. The motion passed unanimously.**

**The next meeting will be held on April 7 unless notified otherwise.**

**Respectfully submitted:**

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**Alice J. Grant**