

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

624 East Main Street
Lancaster, Ohio 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 December 1, 2005 at 5:30 p.m. at 624 East Main Street, Lancaster, Ohio. A quorum of members was present

The following directors were present: Larry Novak, Karen Wolfe, Janice Phelps, and Will Sharp. Also present at the meeting were Brad Hedges, Executive Director, Shawna Watts, Administrative Coordinator, and Alice Grant, Accounts Payable Manager. The following members were not present: Barbara Salyers and Nathan Hale. The meeting was called to order by Will Sharp, Board Chair.

The minutes of the previous meeting were disseminated prior to the meeting.

Larry Novak motioned and Janice Phelps seconded the following resolution.

Resolution #12-01-05-01

**Be it resolved that the minutes from the October meeting be approved.
The resolution passed unanimously.**

The financial reports were posted to the web site just prior to the meeting. Copies of the financials were distributed at the meeting. The financial reports only included the month of October since the board meeting was held earlier than normal and reports for November have not yet been posted. Will Sharp had not had an opportunity to review the financial statements and abstained from voting on them. He will review them and discuss them at the February meeting.

Larry Novak motioned and Karen Wolfe seconded the following resolution:

Resolution #12-01-05-02

Be it resolved the financial statements for October be accepted and bills paid as funds become available. The resolution passed with Will Sharp abstaining.

The financial audit for FY05 has not yet been completed but is in the final stages. Preliminary comments from the auditors indicate a better, much smoother audit this year.

The General Ledger interfacing between the XAKT billing software and QuickBooks accounting software has been completed and is working well.

The lease for the 632 East Main Street building was discussed. The new lease period will begin January 1, 2006 and has been increased to \$750.00 per month. This will be a 3-year lease period. Larry Novak and Will Sharp have reviewed the new lease and find no problems or discrepancies with it. Will Sharp will sign the new lease and it will be returned to the landlords.

Karen Wolfe motioned and Larry Novak seconded the following resolution.

Resolution #12-01-05-03

Be it resolved the 3-year lease for 632 East Main Street be accepted. The resolution passed unanimously.

Dr. Hedges asked that due to the current health of the agency and the fact that staff have not categorically been given a raise in several years, he be allowed to give raises to the staff. He asked that a 3% raise be given to support staff and a 6% raise be given to clinical staff for direct services and no raise for non-production services. This will even out to a 3% raise for clinical staff and hopefully be an incentive to increase production.

Larry Novak motioned and Karen Wolfe seconded the following resolution:

Resolution #12-01-05-04

Be it resolved a 3% raise be given to MOPS support staff and a 6% raise be given to clinical staff for direct services hours. The motion passed unanimously.

A brief discussion was held regarding the recent letter sent by the MOPS Board of Directors to the ADAMH Board of Directors. Dr. Hedges and Will Sharp both agree that some crucial issues were raised with this letter and feel that the lines of communication between the respective agency staff and the two boards will be better in the future. The MOPS board will continue to monitor the interaction between the two agencies. Dr. Hedges stated he is pleased with the results.

At this time Will Sharp regrettably had to leave the meeting for a previous commitment.

The following items were discussed by the remaining board members”

1. Dr. Hedges has met with most staff members for our semi-annual all staff meeting. This group of meetings addressed the new agency goals and served as an introduction to CIS.
2. Alice Grant gave a presentation of the Accounts Payable and Payroll procedures and a brief history of payroll methods for MOPS.
3. Quality Assurance Activities are still behind but better than previously noted. More charts are currently being reviewed as part of a QA study on inter-rater reliability, helping to create the backlog. It is hoped these reviews will be more current in the near future.

4. There were two new MUIs. A report was filed when a client fainted in the office and another one filed when a client was found to be missing. The client was later found. Dr. Hedges gave a brief definition of an MUI (Major Unusual Incident) and that it becomes necessary to file a report when an unusual incident happens in the office or within the context of a client and therapist session and has the potential of becoming a dangerous situation. He noted the reports for MUIs are higher than in the past and this is due to the fact that more clients are being seen and the needs of the clients are becoming greater.
5. Dr. Hedges stated the MOPS training sessions have ended for the year. He is very pleased with the outcome of these trainings and noted that all paperwork has been filed for CEUs for the participants.
6. Dr. Hedges stated the staff is being trained in the CIS program and the system should be functional in a few weeks. The new system will help MOPS with the increased HIPAA requirements as well as addressing a number of other systemic issues.
7. Dr. Hedges noted that MOPS has been told that it passed the recent Medicaid Audit, but the final results have not been received to date.
8. Cassie Dille has been rehired as a Case Manager. She will officially begin on December 5. Current Case Managers Amanda Martin and Joe Dunson are completing their Master's Degrees and working on their practicums.

Emily Smith has been hired as a receptionist for the Franklin County office. She is currently being trained by Kathy Purvis who will be moving out of state.

The custodian, Bob Francis, has also moved out of state and Ted Graf has been hired to fill this vacancy. He will work part-time in the evenings.

Dr. Hedges noted that Dr. Christopher Ray has resigned to pursue other opportunities. An ad has been placed to fill this vacancy.

9. A final review of the AOD program manual is underway. Once this is completed MOPS will present the program to other community agencies.
10. Dr. Hedges stated the recent ADAMH Levy passed in the November election and he anticipates that since MOPS provides approximately 15% of the services in Fairfield County we should receive approximately \$220,000 of the new revenue. He noted the first priorities will be to restore the sexually abusive behavior program, anger management program and other programs that were eliminated by the budget cuts.

He hopes a parent education program can be initiated. He also noted that Children's Services may also reinstate their parenting program and hopes that MOPS can provide additional services to them and to the county.

The meeting was adjourned. The next meeting will be held February 9, 2006 unless otherwise notified.

Respectfully submitted:

Alice J. Grant