

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

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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 November 9, 2006 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, Larry Novak, and Barb Salyers. Also present at the meeting were Brad Hedges, Executive Director, Shawna Watts, Administrative Coordinator, Alice Grant, Accounts Payable Manager, and Renee White, Transcription Supervisor. The following members were not present: Nathan Hale, Karen Wolfe, and Janice Phelps. Will Sharp, Board Chair, called the meeting to order.

Renee White gave a brief presentation of the Transcription Department. This is currently the largest of the support staff departments. Ms White and Dr. Hedges described the process of dictation tapes, Schedulers and Service Activity Logs as they travel from the clinicians to Transcription, to Billing, and finally to the Payroll Department. It was noted that each service provided by the agency must have documentation of that service before billing can take place. New procedures in the form of electronic dictation are currently in process.

Dr. Hedges noted that a presentation has been made to the Board from every department except the Child Team and the Franklin County office. Will Sharp stated these presentations have been very helpful and suggested that once they are completed, the Board could begin to look at other functions of the agency.

Will Sharp stated a letter was received from Nathan Hale stating his desire to resign from the Board due to time pressures and other commitments.

Barb Salyers motioned and Larry Novak seconded the following resolution:

Resolution #11-09-06-01

Be it resolved that the Mid-Ohio Psychological Services Board of Directors, with regret, accept the resignation of Nathan Hale. The resolution passed unanimously.

With the resignation of Mr. Hale, a quorum was now present.

The minutes of the previous meeting and the financial statements were disseminated prior to the meeting. This information is posted to the MOPS website monthly and packets containing the minutes, financial statements, and other pertinent information were handed out at the meeting.

Larry Novak motioned and Barb Salyers seconded the following resolution:

Resolution #11-09-06-02

Be it resolved that the minutes of the September Board meeting be accepted. The resolution passed unanimously.

Dr. Hedges stated that production was down somewhat for this time of year. He noted several factors for this including staff absences due to maternity leaves and vacations. There has also been a significant staff turn over in recent months and it will take the new staff some time to transition into a full workload. We now have a full staff of clinicians and it is hoped that production will be back to normal by the new year. As noted in the financial statements, we currently are operating with an approximate \$35,000 loss thus far during the current fiscal year.

Will Sharp asked several questions regarding the current financial statements. The Accounts Payable balance showed a minus figure and it was noted this included lease payments for the Lancaster and Franklin County offices that were paid in advance. He also noted a payment to Sam's Club and it was explained that this is an employee benefit.

It was noted the FY06 Financial Audit will be conducted November 16 and 17.

Larry Novak motioned and Barb Salyers seconded the following resolution:

Resolution #11-09-06-03

Be it resolved that the financial statements for September and October be accepted and the bills paid as funds become available. The resolution passed unanimously.

The following items were discussed:

1. Will Sharp noted that additional board members will need to be recruited. He stated his desire to have a board of seven members to avoid possible tie votes. He asked if a specific type of member should be sought to benefit the work of the board. Barb Salyers suggested seeking someone who works with families who could better understand the type of work done by MOPS. It was also suggested someone from the education and business community would work well. Dr. Hedges and Will Sharp will work together to find new members.
2. Quality Assurance activities are currently behind due to the staff turnover and the process of hiring new staff. It is hoped these reports will be current in the immediate future.
3. There was one MUI (Major Unusual Incident). This involved notifying the police when a client became unruly. This was resolved without hospital involvement.
4. It was noted that MOPS is now certified by the Ohio Psychological Association and the Counselor, Social Worker and Marriage and Family

Therapist Board to provide CEU's for Psychologists, Counselors, and Social Workers engaging in e-training sessions. We are currently developing some new e-training materials. The next traditional workshop will be held on November 17.

5. The Medicaid Audit has been complete with very good results. A copy of the audit was included in the board packet. Dr. Hedges noted the good procedures in place to avoid incongruencies and last minute chart completion.
6. Dr. Hedges stated he has been contacted by ODADAS for a certification review. He noted that there are currently no specific AOD clients and a chart is not available for review. He also noted that while MOPS does provide services for AOD clients, they are also being seen for Mental Health issues and payment for this is from ODMH. It was suggested by ODADAS that MOPS drop the current certification and reinstate this if it becomes necessary in the future. A provisional certification is readily available from ODADAS.

Larry Novak motioned and Barb Salyers seconded the following resolution:

Resolution #11-09-06-04

Be it resolved that Mid-Ohio Psychological Services discontinue the current ODADAS Certification and reapply if the need arises in the future. The resolution passed unanimously.

7. Staffing issues included the recent increase in staff turnover in both support and clinical staff. Shawna Watts-Shumaker stated support staff resignations include Michelle Carpenter, Receptionist, who has been replaced by Sarah Tucker and Brian Plummer, CIS Coordinator, has been replaced by Brent Neal. She also noted that Transcriptionists Crystal Newman will be leaving soon to move to Australia and Patti White is leaving November 10 to become self-employed. Emily Smith, a receptionist in the Franklin County office, will be transitioning to the Lancaster office soon and a replacement is being sought for her position.

Clinical staff turnovers include Ellen Marshal who moved out of state. Her position has been filled by Jennifer Schwind. Adrienne Harris has rejoined the MOPS staff and will be taking over clients from Dr. Jennifer Kennedy and Tony Issenmann who will be working with the Municipal Court system and Parenting Intervention Program respectively.

8. The compensation package for Dr. Hedges and staff salary increases were reviewed.

Barb Salyers motioned and Larry Novak seconded the following resolution:

Resolution #11-09-06-05

Be it resolved that the issue of the compensation package for Dr. Hedges and staff salary increases be tabled until the March 2007 board meeting due to current financial issues. The resolution passed unanimously.

9. Dr. Hedges noted that all three of the proposals MOPS presented to the ADAMH Board were approved. Two were fully funded and one partially funded. He noted he was very pleased with this as well as the cooperation of the ADAMH Board. He was also grateful for the endorsements from local legal systems and Jobs & Family Services. These grants include \$85,000 for the Municipal Court Program, approximately \$60,000.00 for the Parenting Intervention Program, and \$109,222.00 to fully fund the current Medicaid Budget amount. MOPS will provide the Board with a care management model for all current services. This model will make sure MOPS is providing the right amount and right type of services to each client. The Municipal Court Program will be headed by Dr. Scott Craft with Dr. Jennifer Kennedy doing assessment and treatment for persons in the Municipal Court. Tony Issenmann, currently a doctoral candidate, will head the Parenting Program. This three-tiered program is designed to help persons with mental health conditions more effectively serve in a parental role. All of the grants are for two years and can be renewed.

Barb Salyers motioned and Larry Novak seconded the following resolution:

Resolution #11-09-06-06

Be it resolved that the Mid-Ohio Psychological Services accept the grants from the ADAMH Board. The resolution passed unanimously.

10. The current radio promotion was discussed. Dr. Hedges noted that MOPS has participated in approximately six 15-minute radio spots promoting mental health issues in the community. Dr. Kennedy and Dr. Craft will be doing a new spot promoting the new Municipal Court Program. Dr. Kennedy will also do one on holiday stress. Dr. Hedges and Toni Peterseim recently did a spot dealing with a recent teen survey. Shawna Watts-Shumaker is still participating in the Mental Health Matters program with the ADAMH Board.

Larry Novak motioned and Barb Salyers seconded the following resolution:

Resolution #11-09-06-07

Be it resolved that the November Board Meeting be adjourned. The resolution passed unanimously.

The next meeting will be held January 11 unless otherwise noted.
Respectfully submitted,

Alice J. Grant