

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 July 12, 2007 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, and Will Sharp. Also present at the meeting were Brad Hedges, Executive Director; Shawna Watts, Administrative Coordinator; Alice Grant, Accounts Payable Manager; and Dr. Jennifer Kennedy. The following members were not present: Barbara Salyers, Janice Phelps, and Rob Libbee. Board Chair, Will Sharp, called the meeting to order.

Dr. Jennifer Kennedy gave a brief presentation of the Municipal Court Program. She stated there is a good working relationship between MOPS and the Court and she has been able to complete approximately 91 screenings to date. The court is currently working to obtain additional office space for the counseling process to insure confidentiality for the clients

A letter of resignation from Janice Phelps was sent to the board members prior to the meeting.

Karen Wolfe motioned and Larry Novak seconded the following resolution:

Resolution #07-12-07-01

Be it resolved that the letter of resignation from Janice Phelps be accepted, with regret. The motion passed unanimously.

A discussion about the lapse in terms for many of the board members occurred. Karen Wolfe motioned and Larry Novak seconded the following resolution:

Resolution #07-12-07-02

Be it resolved that the terms of current Board Members be renewed, to continue from their existing terms on condition of acceptance from each member. The motion passed unanimously.

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.

Larry Novak motioned and Karen Wolfe seconded the following resolution:

Resolution #07-12-07-03

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

Dr. Hedges noted the financial situation is bouncing back slowly. He noted a slight profit gain at the end of June but an overall loss of nearly \$100,000 for the year. Will Sharp noticed an error on the Profit and Loss statement of \$41,053.63 listed as “Employee Benefit – Other”. This concerned a monthly, accrued payroll reconciliation journal entry that should have been listed as “Employee Wages” and has been corrected.

Larry Novak motioned and Karen Wolfe seconded the following resolution:

Resolution #07-12-07-04

Be it resolved the financial reports for May and June 2007 be accepted pending the correction of the Employee Benefit error. The resolution passed unanimously.

The following items were discussed:

Dr. Hedges stated the FY06 audit has finally been completed. There were no findings on the audit. He also noted the delay was partly due to the new complex nature of this audit which now has three unique areas to be reviewed. Because of the new auditing procedures, the accounting firm incurred additional costs. The ADAMH Board has agreed to pay the additional expenses.

Larry Novak motioned and Karen Wolfe seconded the following resolution:

Resolution #07-12-07-05

Be it resolved the FY06 Audit from Jones, Cochenour be accepted. The resolution passed unanimously.

The following issues were discussed:

1. Quality of Service: QA activities are better. Shawna Watts-Shumaker stated the current intern, Caleb Tipple, is doing an excellent job getting this caught up. He is also creating web pages for the Standard of Care program that is currently being developed. This web page outlines the standard of care for various treatment needs.
2. Client Rights Grievances/MUI's: There were two MUI's on the agenda. A client was transported to Fairfield Medical Center by the Lancaster Police Department due to being threatening towards others in the home and exhibiting unsafe behaviors. Dr. Hedges stated he had spoken to the ADAMH Board and was told MOPS followed procedures to the letter. He also noted the client was not admitted to the hospital and did inflict some physical abuse on a family member in the home upon his return.

The second involved a sexual misconduct charge against a MOPS clinician but was not a formalized complaint. The client did not provide any documentation when requested. The clinician has no record of this type of behavior or misconduct. Dr. Hedges will monitor this situation but assumes it will go no further.

3. Training Activities: The last training workshop was on Geriatrics. Dr. Hedges noted the attendance was smaller than usual but that was most likely due to the topic. He noted the presenter was excellent and he felt this was very useful for the staff. The next training will be on September 7.
4. C.A.R.F.: Shawna Watts-Shumaker noted that preparation is being made for the Intent to Survey for C.A.R.F. certification process. This should be completed by August 1 and the certification will begin in January.
5. Staffing: Dr. Hedges noted that a number of new staff members have been hired. Dan Goodwin is a new case manager. Amynda Martin is a new therapist. Rebecca Imboden is doing an internship. Caleb Tipple is serving as an intern. Alia Swanson is the new office generalist in Columbus. Susanna Parlette and Kelly McCurdy are temporary summer employees doing the scanning of archive charts. Rachel Smith is a temporary transcriptionist. Melissa Aitken was also hired as a transcriptionist but has not yet started.

Raises for the staff has again been tabled due to the current financial situation.

The cost of the scanning process will be approximately two dollars per chart. When enough charts have been scanned, they will be destroyed by an outside agency.

6. Growth: MOPS is currently at full staff and clients are being seen in a timely fashion. The Columbus office is continuing to expand. Dr. Hedges noted that some of the Lancaster staff will be transitioning to Columbus due to travel distances. He also stated that Medication/Somatic services will be added to that office in the near future by hiring a Nurse Practitioner and the certification process has been cleared with C.A.R.F. and ODMH. Dr. Hedges explained that it is important to add this service to the Columbus office to better serve the clients.

Larry Novak motioned and Karen Wolfe seconded the following resolution:

Resolution #07-12-07-0

Be it resolved the Board give permission for Dr. Joni Grim-Krzycki to look into getting additional space for the Franklin County office of MOPS in Columbus. The resolution passed unanimously.

7. Dr. Hedges noted he had been approached by one of the staff psychologist about the possibility of becoming APPIC certified. This is a program where MOPS would be sent post-doctoral interns on a yearly basis. He stated MOPS would be sent four interns per year who would have a minimum of ten face-to-face contacts per week. This would be very beneficial for MOPS as a way of increasing contacts at a minimal cost.
8. It was noted the building next door had recently been purchased by Adam Custer of Edward Jones, a financial investment firm. Mr. Custer is the account representative who handles the MOPS Simple IRA Plan. Dr. Hedges would like to check into renting the upper floor of this building for use by the Transcription Department. The Board gave a verbal okay to check into this.
9. Dr. Hedges stated the ADAMH Board has additional funds in the amount of \$192,000.00. These funds will be used to help the contract agencies with the surveys they are required to complete. It is hope that MOPS will received approximately \$28,000.00 of these funds, which could be used for pay increases for the staff.
10. Agency Promotion: The staff has participated in several local events to promote the Mental Health Matters program.

Dr. Hedges noted that he is working with the ADAMH Board on a system-wide training program where MOPS will do the training and provide CEU's for those attending.

A collaborative online training program is being developed by the CHC and funded by the ADAMH Board.

11. The annual safety review has been completed and given to the board members.

The next meeting will be held September 13, 2007 unless otherwise noted.

Respectfully submitted,

Alice J. Grant