

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

624 East Main Street
Lancaster, Ohio 43130

(740) 687-0042

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 March 13, 2008 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, Andy Connell, and John Stevenson. Also present at the meeting were Brad Hedges, Executive Director, Shawna Watts, Administrative Coordinator, Alice Grant, Accounts Payable Manager, Orman Hall, Executive Director Fairfield County ADAMH Board, and Bill Weimer, Board Chair Fairfield County ADAMH Board. Absent from the meeting were Will Sharp and Rob Libbee. In the absence of Board Chair Will Sharp, the meeting was called to order by Larry Novak.

A brief discussion was given by visitors Orman Hall and Bill Weimer regarding the purpose and services of the ADAMH Board. As Board Chair, Mr. Weimer is making an effort to meet with all the boards of the provider agencies and finding out more about the services they provide. He stated he is looking forward to working closer with this agency. Mr. Hall noted that MOPS is currently the second largest mental health agency in the county and he is pleased with the agency, its staff, and the services being provides.

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.

Karen Wolfe motioned and Andy Connell seconded the following resolution:

Resolution #03-13-08-01

Be it resolved the minutes of the previous meeting be approved. The motion passed unanimously.

Dr. Hedges introduced the two new members, Dr. John Stevenson and Andy Connell. He also stated there is still a need for at least one additional member. It is hoped this addition will come from the consumer population.

Due to staff illnesses, some financial statements were not available to board members prior to the meeting. After a short review of the information Dr. Hedges stated the financial picture is getting better. He praised the staff for their acceptance of the new pay structure and helping to make better use of their time. He also noted the staff is making a better effort to be available to the clients and making it more convenient for them to be seen in a timely manner.

Andy Connell motioned and Karen Wolfe seconded the following resolution:

Resolution #03-13-08-02

Be it resolved the financial statements for January and February be accepted. The resolution passed unanimously.

The following items were discussed:

1. The FY07 audit was reviewed. Dr. Hedges noted that MOPS did relatively well on the audit however there was one finding on the audit stemming from adjustments having to be made by the auditor. Andy Connell noted several changes in accounts from the previous audit and it was explained that these were necessary changes to comply with new audit procedures.

John Stevenson motioned and Andy Connell seconded the following resolution:

Resolution #03-13-08-03

Be it resolved the FY07 Financial Audit be accepted. The resolution passed unanimously.

2. QA review shows these reports and activities are currently up to date. New procedures have been implemented since the CARF survey in January. These changes make QA reporting more simplified and thereby easier to stay current. QA reports are posted to the web site monthly. A new Quality Assurance Process has been implemented to better show compliance and outcome levels. A flow chart depicting a conceptualization of QA activities was presented. A discussion regarding the QA process occurred among board members, and it was suggested that a "Dashboard Report" be created highlighting a few key QA metrics be developed.
3. The recent CARF Survey was discussed. Dr. Hedges stated he was very pleased that MOPS has again been given the highest certification of three years. He noted there were some areas that could be improved and a plan of correction is being implemented to insure continued quality of care to the clients.
4. Four items were listed on the agenda regarding MUI's and Client Grievances. All four were MUI's, one related to the death of a client due to respiratory failure, two regarding transporting clients to the hospital because of suicidal ideations, and one involved a bomb threat to the Columbus office. Law enforcement was called and no bomb was found. Dr. Hedges praised the staff for their handling of the situation.
5. Several training activities have been scheduled. A CARF required mandatory training relating to Medication Management was presented by Danny DeSalvo, the Nurse Practitioner at the Franklin County office. Additional trainings covering Projective and Objective Testing will be held in the near future.

6. Dr. Hedges stated a new “staff report card” process to provide clinicians with feedback has begun. Orman Hall noted that Referral Satisfaction Surveys were sent out last week. It is felt these reports along with the Ohio Consumers Outcome process will provide the best source of information to determine the best quality of care for the clients and provide feedback to staff, clients, and external compliance systems. Several additional suggestions were made by those present.
7. The Agency goals were discussed briefly. Dr. Hedges noted a new goal has been added to the Financial Department stating that everything will be ready for the annual audit by August 31. Dr. Hedges stated the latest audit had to be extended because of the auditors and changes to the auditing procedure. Orman Hall explained the audit and payment process and how the auditors are selected. He also noted there has been a substantial increase in the cost of the audit in the past two years. Dr. Hedges acknowledged appreciation to the ADAMH board for absorbing these increased costs as opposed to passing them on to the agency.

Due to a previous appointment, Bill Weimer and Orman Hall left the meeting at this point.

8. There have been several changes in staffing in recent weeks. Dr. Sheridan Smith has returned as a psychiatrist replacing Dr. Charles Snyder. Stacy Ingraham is a new clinical intern. There is a need to add two additional Master’s level Clinical Interns. The APPIC program has notified us that MOPS will be getting two interns beginning in September. Misty Brown has been hired as an evening receptionist. A transcriptionist from the Franklin County office tendered her resignation but has since decided to stay. Dr. Hedges noted the termination of the receptionist from the Franklin County office due to insubordination and neglect of duty. An ad has been placed to fill this opening. Anu Babu will be leaving her position as part-time programmer in May. Dr. Hedges stated this position has become so essential to the agency that it should be brought in-house and extended to a full-time position. Because of the additional cost, this will require Board approval.

John Stevenson motioned and Andy Connell seconded the following resolution:

Resolution #03-13-08-04

Be it resolved the position of Programmer be extended to a full-time position. The resolution passed unanimously.

9. The move of the Franklin County office has been completed. Dr. Hedges noted there is still some available space but it should be utilized quickly. This move will enable the staff to provide expanded Domestic Violence and Anger Management Programs. Additional space is currently available adjacent to this office if additional growth is experienced. Dr. Hedges was very pleased with the transition of this move and the readiness of staff members to help facilitate this with no down time in providing services to clients. He was grateful for all the help from the staff and some family members.
10. Additional growth issues included moves into Licking and Delaware County. Dr. Hedges has spoken to representatives from Licking County to determine the best route to take to begin providing services there. At the present time it does not appear to be feasible to work from within another agency in that county. It maybe necessary to look for a separate location for MOPS. The board instructed Dr. Hedges to seek opportunities to provide services in Licking County.
11. An agreement has been made with the Delaware County Jobs & Family Services for MOPS to provide services from that facility. Karis Mason has met with a local judge and other community leaders and arrangements have been made to provide parenting evaluations and groups for parents and children.
12. The lease for the 636 East Main Street location was reviewed by Larry Novak and the Board. Mr. Novak noted a stipulation regarding mediation should be included. This will provide the upper floor of that location at a cost of \$200 per month. It is hope the transcription department will be housed there with a quieter, less trafficked work environment. It is also hoped the new programmer will utilize this space.

John Stevenson motioned and Andy Connell seconded the following resolution:

Resolution #03-13-08-05

Be it resolved that MOPS enter into a lease agreement with Adam Custer for use of the building located at 636 East Main Street with the stipulation to add “by mutually agreed upon Mediator” to the lease. The motion passed unanimously.

13. Dr. Hedges thanked everyone for their support of the Adult Protective and Child Protective Services levy. Karen Wolfe also voiced her appreciation.

14. Mental Health Matters events were discussed including the upcoming Cruise In and Family Fun Day. The “Strides for Mental Health” 5k run/walk was also discussed. Dr. Hedges noted how pleased he was with the work being done by staff members and the community to sponsor this event. He stated approximately \$4500 has already been raised for this event. Arrangements have been made to accommodate 200 runners if necessary. There will be prizes for the top runners in various age groups as well as gifts for all who participate. Special thanks were given to Dr. Jennifer Kennedy who is heading this event. MOPS also continues to do radio spots with the ADAMH Board.

Andy Connell motions and John Stevenson seconded the following resolution.

Resolution #03-13-08-06

Be it resolved the March Board of Directors meeting be adjourned.

The next meeting will be held May 8 unless otherwise notified.

Respectfully submitted,

Alice J. Grant