

**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 May 15<sup>th</sup>, 2008 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, Karen Wolfe, Andy Connell, Rob Libbee, and John Stevenson. Also present at the meeting were Brad Hedges, Executive Director, and Shawna Watts, Administrative Coordinator. Absent from the meeting was Larry Novak.

A brief discussion was given regarding the Strides for Mental Health 5k Walk Run. Dr. Hedges highlighted the fact that all major goals were met including putting on a successful event, increasing the community's awareness of our agency and community mental health needs, covering costs, and having at least 100 participants. There were 121 participating in the event and it was well received by all participants. A small positive cash amount was also generated for the agency.

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 #05-15-08-01**

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

Board composition was discussed. Efforts are still under way to recruit a seventh board member. The focus of this recruitment effort is to find a board member who is a primary or secondary consumer of mental health services. This person can be a current or former consumer.

The board members' areas of focus were discussed. Quality of Service and Staffing areas are currently open. The new members were asked if there was a particular focus area they felt would be a good match for them and Will Sharp suggested Andy Connell take his place on Fiscal Stability, Dr. Stevenson take Quality of Service and Rob Libbee take Staffing. All board members were agreeable to this. An attempt will be made for MOPS staff to meet with the board member responsible for their focused areas before the next scheduled board meeting in order to review the goals in each area.

Dr. Hedges presented the financial statements to the board. The agency's financial picture continues to improve. Agency production has increased and costs have decreased, resulting in some financial recovery. The financial statements are showing

approximately \$9,000 net profit. This is a significant improvement over the trend that was emerging before the financial recovery plan was put into place and has also spanned the traditionally low times of production during the holidays of December and January.

Dr. Hedges also discussed changes that are expected in funding at the state level. This includes possible changes in how funding is allocated through the local boards, specifically the elimination of the Unified Financial Management System and the State taking over Medicaid with the local boards retaining only non-Medicaid payments.

Rob Libbee motioned and Dr. John Stevenson seconded the following resolution.

**Resolution #05-15-08-02**

**Be it resolved the financial statements for March and April be accepted. The resolution passed unanimously.**

Dr. Hedges discussed the possibility of giving support staff raises in the near future if the agency's financial picture continues to improve. He suggested that most clinical staff have received a raise due to increasing their education levels over the past two years as well as the increases associated with the financial plan adjustments (shifting rates from Base Pay to P2 for clinical services). He discussed concern about the impact that giving raises only to support staff may have on staff moral even though the clinical staff had experienced the recent pay structure change. Dr. Hedges was instructed to have estimates generated as to the annual cost of raises for support staff.

The FY09 ADAMH Board contract was discussed. At this point the contract is not ready due to state budgeting activities. The ADAMH Board has traditionally requested that the contract agencies enter into a contract extension at the same rates as FY2008 and that adjustments will be made based on funding during the second half of the fiscal year. Dr. Hedges asked the board for permission to enter into the contract extension and FY09 contract when it is available provided there are no significant changes in the funding.

It was also asked that budget preparation be completed by the next board meeting and this be done independent of the ADAMH Board's budgeting process. Revisions can be made as needed to the agency budget when the ADAMH Board contract numbers are finalized.

Dr. John Stevenson motioned and Rob Libbee seconded the following resolution.

**Resolution 05-15-08-03**

**Be it resolved that Dr. Hedges be given permission to enter into a contract extension with the Fairfield County ADAMH Board provided there are no significant changes to the funding. The motioned passed unanimously.**

The leases for the 624 and 630 building were discussed. The current five-year leases are due to expire by the next scheduled board meeting. Dr. Hedges discussed his dual relationship with the board as the owner of these buildings as well as being the Director of the agency. As the owner of the buildings he proposed that the leases be renewed for another five-year period at the current monthly lease amount and that the provision for a three percent increase that is in the current lease be removed due to the current state of the real estate market. Rob Libbee voiced concern that with no increase over the next

five years that the agency's building costs would become distorted compared to what the actual market costs would be. Will Sharp suggested that before another lease is entered into a board member and agency staff should research comparable market values for office space in Lancaster. It was decided that Will Sharp and Shawna Watts would do this research and present the findings at the next scheduled board meeting.

It was also discussed that the agency will use the month-to-month provision in the current lease if there is one until a new lease can be agreed upon. Dr. Hedges was agreeable to this.

Dr. John Stevenson motioned and Andy Connell seconded the following resolution.

**Resolution 05-15-08-04**

**Be it resolved the leases for the 624 and 630 buildings be paid on a month-to-month basis until a study on comparable market values is completed. The motioned passed unanimously.**

QA reporting activities have fallen behind due recent time demands of CARF and staffing issues. The activities will be posted to the agency web in the near future. MUI's and Client Grievances listed on the agenda were discussed. One informal verbal client grievance was discussed with the board. The MUI stemming from a break-in of the 624 building was discussed with the board.

Progress on the CARF plan of correction was discussed. The plan has been submitted and accepted. Dr. Hedges noted that compliance of approximately 80% of the plan has been completed. He also discussed the monthly performance review process recently developed by a cross-section of agency staff as part of this plan of correction.

A discussion was held regarding updating of agency goals. Each board member has been asked to meet with staff members in their focus areas to begin the updating process and to report on these meetings at the next meeting.

Issues resulting from recent staff turn over were discussed. Dr. Hedges stated the stabilization of the Columbus office and the additions of the new MIS Coordinator, Tim Parker, and full-time Programmer, Forrest Pepper, should help the agency greatly. He also noted that two senior clinicians have resigned and that it will be difficult to fill these vacancies. He suggested focusing on recruitment of post-doctoral or higher candidates. MOPS currently has five Master's level interns, the highest number to date. He stated he is continuing to work on recruiting a full-time Evaluator to replace Karis Mason who has begun working in the new MOPS location in Delaware County. This has caused a delay in scheduling new evaluations until fall.

Dr. Hedges stated the new program with APPIC will begin in September. This program provides Post Doctoral Interns to MOPS. It will be necessary to make several changes to the personnel section of MOPS Policies and Procedures to accommodate this addition due to APPIC rules and regulations. Since any changes to the agency's personnel policies and procedures require approval of the MOPS Board of Directors, these changes were presented for review. Job descriptions for the Training Supervisor and Post-Doctoral Interns were also presented. It was noted that these changes were additions only

and specific to APPIC. No changes or deletions were made to current policies and procedures.

Rob Libbee motioned and Dr. John Stevenson seconded the following resolution.

**Resolution 05-15-08-05**

**Be it resolved the addition of the APPIC personnel procedures be approved. The motioned passed unanimously.**

Dr. Hedges briefly discussed the current service contracts from Franklin County Children's Services regarding domestic violence and anger management. Currently FCCS is creating a contract for each client once a diagnostic assessment is completed and a referral for ongoing services is made. It is anticipated it will eventually be necessary to create a larger contract between the agencies to be used as needed for clients referred to MOPS.

Karis Mason is currently conducting evaluations at the new Delaware County location two days per week. It is expected this will result in ongoing service referrals in some cases. Parenting services are also being considered. Delaware County Jobs and Family Services is providing space for this service.

MOPS is still considering the possibility of expanding services into Licking County. The recent restructuring of Moundbuilders has limited the services they are able to provide to SMD clients only. This service is being provided under the Psychiatry and Social Work model. This limiting of services has resulting in a population being underserved and makes Licking County a favorable market for MOPS. The current financial position will limit MOPS ability to move forward as Dr. Hedges would like but some possibilities may still exist if proper space and site approval from ODMH can be obtained.

Several agency staff members have been working on infrastructure activities to ensure that the excellent quality of service that MOPS has become known for can be maintained as the agency continues to grow. The current professionalism of staff, increased number of Master's level and APPIC interns are expected to help the agency maintain the quality and amount of staff needed for this growth.

MOPS continues to participate in system wide events. The ADAMH Board's family fun day was rained out and has been tentatively rescheduled for August 30<sup>th</sup>.

Dr. John Stevenson motioned and Karen Wolfe seconded the following resolution.

**Resolution 05-15-08-06**

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

Will Sharp expressed his thanks to the agency board members and agency staff for their dedication to agency.

The next meeting is tentatively scheduled for July 10, 2008.