

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 January 8th, 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, Fran Uhrin, and John Stevenson. Also present at the meeting were Brad Hedges, Executive Director, Shawna Watts, Administrative Coordinator, and Alan Young, Financial Coordinator. Absent from the meeting were Rob Libbee and Andy Connell. A quorum of members was present. The meeting was called to order by Will Sharp, Board Chair.

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.

Dr. John Stevenson motioned and Karen Wolfe seconded the following motion:

Resolution #01-08-09-01

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

The board discussed the financial results for November and December.

Karen Wolfe motioned and Dr. John Stevenson seconded the following motion:

Resolution #01-08-09-02

Be it resolved the financial statements for November and December be accepted. The resolution passed unanimously.

The financial audit is complete and the results of the audit were reviewed and discussed.

Dr. John Stevenson motioned and Karen Wolfe seconded the following motion:

Resolution #01-08-09-03

Be it resolved the audit of the Fiscal 2008 financial statements be accepted as presented. The resolution passed unanimously.

Fiscal stability issues were discussed. It was noted that Mid-Ohio continues to face financial challenges. The ADAMH board is expected to reduce non-Medicaid funding by 7.5%. At this level, the impact to MOPS will be \$24,500.

Dr. Hedges addressed the issue of dealing with the financial challenges. Dr. Hedges and Shawna have begun exploring options to reduce expenses, specifically looking at staff

reductions. Part of the staff reduction could be addressed by adjusting responsibilities among current employees to eliminate the need to hire for currently un-staffed positions. Further reductions in the staffing of the transcription department are also being considered. The impact of these reductions will be mitigated by the CIS project being developed by Forrest Pepper. This project utilizes voice recognition software and other features in the preparation of case notes. This will allow the clinicians to become responsible for most of their case notes and reduce the need for transcription. It is also hoped that this will streamline the workflow and reduce the backlog of case notes. Although not taken to a motion and vote, the board expressed agreement with the necessity of the staff reduction and realignment.

The agency currently reimburses employees for personal vehicle business use mileage at the IRS rate. This rate is currently \$0.585 per mile. Dr. Hedges proposed amending the personnel procedures to designate the reimbursement rate as a “rate assigned by the Executive Director for that period.” The proposal was discussed.

Karen Wolfe motioned and Dr. John Stevenson seconded the following motion:

Resolution #01-08-09-04

Be it resolved that the Personnel Procedures be amended to replace “assigned IRS mileage rate for that period” with “rate assigned by the Executive Director for that period”. The resolution passed unanimously.

The following items were discussed:

1. Shawna addressed QA activities which currently are not progressing due to the priorities of dealing with the fiscal challenges and other matters.
2. There were several MUI’s and Client Grievances and these were listed on the agenda and discussed at the meeting. Dr. Hedges noted the complaint issues were all informal grievances. Among the MUI’s discussed were:
 - a. An employee of the agency reported falling outside the building. The employee is expected to file a Worker’s Compensation claim. This item was discussed with regard to the position of the agency and possible contestation of a claim. The consensus of the board was that the claim should be contested, and an attorney should be retained for this purpose.
 - b. An employee of the agency reported payments and receipts missing from the agency. Internal controls and procedures are being changed to mitigate the risk of loss. Primary among these are a tightening of access to cash and entering cash receipts into XACT at the time of receipt.
3. JSO certification has been submitted and is expected within the month.
4. APPIC membership has been approved.
5. The expansion into Licking County is progressing well. Although we have experienced a number of cancellations and no-shows, referrals are exceeding expectations and indications are positive.
6. The agency promotional 5K Run was discussed. We continue to seek additional sponsors.

Dr. John Stevenson motioned and Karen Wolfe seconded the following motion:

Resolution #01-08-09-05

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

The meeting was dismissed. The next meeting will be March 12, 2009, unless otherwise noted.

Respectfully submitted:

Alan C. Young
Financial Coordinator