

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

624 East Main Street  
Lancaster, Ohio 43130

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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 11, 2010 at 5:30 p.m. at 624 East Main Street, Lancaster Ohio.

The following directors were present: Will Sharp, Karen Wolfe, Larry Novak and Andy Connell. Also present at the meeting were Dr. Brad Hedges, Executive Director and Shawna Watts, Administrative Coordinator. Absent from the meeting were Dr. John Stevenson, Fran Uhrin, and Tiffany Wade. 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. The opportunity to discuss the minutes was brought to the floor.

No discussion being offered, Larry Novak moved and Andy Connell seconded the following motion:

**Resolution #05-11-10-01**

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

Dr. Hedges discussed the agency's financial statements for March and April. The agency had a great March; the agency had the most production of billable units in the agency's history. April was also a solid month for the agency.

No questions were presented by the members, Karen Wolfe moved and Larry Novak seconded the following motion:

**Resolution #05-11-10-02**

**Be it resolved that the financials for March and April be approved. The motion passed unanimously.**

Dr. Hedges discussed the agency's projected budget for FY2011. The FY2011 budget is a fourteen percent increase over the FY2010 budget, which is larger than the agency's normal ten percent increase due to the expected increase in services in Newark and the addition of a Delaware office. The budget presented shows expenses stable with the exception of increases directly related to the expansion of Newark and addition of the Delaware office.

Will Sharp discussed the layout of the expenses and revenues for the other board members. He also pointed out that the agency is becoming more diverse in revenues for services. Fairfield County only accounts for about one half of the agency's revenue, in prior years it has been as high as eighty-five percent.

After discussion by the members, Andy Connell moved and Larry Novak seconded the following motion:

**Resolution #05-11-10-03**

**Be it resolved that the FY2011 budget be approved. The motion passed unanimously.**

The revised agency bylaws were presented to the board members. Dr. Hedges and Shawna Watts discussed the minor changes that were made in formatting to update the bylaws to what is commonly used in non-profits. Other minor changes were made to reflect the practices currently being utilized by the board.

No questions were presented by the members, Larry Novak moved and Karen Wolfe seconded the following motion:

**Resolution #05-11-10-04**

**Be it resolved that the revised agency bylaws be approved. The motion passed unanimously.**

Dr. Hedges discussed the need for a copier in the Newark office. The office is currently using a multi-function machine. The expansion of the office will not allow for the current solution to work any longer, so Dr. Hedges asked the board for approval to enter into a lease with Modern Office Methods for a machine similar to the one utilized in the Franklin County office.

No questions were presented by the members, Larry Novak moved and Andy Connell seconded the following motion:

**Resolution #05-11-10-05**

**Be it resolved that Dr. Hedges may enter into a lease for a period of five years or less that does not exceed \$3,500 per year for a copier for the Newark office. The motion passed unanimously.**

Dr. Hedges requested that the board allow him to award a second bonus to the agency's employees due to the continued positive financial performance of the agency. He discussed the fact that bonuses allow for increased compensation to employees without a long term increase in payroll expenses that are

required when giving raises. He requested that the bonuses be similar to the ones that were paid earlier this year, with a total cost to the agency of around \$65,000.

The board members discussed the criteria used to award the bonuses before with Dr. Hedges. The criteria used was based on employees status of part or full-time, and the length of service to the agency. After discussion by the members, Andy Connell moved and Karen Wolfe seconded the following motion:

**Resolution #05-11-10-06**

**Be it resolved that Dr. Hedges may pay bonuses to employees not to exceed a total cost of \$65,000 after the May financials have been reviewed if the agency's financial performance remains positive. The motion passed unanimously.**

Dr. Hedges discussed quality assurance issues. A review of the AOD program (alcohol and drug dependency) evaluation has been performed. An intervention was made with staff due to non compliance with agency standards. In addition to this, the agency has stepped up the AOD program due to an expanding need in the community.

The agency has developed and will be piloting its own outcomes measure due to the discontinuation of ODMH's Outcome measure. The agency is required by CARF to perform outcomes analysis.

A clinical practice survey has been completed with clinical staff.

The board members were presented with the Annual Safety Review.

Shawna Watts discussed with board members the CARF survey that will be completed in late 2010 or early 2011. There will likely be minor updates to policies and procedures based on the newest manual.

Shawna Watts led a discussion of MUI's, duty to protect, and client grievance issues with nothing of an exceptional nature being noted. One incident nearly led to a client being charged with making a false report.

The duty to protect incident presented to the board members was discussed with members, after one board member questioned how it was decided when a report should be made. Dr. Hedges discussed the decision tree that is provided by ODMH on the steps that should be taken in each case.

Shawna Watts also discussed that the agency will have an intern working with her in the agency this summer. Leah Spangler will join us part-time until August.

Dr. Hedges led a discussion of staff matters:

- Yvonne Moore has been hired as a part-time office generalist in the Lancaster office to scan archived files
- Jessica Wade has been hired as a clinician in the Newark office. The agency received over 45 applicants for this position. Dr. Hedges pointed out that this increased number is an indication of the state of the mental health field and the decreases in available funding.
- Interviews have been conducted for an office generalist in for the Delaware office; a hiring decision will be made soon.
- Three individuals have been selected to fill the APPIC intern program vacancies which will become available in the fall.
- Four master's level interns have been added. One will be assigned to each of the locations.

Dr. Hedges led a discussion of agency growth:

- Delaware County – The Delaware County office is up and running. It is expected that with one full-time staff member and one intern, the office will bill \$100,000 in services in the next twelve months. Dr. Hedges and Kim Blair, site supervisor have met with the Executive Director of the Delaware County ADAMH Board to discuss this expansion.
- Licking County Office – The office has been successfully moved and will continue to expand as needs demand.

In addition to the successes in the agency's expansion, the agency's 3<sup>rd</sup> Annual Strides for Mental Health was very successful with lots of positive promotion and feedback. The overall funds raised were \$3,600.

The agency's telephone system was also successfully converted to VIOP in all locations in about a week's time. This change will allow the agency to have no long distance charges within the US.

Having no more items to bring before the board, Karen Wolfe moved and Andy Connell seconded the following motion:

**Resolution #01-14-10-07**

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

The meeting was dismissed. The next meeting will be July 8, 2010 at 5:30, unless otherwise noted.

Respectfully submitted:

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Shawna M Watts-Shumaker  
Administrative Coordinator