

AGENDA
Mid-Ohio Psychological Services, Inc.
Board of Directors Meeting
Date: November 12, 1996

1. FINANCE:

Purchase of accounts receivable from MOCC @\$22761.72.
Equipment purchases since 01/01/96 \$5960.79.
Financial Audit Completed 11/05 - 11/07/96.

2. QUALITY ASSURANCE:

Review of QA activities. No MUI
New QA schedule (See attached).

3. PROFESSIONAL STAFF ORGANIZATION:

Need Forensic CEU's for Dr. Miller.
Need to consider continuing education for all staff.

4. CLINICAL SERVICES:

Hire Joni Grim.
Home-based geriatric program.

5. SUPPORT SERVICES:

Hire billing specialist.

6. OTHER

ODMH Summary Response complete.
Need to schedule in-service for all staff to review health/safety issues.

MID-OHIO PSYCHOLOGICAL SERVICES, INC.

Stephanie L. Miller, Ph.D.

Bradley A. Hedges, Ph.D.

Psychologists

624 East Main Street
Lancaster, Ohio 43130

(614) 687-0042

Pursuant to the laws of the state of Ohio in which this corporation is organized, and its bylaws, a special meeting of the Directors of Mid-Ohio Psychological Services, Inc. was held on Nov. 12, 1996, at 4:00 pm. Present at the meeting was a quorum of directors, and all have signed their names below. The meeting was duly called to order and the following items of business were resolved:

Board Meeting held Nov. 12, 1996. Members present: Stephanie L. Miller, Bradley A. Hedges, and Larry Maley.

Items discussed:

1. The financial report was reviewed and accepted for the period 07/01/96 to 09/30/96.
2. It was moved by Bradley Hedges and seconded by Larry Maley that Mid-Ohio Psychological Services, Inc. purchase the accounts receivable from Mid-Ohio Counseling Center, Inc. for all clients who are in the Sex-Offender Program for fifty percent of their face value for a maximum purchase price of \$11,380.00, with the understanding that approximately \$8,000.00 of this purchase price will be applied to offset the accounts receivable from MOCC identified from the financial audit last year. Motion was accepted unanimously.
3. Approximately \$5,960.79 has been spent on the purchase of computer equipment and software in this calendar year. It was moved by Stephanie Miller and seconded by Bradley Hedges that an additional \$2,000.00 be allotted for the purchase of additional computer equipment and software to complete the networking system. Motion was carried unanimously.
4. It was announced that the financial audit was completed on 11/05/96 to 11/07/96 by Jones, Cochenour & Company per ADAMH Board requirements. The results are to be announced on 11/15/96.
5. Quality Assurance Activities were reviewed. No Major Unusual Incidents were noted. Clinical staff continues to struggle with compliance with documentation requirements but improvement is viewed consistently. A letter has been sent to the Consumer Advocacy Group of Fairfield County inviting one of their members to join the Board of Directors of this agency and another letter has been sent requesting feedback for the Quality Assurance Committee. No response has been received. Dr. Miller volunteered to raise this issue with the ADAMH Board Executive Director.
6. A Quality Assurance review calendar was presented outlining the schedule quality assurance activities for the next year.

Mid-Ohio Psychological Service
GENERAL LEDGER REPORT
FOR THE PERIOD 7/ 1/96 TO 9/30/96

<u>DATE</u>	<u>TT-R</u>	<u>REF NO</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>
1000-00 Checking account					
			Beginning Balance:	2,366.44	
07/31/96	GJ-C		Balance from conversion.		1,920.37
08/31/96	GJ-C		Balance from conversion.	5,917.23	
09/30/96	GJ-C		Balance from conversion.	4,642.56	
			Ending Balance:	11,005.86	
1098-00 Undeposited cash					
			Beginning Balance:		226,655.13
07/31/96	GJ-C		Balance from conversion.		3,699.65
08/31/96	GJ-C		Balance from conversion.		31,873.61
09/30/96	GJ-C		Balance from conversion.		24,469.94
			Ending Balance:		286,698.33
2100-00 Employee health ins payable					
			Beginning Balance:		1,469.61
07/31/96	GJ-C		Balance from conversion.		178.20
08/31/96	GJ-C		Balance from conversion.		304.08
09/30/96	GJ-C		Balance from conversion.		191.22
			Ending Balance:		2,143.11
2100-01 501 Employee Benefit Plan					
			Beginning Balance:		1,025.62
07/31/96	GJ-C		Balance from conversion.		86.51
08/31/96	GJ-C		Balance from conversion.		64.43
09/30/96	GJ-C		Balance from conversion.		40.00
			Ending Balance:		1,216.56
2200-00 Federal withholding tax payabl					
			Beginning Balance:		12,508.95
07/31/96	GJ-C		Balance from conversion.		365.70
08/31/96	GJ-C		Balance from conversion.		2,056.12
09/30/96	GJ-C		Balance from conversion.		1,838.81
			Ending Balance:		16,769.58
2210-00 Social Security tax payable					
			Beginning Balance:		7,535.64
07/31/96	GJ-C		Balance from conversion.		290.15
08/31/96	GJ-C		Balance from conversion.		1,030.42
30/96	GJ-C		Balance from conversion.		753.51
			Ending Balance:		9,609.72

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2212-00 Medicare tax payable					
			Beginning Balance:		1,762.33
07/31/96	GJ-C		Balance from conversion.		67.81
08/31/96	GJ-C		Balance from conversion.		240.99
09/30/96	GJ-C		Balance from conversion.		176.25
			Ending Balance:		2,247.38
2220-00 State W/H-OH					
			Beginning Balance:		2,198.15
07/31/96	GJ-C		Balance from conversion.		62.40
08/31/96	GJ-C		Balance from conversion.		367.10
09/30/96	GJ-C		Balance from conversion.		330.56
			Ending Balance:		2,958.21
2250-00 Local W/H-Lanc					
			Beginning Balance:		1,944.71
07/31/96	GJ-C		Balance from conversion.		74.86
08/31/96	GJ-C		Balance from conversion.		265.95
30/96	GJ-C		Balance from conversion.		194.48
			Ending Balance:		2,480.00
2500-00 Accrued taxes					
			Beginning Balance:		98.27
07/31/96	GJ-C		Balance from conversion.		14.07
08/31/96	GJ-C		Balance from conversion.		17.78
09/30/96	GJ-C		Balance from conversion.		15.04
			Ending Balance:		145.16
5000-00 Salaries - Professional					
			Beginning Balance:	37,726.00	
07/31/96	GJ-C		Balance from conversion.	2,596.50	
08/31/96	GJ-C		Balance from conversion.	12,884.50	
09/30/96	GJ-C		Balance from conversion.	8,754.00	
			Ending Balance:	61,961.00	
5001-00 SALARIES - PROFESSIONAL					
			Beginning Balance:	847.50	
07/31/96	GJ-C		Balance from conversion.	337.50	
'31/96	GJ-C		Balance from conversion.	1,297.50	

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09/30/96	GJ-C		Balance from conversion.	1,042.50	
			Ending Balance:	3,525.00	
5050-00 Salaries - Office					
			Beginning Balance:	10,835.25	
07/31/96	GJ-C		Balance from conversion.	2,026.53	
08/31/96	GJ-C		Balance from conversion.	2,806.70	
09/30/96	GJ-C		Balance from conversion.	2,588.62	
			Ending Balance:	18,257.10	
5100-00 ACCOUNTING FEES					
			Beginning Balance:	3,537.90	
08/31/96	GJ-C		Balance from conversion.	912.63	
			Ending Balance:	4,450.53	
5101-00 FEDERAL INCOME TAX					
			Beginning Balance:	12,691.52	
08/31/96	GJ-C		Balance from conversion.	2,861.19	
09/30/96	GJ-C		Balance from conversion.	6,802.19	
			Ending Balance:	22,354.90	
5102-00 STATE INCOME TAX					
			Beginning Balance:	650.83	
08/31/96	GJ-C		Balance from conversion.	488.72	
			Ending Balance:	1,139.55	
5103-00 CITY INCOME TAX					
			Beginning Balance:	573.93	
08/31/96	GJ-C		Balance from conversion.	445.11	
			Ending Balance:	1,019.04	
5104-00 SCHOOL DISTRICT INCOME TAX					
			Beginning Balance:	42.19	
08/31/96	GJ-C		Balance from conversion.	45.26	
			Ending Balance:	87.45	
5105-00 OHIO STATE EMPLOYEMENT TAX					
			Beginning Balance:	1,214.46	
'31/96	GJ-C		Balance from conversion.	774.87	
09/30/96	GJ-C		Balance from conversion.	82.43	
			Ending Balance:	2,071.76	

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5106-00 BUREAU OF WORKERS COMP TAXES					
			Beginning Balance:	994.62	
08/31/96	GJ-C		Balance from conversion.	1,684.40	
			Ending Balance:	2,679.02	
5230-00 EQUIPMENT					
			Beginning Balance:	1,707.22	
08/31/96	GJ-C		Balance from conversion.	126.90	
09/30/96	GJ-C		Balance from conversion.	1,119.48	
			Ending Balance:	2,953.60	
5650-00 MORTGAGE					
			Beginning Balance:	4,493.73	
07/31/96	GJ-C		Balance from conversion.	800.00	
08/31/96	GJ-C		Balance from conversion.	900.00	
09/30/96	GJ-C		Balance from conversion.	900.00	
			Ending Balance:	7,093.73	
00-00 AMERITECH TELEPHONE					
			Beginning Balance:	1,119.70	
08/31/96	GJ-C		Balance from conversion.	478.80	
09/30/96	GJ-C		Balance from conversion.	246.23	
			Ending Balance:	1,844.73	
6003-00 MCI - LONG DISTANCE					
			Beginning Balance:	26.03	
09/30/96	GJ-C		Balance from conversion.	5.22	
			Ending Balance:	31.25	
6004-00 AEP - ELECTRIC					
			Beginning Balance:	445.90	
09/30/96	GJ-C		Balance from conversion.	185.70	
			Ending Balance:	631.60	
6005-00 LANC CITY UTILITY COLLECTION					
			Beginning Balance:	1,199.56	
09/30/96	GJ-C		Balance from conversion.	78.50	
			Ending Balance:	1,278.06	
6100-00 MAINTENANCE & UPKEEP					

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08/31/96	GJ-C		Beginning Balance:	915.00	
			Balance from conversion.	1,952.47	
			Ending Balance:	2,867.47	
6120-00 MALPRACTICE INSURANCE					
			Beginning Balance:	1,798.00	
07/31/96	GJ-C		Balance from conversion.	460.70	
08/31/96	GJ-C		Balance from conversion.	928.60	
			Ending Balance:	3,187.30	
6123-00 HEALTH INSURANCE					
			Beginning Balance:	3,196.63	
07/31/96	GJ-C		Balance from conversion.	551.41	
08/31/96	GJ-C		Balance from conversion.	750.41	
09/30/96	GJ-C		Balance from conversion.	750.41	
			Ending Balance:	5,248.86	
6125-00 PROVIDENT NAT'L INS - BAH DIS					
			Beginning Balance:	648.50	
08/31/96	GJ-C		Balance from conversion.	339.24	
			Ending Balance:	987.74	
6140-00 OFFICE SUPPLIES					
			Beginning Balance:	1,320.13	
08/31/96	GJ-C		Balance from conversion.	55.95	
09/30/96	GJ-C		Balance from conversion.	471.17	
			Ending Balance:	1,847.25	
6160-00 BANK SERVICE CHARGE					
			Beginning Balance:	0.00	
07/31/96	GJ-C		Balance from conversion.	3.08	
			Ending Balance:	3.08	
6181-00 CLINICAL INFORMATION SUPPLIES					
			Beginning Balance:	84.80	
09/30/96	GJ-C		Balance from conversion.	37.55	
			Ending Balance:	122.35	
40-00 LICENSE FEES/PROFESSIONAL DUES					
			Beginning Balance:	675.00	

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08/31/96	GJ-C		Balance from conversion.	570.00	
			Ending Balance:	1,245.00	
6521-00 BACK INSURANCE PAYMENTS					
			Beginning Balance:		30.00
07/31/96	GJ-C		Balance from conversion.		16.00
			Ending Balance:		46.00
9999-00 Temporary distrib.					
			Beginning Balance:	115.00	
09/30/96	GJ-C		Balance from conversion.	303.25	
			Ending Balance:	418.25	
TOTALS:				71,006.01	71,006.01

Mid-Ohio Psychological Service
GENERAL LEDGER REPORT
FOR THE PERIOD 1/ 1/96 TO 9/30/96

<u>DATE</u>	<u>TT-R</u>	<u>REF NO</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>
5230-00 EQUIPMENT					
			Beginning Balance:		0.00
02/29/96	GJ-C		Balance from conversion.		136.69
03/31/96	GJ-C		Balance from conversion.		589.03
05/31/96	GJ-C		Balance from conversion.		57.50
06/30/96	GJ-C		Balance from conversion.		924.00
08/31/96	GJ-C		Balance from conversion.		126.90
09/30/96	GJ-C		Balance from conversion.		1,119.48
			Ending Balance:		2,953.60
				TOTALS:	2,953.60

[Faint handwritten notes and scribbles, possibly including the word "Total" and some numbers.]