

# MID-OHIO PSYCHOLOGICAL SERVICES, INC.

BRADLEY A. HEDGES, PH.D  
PSYCHOLOGIST  
EXECUTIVE DIRECTOR

624 East Main Street  
Lancaster, Ohio 43130

(740) 687-0042

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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 February 12, 2004 at 5:30 p.m. at 624 East Main Street, Lancaster, Ohio. A quorum of members was present.

The following directors were present: Toni Peterseim, Larry Novak, Will Sharp, Mike Rehrer, and Stephanie Miller. Also present at the meeting were Brad Hedges, Executive Director, Shawna Watts, Administrative Coordinator, and Alice Grant, Office Manager. The following members were not present: Carol Upchurch. Toni Peterseim acted as temporary chairperson until the arrival of Larry Novak.

The minutes of the December meeting and the financial statements for December and January were disseminated prior to the Board meeting.

Michael Rehrer motioned and Toni Peterseim seconded the following resolution:

**Resolution #02-12-04-01**

**Be it resolved that the minutes from the December meeting be approved.  
The resolution passed unanimously.**

The financial statements were discussed. Alice Grant noted that a check written to Brad Hedges was reimbursement for a check deposited in error.

Will Sharp motioned and Michael Rehrer seconded the following resolution:

**Resolution #02-12-04-02**

**Be it resolved that the financial statements for December and January be approved.  
The resolution passed unanimously.**

The following items were discussed.

1. The expired terms of Board members, Stephanie Miller, Toni Peterseim, and Carol Upchurch were discussed. Stephanie Miller submitted a letter of resignation to the Board and the members accepted it with great regret. Toni Peterseim would like additional time to decide whether to continue as a member. Carol Upchurch was not present. Alice has notified her of her expired term. Brad Hedges will attempt to recruit new board members. It was discussed that this person should ideally be a primary or secondary consumer of services.

Mike Rehrer motioned and Will Sharp seconded the following resolution:

**Resolution #02-12-04-03**

**Be it resolved that the members terms that have expired be allowed to continue until further notice. The resolution passed unanimously.**

The following items were discussed.

2. The fiscal year 2003 financial audit was clean. Brad Hedges stated that the management letter contained suggestions that were already being implemented, and that this audit had been helpful.

Toni Peterseim motioned and Stephanie Miller seconded the following resolution:

**Resolution 02-12-04-04**

**Be it resolved that the fiscal year 2003 Financial Audit be accepted. The resolution passed unanimously.**

The following items were discussed.

3. Will Sharp suggested bi-monthly reports instead of monthly with graphs to show trends.
4. Mike Rehrer suggested sending the Board information by email instead of postal mail. Will Sharp was supportive of this idea. Shawna Watts will email packet for next meeting.
5. QA Activities were noted to be slightly behind due to reports going into more detail so they are more useful. New information will be coming in the next few months. Brad Hedges discussed the QA process and standards of compliance of care as well as the fact that a more thorough job of the QA process is taking place. He also discussed the Juvenile Court evaluation that was done at the end of the program. Valuable services were rendered during the program.
6. The Annual Safety Review was submitted to the Board from QA, no safety issues were reported for 2003.
7. MUI training was discussed and the fact that forms had been revised to meet requirements. An MUI case was discussed that was not sent in a timely fashion because it was not immediately determined to be an MUI. Mike stated Mid-Ohio has a very responsive approach to MUI's and reporting.
8. Client Rights- Follow-up information was provided on the case reported at the last meeting. The guardian has made a complaint to the ADAMH Board. Brad Hedges briefly described the guardian's complaint and Mid-Ohio's inability to please guardian due to her wanting to micro manage treatment and asking Mid-Ohio to provide

inadequate services due to the agency not being able to obtain documentation from other providers.

9. The Franklin County Office Generalist was hired and is currently training with the staff in the Lancaster Office.
10. It was noted that the Conflict of Interest Statement was on the agenda in error, as it has already been approved.
11. The lease for the Franklin County office has been approved. Larry will sign the lease, and it will be noted that the lease is only valid upon site approval by ODMH. We are to take possession March 1<sup>st</sup>. There will be slight changes in the agency service plan and agency procedures to accommodate the Franklin County office.
12. Goals for the agency and director were distributed and discussed. Will Sharp asked that Mid-Ohio show a time frame and measurement device to see if goals are met. Mike Rehrer asked if specific programs could be watched for growth issues and goal attainment.
13. Brad Hedges discussed a group meeting that had taken place to do strategic planning for community program to combine all county agencies under the hospitals leadership. Brad discussed that funding is low and needs are not being met and the impact that this has had on Medicaid. He discussed also the agency's relationship with third party funding and being out of network with insurance companies as well as having direct contracts with other agencies such as Children Services.
14. Mike Rehrer mentioned City money being available for DUI programs. However it was discussed that with Stephanie Miller out, that the agency does not have anyone heading the AOD program to pursue this at this time.
15. ADAMH Board cash reserves were briefly discussed. That fact that the Board went from having \$1 million in reserves to only having approximately \$200,000 in reserves.
16. Staff morale was discussed. Will Sharp suggested surveying the staff.
17. New Business issues included approving Bereavement Leave as an addition to the agency's Personnel procedures. Discussion was made to remove the last line of the last paragraph, which was repetition of a previous line.

Toni Peterseim motioned and Mike Rehrer seconded the following resolution:

**Resolution 02-12-04-05**

**Be it resolved that the addition to Personnel procedures be accepted with the omission of the last line. The resolution passed unanimously.**

Larry Novak adjourned the meeting. The next Board Meeting will be held April 22, at 5:30 pm.  
Board Meetings for 2004 are as follows:

June 10, 2004  
August 12, 2004  
October 7, 2004  
December 9, 2004

Respectfully submitted by:

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Alice Grant