

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 April 22, 2004 at 5:30 p.m. at 624 East Main Street, Lancaster, Ohio. A quorum of members was not present.

The following directors were present: Will Sharp. Also present at the meeting were Brad Hedges, Executive Director, Shawna Watts, Administrative Coordinator, and Alice Grant, Accounts Payable. Prospective new members, Jennie Saelens, Linda Owen, and Rev. Barbara Salyers were also in attendance. The following members were not present: Larry Novak and Mike Rehrer.

The minutes of the February meeting and the financial statements for February and March were disseminated prior to the Board meeting.

(Resolutions # 04-22-04-01 and 04-22-04-02)

Tonight's meeting was an information only meeting, due to the lack of a quorum, and discussions were held on the following topics:

1. Due to recent resignations and term expirations of Stephanie Miller, Toni Peterseim, Carol Upchurch, and Larry Novak, it is now necessary to fill those vacancies. Larry Novak has agreed to remain on the Board of Directors but not to remain as Chairperson. Will Sharp has agreed to step into this position pending approval of the Board.
(Resolution # 04-22-04-03)
2. Jennie Saelens, Fairfield County Jobs & Family Services; Linda Owen, Fairfield County Department of Health, and Rev. Barbara Salyers, Shalom United Methodist Church have agreed to join the Board of Directors of Mid-Ohio Psychological Services, Inc. pending approval of the Board.
(Resolutions # 04-22-04-04, 04-22-04-05, and 04-22-04-06)
3. For the benefit of the guests in attendance, Dr. Hedges gave a brief outline of the history of the agency and its role as a provider of mental health services in Fairfield County and its relationship with the Alcohol, Drug, and Mental Health Services Board and other community service agencies in the area.
4. Dr. Hedges also discussed the role of the Board of Directors of this agency and the goals and duties of the board. Typically this board has overseen the policymaking and Dr. Hedges as he implements the procedures of seeing that these policies are properly followed by the agency. It was also stated that ideally the board members be comprised of individuals aware of the needs of mental health services in the area as well and primary and secondary consumers of these services.
5. Will Sharp mentioned that it was a lot more convenient to receive board information via the internet connection of the MOPS web site and suggested that historical data also be

added to this link if it were necessary to review past information. Shawna Watts will work to make this possible.

6. Current Quality Assurance Reports were reviewed and discussed. Dr. Hedges explained the need for board members to receive this information as a requirement of ODMH and ODADAS. He also explained the different reports and categories of Quality Assurance activities.
7. Shawna Watts reviewed the Client Rights policy and gave a follow-up report of a previous grievance filed by a client guardian. This complaint was handled by this agency and continued on to the Fairfield County Alcohol, Drug, and Mental Health Services Board. A compromise was reached by giving the requested information to the ADAMH Board and this was agreeable to the complainant. Due to unrealistic restraints placed by the complainant as to the treatment methods of this agency, it was determined that it was not in the best interest of the minor clients to continue in treatment with MOPS.
8. Dr. Hedges noted that recent Ph.D. recipient, Robin Rippeth, will sit for her oral boards soon. He does not foresee any problems with this and she will then be fully licensed as a Psychologist. Dr. Rippeth currently oversees the work in Scioto County and the Children's Treatment Team.
9. There were no major clinical service changes. Support services have increased with the hiring of Deena Kraft as an office generalist. She will begin work on May 3.
10. Dr. Hedges briefly discussed the new office in Franklin County. Dr. Joni Grim is overseeing this office and currently has ten clients. There is a full-time support person, Kathy Purvis, working at this location and clients are seen two days a week. Since this office has only been open for approximately three weeks, Dr. Hedges feels it will not be long until this office will be seeing clients on a regular basis.
11. Dr. Hedges noted there had been a lot of policy changes recently. This is due to requirements of CARF. CARF is a national certification agency that MOPS will use since ODMH has discontinued doing this on their own. Several policy changes were discussed and will need to be approved by the board. The new policies were distributed prior to tonight's meeting. The new policies and/or changes to existing policies were in the following categories:
 - a. Consumer Outcomes **(Resolution #04-22-04-07)**
 - b. Research Activities **(Resolution #04-22-04-08)**
 - c. Incident Reporting **(Resolution #04-22-04-09)**
 - d. Personnel Background Investigations **(Resolution #04-22-04-10)**
 - e. Financial Management Procedures **(Resolution #04-22-04-11)**
 - f. Risk Management **(Resolution #04-22-04-12)**
12. Dr. Hedges reviewed the policy changes and explained the necessity of having the Incident Reporting policy and the different types of incidents that require notification to

other agencies. Currently, MOPS is required to file reports regarding MUI's (Major Unusual Incidents), Abuse and Neglect, and Duty to Warn. He also noted MOPS is still working on changes to the Quality Assurance Policies to meet CARF guidelines. He also noted that in some cases, MOPS is more stringent in its policies than the guidelines require.

13. Shawna Watts spoke briefly regarding the Financial Management changes regarding how MOPS will write-off bad debts and about the collection process in general.
14. Dr. Hedges spoke briefly regarding issues from past board meetings. One issue concerned the goals of the agency and how they are determined to have been reached. Another issued was regarding employee satisfaction and morale. He noted that a survey had been given to the staff and of those responding, most employees said they were reasonably satisfied with their job and planned to continue their employment with the agency. Only one employee indicated they did not plan to continue working at this agency past the next five years. Communication seemed to be a top concern of the staff and efforts are being made to hold semi-annual staff meetings to address any issues and concerns of staff members. The first of these meetings were held over the past week and current issues being addressed by supervisory staff are the addition of three paid personal days in addition to vacation days and a change for clinical staff to be paid at a higher rate than base pay for vacations. Dr. Hedges noted these changes will cost the agency approximately \$15,000 and 1000 hours per year for personal days and approximately \$6000 to \$10,000 for increased clinical vacation pay. These proposed additions to employee benefits will require board approval. **(Resolutions #04-22-04-13 & #04-22-04-14)**
15. Dr. Hedges showed a graph of agency growth since its inception and stated MOPS has had an annual growth, with the exception of one year, of at least ten percent and as much as 250 percent and is currently one of only a few agencies throughout the state that is continuing to grow. Most agencies have had signification funding cuts and client decreases. Given the current growth possibilities of the Franklin County office and other out of county demands, Dr. Hedges feels this agency could potentially double in size over the next five years. He stated this continued growth has put financial strains on the cash reserves of the local ADAMHS Board and feels future growth will most likely come from out of county sources. A possibility exists of expanding into the Hocking County area along with the current Franklin County and Scioto County work.
16. A proxy vote will be sent to all board members with the minutes of this meeting.
17. A short tour of the facilities was given to guests.

The next Board Meeting will be held June 10, 2004, at 5:30 pm. Future Board Meetings for 2004 are as follows:

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

Respectfully submitted by:

Alice Grant

The following resolutions were mailed to the three existing board members for absentee voting. Two ballots were returned and all resolutions passed except #04-22-04-13 which received one yes vote and one abstention. This resolution will be addressed again at the June meeting.

Resolution #04-22-04-01

Be it resolved that the minutes from the February meeting be approved.

Yes No

Resolution passed with 2 votes.

Resolution #04-22-04-02

Be it resolved that the financial statements for February and March be approved.

Yes No

Resolution passed with 2 votes.

Resolution #04-22-04-03

Be it resolved that Will Sharp be elected Chairperson of the Board of Directors of Mid-Ohio Psychological Services, Inc.

Yes No

Resolution passed with 2 votes.

Resolution #04-22-04-04

Be it resolved that Jennie Saelens be accepted to serve on the Board of Directors of Mid-Ohio Psychological Services, Inc.

Yes No

Resolution passed with 2 votes.

Resolution #04-22-04-05

Be it resolved that Linda Owen be accepted to serve on the Board of Directors of Mid-Ohio Psychological Services, Inc.

Yes No

Resolution passed with 2 votes.

Resolution #04-22-04-06

Be it resolved that Rev. Barbara Salyers be accepted to serve on the Board of Directors of Mid-Ohio Psychological Services, Inc.

Yes No

Resolution passed with 2 votes.

Resolution #04-22-04-07

Be it resolved that the policy addition/change for Consumer Outcomes be adopted.

Yes No

Resolution passed with 2 votes.

Resolution #04-22-04-08

Be it resolved that the policy addition/change for Research Activities be adopted.

Yes No

Resolution passed with 2 votes.

Resolution #04-22-04-09

Be it resolved that the policy addition/change for Incident Reporting be adopted.

Yes No

Resolution passed with 2 votes.

Resolution #04-22-04-10

Be it resolved that the policy addition/change for Personnel Background Investigations be adopted.

Yes No

Resolution passed with 2 votes.

Resolution #04-22-04-11

Be it resolved that the policy addition/change for Financial Management Procedures be adopted.

Yes No

Resolution passed with 2 votes.

Resolution #04-22-04-12

Be it resolved that policy addition/change for Risk Management be adopted.

Yes No

Resolution passed with 2 votes.

Resolution #04-22-04-13

Be it resolved that three paid personal days to given to each employee to use as they deem appropriate. These days will accrue the same as vacation.

Yes No

Resolution received one yes and one abstention. Will need to address again at next meeting.

Resolution #04-22-04-14

Be it resolved that clinical staff be paid at a rate averaged from current base to premium pay rates.

Yes No

Resolution passed with 2 votes.