

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 June 25, 2004 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, Jennie Saelens, Mike Rehrer, Linda Owen, and Barbara Salyers. Also present at the meeting were Brad Hedges, Executive Director, Shawna Watts, Administrative Coordinator, and Alice Grant, Accounts Payable. The following member was not present: Larry Novak.

The minutes of the June meeting and the financial statements for April and May were disseminated prior to the Board meeting.

Michael Rehrer motioned and Jennie Saelens seconded the following resolution:

Resolution # 06-25-04-01

Be it resolved the minutes of the June Meeting be accepted. The motion passed unanimously

The financial situation remains good. A mechanism has been put in place to correct the accounts receivable situation to reflect current receivables and to maintain this on a monthly basis. Will Sharp noticed some liability amounts stayed the same throughout the reporting periods and this will be checked with the accountant.

Jennie Saelens motioned and Mike Rehrer seconded the following resolution:

Resolution # 06-25-04-02

Be it resolved the financial reports be accepted pending clarification of the liability assets from accountant. The motion passed unanimously.

The following issues were discussed:

1. Dr. Hedges reviewed the Community Healthcare Consortium meetings he and Will Sharp have been attending. He noted that during one of the meetings he was called aside and told that MOPS should not be providing so many Medicaid services as this was contributing to the depletion of funding reserves in Fairfield County. As a result of this funding deficit the Fairfield County ADAMH Board has asked that MOPS not add to capacity during the coming fiscal year as this will mean pulling discretionary money from other services. Currently the MOPS

client population is approximately 70% Fairfield County residents and 30% out of county. Dr. Hedges also stated that MOPS has lost some programs due to funding cuts. It has been agreed that MOPS will not add to capacity in Fairfield County during the coming year. Dr. Hedges noted these have been good meetings with the hospital and they have been able to defuse some of the stress with the ADAMH Board and other agencies in the county.

2. Because of the need to limit capacity, Dr. Hedges noted this is causing an increase in the waiting time for assessments and evaluations. He stated the demand for such services is growing but because MOPS cannot hire additional staff, the time to be seen has increased from approximately twelve days to thirty-five days.
3. Dr. Hedges spoke briefly about the need for a new mental health levy. Fairfield County has been operating on the same levy since the 1970's. Fairfield County has one of the poorest funded mental health systems in the state. He stated a new levy will be placed on the ballot this fall.
4. The budget for fiscal year 2005 was discussed. The projected budget shows an increase of approximately \$200,000 due to the changes in programs. Dr. Hedges stated that closing the jail program will actually increase Medicaid billable hours by allowing that clinician to focus all his time on seeing clients as opposed to dividing his time between the jail and the office.

Jennie Saelens motioned and Mike Rehrer seconded the following resolution:

Resolution #06-25-04-03

Be it resolved the FY05 Budget be approved. The resolution passed unanimously.

5. Continued growth is expected at the Franklin County office now that referral sources are aware of its existence. Dr. Hedges noted that two sex-offender programs in Franklin County have recently been discontinued and this should also increase the client load for MOPS.
6. Dr. Hedges discussed the need to upgrade computer software to become HIPPA compliant. After researching various clinical information systems including the current XaktClaim billing software, it was determined that none of them would meet the needs of this agency. Capital City Consulting has been contacted to develop an individual program for MOPS. This company has a good reputation and has submitted a proposal for this program at a cost of approximately \$30,000. Dr. Hedges asked for authority to proceed with this project.

Mike Rehrer motioned and Barb Salyers seconded the following resolution:

Resolution #06-25-04-04

Be it resolved that Capital City Consulting proceed with the development of a clinical information system. The resolution passed unanimously.

7. Quality Assurance issues include changes in the forms to make them easier to understand. Reporting is more current and the second quarter reports have been posted on the web site. Shawna Watts noted that quality assurance work is done by clinicians mostly as fill-in work when clients do not keep appointments.
8. There were no client grievances.
9. Professional Staff Organization issues included the resignation of Tonya Kraner. Dr. Hedges noted that Tonya has been a part time therapist for several years. Currently Tonya would like to stay at home with her new baby daughter. She hopes to return to Mid-Ohio when her child is older. Tonya's clients have been transferred to other staff.

A change in job duties has been given to Jodi Frazier. Jodi will now divide her time between case management duties and doing quality assurance work.

Dr. Hedges again noted MOPS would officially discontinue Jail-Based Counseling services, ending on June 30, but funding has been provided for a three-month transition period.

10. Various policy changes have been made to be more compliant with HIPPA and CARF certifications.

The Quality Assurance policy has been restructured to show more clearly what MOPS does.

Barbara Salyers motioned and Jennie Saelens seconded the following resolution:

Resolution # 06-25-04-05

Be it resolved the Quality Assurance Policy change be accepted. The resolution passed unanimously.

Changes to the Paid Leave policy include giving employees three additional days of paid leave and the conditions of employment have been changed to reflect all staff not just clinical staff.

Jennie Saelens motioned and Mike Rehrer seconded the following resolution:

Resolution # 06-25-04-06

Be it resolved the Personnel Policy changes be accepted. The resolution passed unanimously.

11. Several Conflict of Interest forms were submitted to the board for approval. It was noted that some clinical staff members also have other jobs and it did not appear that any conflicts existed, staff members still filled out the forms for their personnel files. The Board of Directors did not note any of them as conflicts.
12. Shawna Watts presents a number of accounts in need of being written off. She noted most were from the Sex-Offender Group program and had been turned over for collection but it does not appear that they are collectable. The amounts of these accounts are:

\$ 8585.37
\$ 13087.20
\$ 8282.45
\$ 7375.00
\$ 12691.35

Jennie Saelens motioned and Linda Owen seconded the following resolution:

Resolution # 06-25-04-07

Be it resolved the five client accounts totaling \$50021.37 be written off the accounts receivables. The resolution passed unanimously.

13. Dr. Hedges requested authorization to enter into a lease for a new copier. He stated the current basement copier needs to be replaced.

Barbara Salyers motioned and Jennie Saelens seconded the following resolution:

Resolution # 06-25-04-08

Be it resolved Dr. Hedges be given authorization to enter into a lease agreement for a new copier. The resolution passed unanimously.

14. The FY05 Medicaid Contract was discussed. Dr. Hedged noted the contract was in process but had not actually been given to MOPS by the ADAMH Board. He asked for provisional approval for Will Sharp, Board Chairman, to sign the new contract when it is ready.

Jennie Saelens motioned and Linda Owen seconded the following resolution:

Resolution # 06-25-04-09

Be it resolved that Will Sharp be given authorization to sign the FY05 Board and Medicaid contracts when they become available. The resolution passed unanimously.

15. The Franklin County office was discussed. Dr. Hedges stated that clients are being seen in that location three days per week currently but he anticipates that will grow to five days per week by the end of July. He noted they are receiving

approximately four to six referrals per week. It is his hope to do controlled growth at this location in order to not to increase too rapidly. He also stated two current sex-offender programs in Franklin County have been discontinued and this could feasibly flood MOPS with new referrals. To date the Franklin County office is primarily seeing juveniles but the adult client population is growing and it is anticipated that Children's Services agencies could increase this number with parents working to have their children returned to them from foster care. Currently Joni Grim and Misty Coleman are the therapists working in this location. Mike Selegue will be seeing clients one day a week in the near future.

16. A brief discussion was held on agency goals. Shawna Watts will send a list of the current goals to the board members. This discussion will be continued at the next meeting.

Barbara Salyers motioned and Mike Rehrer seconded the following resolution:

Resolution # 06-25-04-10

Be it resolved the June 25, 2004 meeting of the Mid-Ohio Psychological Services Board of Directors be adjourned. The resolution passed unanimously.

The next board meeting will be held August 26, 2004 at 5:30 p.m. Please plan to attend.

Respectfully submitted:

Alice J. Grant