

**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 November 13<sup>th</sup>, 2008 at 5:30 p.m. at 624 East Main Street, Lancaster Ohio. A quorum of members was present.

The following directors were present: Mr. Will Sharp, Karen Wolfe, Andy Connell, Fran Uhrin, Larry Novak and John Stevenson. Also present at the meeting were Brad Hedges, Executive Director, Shawna Watts, Administrative Coordinator, and Alan Young, Financial Coordinator. Absent from the meeting was Rob Libbee. 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.

Larry Novak motioned and John Stevenson seconded the following motion:

**Resolution #11-13-08-01**

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

It was announced that Fran Uhrin was elected to the board by proxy vote after the last meeting and she was welcomed to the board.

Fiscal stability issues were discussed. It was noted that Mid-Ohio continues to face financial challenges. Among other factors impacting productivity was loss of three days due to the power outage caused by the wind storm. Although not considered dire, the financial situation is a matter of concern and is under continued scrutiny. The progress of the financial audit was discussed. The audit went well and we are waiting the final reports which are expected in time to be timely filed.

Larry Novak motioned and Andy Connell seconded the following motion:

**Resolution #11-13-08-02**

**Be it resolved the financial statements for September and October be accepted. The resolution passed unanimously.**

The following items were discussed:

1. Shawna addressed QA activities noting that it is progressing acceptably but additional staff time is needed keep from falling behind.
2. There were several MUI's and Client Grievances and these were listed on the agenda and discussed at the meeting. Dr. Hedges noted the complaint issues were all informal grievances.
3. Cameras have been installed in the Lancaster reception areas and are functional.
4. The agency has nearly completed all requirements for JSO certification and expects it to be completed without undue delay.
5. Shawna addressed the board regarding the creation of a training policy required for JSO certification. Essentially nothing was added, materials from other policies/procedures were simply pooled together and current practices were documented in the procedures.

John Stevenson motioned and Larry Novak seconded the following motion:

**Resolution #11-13-08-03**

**Be it resolved that modification to the training policy be accepted as presented. The resolution passed unanimously.**

6. Brad discussed APPIC certification. It is expected to be approved after the agency revises personnel procedures relating to grievance/due process procedures for APPIC inters. The required changes were discussed.

John Stevenson motioned and Fran Uhrin seconded the following motion:

**Resolution #11-13-08-04**

**Be it resolved that modification to the personnel procedures be accepted as presented. The resolution passed unanimously.**

7. Routine staffing issues as listed in the agenda were discussed.
8. Brad discussed the need for and results of middle management training.
9. Brad also expressed concern about staff turnover leading to discussion of the direct and implicit costs associated with turnover.
10. The agency continues to strive for expansion outside of Lancaster.
  - a. The Columbus staff is providing staff for evaluation and counseling at Fairfield Academy two days per week. They have also made an informational school mailing in the Columbus area.
  - b. The agency is providing services two days per week in Delaware County through the use of Children's Services facilities.
11. Brad discussed expansion into Licking County and the market for our services. A lease has been negotiated and drafted for suitable facilities in Newark; a draft of which was presented to the board. The lease was discussed with suggestions offered by Larry Novak.

Larry Novak motioned and John Stevenson seconded the following motion:

**Resolution #11-13-08-05**

**Be it resolved that Dr. Hedges is authorized to act as agent for the agency in entering into the lease after attempting minor modifications as discussed. The resolution passed unanimously.**

Will Sharp commented that with the growth of the agency into new locations, we may at some time find it desirable to be able to report financial results by location. Alan Young agreed to keep that in mind as he learns QuickBooks and its reporting options and capabilities.

Larry Novak motioned and Andy Connell seconded the following motion:

**Resolution 11-13-08-06**

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

The meeting was dismissed. The next meeting will be January 8, 2009, unless otherwise noted.

Respectfully submitted:

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Alan C. Young  
Financial Coordinator