

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 September 8, 2011 at 5:30 p.m. at 624 East Main Street, Lancaster Ohio.

The following directors were present: Dr. John Stevenson, Larry Novak, Andy Connell and Fran Uhrin. Also present at the meeting were Dr. Brad Hedges, Executive Director, Shawna Watts, Administrative Coordinator and Alan Young, Financial Coordinator. Absent from the meeting were Will Sharp, Karen Wolfe and Dr. Mark Weedy. With a quorum present, Larry Novak called the meeting to order.

Absent a quorum at the July 14, 2011 meeting of the board, approval of minutes of the May 12, 2011 meeting did not previously occur. The minutes of the May 12, 2011 meeting and July 14, 2011 meeting were disseminated prior to the meeting. This information is posted to the MOPS website monthly. The opportunity to discuss the minutes was brought to the floor.

No discussion being offered with regard to the May 12, 2011 meeting, Dr. John Stevenson moved and Fran Uhrin seconded the following motion:

Resolution #09-08-11-01

Be it resolved that the minutes of the May 12, 2011 meeting be approved. The motion passed unanimously.

It was noted that the date of the July 14, 2011 meeting was incorrectly reported in the minutes and the correction was directed. No further discussion being offered, Dr. John Stevenson moved and Fran Uhrin seconded the following motion:

Resolution #09-08-11-02

Be it resolved that the minutes of the July 14, 2011 meeting be approved. The motion passed unanimously.

Dr. Hedges advised the board of the progress of the expansion of the Delaware County and Ross County clinics. The Delaware County clinic has been successfully moved to a new location with the exception of some phone system problems. The Ross County project is an expansion to the existing space. The work on this is progressing on schedule with the availability of the additional space scheduled for October 1, 2011.

Dr. Hedges and Alan Young led a discussion of agency's financial statements for the months of March, 2011 through August, 2011. With the year-end audit yet to be conducted, some modifications to the June financial statements are possible. These changes could carry through to impact subsequent months as well. No significant changes are anticipated.

Andy Connell moved and Dr. John Stevenson seconded the following motion:

Resolution #09-08-11-03

Be it resolved that the financial statements for the months ended March 31, 2011, April 30, 2011, May 31, 2011, June 30, 2011, July 31 2011 and August 31, 2011 be approved. The motion passed unanimously.

Dr. Hedges advised the board of other fiscal stability issues.

- There are no developments to report with regard to the ODMH 2000 Medicaid overpayment issue.
- Cap and Clip continues to present challenges. Management of the program and development of its provisions are still in process at the state. We are modifying processes as necessary within these limitations.
- Our cash position is becoming a concern. It is normal for revenue and income to suffer during the summer. Beyond this seasonal factor, we have had higher than normal expenditures to fund the recent clinic expansions and we have hired additional staff whom have yet to attain normal productivity. Furthermore, ADAMH boards are suffering cash flow issues from the state which impacts their payments to us. While Fairfield County is doing fairly well, we have seen our receipts from Licking and Franklin Counties slow. We are working to improve the timeliness of receipts, increase productivity and reduce spending.

Shawna Watts led a discussion of quality of service matters. The agency continues implementation of QIP changes prescribed by CARF. Management has developed or revised personnel procedures:

- Fundraising - Section XIX was added to define an approval process for employee conducting fundraising activities. It adds guidance with regard to what activities could reasonably expect approval and how these should be conducted.
- Background Investigations – Section IV was modified to require periodic background checks on all employees and to clarify our policies and procedures regarding background checks and credential verification.
- Paid Leave – Section XI was modified to eliminate ambiguity and clarify existing practice.

No discussion being offered Dr. John Stevenson moved and Fran Uhrin seconded the following motion:

Resolution #09-08-11-04

Be it resolved that the changes to agency personnel policy be adopted as presented. The motion passed unanimously.

The next quality of service issue addressed by Shawna Watts was the adoption of Marketing Policy and Procedures in response to changes prescribed by CARF. The necessity for the policy, and the policy were discussed.

No further discussion being offered Dr. John Stevenson moved and Fran Uhrin seconded the following motion:

Resolution #09-08-11-05

Be it resolved that the agency marketing policy and procedures be adopted as presented. The motion passed unanimously.

Shawna Watts concluded the quality of service discussion with a review of QA activities and a review of client rights grievances and MUI's.

The agency has hired an LSW with administrative training to help with QA activities. The agency continues to increase the number of staff performing chart reviews and each staff is required to do a minimum of one chart review per month.

The board was presented with a list of MUI's, none of which are perceived as posing any significant problems. There were no "Duty to Protect" issues. The board was also presented with the "Annual Client Grievance Report" for fiscal year 2011.

Dr. Hedges discussed staffing issues:

- Since the last meeting, the agency has hired a therapist for Columbus
- 3 APPIC interns came on board on September 1. A total of 9 interns will have been added during the first four months of the fiscal year.
- Two employees were added to the records department. A full-time employee was hired to scan records and replaces a part-time employee who was transferred to our billing department. The other new employee is being trained to replace a retiring employee.
- We are advertising for a programmer to replace our programmer who is seeking other employment for economic reasons.
- We are also advertising to fill a part-time office generalist position in Newark.

Dr. Hedges led a discussion of agency growth:

- Fairfield County:
 - The anticipated decrease of approximately \$100,000 funding from sliding scale has prompted elimination of the Parenting Intervention Program as a sliding scale service.
 - Fairfield Municipal Court is funding their program at least through the end of 2011.
 - Our Fairfield County ADAMH board contract extension has been signed.
- Ross County: The expansion is in process with an anticipation to move in by Oct. 1, 2011.
- Delaware County:
 - The expansion has been completed and we moved in on Aug 29, 2011.
 - We have the opportunity to accept the Family First grant through the Ohio Children's Trust Fund (see motion and vote below).
 - We have begun to recruit clients under the grant.
- Licking County:
 - The contract with the ADAMH board has been signed.
 - The office is outgrowing its current space and may need to expand by year end. Negotiations with our current landlord for contiguous space need to be initiated.
- Franklin County:
 - The expansion is in process. Although some of the work is incomplete and behind schedule, we are utilizing part of the expanded space.
 - We are applying for renewal of the FCCS contract and sent an extension
 - We continue to explore expansion of services with DD and Alvis House.
- Strategic Planning. The next process is to set up meeting with staff.

Upon discussion of the Family First Grant, Fran Uhrin moved and Dr. John Stevenson seconded the following motion:

Resolution #09-08-11-06

Be it resolved that Dr. Hedges accept the Family First grant awarded through the Delaware County Family, Adult, and Children First Council. The motion passed unanimously.

Shawna Watts advised the agency successfully participated in the Hartford Fair and we will participate in the Fairfield County Fair and the Franklin County Juvenile Court Provider Fair.

Having no more items to bring before the board, Dr. John Stevenson moved and Fran Uhrin seconded the following motion:

Resolution #09-08-11-07

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

The meeting was dismissed.

The next meeting will be November 10, 2011 at 5:30, unless otherwise noted.

Respectfully submitted:

Alan Young
Financial Coordinator