

# DRAFT

## 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 November 10, 2011 at 5:30 p.m. at 624 East Main Street, Lancaster Ohio.

The following directors were present: Will Sharp, Dr. Mark Weedy, Andy Connell, and Karen Wolfe. 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 Dr. John Stevenson, Larry Novak, and Fran Uhrin. With a quorum present, Will Sharp called the meeting to order.

The terms of Will Sharp, Karen Wolfe and Fran Uhrin are scheduled to expire. Discussion was opened to the floor. Will Sharp and Karen Wolfe expressed an interest in accepting renewed terms as directors on the board.

Dr. Mark Weedy moved and Andy Connell seconded the following motion:

### **Resolution #11-10-11-01**

**Be it resolved Will Sharp be elected to serve on the board of directors for a term of three years. The motion passed unanimously.**

Dr. Mark Weedy moved and Andy Connell seconded the following motion:

### **Resolution #11-10-11-02**

**Be it resolved Karen Wolfe be elected to serve on the board of directors for a term of three years. The motion passed unanimously.**

Dr. Mark Weedy moved and Andy Connell seconded the following motion:

### **Resolution #11-10-11-03**

**Be it resolved Fran Uhrin be elected to serve on the board of directors for a term of three years pending her acceptance of the nomination. The motion passed unanimously.**

The minutes of the September 8, 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.

Our minutes have been posted on the web site as they are prepared. Will Sharp suggested that the minutes should be posted in "Draft" form until after being approved by the board. The change was adopted.

No further discussion being offered with regard to the September 8, 2011 meeting, Andy Connell moved and Karen Wolfe seconded the following motion:

**Resolution #11-10-11-04**

**Be it resolved that the minutes of the September 8, 2011 meeting be approved. The motion passed unanimously.**

Dr. Hedges and Alan Young discussed the agency's financial position for September and October. The agency's poor performance continued for September. The loss is primarily attributable to recent expansion and resultant overstaffing. Another factor is higher than normal clinician turnover which impacts productivity. The expanded clinics, Franklin, Delaware and Ross, are each operating at a loss, as is Fairfield Academy. Fairfield Academy has continued to be a challenge with high turnover of its own and poor cooperation with our therapists. Accordingly, we are discontinuing services at the facility. We will continue to provide services if they transport the clients to our clinic for therapy. As expanded clinics become able to schedule at closer to capacity and as new clinicians become more productive, results are expected to improve. October results of operations reflect a positive income. Although small, this is a positive trend and November appears to be progressing well with higher than normal numbers of intakes.

Andy Connell moved and Dr. Mark Weedy seconded the following motion:

**Resolution #11-10-11-05**

**Be it resolved that the financial statements for the months ended September 30, 2011 and October 31, 2011 be approved. The motion passed unanimously.**

Dr. Hedges advised the board that there are no developments to report with regard to the ODMH 2000 Medicaid overpayment issue.

Cap and Clip continues to present challenges. ODMH has determined that services are not eligible for reimbursement without a mental health diagnosis. The state was unable to provide an adequate response when asked how an agency is to receive reimbursement for an evaluation resulting in no mental health diagnosis. The agency is continuing to pursue ODADAS certification which should help with this issue. Due to changes within ODMH, the agency was unable to confirm Medicaid eligibility for about 6 weeks. The problem has been resolved, but it cost the agency an estimated \$3,000 in services that were provided but will not be reimbursed due to clients not being eligible for Medicaid. JFS is now responsible to report changes, but these changes are not yet being updated in a timely fashion. All agencies are facing the same issues and we continue to address them to the best of our ability and as they arise.

Shawna Watts led a discussion of quality of service matters. 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. Additionally, Shawna is scheduled to get an intern in January who will be available to absorb some of the QA back-log.

The board was presented with a list of MUI's, none of which are perceived as posing any significant problems. In addition to those listed, the 626 building was a broken into. A window was broken, apparently to gain entrance and there was considerable damage done to internal doors. The only item stolen was a digital camera owned personally by a therapist. There were no "Duty to Protect" issues. There was one client grievance which was resolved by following agency procedures.

Dr. Hedges discussed staffing issues:

- Since the last meeting, the agency has hired a receptionist for Newark.

- Our programmer, Forrest Pepper, has resigned as expected and his position has been filled with the hiring of Stephen Stoll.
- Two psychologists have resigned from our Columbus clinic. We have been unable to staff this position adequately to service our contract with Franklin County Children Services and have informed them that we will have to discontinue services under the contract unless they accept evaluations performed by Master level therapists.
- Our temporary programmer position has ended. The project is still under development with our head of MIS, Tim Parker, absorbing the responsibility as time permits.

Dr. Hedges led a discussion of agency growth:

- Fairfield County - The Fairfield County ADAMH board contract has been signed.
- Ross County - The expansion has been completed and we are moved in.
- Delaware County - We have accepted the Family First grant through the Ohio Children's Trust Fund and have begun to recruit clients.
- Licking County:
  - We are looking at growth alternatives.
  - We have stopped providing services at Fairfield Academy
- Franklin County:
  - The expansion is nearing completion, but there are several issues the landlord has yet to address. In compliance with the lease provisions, we have reduced our rent to the previous amount pending completion of the improvements. Brad has entered into discussions with the landlord and agreed to pay a portion of the rent increase through November and revert back to the previous amount if the improvements remain incomplete as of December 1.
  - We have not been able to attract and retain psychologists to service out contract with Franklin County Children's Services. Accordingly, we have advised the agency that we are not able to continue the contract services unless they relax their requirements and accept masters level therapists to perform evaluations. We don't expect their acceptance.
- Strategic Planning. The next process is to schedule a staff meeting.

Dr. Hedges and Shawna Watts discussed items related to agency promotion. The Lancaster clinic participated in the Fairfield County Fair ADAMH booth.

During the holiday season, each clinic is encouraged to become involved in local community holiday help activities.

Attention was then directed toward items of new business.

Brad requested authorization from the board to apply for ODADAS certification. The process will require significant effort but is considered valuable as a means to mitigate the effects of anticipated funding cuts. The process may require a site survey and some policies and procedures may need to be added or modified. Since we have been certified, the process should not present any unusual or overly cumbersome procedures.

Dr. Mark Weedy moved and Andy Connell seconded the following motion:

**Resolution #11-10-11-06**

**Be it resolved that the Dr. Hedges is authorized to pursue ODADAS certification. The motion passed unanimously.**

Alan Young and Dr. Hedges discussed the progress of the financial audit of the fiscal year ended June 30, 2011. Alan Young stated that the on-site work has been completed, including site visits by the auditors. The auditors are continuing to work on the audit from their offices and we still have procedures to complete for them. At this point, there have been no suggested changes and we have been encouraged by the nonintrusive and cooperative attitude of the audit staff.

Dr. Hedges requested guidance from the board with regard to the agency personnel policy relating to employee disciplinary actions. Currently employees' records may be purged of disciplinary action notation if no subsequent action is required within a specified time. This has created a problem with documenting a discharge where unemployment compensation was at issue. It is also possible to present a problem in the event of preparing a legal defense under particular circumstances. The board discussion presented several alternatives to and variations of the current policy for consideration.

Having no more items to bring before the board, Andy Connell moved and Dr. Mark Weedy seconded the following motion:

**Resolution #11-10-11-07**

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

The meeting was dismissed.

The next meeting will be January 12, 2012 at 5:30, unless otherwise noted.

Respectfully submitted:

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Alan Young  
Financial Coordinator