

AGENDA
Mid-Ohio Psychological Services, Inc.
Board of Directors Meeting
Date: May 15, 1997

1. FINANCE:

- Auditors will be here on Tuesday, May 20, 1997, to go over compliance issues raised in last audit.
- Contacted ADAMH Board to address "shadow billing" to improve cash flow problems.

2. QUALITY ASSURANCE:

- QA activities have not been fully completed due to the loss of one staff person who was conducting QA activities. We are in the process of reassigning this task as we seek a replacement staff member.

3. PROFESSIONAL STAFF ORGANIZATION:

- In-home counseling services.
- Joni Grim & Chris Johnson have been accepted into the Doctoral Program at OU.

4. CLINICAL SERVICES:

- Plans to hire new Child Therapist.
- Total client volume is up to 30% from projected case load for this year.

5. SUPPORT SERVICES:

- Plans to hire new support staff.

6. OLD BUSINESS:

- Improved ISP completion plan has involved reassignment of client loads and increased accountability by immediate supervisors.
- Financial statement for 1996 is still not completed. The ADAMH Board is providing consulting services to aid in resolving our accounting problems.
- We have not received word from the juvenile court or DYS concerning grant proposal.
- Sick leave policies are still not clarified.

7. NEW BUSINESS:

- Next board meeting August 14th, 4 p.m.
- Long range planning.

MID-OHIO PSYCHOLOGICAL SERVICES, INC.

Stephanie L. Miller, Ph.D.

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Psychologists

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Pursuant to the laws of the state of Ohio in which this corporation is organized, and its bylaws, a special meeting of the Directors of Mid-Ohio Psychological Services, Inc. was held on May 15, 1997, at 3:00 pm. Present at the meeting was a quorum of directors, and all have signed their names below. The meeting was duly called to order and the following items of business were resolved:

Board Meeting held May 15, 1997. Members present: Stephanie L. Miller, Bradley A. Hedges, Doris Stone, and Rick Branscom.

Items discussed:

1. Issues relating to the financial status of this organization were reviewed, including difficulties with cash flow which has been negotiated with the Fairfield County Mental Health and Recovery Services Board through the use of "shadow billing". Additionally, the FCMHRS Board will be providing financial consulting services on May 20, 1997, in order to review our compliance with our plan of corrections submitted in response to the previous audit and to aid in establishing more sound accounting practices.
2. It was announced that QA activities have not been fully implemented for the last two months as the Quality Assurance Coordinator has resigned. This task is being reassigned to other clinicians, however due to a shortage of clinical staff, QA activities have become secondary to providing direct services until additional staff can be obtained. This is identified as a priority area of concern once additional staff can be obtained.
3. Professional staff organization: The need for additional clinical staff was identified. Applications for additional clinical staff have been obtained and the interviewing process will be initiated with the professional staff organization reviewing credentials. Professional Staff Organization also announces that both Joni Grim and Chris Johnson have been accepted into the Doctoral Programs at Ohio University. This increases the need for additional staff as they enter into the program in the fall, and this will enhance the quality of our current professional staff through their increased training experience.
4. Clinical Services: It is noted that the total client volume is approximately 30% higher than the projected caseload, which is again increasing a strain on clinical services. This increases the need for additional clinical staff, particularly in the area of child therapists. As indicated, interviews are being conducted to obtain a child therapist. It was also announced that the In-Home Geriatric Counseling Program has been initiated and it appears that we will be able to meet our requirements for volume of service as outlined through our grant with the United Way. It would appear that this service does meet some of the FCMHRS Board's gap of service and needs and will be continued.

5. Support Service: Through the increased volume of clinical work, the need for an additional support staff person was identified. Applications are being received. The additional support staff will primarily focus on clerical duties including filing, maintenance of documentation, etc.
6. Several items of old business were reviewed, including the following:
 - A: Issues relating to improved completion of ISPs have been assigned to immediate clinical supervisors with ongoing review of cases being indicated. Supervisors are to review the ISP Completion form on a monthly basis with their clinicians to ensure that ISPs are being completed in a timely fashion.
 - B: A financial statement from 1996 is still not completed, although the FCMHRS Board is providing consulting services to aid in establishing appropriate accounting procedures which will facilitate the completion of the 1996 financial statement.
 - C: We still have not received word from the juvenile court or the Department of Youth Services concerning the grant proposals which were submitted several months ago.
 - D: Sick leave and vacation policies still have not been modified as discussed in our last Board meeting due to financial constraints of the agency. This issue will continue to be revisited.
7. New Business: Issues relating to long-term range planning were discussed, particularly as they relate to the need to address gaps in services. The need for psychiatric services and a broader continuum of clinical services were discussed as areas of concern.
 - A: The Mission statements from the Behavioral Health Care Network and the System Wide Quality Improvement committee structures were discussed as goals of the Fairfield County Mental Health and Recovery Services Board.
 - B: The following motion was made by Doris Stone and seconded by Rick Branscom: The Mid-Ohio Psychological Services, Inc. Board supports the concept of a system wide quality improvement behavioral health care network and we authorize the Executive Director to represent the Mid-Ohio Psychological Services, Inc. Board in this process as developed by the Fairfield County Mental Health and Recovery Services Board. This motion was approved unanimously by all members present.
 - C: In response to the need to extend our continuum of care and expand services, Brad Hedges moved and Rick Branscom seconded the following motion: Mid-Ohio Psychological Services, Inc., is committed to continual

growth in both quality and volume of services and in that vane, we authorize the Executive Director to explore options for further growth through affiliation with other agencies. This motion was approved unanimously by all members present at the board meeting.

8. The next board meeting is set for August 14, 1997 at 4 p.m.

Director Yes/No
 (vote)

Director Yes/No
 (vote)

Director Yes/No
 (vote)

Director Yes/No
 (vote)

Mid-Ohio Psychological Services, Inc.
Name of Corporation

Secretary

Date: May 15, 1997