

**MID-OHIO PSYCHOLOGICAL SERVICES, INC.**  
**BRADLEY A. HEDGES, PH.D.**  
**PSYCHOLOGIST**  
**EXECUTIVE DIRECTOR**

624 East Main Street  
Lancaster, OH 43130-3903

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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 October 20, 2005 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, Larry Novak, Janice Phelps, and Barb Salyers. Also present at this meeting were Brad Hedges, Executive Director; Shawna Watts-Shumaker, Administrative Coordinator; and Alice Grant, Accounts Payable Manager. The following members were not present: Nathan Hale and Karen Wolfe. The meeting was called to order by Will Sharp, Board Chair.

The following items were discussed:

1. A brief discussion was held regarding the revised agency goals and the board members interaction with the agency and staff in their own area of interest. All agreed this interaction was working well.

Barb Salyers motioned and Larry Novak seconded the following resolution:

**Resolution 10-20-05-01**

**Be it resolved the revised agency goals be adopted. The resolution passed unanimously.**

2. The minutes and board information packet was disseminated prior to the meeting. The financial statements were handed out at the meeting.

Janice Phelps motioned and Larry Novak seconded the following resolution:

**Resolution 10-20-05-02**

**Be it resolved the minutes of the previous meeting be accepted. The resolution passed unanimously.**

3. Dr. Hedges gave a detailed explanation of the nearly yearlong attempt to merge the Accounts Receivable information (XAKT) into the General Accounting System (QuickBooks) as required by the annual financial audit. He noted this has been a very stressful and expensive undertaking but he now feels the efforts have paid off and the process is where it should be to produce accurate financial statements. He also explained the new accounts on the financial statement that

are generated from XAKT which consists of payments, adjustments and write-offs, and services (revenue).

Dr. Hedges also asked the board for authorization to correct the "Allowance for Doubtful Accounts" as this is not automatically done by XAKT. He stated that after many attempts to find a consistent manner to do this, he feels the best way would be to use the XAKT number for accounts over 120 days old. This will necessitate a rather large initial adjustment to correct last year's audit figure of \$209,236.81 to the over 120 days total from the XAKT Aging Report of \$144,552.47. This will mean an adjustment of \$71,073.99.

Larry Novak motioned and Barb Salyers seconded the following resolution:

**Resolution 10-20-05-03**

**Be it resolved the financial statements for August and September be accepted with approval to make an approximate \$71,000 adjustment to the FY04 Allowance for Doubtful Accounts and to pay the bills as funds become available. The resolution passed unanimously.**

4. Quality Assurance activities were discussed. Janice Phelps asked why more clients were seen in September of this year but billing was lower than last year. Dr Hedges stated that while every effort is made to send out bills in a timely fashion, the actual billing might not reflect all services provided in that particular month. So, last year's billing may well have reflected billing for services provided prior to that period.

The QA reports have been posted through July 2005. These reports are slightly behind due to shifting of personnel. It is hoped this problem will be resolved and QA can be completed in a timely manner.

5. There were no client rights issues.
6. A Major Unusual Incident took place on August 29 when a client had a medical emergency while a Case Manager was visiting the home. Appropriate authorities were notified and the client was seen at the local hospital. All reports were filed.
7. Deemed Status has been received from ODMH (Ohio Department of Mental Health). This is a three-year certification and a copy has been posted in the front office.
8. Dr. Hedges stated the staff has been very busy with training activities recently. He and Dr. Craft presented a workshop for the MR/DD Board. Other staff members have presented and attended several workshops and earned CEU credits. He stated a considerable amount of training has taken place over the last three months. Another training has been set for Friday, October 28, 2005 but another training will not be scheduled until after the first of the year.

9. The Computer Information System (CIS) is working somewhat. A few pieces of the system are working and several more are almost ready. This process is taking longer than anticipated but Dr. Hedges feels it will be extremely beneficial once it has been completed.
10. The scheduled Medicaid Audit has been postponed by the ADAMH Board until after the November elections.
11. Staffing issues include the re-hiring of Heather Stevens as a therapist at the Franklin County office. Heather left earlier this year for another job that did not work out and she has returned to Mid-Ohio.

Kathy Purvis will be leaving the Franklin County office where she is the receptionist to transfer with her husband to Kentucky. An ad has been sent for her replacement.

Two current Case Managers are working into Therapist positions and this will necessitate filling these vacancies with at least one case management position. This vacancy has also been advertised.

Greta Gillilan has volunteered her services to MOPS. She will be working with QA and has helped in the filing department. Shawna Watts-Shumaker noted she has already been a big help.

12. The AOD Program is in its final stages and promotion will begin shortly for this service. Rick Gehlbach has been in charge of initializing this program.
13. The agency has been very busy helping with the levy work. Several staff members have been working to hand out literature and help with various levy events. Shawna Watts-Shumaker has worked extremely hard to help the ADAMH Board with their events and promotion.
14. Dr. Hedges noted the Community Health Consortium has not been active recently due to levy events.
15. Dr. Hedges notified the board that the ADAMH Board has elected not to give the \$10,000 they had negotiated for technical projects. He also noted MOPS was not given any increase in the FY06 budget. He is unsure of the reasoning behind this. MOPS has agreed not to exceed the Medicaid allocation for the last few years and has been unable to develop some planned programs and has had to discontinue several more due to this constraint. The board discussed sending a letter to the Board Chair of the ADAMH Board expressing their concerns about this issue.

Larry Novak motioned and Janice Phelps seconded the following resolution:

**Resolution 10-20-05-04**

**Be it resolved the October meeting of the Board of Directors for Mid-Ohio Psychological Services be dismissed. The resolution passed unanimously.**

The next board meeting will be December 1 unless notified otherwise.

Respectfully submitted

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Alice J. Grant