

MID-OHIO PSYCHOLOGICAL SERVICES, INC.
Board Minutes

624 East Main Street

740-687-0042

Lancaster, Ohio 43130

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 January 19, 2017 at 5:30 p.m. at 624 East Main Street, Lancaster, Ohio.

The following directors were present: **Dr. Mark Weedy, Scott Musselman, Kelly Iacuzzo, Temple Custer-Gagni, and Wendy Ricker.** Directors Toni Gillette and Brad Bartlett notified agency staff prior to the meeting they were unable to attend. MOPS staff present at the meeting were Kim Blair, Executive Director; Shawna Watts, Operations Director; and Cassie Kausek, Accounts Payable Clerk. With a quorum present, Dr. Mark Weedy called the meeting to order at 5:36pm.

Staff Representative

There was not a staff representative present.

Board Composition

There was no discussion on the board composition, all openings have been filled.

Board Minutes

The Minutes from the November 17, 2016 meeting were disseminated prior to the meeting via the MOPS website. The opportunity to discuss minutes was brought to the floor. There was no discussion.

Resolution#17-01-19-01

It was moved that the minutes be approved by Temple Custer-Gagni and seconded by Scott Musselman. The motion passed unanimously.

Fiscal Stability (Goal: Implement a strategy to improve the financial viability of the agency)

Kim Blair stated that the 990 has not yet been completed. There has been an extension filed by the accountants. The estimated completion was given as the week of January 16, 2017.

Kim Blair asked that Cassie Kausek give an overview of struggles with Oatney and Associates, the agency's accounting firm to give an overview of where we are with the agency's financials. Cassie explained that there have been complications in communicating with the firm. After many attempts at calling and sending emails most have not been returned in a timely manner or at all. Although the relationship is still very professional when meetings are held and the work is accurate when finally completed, there is a definite lapse in the agency's needs being met on a timely basis. The board has suggested setting up regular monthly meetings in an attempt to reengage the relationship and ensure

that the needs of the agency are met routinely. It was agreed that Oatney is very cost effective and that there would be much time and effort in changing accountants due to them processing the agency's payroll. It is in the best interest to attempt to mend the relationship before giving consideration to changing payroll and accounting services elsewhere.

Kim Blair stated that the financials presented for September through December 2016 are accurate apart from a few minor areas to be adjusted with Oatney and Associates. Scott Musselman stated that he did not see anything on the current financials that stood out. Likewise, the issues he saw at the last board meeting, causing the September/October 2016 financials to be tabled, have all been resolved. Any of the outstanding issues to be resolved with Oatney, adjusting the balances to match the audit, should be completed by the 2017 audit and are not causing any significant abnormalities in current financials.

Financials for December do show a loss. Kim Blair stated that overall production has been down. The holidays usually cause a decrease in production. Also, the agency has been taking on many interns, which usually causes less production initially during training but then increases thereafter. Kim anticipates improvement based on recent production reports ran for January, so the coming months show the signs of recovery.

Resolution#17-01-19-02

It was moved that the financials for the months ending September 30, 2016 and October 31, 2016 be approved by Scott Musselman and seconded by Kelly Iacuzzo. The motion passed unanimously.

Resolution#17-01-19-03

It is moved that the financials for the months ending November 30, 2016 and December 31, 2016 be approved by Scott Musselman and seconded by Kelly Iacuzzo. The motion passed unanimously.

The agency's current cash balance is \$122,881.

The cash balance is low due to a substantial amount owed by Medicaid, around \$188,000. Due to Medicaid's new billing system and billing being delayed by one week, deposits have not been transferred to the agency account causing the dramatic decrease. Should the issue not be repaired by Thursday, January 26, 2017 the agency would like to use investments to ensure payroll is met and bills continue to be paid. The agency asks that the board vote to allow the agency to withdraw up to \$100,000 from the investment account to cover the declining cash position. As the cash balance becomes stable, the investments will be returned.

Resolution#17-01-19-04

It was moved that a withdrawal up to \$100,000 from the investment account to cover cash position related to Medicaid billing issues be approved by Scott Musselman and seconded by Wendy Ricker. The motion passed unanimously.

The proposed changes for the Behavioral Health Redesign were to unfold July 1st of 2017, however there is a possibility that date can be pushed to January 1st, 2018. As the rates look today, the change will still be beneficial to the agency. The agency will continue to revisit this topic and update accordingly.

Quality of Service (Goal: Expand and develop quality programs to meet identified population needs as financially feasible)

Shawna Watts reported that during preparation for CARF there has been significant focus on quality of service. There will likely be a plan of correction in place due to prior issues with her assistant and gaps in ensuring specific procedures were followed. Due to there not being any major health and safety issue violations, Shawna feels that CARF will identify the areas that are already being addressed and agree with our plan of correction.

Andrea Coates is the new monitor for QA activities, as the QA Coordinator. Many changes have been put in place with her help. As a result, plans are now in place to correct any prior issues and all areas are explainable for the CARF visit. Shawna reported that these areas should not be viewed as negative by CARF since there is a corrective plan in place.

MUI

November

No reported MUI's

December

No reported MUI's

Client Grievance

None

Duty to Protect

None

Staffing (Goal: Enhance stability within the organization)

Staffing Changes:

Open positions: Clinician (Lancaster), Clinician (Newark)

Resignations:

Andrea Crawford – Newark Office Generalist

Bob McGarvey – Lancaster Clinician

Mark Pleiss – Lancaster Clinician

Jenna Alvarez – Delaware Clinical Intern

Nicole Riddle - Delaware Clinician

New Hires:

Central Office-

Lynette Reynolds – Temporary Office Generalist

Columbus –

None

Newark-

Christian Touvell – Office Generalist

Kelsey Hall – Social Work Intern

Lancaster –

Whitney Ashley Goode – Masters Intern

Derek Dickson – Masters Intern

Delaware –

Aaron Jarrell – Master’s Intern

Matt Brittsan – Master’s Intern

The agency had 35 applicants for the Doctoral Intern recruitment. Of the 35 applicants, 27 were interviewed. The agency will find out mid-February how many of the applicants match and then move onto the next stages. Overall, the agency feels the outcome was very good.

Growth (Goal: Become a leading professional development provider. Expand and develop quality programs to meet identified population needs as financially feasible.)

The agency would like to revisit the strategic planning timeline. There are some areas that need to be updated so that the goals set forth previously are attainable. Previously a two-year plan was imposed, where three-year would have been more feasible. The agency is not looking to bring in a consultant again. Kim Blair reported that much of the plan is still attainable, just the timeframe itself needs to be extended in some areas. Scott Musselman suggested bringing the goals and progress back to the board for approval and updates.

Agency Promotion/Coordination (Goal: Implement an organization and site-specific marketing outreach campaign)

Kim Blair stated the agency participated in holiday charity activities for community promotion in all locations.

The annual report was published and sent out through the agency newsletter list. It is also available through the MOPS website.

Delaware County is applying for a grant through United Way's Strengthening Families Afterschool Funding Programs. The agency is applying for three programs: Psychological Evaluations, Parent Education Program and Drop in Counseling. The setup is a collective initiative, which is a bit different than what the agency is used to or has experienced when seeking funding historically. The allocation of monetary funds for each agency has yet to be determined, so benefits the grant can provide is not able to be evaluated at this time.

Also in Delaware, the agency was unable to meet the strict numbers set by the grant outline for the current United Way Grant. As a result, the agency is returning the money received to this point. The total amount of reimbursement will be \$5208.31.

Licking County will be participating in a job recruitment fair.

Franklin County has had some success with conducting trainings in partnership with Gahanna Schools. There was a strong turnout in the beginning, recently it has not been stable. However, there are already attendees scheduled for Spring activities.

Temple Custer-Gagni suggested an opportunity for Lancaster clinicians on March 14, 2017 that are experienced in working with autism spectrum disorder. The clinician would give a pre-film talk prior to an HBO documentary screening portraying teens with autism. She stated she would hope this would aid in our agency partnering with other local agencies to give their local expertise and show unity.

Updates (Goal: Expand and develop quality programs to meet identified population needs as financially feasible)

The Fairfield County ADAMH Board application was completed and submitted on time. We did not apply for BH Linkages money, as the board advised it would likely not be funded due to the board wanting a counselor in the jail. The agency will continue with Forensic Monitoring and asked for the same amount they did previously.

CARF is scheduled for their visit January 25-27th. The agency is asking that one or more of the board of directors please attend the meeting if available and talk a bit about the agency.

Risk Management

The agency is waiting to see what changes will be made to the Affordable Care Act and its impact on the Medicaid Expansion.

The personnel files have been recreated. Staff that were involved in having their personnel file missing have declined the identity theft protection the agency offered. All involved are confident that the information was mistakenly shredded and no further action is needed.

New Business

The agency is requesting that the 614 building have an additional year added to its lease with no change in rental fees.

The agency is also requesting the 636 building lease be renewed, the landlord Adam Custer has requested to increase its rent by \$50 a month, to \$650. Shawna Watts and Kim Blair agree to the increase, as there has never been a request before and rental fees are very reasonable.

Resolution#17-01-19-05

It was moved that the agency have the 614-lease approved by Kelly Iacuzzo and seconded by Wendy Ricker. The motion passed unanimously.

Resolution#17-01-19-06

It was moved that the agency have the 636-lease approved by Kelly Iacuzzo and seconded by Scott Musselman. The motion passed unanimously. Temple Custer-Gagni abstained from the motion

Mark Weedy called an entry to executive session as of 6:32 pm.

Next Meeting

- March 16, 2017 at 5:30pm

Respectfully submitted:

Cassie Kausek