Nisonger Center - UCEDD
Executive Committee 2/11/13

Attending: Dr. Rabidoux, Dr. Ratliff-Schaub, Dr. Tassé, Dr. Witwer, Karel Smith
Meeting convened at 9:35 a.m. – 357G McCampbell Hall

Agenda

Informational: 10 min.

- FCBDD meetings in February
- HR Updates
  - Kate Dillingham support
  - Drs. Aman/Izzo rehire (update)
  - Dr. Lagos – Chile (international scholar: 3/1 – 3/31)
  - Dr. Navas – Spain (Postdoctoral Fellow 5/1/13 – 4/30/14)

Mission-Area UPDATES: 15 min.

- Education/Training (Witwer)
- Service (Ratliff-Schaub)
- Research (Tassé)

Discussion: 65 min.

- ECE and ongoing HR issues
- Retreat and Strategic Plan review
- Consultation with Harding Hospital/Dept. of Psychiatry
Minutes

Informational:

- **FCBDD Meetings in February:**
  - Contract Meetings next week; 5 groups. Meet with each area individually... should ask them how the county would view Dual Diagnosis/Dental clinic expansion (ie. what if they serve more than Franklin County residents?). We would model the FCBDD contract with other counties... Another question that comes up is how would we handle (or could we handle) seeing patients who aren’t subsidized by a county contract. Also talk to Dot about the COLA increase (contract amounts have remained the same although the contract amounts have stayed the same – 3 years). Add language into the contracts (especially Dental and Dual Diagnosis); that includes we cannot operate without the ability to bill Medicaid; or without FCBDD support... one is not mutually exclusive of the other. Andrea spoke with Angela Ray about evaluations at schools last year - she expressed interest... but didn’t respond quickly once Andrea sent her the proposal. Maybe switch the conversation to Dot Yeager/Jed Morrison. Approach Jed at the February CAC meeting?

- **HR Updates:**
  - Kate Dillingham is temporarily providing HR support.
  - LOO’s for Aman/Izzo sent to Kate Friday. Salary range and estimated FTE remain to be reviewed.
  - 2 international scholars; Juan Lagos from Chilé – 1 month research exchange. Currently studying in Spain as a Postdoc, interested in Early Intervention, TOPS, transitions... he should sit in LEND Seminar and go to the Autism class (we should not assume he’s familiar with the interdisciplinary approach). He should also attend/view a clinic... HIPAA Training required, could observe in the LEND Trainee room... March 1 – March 31.... Email Tamara/Marc when seminar, classes are. 2nd week to Family Directed (new intakes every Thursday morning). Maybe schedule over Spring Break...
  - Postdoctoral Fellowship; Patricia Navas (May 1 – April 30); Miguel Verdugo is her advisor. Has a lot of research experience, graduated with her PhD with 35 publications. Interested in ID and Autism, research focus. J-1 Visa.
  - Erica Chambers – HR VISA experience; very dependable and knowledgeable.
  - John Gristand? Linguist; Paula knows him. Could be a good introduction for both Lagos and Navas...
  - Veronica is also coming from Salamanca, Spain in the summer months.

Mission Area Updates:

**Education/Training:**
• **Postdoc Interviews:** Ashley, Katherine and Michelle. Marc will be on vacation Thursday. No confirmation from IDD/Psych students. Kelsey emailed Marc re: licensing and ASSB accredited. 3 fellowship offers made and #4 on waiting list.

**Service:**

• What are the long-term plans for clinic support? Dual Diagnosis volume seems difficult to gauge. We could map out the master schedule of all of our clinics over the last several months without trying to figure it out based on billing... Proportion of costs associated with payment for MA? How are we scheduling? Marie is tracking calls... She is referring to NetCare. Andrea, Karen and Jessica all need to talk to Marie to make sure she knows how/when to refer patients (ie. referral flow chart). Karel is meeting with Suzanne to communicate information to Marie (down syndrome health project – currently run out of the Polaris clinic); Murugu Mandicamp doesn’t have much availability. Genetic Counselor does the intake, family history – but cannot do height, weight, etc (but our MA can). If the patients can come here to Nisonger Center; Marie would take them to a room to take height, weight, hip circumference. Anticipate 30-40 people over the next 3 or 4 months. Could offer less volume clinical days as the option... Marie has a hard time multi-tasking when the clinics are operating; more than one family checking in at a time etc. Give Marie a script to categorize voicemails or return calls in a spreadsheet to be returned categorically by another individual? Ie. LEND trainee, Pat Cloppert?? Pat could provide additional resources if necessary if they aren’t applicable to the Center’s support etc. Could bring in Trainees to find additional resources to address the quantity of calls for particular clinics/services? Pat is planning to retire... working on a LEND project currently; Central Ohio resources; this would fit perfectly. 4-5 hours a week, 1 hour per day? Karel will work with Marie to develop a script/plan; transferred/returned calls need to also be tracked. Review 6 months of clinic volume at next EC meeting. Karel will work on form, Calendar... Andrea will forward flow chart – f/u @ next meeting.

**Research:**

• IDDRC in limbo, we are not competing this year although the RFA is out.
• Paula submits requests for email accounts through eservices.
• RA interviews last week... Susan is checking references. Hoping for a March 1st start dates?
• CITI training is still in process. Center will support 10% of Mike for IDDRC work.
• Paula’s issues with OSP re: carry over money – Nick Sellars from Accounts Payable. He was going to talk to his supervisor and get back with her; hasn’t heard anything in 3 days. Take the issue to Anne Moffat via email.

**Discussion:**

• **ECE/HR issues:**
  o Jennifer Campbell program review, meet with staff etc. Driven by turnover concerns...
    Marc has exit interviews with everyone; discontinuity in expected responsibilities versus
what is asked of them. All Program Directors should ask ‘what do you need’? Jennifer suggested staff focus groups – ie. what can we do to better support you? Provide anonymous feedback back to Kathy/Sara... and monthly meetings with Marc, Kathy etc. Marc has communicated with Kathy that she NOT perform daily ECE operations. Sara has been pulled into the classroom because of hiring issues; which increases Kathy’s involvement. If she doesn’t get tenure – she loses her position. Last year her position (tenure clock) was on suspension... Kate will be working with Sara independently; to help her in hiring, supervising, and maintaining employees. Sara will receive some empowerment with Kate’s support. Sara should be telling Kathy what she can/can’t do... posted a temporary coordinator position to help Sara, but that doesn’t help Kathy’s situation next year when she will be expected to support herself 50%. Jane Case-Smith has been VERY supportive and is very invested in ECE’s success. She needs things in the pipeline...

- **Strategic Planning Retreat** – emails will be sent by Wednesday. Meetings need to include Tamara.

- **Consultation with Harding Hospital/Dept of Psychiatry** (meeting with Campo).
  - Meeting Friday – Rick Gilchrist, Jessica Stratford, Frank Biel (new nurse manager); a tech and a nurse. Lester was not at the meeting; 2 different requests are convulging. Do we want to allow Faculty to be ‘on call’ even if Psychiatry agrees to pay 5% or 10% time? Give them enough information/resources to exhaust before ‘calling’? They need to modify the basic questions... on average they have 2 individuals with ASD on their unit at all times? Do we need a dedicated number of identified ID/ASD beds with trained staff for those particular beds? Conversation with Campo and John Martin... inservices on data collection and preventative strategies... bring in Jessica to support the ‘culture’ change. Have a meeting – Jessica, Luc, Gene, Andrea, Betsey, Marc – link people together.... Jane Case-Smith has been clamoring to get involved in ID/ASD Pysch... Jed Morrison, Marcy Samuels... Maybe Leslie can help with checking in with the unit weekly and preparing ‘toolkits’ etc? Present at AUCD and ‘market’ it? Autism Speaks? Length of stay and readmittance? A great GRC Medtapp project. Franklin Co, Medicaid, etc all have a lot to gain. What about Luc/Mike’s parent training manual??


*Meeting was adjourned at 11:15 a.m.*

*Minutes respectfully submitted by Tamara Hager*