Nisonger Center - UCEDD
Executive Committee 2/13/12

Attending: Dr. Tassé, Dr. Rabidoux, Dr. Ratliff-Schaub, Dr. Izzo, Dr. Aman
Meeting convened at 9:40 a.m. - 357B McCampbell Hall

Agenda

Informational: 10 min.

• Strategic Plan
• ADD Grant Application
• UCEDD leadership development institute

Discussion: 65 min.

• Development Committee
• Clinic Collections/Denied Claims
• Renovation Related Expenditures
• Performance Metrics (see handout)

Mission-Area UPDATES: 15 min.

-Education/Training (Rabidoux)
-Service (Ratliff-Schaub)
-Research (Aman)
**Minutes**

**Informational:**

- **Strategic Plan:** February 16th to be presented at IPC. Then on to Gabbe’s cabinet.
- **ADD Grant:** Still no guidance or RFA – due 30 days from tomorrow. DDAct has yet to be reauthorized so changes to the guidance would be minimal. $500,000 a year in appropriations – hope to increase reappropriations to better coincide with awards granted. Margo is working on Needs Assessment and Marc is working on other items to include; logic model etc. $554,000 for this year. We need an MOU (to demonstrate that the University recognizes us as an independent Center; identifies University support of the Center etc.); can’t seem to find a previous.
- **Jessica Hellings update:** Department of Psychiatry is revising the LOO/PEA to be completed today and sent tomorrow. Total Salary has been added to the letter of offer. All physicians have a 60-day notice that the PEA can be cancelled and redrafted – not their employment with the University. Also includes a non-compete and income clause that any income earned over salary returns to the Center? She is currently working on her Ohio licensure.
- **Tim Followell:** will be here tomorrow interviewing for Program Director of the Dental Program.
- **UCEDD Leadership Development Institute:** 5 day Institute to identify young Faculty who may assume Leadership roles in the future at UCEDD’s. Steve Idelman (previous director of the Arc, AAIDD); partnership with AUCD and Institute… interested in future leadership of the network. You need a letter from the Director – cost sharing? Margo will provide an update at the next Executive Committee Meeting.
- **2 postdoc candidates interviewing** – 2/23 and 2/24; Leslie Markowitz and Leisa Klein.
- **Renovation update:**
  - Gym/meeting space (2nd floor) open 3/15.
  - Clinic – open 3/7-3/14
  - 235/243 – open 4/10
  - 1st/3rd floor restrooms completed 3/20
  - Air Quality – concerns re: air in the building. Tamara will contact Environmental Services to conduct an assessment.
  - Cameras
    - Meeting last week regarding Nisonger needs for cameras for K & S to provide quotes for review.
    - Switch panel for 10 rooms and DVR recording device will be located in #389 (testing room).
    - Not yet sure on server – planning on using an internal server but not sure if the unit we currently have (from Lives Worth Saving); is a viable option.
**Discussion:**

- **Development Committee:** no names following last Leadership Meeting re: external individuals who would be willing to help.
  - Brainstorm names of those who have capacity to give. Could be potential new donors or existing donors.
  - Every member will have a goal to raise a particular dollar amount…. With a total goal for the entire committee to raise $300,000 by 2016.
  - Send names to Marc.

- **Clinic Collections/Denied Claims:**
  - Clinic fund; billings received from clinic – used to pay OSUP fees ($12,000 - $15,000) per year, credentialing $650 x 12 to 15 clinicians = $10,000 annually, also used to pay liability insurance, test protocols, or other clinical expenses.
    - Current collection rate is $4500 - $5000 per month; $50,000 per year.
    - Denial rate is rather high...
      - December billed $41,000 and collected $5,000.
      - Karen has asked Sherry to be proactive to review patients to see what information may be needed and/or missing.
      - If we eventually wanted to hire a clinical staff member, we need to generate revenues.
      - Add clinic collections/denied claims to the next EC Agenda – need to develop a system to increase collections from 20%-25% to 50%.
      - If we incorporate this into the Performance Metrics – we will know much sooner when there is an issue.

- **Renovation Related Expenditures:** postponed to next meeting. #371 renovation, phones, cameras, business cards.

- **Performance Metrics (see handout):**
  - Objectives:
    - For us as a Center to be able to report and as EC to monitor our performance as a Center. What are the important areas we want to keep our eye on? Ie. grant dollars, clinical revenue... etc.
    - Used to translate performance/success as a center.
      - Translates performance to each Faculty (ie. P3’s)
  - Some of it should relate to money or the ability to generate money, but others should relate to achieving our mission (ie. teaching classes). Should we moderate the amount of time spent on certain items...
  - 1 should reflect revenue, and 1 should reflect being a good citizen related to SP.
  - Categorized: research, teaching/training, clinical service, community outreach/TA
  - Marc will revise the list and ventilate it....

- **Standardized business cards:**
  - Standardized format for the Center.
We are a Center that falls under The Ohio State University, not a Center that falls under the Medical Center.

Nisonger Center is paying for Faculty and administrative Staff business cards and must go through Ella to use template. Ella will send an email to Faculty.

**Mission Area Updates:**

**Education/Service:**

- Change to Semesters – Paula/Marc need to meet to discuss the two courses; 14 weeks of lecture; 15 weeks of class in a semester.
  - Maymester?
  - Ann will send Marc the syllabus that includes Tom’s class....

**Service:**

- Clinics in ECE space are working well.

**Research:**

- Still working on two categorizations.
- Major contract announcement by NIMH – FAST; autism spectrum and psychosis spectrum – minimum $50,000 grant. Stormtroopers of drug research? mid-March deadline, and not sure who proposes the drug....
- No update from Clay Marsh’s office.

*Meeting was adjourned at 11:09 a.m.*

*Minutes respectfully submitted by Tamara J. Hager*