Agenda

Informational: 10 min.

- Research Fund Awards (follow-up)

Mission-Area UPDATES: 15 min.

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

Discussion: 65 min.

- Clinical Update/Cameras
- ADD Annual Report
- Rick Hawkins Meeting update
- Dr. Yahya Al-Farsi meeting update
Minutes

**Informational:**

- **Research Fund**: next announcement is in September. Marc will send an email, Karel will follow up with how to obtain funding, then announcement to Nisonger congratulating awardees.
- **Budget**: no update yet. Confirming amounts etc. has been the only communication. Kathy sent a revised budget to Karel while she was on vacation. Marc has suggested that Kathy provide Sara with more responsibility over the day to day operations. HR instructed Kathy to have them meet together as a witness... Kathy needs to focus more on publishing grants etc. for tenure. They talked about opening up a 5th classroom... that has been ‘stalled’... needs more time to be set up; should be ready for next year.
- **Leadership Institute**: Margo is paying out of her own budget to go... this is specifically geared towards shaping future UCEDD Directors. This is the first year... 18 to 20 attendees. Temple sent a junior faculty as a contribution to the network... creates a recruiting ‘pool’. One full week.... The other institute is attended by more ‘direct support’ staff. May cost upwards of $2500-$3000...
- **Followell** arrives next Monday, July 2nd.
- **Hellings** begins September 1st. Leaning towards the #395 office. We may continue using Dr. Williams but will not continue with Dr. Spetie once Dr. Hellings comes on board.
- Karel will be sending **P3** emails today.

**Mission Area Updates:**

**Education/Training:**

- Prepping for fall semester; Ann to meet with Karel to send a list to trainees of ‘what to do’ (ie. getting started).... Karel will begin setting up monthly meetings with Faculty after July 1st.
- $50,000 in LEND grant – what will the college pay? Do we do PET’s? Does it go into tuition? We need to try to use it and not carry over since we received an increase...
- Odum dinner tonight? Paula is picking him up and bringing him to the Fish Market. 4 outside guests and 8 or 9 Nisonger people.
- Tomorrow – Ann is working on a script and will send it to Tamara.
- Mission Area Budget; no word yet. Paula asked for more.

**Service:**

- Cameras installed; inservice last week. Ann took notes and met the next day with others who were unable to attend. Only question was whether or not portions of the DVR recording could be deleted. We need to create a FAQ document with notes/info from session/meetings etc.
Send FAQ’s to Ann and work with Steve. Steve to do periodical inservices…. Ie. quarterly? Still waiting on computer specs for functionality etc. Noticeably improved and one has been wall mounted… Working on a process for Kyle/MA to turn on/turn off cameras etc. greet patients and answer clinical calls/questions.

- MA candidates; one didn’t show. One didn’t respond, one wasn’t able to come at that time – Karel contacted her a second time and she hasn’t responded. Drs. Hellings, Benson, Arnold, and Witwer interviewed. Karel checked references for Paul… Karel will pull additional applicants today and review any current OSU employees to refer… this person would be hired as A & P; 90 days probationary period.
- Medical Assistant training – blood pressure, vitals etc. an MA can enter scripts in the system, set up the chart, room the patient...
- Are we required to have a HIPAA compliance officer on site? Karel will follow up and find out...
- Karel will meet with Sherry today to review the patient file room – Marc wants to hire someone to come in and help initially set up medical files... MA will manage henceforth... Electronic medical record implications? 200 revolving Dual Diagnosis patients...
- No timeline on IHIS implementation....
- We need to start assigning medical center ID#’s – Nisonger unique number will become obsolete..

Research: Dr. Aman absent.

Discussion:

- Clinical Update/Cameras: see above.
- ADD Annual Report due July 30th; 5-year report due in September. No notice of award yet. Enter NIRS data asap.
- Rick Hawkins – president of LUMOS Pharma from Austin, Texas. Working on an orphan drug around a sub-group of people with ASD. More to follow next time Dr. Aman is here.
- Yahya Al-Farsi meeting from Wright State; Dean Parmelee. Gene, Margo, Betsey, Andrea, Tom attended. Liked the UCEDD model. Oman is a small country, poor until they began producing oil.

Meeting was adjourned at 11:00 a.m.
Minutes respectfully submitted by Tamara J. Hager