Nisonger Center – UCEDD
Leadership Meeting – 7/3/13

Attending:  Dr. Aman, Dr. Izzo, Pat Cloppert, Dr. Tassé, Dr. Witwer, Ashley Lefeld, Dr. Lawton, Dr. Havercamp, Dr. Ratliff-Schaub, Dr. Hellings, Dr. Lecavalier, Dr. Markowitz, Karel Smith, Dr. Followell, Dr. Arnold, Dr. Navas, Dr. Benson, Erika Garber, Cory Himsworth.

Meeting convened at 8:35 a.m. - #230 McCampbell Hall

Agenda

Please be prepared to discuss new information from each program area:

- new personnel – name, job title, responsibilities, brief background (ALL)
- new initiatives/projects (ALL)
- upcoming events (ALL)

Mission-Area UPDATES:

- Education/Training (Andrea)
- Service (Karen)
- Research (Marc)

Discussion:

- HR 101 with Erika Garber
Minutes

New Personnel:

- Amy Myers, new ABSS
- Rosalind Gjessing, replacing Annie Witte.

Upcoming Events:

- Topics in DD – Brown Bag morphing into every 2 weeks, also replaces research forum. About an hour with discussion after with Students/Faculty. Let Susan know if you know of someone who will be in town who would be willing to present. Typically Tuesday afternoons... to not conflict with LEND seminar.
- July 19th TOPS open house – “paying for college” TOPS recruiting age 18-30;
- July 31st – All Staff Meeting

New Projects:

- CARF application approved for 1 year. Certification process for rehab services; certifies a facility for various services, ours is for job assessment, placement and coaching.
- TOPS administrative approval – 2.5 years in the making; Provost Steinmetz approved with questions re: residential services; looking for other alternatives... letter to follow.
- HRSA – 3 year funding to train students on autism, awarded supplemental funds from Cincinnati.

Mission Area Updates:

Education:

- Katherine Walton will be here on July 12th.

Service:

- Rachel is not leaving yet.

Research:

- Still transitioning the Research Registry data input. If you have any forms, please give them to Tamara (Marc will be having Suzanne enter); let Marc know if you need access.

General Information:

- Cory Himsworth – SPO
• **Autism Institute** – 170 registered, space for 150; ended up with 120 in attendance. In the future, we will charge everyone.

• **NIRS** – everyone should have updated their information by June 30th.

• Ingram Autism Funds – update; re-reviewing (Transition focus) may redirect funds from research...

• **3rd floor display case** – send Tamara a recent publication.

• Executive Committee is reviewing Strategic Plan edits; Tamara will be following up with clarifying questions.

• **HR Update** – Psychology Faculty candidate did not accept, we will be reposting.

• **P3’s – AMCP** average salary increase of 2%. Spreadsheets/P3’s due July 10th. Karel will resend links, include accountability goals for FY14.

• Any HR issues, employee relations etc.; always consult Erika before communicating any information/recommendations etc. Electronic submissions and reviews.

• **Patient File Room Update:**
  - **August 30th.** All cabinets have been emptied and all files are on the shelves. Research data storage. Pharma companies – 2 methods, FDA approval, 2 year retention after. If no clinical indication, it is ‘unknown’ and we could be expected to maintain indefinitely. What is the financial obligation for the contract companies to pay to maintain the data? Lilly specifically states we hold it for 15 years after approval. TOPS may want to provide internships for a ‘scanning’ business. Federally funded studies should be paid from University Indirect costs. Will have a small group discussion to discuss.

**Discussion:**

• **HR 101 – Erika Garber;** HR business partner. Been at OSU for 2 months, in clinical home care for 4 years, American Signature; Value City. 9 years with HR. 4 different departments. Leave/timekeeping policy ‘in the works’ on the departmental level. Office is on the 4th floor of Prior; comes to Nisonger Center every 2 weeks. 688-7849. erika.garber@osumc.edu. New hires – use HRA, Erika (and her associate) will be in touch on what is happening... PT resident; Helen Carey will be in touch.

• **Sick leave;** as a supervisor you have a right to deny in advance sick leave request if it is a crucial time for the employee to be at work and the appointment can be rescheduled etc. **FMLA** – let Erika know. We do require BCI background checks; and Lexis Nexis for new students; including volunteers. You can send candidates in advance for the background check.

Meeting adjourned at 9:45 am.
Minutes respectfully submitted by Tamara Hager.