Nisonger Center – UCEDD
Leadership Meeting – 1/4/12

Attending: Dr. Tassé, Dr. Fish, Dr. Izzo, Dr. Lecavalier, Pat Cloppert, Dr. Rabidoux, Dr. Ratliff-Schaub, Ashley Lefeld, Dr. Witwer, Dr. Lawton, Dr. Martens, Dr. Havercamp, Dr. Benson, Dr. Arnold, Dr. Aman

Meeting convened at 8:30 a.m. - #243 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 (Paula)
- Service (Karen)
- Research (Mike)

General Information (Tassé):

- Dr. Hellings visit – 1/20
- ADD Needs Assessment Survey Update
- Research Fund Awardees; policy revision
- Hiring Process
  - New esystem for HR requests
  - Lead time for new employees
- CAC – 1/13/12

Discussion:

- Research Registry
- Development Committee
- NIRS
- McCampbell Hall Renovation update
Minutes

New Personnel:

- **Audra Bork** – ABSS; from absolute care, FCBDD program, formerly in corrections.
- **Kirby Ayers** – Admin work-study; starts next week.
- **Lisa Murray** – ECE; new teacher from D.C. area – behavior support studying for BCBA exam in January in preschool room.
- **Raechel Staugler** – ECE; new teacher from Toledo; masters in ECE – worked as a service coordinator; in older 2 year old room.
- **Leah Holland** – ECE; Raechel’s assistant, graduated last year in Speech and Hearing Science. Jenna Kehr – ECE; from Florida – getting Masters in ECE from OSU.

New Projects/Initiatives:

- **Adult Learning/Literacy Grant:** Paula/Tom/Jillian – Columbus Foundation Grant. Starts now. Short Story Book/Project – wrapping up – publishing short stories in collaboration with Jillian, Paula, Amy Shuman.
- **Safe Signals:** Grant from Autism Speaks – Lisa Marie-Johnson and Becky Coffee and Pat Cloppert; program curriculum designed for young adults on the spectrum regarding home safety; specifically burn prevention. Video filming used narrations from self-advocates. Spanish version also. Autism speaks will be printing for next years walk. Nisonger has purchased 50 and will be receiving them next week - including visual clings to provide visual aids in the home. Also a you tube video online, link is available on our website.

Upcoming Events:

- 1/13/12 – CAC (Consumer Advisory Council) 3:00 – 4:30; all invited to attend; topics will include ADD grant and needs assessment etc. Arden will send an email to Faculty; please respond.
- 1/20/12 – TOPS open house, contact Shannon Prince – Margo will send out copies to Faculty 10:00 – 3:00 at a location yet TBD (usually central campus??).
- 1/20/12 – Dr. Hellings’ visit; working on credentialing. LOO issues with Psychiatry... unclear and confusing. 2 amounts listed – one for the practice plan and one for Faculty appointment. 11:00 – 11:30 meet with Susan Havercamp.
- 1/19-20/12 – IDD/Psych student interviews; 6 students being considered for the Graduate Program out of 32 applicants. Ann is assisting with accommodations and working on itineraries for the day.
- 1/18/12 – Karrie Shogren Brown-Bag Presentation from University of Illinois; Champaign/Urbana re: Transitions. Undergraduate degree from OSU under Johannes. Will be
visiting throughout the day.... Let Susan know if you’re interested in meeting with her. Show her the plans for the building in the future (ie. please excuse or dust...)

Mission Area Updates:

Education/Training:

- Paula has asked Steve/Ann how to podcast brown-bags, seminars, research forums and eventually our classes... with tiered availability. Potentially receive viewing fees and CU credits?? Researching current workshops... (ie. the Mind Institute); also OSU Psych Department.

Clinical Services:

- Building construction completed and moving into clinical space; new equipment etc.

Research:

- Requests into Clay Marsh’s office, IDDRC. No approval/denial yet.
- Research Registry – 159 in the list as of yesterday; most from RUPP and ECE. A few received from Dual Diagnosis, ABSS, ASD Clinic. Several are blank (age 18-30); no clinic identified – possibly Aspirations? Could also be from Margo’s summer program... Mike will check with Margo. Let Mike know if you need additional forms. Clinic designation is extremely important... may need to add two additional questions – does this client have an intellectual disability and is this individual on the Autism Spectrum? Alison Lane succeeded in contacting 11 of 14. One asked to be removed from the list – but all in all not bad. Debriefing process is extremely important, may need to systematize the information we are asking for... Clinic/Activity field could be prepopulated for the individual by the clinic contact. There is no minimum age limit for participation... LEND ‘tweaked’ the registration form (and will send it to Mike); will be increasing utilization for FDC. Use needs to become habitual.

Informational:

- **ADD Grant Application due in February.** Supposed to have been provided guidance within 60 days of due date, but not yet been communicated. Needs Assessment Survey at SIBS conference, Currently reviewing DD Council Needs Assessment, Rehab Services Needs Assessment. 4 Strategic Objectives... will need to report on those objectives. A draft will be shared with all of Leadership, CAC and DD Partners for final review. Please complete NIRS data... ADD grant application, Continuation Application, Report in July, then again in October. Survey Monkey is available on our website.... Forward to your respective listservs of family members, consumers and providers – what are their needs and how are they being met? Send link to Marilee. Kathy will take information to Franklin County meetings for distribution...
- **Research Fund Awardees:** Beth Hurt, Bill Bauer, Maggie Mehling – all awarded $500. Next round for requests in April; $1500 for conference attendance or research related support for Grad students whose research meets our mission. Policy revision: after-the-fact clause added....
Clarify language to include “Confirmation letter should accompany instead of ‘must’ accompany?? Confirmation may give priority but is not required.”

- **Hiring Process:** Please be mindful of procedures and do not anticipate that new hires can start immediately – should consider 3 weeks lead time to include Med-Center IT account requests etc. You can send individuals over to ID processing if they are good candidates. New system requests for new hires within the next few months.

- **Social Media:** May be developing a parent blog; if you have a recent publication or received an award etc; please let Steve/Vicki know so they can update information on the website/FB page.

**Discussion:**

- **Development Committee:** last week Marc met with Pat and John Dix, a very successful businessman involved in business operations and development, Margo/Tamara met with Brandon/Leigh – goal is 2016 accomplishment (50-year anniversary); almost exclusively a committee of external individuals with a commitment to the Center (ie. personal donors, parents etc.) Will be working on identifying who should be appointed to the Committee. Tamara will be a development contact Liasion with Committee regarding Center fundraising etc. Will be soliciting everyone for suggestions/ideas regarding participants and/or development opportunities. Considering 12-20 members.... Brandon/Leigh need lists of people from us who have a capacity to give... We may approach the family initially, “Would you be interesting in helping our program... if so, please contact....” We need to give our families who have been touched by Nisonger the opportunity to make a gift... (ie. donor wall?). Has anyone ever contacted the Nisonger family? Family member could speak at a 50-year event.... Email Committee Member suggestions to Marc.

- **NIRS:** Ashley is the Nisonger Center ‘official’ NIRS Coordinator. Start entering information into the NIRS database; have people meet with Ashley for system familiarity. Ashley will be attending the orientation in D.C. on February 1/2; email Ashley any questions. LEND progress report due in March so LEND information will be entered soon. Motivation to enter data is keeping it up to date for Legislators etc. as NIRS is a widely used resource to provide contact information. You can copy information from previous years...

- **McCumber Hall renovation update:**
  - Clinical Space Committee re: inventory/layout.
  - Signage?
  - Central ‘clinical’ space will also help with wayfinding.
  - Conference Room tables adapted with electrical outlets for laptop use etc..... would this require a permanent arrangement of tables?? Maybe working with Steve to have power cords taped on the floor at convenient locations etc? Or a power outlet in the center of the room??
  - Tamara will email the link of what the space will look like to Leadership. Also send to Vicky/Steve....
Meeting adjourned at 10:00 a.m.
Minutes respectfully submitted by Tamara J. Hager