Nisonger Center – UCEDD
Leadership Meeting – 10/5/11

Attending: Dr. Tassé, Brandon O’Hare, Leigh Briggs, Dr. Fish, Dr. Lecavalier, Pat Cloppert, Dr. Rabidoux, Dr. Ratliff-Schaub, Ashley Lefeld, Dr. Witwer, Julie Cook, Dr. Lawton, Dr. Havercamp.

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:

- HR Update
- Clinic Staffing Update

Discussion:

- Nisonger Hiring Process
- McCampbell Hall renovation update
- Center Fundraising Event
- Performance Metrics for the Center
  - Grant dollars/year
  - Clinic revenue/month
  - Contract dollars/year
  - Patient Satisfaction
  - Nisonger Trainee Survey
Minutes

New Personnel:

- **Claudio Straccia** - Doctoral student from University of Geneva, Switzerland.
- **New Students in Administration** - Kayla Mohr and Sonya Kwiatkowski.

Projects/Initiatives:

- **Columbus Foundation** – 2 initiatives, adult literacy and transitions.

Upcoming events:

- **10/5**: Flu Shots here in #243 from 10-12, Remind staff/students to receive flu shot here at the Medical Center, or complete exemption via OneSource.
- **10/5**: Community Star Awards – Villa Milano, 5:30. Let Tamara know if you’re unable to come.
- **10/9**: Autism Walk: Sunday, October 9th. SNAG (Special Needs Advocacy Group had a fundraiser and contributed funds to Nisonger team.
- **10/19**: Brown Bag from 12 to 1 in #243; Manikam, Board Certified geneticist (med ped); speaking about Down Syndrome and P4 Medicine.
  - Tamara will email out information to distribution list. Susan will email flyer.

Mission Area Updates:

- **Education**:
  - if there are other trainees who need to receive a survey form let Paula know to input NIRS data. Only new student was Maggie Mehling.
  - Catherine Lord – hoping to have the Autism Institute in the Winter.

- **Service**:
  - Reviewing clinical support to gain efficiencies and role responsibilities.
    - Temporary hire (Kyle Jamison – medical student). Feel free to let Karen know if you have any thoughts/suggestions.

- **Research**:
  - Registry is about to go live, Allison Lane has requested access to Executive Committee.
**General Information:**

- **HR Update:**
  - Psychiatry - No signed letter of offer for Jessica Hellings as of yet. Plan is to start April 1st (We were hoping for fall). Opportunity to meet her in the fall.
  - Dental – Dr. Solis has declined the Director position of the Nisonger Center Dental Program. Will resubmit advertisements and open up a National Search; to include a General Practice dentist. Marc will circulate the announcement once it’s created and finalized. Please feel free to distribute to your network. Will be posted in a few Dental journals (identified by Dr. C); AUCD, etc. (Psych DD?)

- **HIPAA Update**: We are not required to complete the IHIS CBL’s, but the feature has not yet been deactivated. Just put N/A, it is also listed on our P3’s.

- **161 Plaque**: Plaque hung to honor those who contributed to the renovation; PATCH Foundation and Sandy Slomin and Lori Cameron, ECE and NC Program funds. Total expense was approximately $36,000-$37,000.

- **Nisonger Tablecloths**: Will be here Friday for use at the Autism Walk table on Sunday. Will be housed in #357 – talk to Tamara to request use.

- **Issue 22 (handout)**: Please take some for distribution, clients, participants etc. Bumper stickers and yard signs. Gabbe and Gee have publicly endorsed the issue; also featured in FCBDD Dateline.

**Discussion:**

- **Renovation update:**
  - Clinic rooms available for use - all clinic/evaluation rooms will be centralized. Will need to discuss who will schedule space…. (Executive Committee)
  - Need to also begin discussions regarding furniture (ie. conference rooms).

- **Center Fundraising Event:**
  - Program development funds:
    - geared towards ‘projects’.
    - Potential shared event with Marci Ingram, Autism focused event with Ingram Fund and Nisonger Center.
  - Community Partner Program @ OSUMC. Leigh will forward the document to Tamara.
  - Want to figure out the target audience.
  - Keys to success are to have them work through a ‘wealth screening’ and establish interest in future contributions.
  - Giving ‘envelope’ can be customized (with program information).
  - Pat will send a list to Leigh (from a previous event – Angels with Autism).
  - $2.5 Billion campaign – public Fall 2012 (OSUMC $1 Billion) – see handout.
• October 26th, public announcement of $100,000 Gertz commitment to Nisonger (endowment).
• What about utilizing trainees to be involved in fundraising project (35 this year). 30 minute Philanthropy presentation during training – Winter seminar with Research Forum??
• It takes approximately 8 interactions before someone may gift substantially – ie. $25,000 - $50,000.
• Think of an annual event for Nisonger Center that wouldn’t specifically be about Autism.

• Performance Metrics for the Center:
  • Patient Satisfaction? We will develop and collect patient satisfaction across all clinics and services.

Next Leadership – are we missing anything on these metrics? Not impact factors or publications... should be rolled into P3 evaluations. Publications should always be a metric in P3’s, ie. contracts, publications etc. Common departmental goals should be on P3’s. Marc will email list to Leadership for feedback. Not everyone would have patient satisfaction, but those who do should have a metric for evaluation.

• Nisonger Hiring Process (handout):
  • Cc: Tamara Hager with all PAR forms.
  • No one can be entered into the system until backgrounds have come back.
  • If you find someone on your own, HR won’t have any contact information unless they are a current student in which case it will default to their OSU email address.
  • New positions can only be entered on Tuesday, posted on Monday.
  • Could take up to 2 to 4 weeks; Temporary positions may not take as long.
  • 30 day posting on the website, cannot have a position sitting there....

Meeting adjourned at 10:00 a.m.
Minutes respectfully submitted by Tamara J. Hager