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)

HIPAA Quarterly Update (Feinstein)

General Information: (Tassé)

Discussion:

- *Eric Fosler-Lussier Introduction*
- *Amanda Gibbs/Doug Rader – certification & effort*
- *Strategic Planning Retreat – 3/7/11*
Minutes

New Personnel:

- **Diego Solis**, Interim Director of Dental Program
- **Eric Fossler-Lussier**, Sabbatical
- **Maria Baerkircher – CBSS** started a few weeks ago in 285B
- **Evette Simmons-Reed, Transitions #257** (sensitivity training at All-Staff Meeting 3/31)
- **Kelli George** – new ECE teacher in 161 (toddler transition classroom).

New Projects:

- **OBR funded** – assistive technology; Dublin Methodist Hospital (reduced anxiety and increased productivity)

Upcoming Events:

- **Autism Research Institute** – June 21st, Catherine Lord has confirmed. She will also be here on the 22nd. 200 people @ the Blackwell.
- **ECE Director search** – interviews scheduled with candidates, March 15 & 29, April 4 & 11; presentations 12-1 (Tamara will disseminate flyers); a portion of the day will be designated to meet with ECE.
- **UCEDD surveys** sent through NIRS database; complete surveys and answer relevant questions.
- **Legislative Advocacy Day** – confirmed for April 14th @ the Statehouse. Reaching out to families and self-advocates, everyone invited to attend. John Martin has asked to be invited to speak – theme is ‘doing as much with less’. ODDC DD Awareness Day tomorrow from 10-12.
- Brown Bags:
  - 3/2/11 @ Noon in #243; Dr. Gene Arnold; ‘Neurofeedback’
  - 3/10/11 @ 9:00 a.m. in #243 – Dr. Dan Coury re: ATN
  - 3/11/11 @ Noon in #243; Dr. Jessica Hellings Presentation
  - 3/30/11 @ 1:00 p.m. in #243; Adrienne Griffen re: ACT Early Regional Summits (via polycomm);
- **March 15th – CORE Webinar.** Margo will send announcements to Leadership.
- **All Staff Meeting March 31st.**

Discussion:

- **Amanda Gibbs/Doug Rader – effort reporting**
  - PETs: Mechanism used to correct effort on a project (within 90 days).
  - Paper PETs for anything beyond 90 days.
  - Department HR Administrators can enter electronically. The approval comes after-the-fact electronically (similar to effort reports).
There is no system currently in place to notify/alert PI’s when changes have been made.
You can check the PI portal to see if the PET has been completed.
Payroll ends on 24/25 of the month, PETs should be in prior (by 20th or 22nd); if this
deadline is missed you have to wait until the following month.
Effort reports are only updated once per month. You should check the portal after the
end of the preceeding month.
Do NOT certify effort if it’s incorrect.

**Mission-Area UPDATES:**
- **Education/Training:**
  - Trainee Town Meeting: Informal meeting to gauge feedback re: Nisonger Center; what
    we’re doing well; how do they feel supported? Do they feel integrated amongst other
    trainees; where are other areas of improvement - encourage all trainees to attend. May
    have to schedule two meetings to accommodate most (if not all).
- **Service:** No update
- **Research:**
  - Research Contact form (registry); final includes a cover letter; Ella will be sending
    masters to each program area. The top portion is shredded once the information is
    entered electronically.
  - Dual Dx. Database conversations; ECE is next.
  - IDDRC – Len Abbeduto visit; should plan carefully around at least 3 research cores with
    at least 3 funded projects (one should include genetics). If they are NIH funded, the
    reviewers cannot second-guess the research. Must be ‘controlled’ so the cores make
    sense as they relate to eachother. Currently compiling a profile presence on websites
    across campus. We should be ‘behaving’ as an IDDRC for a full year before we apply.

**HIPAA Quarterly Update:**
- Med Center Steering Committee approved and accepted our compliance plan.
- Remind Trainees/Staff to periodically check their HIPAA training CBLs (don’t wait until the last
  minute).
- If any trainees/students (non-paid) will be participating in clinics and/or working with patients,
  they need to see Sherry so they can take the CBLs and ensure compliance.
- Keep Sherry updated on locations of files etc. to ensure compliance.

**General Information:**
- **AUCD emails** – review emails and respond to the ‘calls to action’ to provide feedback regarding
  impacts on budget grants etc.
- **Ingram Autism Center:** (Marci and Bill Ingram Center for Autism Research)
  - Oversight Committee – Ingrams, Gabbe, Allen (NCH), Bernard (NCH), Achterberg
    (rotating Dean)
  - Steering Committee – Anand, Petrill, Coury, Campo, Wynn (NCH), Goldstein, Tassé.
Goal is to support basic/applied research; funds not to be used for bricks/mortar. Leverage to develop clinical interventional strategies, train quality faculty/staff, improve quality of life. $10 million dollars. Some $$ will be earmarked for immediate use and additional funds to be placed in an endowment. RFPs should be coming out soon (by July).

- **Search Updates:**
  - Diego – Interim Director until a permanent Director is identified.
  - ECE Director – 4 candidates coming to interview, come and listen to presentations.
  - Psychiatrist – 2 candidates will be returning, 3/11 & 3/18.

- **Grants Manager Update** – Aman/Crawford/Tasse interviewing 3 candidates today/tomorrow. Hope to have someone in place by mid-April. Will report directly to Marc and work closely with Margie Crawford (Mentor). Will be working with Doug Rader processing PETs etc.

- **Budget – March 22nd** @ OCALI, presentation re: issues with upcoming budget (Medicaid and special education). We may need to look at 15% - 20% budget cuts.

- **ADD Budget - $535,000** (down 1% ($7,000)). DD Act has not been reauthorized; we are currently at the ceiling.

- **Campus Campaign** – Kickoff March 1st; Tamara is coordinating. Approved Pizza Party to distribute packets to faculty/staff (Tamara will send an email).
  - Nisonger Center participated in Campus Campaign @ 23% the last two years.
  - ALL CONTRIBUTIONS go to the respective funds @ 100%.

- **Business Reply Envelopes** – Follow-up from previous meeting.
  - BR envelopes are available in Administration Office to be used for Consumer Satisfaction Surveys and/or Research Registry requests. Surveys will go to Amy Hess to be entered into the NIRS database, RR forms will be maintained in #357 (data entry provided by Ella Cox).

- **Royal Shakespeare Company** – appropriate for Elementary/Middle school.
  - focused on increasing eye contact and speech in children with ASD.
  - 3 year research study to see if this is an effective intervention.
  - 2-week Staten Island trip to observe/pilot measures, assist in designing protocols (travel/per diem) provided (over the summer). Let Margo know if there is any interest.
  - NYC gala in August. Autism Speaks collaboration.
  - Our role would be to research statistics.
  - Dr. Arnold may have interest.
  - Fall 2012.

- **Network Copier/Printer in #302** – networked and capable of the scan/email function.
  - Steve will be emailing Leadership to schedule a 5 to 10 minute inservice on functions.

- **Eric Fossler-Lussier Introduction:**
  - Will be here (McCormick Hall #285) through the end of June.
  - Associate Professor in Computer Science; been here since January.
  - Eldest son is on the spectrum
  - Research in speech/language processing – statistical models of language (predictions, speech recognition subset matches).
  - Learning to program iPhones/Ipads/Ipods.
  - Interested in learning more about assistive technologies/adaptive equipment.
  - Interested in collaboration re: current technologies and deployment practices.
**Strategic Planning Retreat:**

- 3/7/11; LAST meeting with final strategic plan.
- You will receive an email with Strategic Objectives (please read through in advance of Monday’s meeting).

*Meeting adjourned at 9:55 a.m.*

*Minutes respectfully submitted by Tamara J. Hager*