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

Attending:  Dr. Tassé, Dr. Izzo, Dr. Havercamp, Dr. Aman, Dr. Rabidoux, Pat Cloppert, Dr. Benson, Dr. Lecavalier, Dr. Witwer, Dr. Ratliff-Schaub, Ashley Lefeld, Dr. Lawton, Dr. Fish, Karel Smith, Julie Cook, Steve Rosensweig

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):
- Water testing/issues
- ADD Grant Update
- Shared Services update
- Campus Campaign Update
- CAC

Discussion:
- HR Hiring Process (Cook)
- Contract Process (Lefeld)
- IT update (Rosensweig)
- Jon Peterson Scholarship (Cloppert)
- Renovation update
  - Items for surplus – move to #207
  - Mail bins moved to #357/mailroom moved to North lobby (desk)
- Conference/Clinical space update
  - 186 (unavailable 4/6 – 6/30)
  - Scheduling of spaces
Minutes

New Personnel:

- Winni Silva – Transitions Job Developer (#285A)
- Stacy Whitted – ECE Assistant Teacher
- Dafni Noam – ECE Assistant Teacher; Big Buckeye Classroom (licensed OT from Israel)

New Projects:

- **MEDTAPP** – Medicaid money for professionals to work with medicaid recipients, Dental $545,000 to train fellows and support dentistry Faculty. Geared towards training for professionals to provide dental care services; includes some stipends. Will be evaluated in the future – to demonstrate continued services to Medicaid population.
- **VR Needs Assessment** – Center for Excellence collaboration. Report available at the beginning of April. Establishes need for funding opportunities. Formula (exhibit E) includes Census data and data from the bureau of labor statistics.

Upcoming Events:

- **Peletonia**; 5 Nisonger team members to form a peleton. Let Paula know if you’re interested.
- **Multiple Perspectives Conference** – LeDerick Horne 4-6 on 4/24; cultural competence and self-advocacy. Conflicts with disability policy seminar.
- **Disability Policy Seminar** – 7 signed up. Leadership skills, policy impact and networking opportunity. Pending policy issues and how to convey messages to legislators etc. Paul Jarvis from DD Council is coordinating for Ohio district....
- **CAC** – May 4th.
- **April 18th Brown Bag** – Yona Lunsky; from University of Toronto. Dual Diagnosis topic.
- **SIBS looking forward retreat** on 4/20 - 4/22.

Mission Area Updates:

Education:

- IDD/Psych: no new students admitted to the program in 2012-2013.
- Recruiting LEND trainees.
- Autism institute is 6/26 with Sam Odom, UNC – FPG.
- Semester transition - Ann and Paula have been converting 3 courses to 2 courses. DD in the fall and Autism in the Spring. Listed in Allied Med, Nursing, Psych, PAES etc. Paula will be working on identifying the same class number across departments.
- 42 students signed up for Tom’s Spring course. Offered through the college of social work.
Service:

- New space is working very well. Able to observe sessions from LEND conference room. Talk to Steve to set up your computer for clinical observation.

Research:

- 280 in the Research Registry;
- Luc/Mike are working on IDDRC grant application. Steering Committee meeting soon.

General Information:

- Water testing/issues:
  - Water coolers are located all throughout the building.
  - ECE/Dental program heavily impacted; temporary solutions in both locations.
  - Lawhon and Associates are testing the entire building to identify sources.
  - Info session to be scheduled next week; tbd.
  - If Staff are concerned; they should visit Employee Health; complete accident form with supervisor signature and schedule an appointment; take form with you.
  - Email to be sent to Leadership that includes the form – please communicate it directly to your staff.
- ADD Grant – completed! Not loaded into the system yet... will find out in June if we get renewed.
- Shared Services Update:
  - Ella has been relocated as part of Shared Services, currently at DHLRI and finally at Prior. She will be continuing with purchasing and travel; other duties may be reassigned to Morgan Anderson.
  - Email will be sent to Leadership.
  - Shared Services form will be revised and submitted.
  - You may still reach Ella at 2-0775.
- Campus Campaign Update:
  - Tamara is coordinating; 19% currently. 23% participation in 2009 and 2010.
  - Campaign wraps up on April 30th.
- CAC – May 4th (may be bumped to May 11th);
  - Dr. Witwer can present on May 4th. Dr. Lecavalier may be available to present on May 11th – see Dr. Izzo.
- HR Update:
  - Dr. Hellings: revised PEA/LOO; hopefully LOO will be signed and submitted. Still hoping for July 1st start date? We need to continue moving forward on position in Dual Diagnosis. Will include Dr. Hellings following tomorrow’s conversation.
  - Followell: Dentistry; working with COD and NCH for a combined appt. 70% Nisonger 30% NCH; LOO working it’s way through OSUMC. Asking for a clinical track Faculty Appointment – COD has an above cap of clinical track faculty. Dr. Followell is fine with
an adjunct Assistant Professor Appt. (thus making him A & P). His status can be renegotiated in the future.

- **Hiring Process**: timing is unpredictable.
  - Hoping to have an updated system at some point that will include updates to you on where we’re at in the process.
  - No salary discussions or verbal offers until a letter of offer has been generated; To prevent equity issues etc.
  - Will be working with Diana Dumitrescu in Julie’s absence. Still submit everything to PriorSvcCtr website.
  - Student Merit increases can only be done during the AMCP process... so make sure to include them in your considerations.
  - Monthly increases would be entered September this year (as oppose to October); on average a month earlier than usual. Bi-weekly will be the last pay period in August??
  - CCS positions are required to post in 7 days... other A & P positions go up for 30 days. Julie can provide position descriptions.

- **Contract Process Update**: (handout);
  - Lockwood, Chatas and Geier. New contracts should be given 2 to 3 months to process; renewals are much quicker. MOU is the same process; and anything we invoice for.

- Tamara will become a **Notary** on April 14th.

- **Registry changes** – contact form. (handout)

- **IT update**:
  - Demonstration of clinical/research observation system:
    - 3rd floor server; once cameras are turned on they begin recording, feeds are saved until we run out of space or delete the information. Includes Audio and Video feeds – cameras are activated in #389. Labeled by room....
    - Archives vs. live feeds – can be saved to your computer and burned onto a CD. Most people will not have this ability unless granted expressed permission.
    - Will be talking with OSUMC legal regarding forms etc. authorizing permission – providing patients the opportunity to opt out. Steve will ask if there is a way to turn on the cameras without recording. Steve will also follow-up regarding automatically deleting archives every 30 – 60 days etc.
  - Multimedia desk in Steve’s office etc.

- **Jon Peterson Scholarship**:
  - Changes included in new budget effective June 30th. Ohio statute changed – discussion and appropriate measures for postsecondary goals – age 14, employment transitions.
  - Also adding two different levels of guardianship; gradation – assisted capacity and substitute decision maker.
  - Scholarship is tiered-funding; $20,000 at tier 5 for multi-handicapped. First deadline is April 15th – 91 providers registered.
• **Renovation Update:**
  o **Issues:**
    • Hand sanitizers in the clinical corridor.
    • Double doors to Women’s Health are not accessible;
  o **Signage:**
    • Tamara met with Keriann Ours last week to discuss building signage and entrances. South entrance will be main ‘Nisonger Center’ entrance but Information Desk has been instructed that at no point should they redirect patients and visitors away from the North entrance to the South entrance.
    • Sign indicating that Nisonger Center patients/visitors use South entrance has been changed and that part removed.
    • Nisonger Registration and Dental clinic will have ceiling signs on the 3rd floor; and each floor will have directional signage just off of the elevator.

*Meeting adjourned at 10:05 a.m.*
*Minutes respectfully submitted by Tamara J. Hager*