Nisonger Center – UCEDD
Leadership Meeting – 4/6/11

Attending: Dr. Aman, Dr. Izzo, Dr. Rabidoux, Dr. Benson, Dr. Ratliff-Schaub, Dr. Lecavalier, Dr. Tassé, Dr. Henzel, Dr. Havercamp, Dr. Solis, Dr. Martens, Dr. Witwer, Sara Thiessen, Pat Cloppert, Vicki Graff, Maureen Meck, Julie Cook & Diana Dumitrescu.

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)

Discussion:

- Nisonger hiring process (Julie Cook/Diana Dumitrescu)

Mission-Area UPDATES:

- Education/Training (Paula)
- Service (Karen)
- Research (Mike)

General Information: (Tassé)
Minutes

**New Initiatives/Projects:**

- **FMRI** – Williams Syndrome & ASD (summer 2011); 15 in each group.
- **Ohio DD Network Facebook page:** Steve Rosensweig will send out the address, need 25 ‘likes’. Will ultimately link to Nisonger’s facebook page.

**Upcoming Events:**

- **April 12th – Webinar,** Using National Core indicators and state surveillance to obtain information on those with disabilities. Martin, Havercamp, Tasse and Aldridge, Bradley/Taub from HSRI. Margo will email invitation to Leadership. Evidence-based policy brief at a later time. National Association of State Directors of Developmental Disabilities.
- **April 12th – Adriane Griffen,** rescheduled brown bag. Act Early Autism initiative.
- **April 14th – Legislative Advocacy Day;** 382 registered. Peggy Langner, Ted Celeste, John Martin, Bob Millikin, Carolyn Knight, Carmen Shelton. Ohio DD Network Activity includes DD partners. Personalized t-shirts; LEND trainees will be assisting advocates transporting from the atrium to meetings.
- **April 20th – Laura Justice Brown Bag;** Literacy.
- **May 19th – Nisonger Research Expo;** Poster Presentation in #243. Submit requests to participate to Susan Havercamp. Susan will send guidelines/instructions to those who will be presenting. Will be publicized like a Brown Bag... anyone can attend.
- **May 20th – Employer Recognition Celebration;** 30 employers across the medical center who have been involved in Project Search. Dr. Gabbe will be presenting, inviting Sherrod Brown, Portman etc. (Franklin County and OSU representatives). Margo will keep Leadership posted, will be in Nisonger news.
- **May 20th – CAC.** (date change from May 6th).

**Discussion:**

**Nisonger hiring process (Julie Cook/Diana Dumitrescu)**

- Maureen receives requests from program directors.
- Julie will initiate with program directors for posting positions (can also provide job descriptions).
- Diana will be reviewing applications and work with program director for interviews etc.
- We should coordinate with the candidate for scheduling (Diana doesn’t have access to calendars).
- Letter of Offer will be coming from the hiring manager (not departmental HR/Admin).
- Once the letter of offer goes out, Nisonger will begin ‘onboarding’.
• Steve can begin the request for email using the final selected candidates application ID#, do not need to wait for employee ID#.
• New Hire should meet with Julie the first day to review paperwork, Julie may send information in advance (prior to start date).
• Julie wants to know when you have the final candidate interview so she can coordinate background check during that visit. (Felonies, misdemeanors ... only those that resulted in a conviction). Make sure they bring drivers license and social security card.
  o If they are a current OSUMC employee, they don’t need to have an additional background check.
  o If they come from ‘main campus’ they will need another background check.
• Applicants will receive emails at project managers request, if they have not been selected. Diana can do that.
• It takes approximately 2-4 weeks for a position to be created and approved/posted.
• HR prefers to modify existing positions when possible, than create new ones.
• No probationary period for non-CCS employees.
• Kim Hughes sends emails following background checks indicating if there was a ‘hit’ or not.
• July 1st – 3 business days to report a conviction.
• Temporary employees are required to complete HIPAA CBL’s.
• Diana can help in calling those who have not been selected for a position; they recommend that if you have met with someone face-to-face they should receive a courtesy phone call etc.
• Diana can assist with checking references.
• Student positions do not have to be posted through PVN... can be posted on the student website etc. and resume’s can be emailed directly to the program managers. Everything else will be the same process, ID processing/badge etc.
• Can begin routing applications from day one if necessary.

Mission-Area UPDATES:

• Education/Training:
  o LEND Trainees for 2012; actively recruiting with the understanding that funding has not yet been determined.
  o Autism Course, Wednesday from 9 to 12; this summer.
  o IES Grant; partnership with Nisonger Center. Send Margo an email regarding Autism work (school interventions) with elementary/secondary programs.
  o Postdoc Candidates: will wait to see if another PostDoc candidate expresses interest between now and August.

• Service:
  o Credentialing is moving forward, still awaiting Psychiatry. Working with Johnnie to identify how we can bill allied med folks?

• Research:
Registry; Mike emailed a more ‘presentable’ version last night.
Ingram Autism Center; RFA deadline extended from May 1 to June 1.

General Information: (Tassé)

- **Ingram** – Funding of approximately $500,000 may be available this year.
- **ECE Director Candidates**: last interview is Monday, April 11th.
- **Dual Diagnosis**: Verbal offer with written offer to follow, hoping for a September 1st start.
- **Administrator position**: will be posted this week as an Associate Administrator. Hoping to hire by May 30th for a one month transition before Maureen’s retirement.
- **ADD Application completed March 31st**. New application (5-year) for March 2012; need to identify priorities and needs assessment surrounding the strategic objectives etc.
- Marc hopes to hear about the **reauthorization of the DD Act** this week at AUCD; identify funding level (currently at the cap). How are state surveys conducted? 2 comparable UCEDDs; Nebraska and South Dakota. How will we exploit all the National Databases?
- **Dr. Ramadan is resigning** but will remain until a replacement is found; moving to private practice. Dr. Williams is increasing his time to help out.
- **Amy Hess accepted a position at NCH with ATN.** Reassigning responsibilities, will not replace her position. Grants Manager will eventually take over NIRS coordination. Marc will send an email to the entire Center. Web Course – need to identify a content person, working with Psychology to see if we have a Doc student who can assist. Students with stipends would have to receive a quarterly additional pay.
- **Strategic Plan**; on EC agenda for Monday. Will be on next Leadership Agenda for prioritization.
- **No update on budget**. 0 raises for this year, benefit rates may increase 6%. Our budget may be impacted by -$75,000 (10%).

Meeting adjourned at 9:55 a.m.
Minutes respectfully submitted by Tamara J. Hager