Nisonger Center – UCEDD
Leadership Meeting – 6/1/11

Attending: Dr. Aman, Dr. Rabidoux, Dr. Benson, Dr. Ratliff-Schaub, Dr. Lecavalier, Dr. Tassé, Dr. Henzel, Dr. Havercamp, Dr. Witwer, Sara Thiessen, Vicki Graff, Maureen Meck, Ashley Lefeld, Karel Smith, Dr. Fish, Sherry Feinstein

Meeting convened at 8:36 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)

HIPAA Quarterly Update (Feinstein)

Discussion:

- CAC Representation
- Publication Reporting to NIRS
- e-timekeeping/e-leave
New Personnel:

- **Karel Smith** – works full-time as a fiscal officer at DHLRI and has experience in billing/earnings/development in other areas on campus. Karel will be taking over 30%-50% of Maureen’s responsibilities, Nisonger may share procurement with DHLRI to free up some of Karel’s time. We will create a chart – visual aid for next Leadership meeting.
- **Lorri Fowler** – Current Administrator for DHLRI with MBA, will provide Nisonger with 10% effort on Administrative functions (including MOUs).
- **Elizabeth Geva** – Doc student at University of Barcelona; here for 5 months beginning in September and working with Tom Fish. If anyone is aware of temporary housing that may accommodate her during her visit, please let Tom know.
- **Angela Collinger** – Office Associate for Adult BSS (replacing Kathleen Kraft) starts next Monday; June 6th. She’s worked for the MDA clinic/program for the last 4 years.

New Projects:

- **Columbus Foundation** - Health Status & Access to Healthcare for Adults with Down Syndrome; online survey of health metrics for 300 adults; will invite/recruit 75 individuals with DS for a physical - $38,000 for one year beginning now. (Tassé, Havercamp, Benson, Grover, Allain and Manickam).
- **Ohio SIBS initiative** – Ohio DD Council award of $25,000/year for the next 5 years to support an Executive Director of the SIBS Program. Currently looking for applicants and seeking additional funding sources.

Upcoming Events:

- **June 21 – 2nd Annual Autism Institute;** Catherine Lord speaking/presenting. Will offer CEUs for Psychology; Will also offer CEUs at other events through Psychology. Will talk about toddler ADOS, Longitudinal Research data and DSM. Wednesday meeting at Nisonger (coordinated by Andrea) will include time with students. Andrea will email faculty to gauge interest re: topics and structure of her visit; tour the Center.
- **June 29 – All Staff Meeting**
- **June 30th – Maureen’s retirement party;** OSU Golf Course
- **July 6th – Kathleen Kraft’s retirement party,** 5 – 7 at Marshalls in Grandview. Betsey is accepting donations for a gift.

Mission-Area UPDATES:
• **Education/Training:**
  - *Autism Institute (6/21) display table* with information/brochures etc. Please let Paula know if you have anything you want to display... capacity at the event is 200. Will be posted in OSU today and On Campus.
  - *OSU minority diversity plan* – recruit undergraduate minority students for summer program.
• **Service:** No Update.
• **Research:**
  - *Ingram submission* to ready us for IDDRC application. Deadline to apply is June 22nd; Must indicate your intent to submit via email by today (6/1).

**General Information: (Tassé)**

- Luc was married 5/21.
- **NIRS data** – update info. by June 30th.
- **No budget update yet.** May 24th Leadership Town Hall meeting; no information.
- **COM Dean Search** to replace Soubia; one candidate has visited campus. Catherine Lucey has resigned; UCSF.
- **Semester Conversion** still scheduled to happen Summer 2012. This will be the last summer for Autism class – will switch to Spring Quarter when we change to semesters.
- **IHIS Training** is mandated for everyone; to be completed by October 15th. New clinic patients will be registered with OSUMC ID#'s. IHIS schedule/information is available on OneSource.
- **HR Update:** Dental, no change. Psychiatrist – P & T Psychiatry is reviewing candidate’s portfolio. ECE Director – search committee down to 2 candidates, both will be returning for final presentation – 100 day vision for ECE. Should have a candidate recommended by June 15th.
- **5/18; Research Expo** – went very well. Increased awareness/exposure. Some posters are still posted.
- **5/19: Project ONE update meeting;** Sharepoint Blog, please review for updates during construction and feel free to comment and/or ask questions. ECE door issue mentioned (cannot install a sliding door – teachers use this area daily as a ‘holding’ area when bringing kids to and assisting them off of the bus).
- **CAC Meeting: 5/20;** went very well; great discussion. Please feel free to attend the next quarterly meeting in September 2011. Jed Morison represents FCBDD; stepped down as Chair, Amy Shuman is now the Chair, parent and Faculty in Department of English.
- **Nisonger webpage;** please review information on the website and provide updates/changes as appropriate to Steve Rosensweig. CAC website will be added soon.
- **Nisonger Facebook Page:** 120 likes; linked with other Ohio DD Network partners.
- **Strategic Plan:** next step is prioritization to allocate money and identify resources; implementation.

**HIPAA Quarterly Update:**
• **5/26 email from CIO Starcoff** – alerting everyone that email password system is changing. Over the summer we will receive multiple emails to reset passwords by October 31st. AS OSUMC employees; if you have any emails forwarded to OSUMC from that account; they may not go through if you do not reset your password. (my.osu.edu). Will also impact Carmen and OSUP…. Ask Sherry/Steve if you have questions.

• OSU Students who are not OSUMC employees; **training modules will be available fall quarter and mandatory for those who are in an environment that involves a clinic etc.** To verify if a student has or has not taken the training; ask student to log in and print certificate and/or email Sherry.

• **Faculty/Staff HIPAA CBL’s must be completed by December.**

• As we move, *Sherry needs to be kept very informed of where patient files are kept, how they are stored and who has access.*

**Discussion:**

• **CAC Representation**; need balance; individuals involved in EI. Cannot be a Professional, must be a consumer.

• **Publication reporting to NIRS:** This year there are more mandatory requirements. If there is an asterisk, you need to provide additional information. Matt Grover is assisting for now, Ashley will soon take over.

• **e-timekeeping/e-leave:** no timesheets; web-based system where everyone enters their own time/leave. Supervisors have to go in and approve time. Will begin pay period number #3 (third week in July); headed up by Julie Cook; more information to follow at the next Leadership meeting.

Additional Information: OSUMC interpreter service for calls into ECE; 3-way call. Sara will provide Tamara with information should you ever need it.

Next Meeting:

CAC Representation  
e-timekeeping/e-leave  
Visual Aid/Explanation of responsibility with Shared Services.

*Meeting adjourned at 9:36 a.m.*  
*Minutes respectfully submitted by Tamara J. Hager*