Nisonger Center – UCEDD
Leadership Meeting – 8/1/12

Attending: Dr. Benson, Dr. Fish, Dr. Witwer, Dr. Rabidoux, Dr. Ratliff-Schaub, Dr. Izzo, Dr. Lawton, Dr. Arnold, Ashley Lefeld, Pat Cloppert.

Meeting convened at 8:35 a.m. - #230 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)

General Information:

- Shared Services Update (Karel)
- Budget Update (Karel)
- Parking Update (Karel)
- Renovation Update (Tamara)
- Marketing Materials/Banners (Tamara)

Discussion:

- 2013 Autism Institute (Paula)
Minutes

New Personnel:

- Dr. Followell, Dental Program Director, began July 1st.
- Ashley Schade and Britany Mounts – New ECE Teachers, younger classrooms
- Rachel Lambert, new clinical MA

Program Manager positions

New Projects:

- Droid Donations provided by ??? to assist individuals on the spectrum. 2 for TTL? Margo will be meeting with him at 10:30.
- Intervention for young children with autism called the play project, statewide intervention rollout from Ohio Devt Disability Council, Dr. Witwer will be collaborating to provide effective evaluations etc. Kate Trainer coordinates student issues on the DD Council; we fund grants on improving early interventions... looking for more parent satisfaction... need to find a way to track these children and their outcomes to decide if this is an effective treatment... evidence based assessment? Most recommendations are ABA... Administrators have been buying in to the assessment... Started looking at the fidelity of the trainers...
- AKIM – Dr. Fish; Largest service Agency in Israel, partnership in looking at how to effectively engage adults with IDD in military services. Very preliminary, but have indicated interest through Ohio State.

Upcoming Events:

- 8/19 3rd annual Nisonger Picnic, each Program Area is responsible for bringing different items based on ‘groups’ assigned. Jillian will resend email. Meat will be provided.
- 8/31 All-Staff Meeting, 12-1 in #230
- 8/20 Dental Clinic Tour; Deans Lloyd and Robinson visiting from the College of Dentistry
- 10/2 FCBDD Community Star Awards
- 10/26 – 10/27; Ohio SIBS, Anne Kiser (Tom has brochures)

Mission Area Updates:

Education:

- LEND Trainee Orientation – August 20th from 9 – 11.

Service:
• **Rachel, new MA** is reviewing clinical operations, database for Family Directed and Autism patients, utilizing an Outlook calendar to increase clinic efficiency. Dr. Hellings arriving September. Will be moving into Dr. Williams/Spetie’s office...

**Research:**

• Research – Dr. Aman is absent.

**General Information:**

• Karel absent: will email everyone information and/or updates re: shared services, budget, parking.
  
  o Conversation ensued: What is everyone’s experience with shared services? Paula hasn’t been able to pay someone for 4 months, Betsey has been trying to hire someone for 12 weeks…. Please email Karel a comprehensive list of issues. Maggie Mehling travel issues. 15 students in ECE, 20 LEND trainees coming in at the end of the month… Posting positions is NOT happening. We need an intervention plan to figure this all out… Could Karel meet immediately with Program Directors having issues?

• **Renovation Update:**
  
  o The water in the building did not pass the latest inspection for consumption. There are still a few isolated areas that are being addressed. We will continue to have water coolers in the building until we have receive the all clear. The plan is to flush the building this weekend and retest on Monday.

  o McCampbell Hall break room - #105; vending and conference space.

  o All McCampbell Hall Conference Rooms are available for use (only if Nisonger Center space is unavailable). Karel will be attending training on utilization of the AV equipment. You might want to check them out to see how they may suit your needs. You can schedule them through Outlook exactly as follows:

    - confrm McCampbell – 1-101
    - confrm McCampbell – 1-107
    - confrm McCampbell – 5-519
    - confrm McCampbell – 2-200

  o Volunteers. They will be on hand from Monday, July 30 – Friday, August 10th to help guide patients through the building in the 9-11, 11-1 and 1-3 shifts. As all of our final groups move in, they are here to help! Tammy will coordinate them and ensure that we best utilize them.

  o Contractors are still working on ‘punchlists’ and will be in and out for at least the next month. Please continue to let Tamara know of any outstanding issues yet to be addressed in your areas.
Discussion:

- **Autism Institute**: Who should we invite to speak? Panel of Nisonger faculty etc? Let Paula know.

Meeting ‘officially’ ended at 9:20. Everyone with HR shared service issues stayed behind to create an ‘issue list’; I documented – here are there stories (organized by Program Director):

**SHARED SERVICES ISSUE LIST:**

**Betsey:**
- Existing position - Takes too long to post, posted incorrectly, wrong description, salary etc.
  Don’t know who is seeing the emails, or who is responding.
- 2 ABSS positions posted, not receiving applications.
- 2 posted that are incorrect

**Paula:**
- New positions – description created, sitting with Karel, not yet approved on LEND project?
  Needs to be posted (clinic coordinator?)
- Jennifer Wissinger – payment issue.
- 20 LEND Trainees hired by the end of the month. Orientation is August 20 from 9-11; Karel should be attending to explain...

**Margo:**
- Has been paying as consultants until background checks clear.
- Waiting for applicants from Mentor Coordinator position.
- Scott Nelson
- Laura Cole – needed to be changed to hourly? Additional pay?

**Gene:**
- Hasn’t been receiving the applications – no one routed them.

**Kathy:**
- 2 positions; Program Assistant and Teaching Assistant – need to be posted.
- Stacy Whitted – hasn’t been paid (need to investigate what has/hasn’t been paid and what she may or may not be owed etc.)
- Incorrect salaries for employees listed in the system – hence, no updated FY13 budget.

**GENERAL:**
• Background checks: HR hasn’t communicated what the background process is, provide the information... several background checks have been lost. Have to have 24 hours notice.. is Lexis Nexis still necessary or not? Link is only active for three days – confusing. HR advised Kathy to have employees lie and say that they haven’t lived in Ohio for the last 5 years so they could have the FBI check to coincide with licensing requirements for the program.
• Offer letters: Take too long, are incorrect.
• Can Karel keep a plethora of Offer Letters for Program Directors to use to send to applicants?

9:45.