Nisonger Center – UCEDD
Leadership Meeting – 9/5/12

Attending: Pat Cloppert, Dr. Tassé, Leslie Markowitz, Dr. Followell, Dr. Rabidoux, Dr. Ratliff-Schaub, Dr. Fish, Dr. Benson, Dr. Witwer, Dr. Lecavalier, Ashley Lefeld, Dr. Lawton, Dr. Izzo, Karel Smith, Amy Aldridge, Dr. Aman, Dr. Hellings, Dr. Arnold.

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)

Mission-Area UPDATES:

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

General Information:

- Budget 2012-2013
- AMCP raises – 2013
- Construction update
  - Water
  - Clinic rooms

Discussion:

- Issues with Shared Services - Update (Amy Aldridge)
- MOU and Biostatistics services (Tassé)
- Retreat & Strategic Plan (Tassé)
Minutes

New Personnel:

- **Dr. Jessica Hellings** – Dual Diagnosis Program Director; Originally from South Africa, in US for 23 years, from KU as Director of NeuroPsychiatry for children and adolescents. Will be working with Department of Psychiatry and NCH, one day at Westerville clinic.

- **Dr. Leslie Markowitz** – new Postdoc. Working with Andrea in Autism diagnostic clinic, some LEND leadership projects, ECE, Aspirations.

- **Dr. Tim Followell** – Dental Program Director; started July 1 – has been covering on Wednesdays at Johnstown Road.

- **Mike Hanes** – Program Manager in Transitions (replaced Kristall Day).

- **Victor Johnson** – Project Coordinator for NSF Project (replaced Sarah Priest).

New Projects:

- **SIS Evaluation from DODD** – John Martin is piloting the SIS (Ohio DDP used to establish level waiver funding); on the high-flyers (budget exceeds $130,000 per year, 300 or so per state); hope it will provide more information regarding support needs. 25-30 states currently using the SIS as an allocation tool. Each state has developed their own related formula.... John Fortune has published a lot of information regarding the consistency level of needs across states.

- **Autism and anxiety research** – Lecavalier/Aman; 4 year NIH funded project ($885,000) to adapt, validate, develop measures to access anxiety symptoms in kids with autism to be used in clinical trials. Philadelphia Childrens and Yale are collaborators.

Upcoming Events:

- **9/17 Brown Bag**: 12:00 – 1:00 Jarett Barnhill UNC-CH, Neurosciences and changes for the DMID2. Also keynote speaker – Ohio NADD... the companion manual to DSM4T and DSM5. Nisonger Center will have a table at the Conference (co-sponsor)

- **9/23 Buddy Walk** – Nisonger Table; sponsored by DSACO. Give materials to Margo or Shannon. There is a Nisonger Center team – Margo will send a flyer, Katie OConnell is coordinating.

- **9/19 4:00 p.m. Nisonger Trainee Reception**; let Ann Robinson know of any other Trainees who should attend. All Faculty are welcome.

- **9/28 Presidential Disability Forum** – Trainees are creating a YouTube video to encourage our Senators etc. to attend. Paula will send the video to Nisonger Center.

- **10/2 – Community Star Awards**: Villa Milano – FCBDD. Levy fundraising and community awards.

- **10/8 Gertz $100,000 endowment presentation**, President Gee will be attending. Gym, 12:00 – 1:00.
• **10/8 CAC Meeting**, 1:30 – 3:00 in #230. Dr. Followell and Dr. Fish will be presenting, Pat will be giving a Legislative update. Kayla Mohr will be sending invitations.

• **10/19 and 11/16 TOPS Open House** for families and youth who are interested in the program. It is a full day program, let Margo know if you’d like to attend. 6 participants, 5 are not from Central Ohio.

• **12/2-5 AUCD Conference**, Renaissance Hotel in D.C. Trainees will also be attending, let Paula know of those who you think should attend.

**Amy Aldridge – Shared Services Issues:**

20 years working in higher education, department administrator at Florida State. Hired at OSU to develop biomedical services service center… in place for 3 years… now merging with Prior Service Center.

**ADVANTAGES:**

- Merging helps develop best practices and provide extra support in someone’s absence.
- Human resources eservice (HR actions); similar to erequests. Provides date/time stamps and will help increase accountability and allows progress tracking. Nisonger will pilot within the next month or so…. Mid-October. Eliminates the need for a PAR.
- Julie will begin office hours again.

• Typical procedure is that once we select the candidate; everything is handled by HR.

• Reporting for All-Staff Meeting preparations will be addressed.

• Communication is key – and requests will be acknowledged as received and updates provided (ie. in-progress etc.).

• Julie’s access will be adjusted to see students tuition information and fee authorizations.

• Karel will send out Amy’s contact information to Leadership.

• Goal is to complete every financial transaction within 24 hours, HR response within 48 hours.

**Mission Area Updates:**

**Education:**

• Autism Institute: Adult Autism issues – suggestions to Paula.

• Events Calendar – Ann is sending out monthly. Paula will make sure it is posted on the website (Facebook?)

**Service:**

• Dr. Hellings is here – YAY!

• Make sure you sign up to use clinical rooms, and switch in-use/not in-use signs.
• Steve is still working on audio in the one room.
• Rachel has video forms for clients/patients, HIPAA approved.
• Looking for NCH electronic games for adolescents.

Research:

• Inaugural Steering Committee meeting for IDDRC; Nelson, Butter, Lecavalier, Aman, Tasse – missing Drs. Arnold and Manickam.
• Research Registry IRB submission this week. Betsey Stratis’ feedback (16% response rate, identified 14 people).

General Information:

• **Budget Update 2012-2013:** we did receive a 3% increase ($680,000?), but not actually what we asked (over $800,000);
• **AMCP raises** – letters will be going out this week. Tell staff that they received the raise indicated or they would have heard otherwise. Promotion window opens up this week…
• **Construction Update:**
  o Water is safe! Nisonger will continue with water coolers in particular locations. A few will be removed.
  o Clinic Room Use:
    ▪ Average of 23% in August 2012. Please make sure you schedule these rooms.
    ▪ 3rd floor clinical space will not be included in Research Space audits.
• **MOU/Biostats services:**
  o **we renew?** Lemeshow/Andridge – Dr. Aman, Marilee, Jill and Monali have consulted with her; syntax review. Marc will send out contact information if we renew the MOU. Stan works with regression analyses.
• **Retreat and Strategic Plan:**
  o Strategic Plan has been reviewed by Dr. Gabbe.
  o Should we plan a retreat?
    ▪ Last one was in March 2011?
    ▪ Invite leadership, a few CAC members, a few long-term Trainees, each Program can invite one person from their program area.
  o Purpose would be to review what has already been incorporated. Update timeline, remove items, add items?? Mark some completed? Succession planning updates?

*Meeting adjourned at 10:00 a.m.*
*Minutes respectfully submitted by Tamara J. Hager*