

NIH Child Care Board Meeting Minutes
May 28, 2015
Building 45, Room D

Members in Attendance: Julie Berko, Deborah Coelho, Eric Cole, Jason Levine, Caroline Lewis, Sybil Philip, Reaya Reuss, Heather Rogers, Sheri Schully, Erin Williams, Christine Moretto Wishnoff, Richard Wyatt, Joanna Bergmann, Eva Chen, Kristin Dupre, Tonya Lee, Ivan Locke, Julie Pelletier, Mary Ellen Savarese

Center Liaisons Attending: POPI: Christina Segura, Jennifer Rooms, Jacco de Zwart **ChildKind:** Jaydah Wilson, Emily Place

Guests: Susan Cook DATS, Christopher Gaines DATS, Stephanie Hixon ORF, Jane Jacobs NCI, Kelly Peralta OHR, Margarita Mejia NICHD, Sarah Williams EDI, Chao Jiang NIAMS

Members Absent: Suzanne Ryan

I. Welcome and Introduction of Board Members and Attendees -

Chair Schully called the meeting to order and welcomed everyone.

II. Approval –Minutes from April 16, 2015 - Chair Schully asked for approval of the minutes from April 16, 2015. A motion was made, seconded and approved.

III. Chair Updates:

- **Benchmark Survey Funds -** The Benchmark Survey funding has been secured at the Division level, thanks to Susan Cook, Director of Division of Amenities and Transportation Services (DATS). The request now goes to Dr. Johnson for approval.
- **Membership Committee-** On May 8, 2015, a NIH Global email was sent out to advertise vacant Board positions and solicit submission of applications. It was also announced on the Parenting Listserv. There have been numerous inquiries and Ms. Lee has currently received four applications. Ms. Philip reminded the Board to reach out to colleagues and others who may be able to assist the Board with meeting objectives. Ms. Savarese suggested utilizing the Board's Work Plan as a guide to determine the desired skill set of the applicants. When considering the Work Plan, communication and data analysis would be prime skills to look for in prospective applicants. An Administrative Officer (AO) who understands and can represent the needs of the NIH community would be beneficial. There is a needs to identify who, within the ICs, is connected and can share information. Senior Management Analysis and Workplace Flexibility Coordinators may also be individuals to target as possible members. A concern was raised regarding the fact that the Board has mostly upper GS level representatives, but no lower GS level employees who support the science taking place at NIH.
- **2015-2016 Board Meeting Dates -** Ms. Lee has set up all of the 2015-2016 Child Care Board Meetings and Outlook invites were sent out to all members.

- **Subsidy Committee** - Ms. Philip shared the new draft version of the Subsidy flyer. She also provided the reasoning for the changes made and indicated she would like to add infographics. A few suggestions were given, including replacing the word “save” with “receive.” “Federal employee families could receive up to \$5000.00 for child care fees.” There are currently only three members on the Committee. If anyone is interested in joining the Subsidy Committee, please contact Ms. Lee.
- **Northwest Child Care Center (NWCCC)** - Ms. Hixson provided an update on the NWCCC construction project. She announced that a new contractor has been secured. A Design Contract was issued to CFR. They will be teaming with RTKL and NUTEC. The civil engineer piece of this project is very critical and will affect the start to the construction process. There will be a design charrette June 18-19, 2015. Ms. Hixson also shared an updated construction schedule/timeline. The Board will collaborate with ORF to draft an article regarding the NWCCC construction project for the NIH Record. The article will include a design image and project timeline.

IV. Strategic Planning Outreach and Marketing Committee - Ms. Berko shared a draft Marketing and Outreach plan with the Board. The Committee feels that in order to have the best Bio-Medical workforce, there needs to be investment not just in the employee’s career, but in their family. The Committee determined that there are two separate audiences to target: the employees and the managers. The objectives are to increase awareness of the NIH child care resources, as well as all the support programs that contribute to employee wellbeing. Ms. Berko announced that video testimonials will be captured from participants in the various child care programs. The videos will reflect how the programs have benefited biomedical research and the scientist. The committee determined that any NIH website that refers to the NIH Child Care Program must reflect a consistent message.

V. Aging and Adult Dependent Care Committee-The committee provided an update to the recommendations presented at the last Board meeting. They have incorporated edits and comments from Board members. The recommendations will be part of the Board’s Annual Report.

Recommendation:

1. Specify within ORS a dedicated resource independent of the NIH Child Care Program.
2. Establish a trans-NIH Committee, with other interested parties within the various IC’s
3. Expand existing Aging and Adult Dependent resources.

The main focus is on resources rather than infrastructure of centers or services.

The Board has taken on Ms. Barros request to explore the need for Dependent Care resources at NIH. The consensus of the Board is that Dependent Care requires its own committee/board separate from the NIH Child Care Board.

The recommendation submitted for the Annual Report needs to mirror what the

Committee's report states. The recommendation is to establish a committee/board which operates independently but "in concert with" the Child Care Board. Members of the Child Care Board will participate in both groups. Chair Schully raised concern over the words, "in concert with" as the Board hopes the two groups would work independently of the each other. There could be a Child Care Board member who is a liaison between the two groups.

Ms. Lee brought to the Boards' attention the name of the program. Adult dependent care is a very complex and confusing topic. The Committee feels it would be beneficial to make a name change. The word "dependent" can mean child or adult. Therefore the Committee feels there is a need to be more specific and add the word "aging" to the name. The Board agreed with the need for the change.

VI. 2015-2016 Work Plan/Annual Report-

Annual Report - Chair Schully reported there are members willing to assist with compiling the Annual Report. It was noted that the Annual Report is a compilation of several committee reports, therefore it is important to merge the different writing styles into one comprehensive document. Chair Schully, Dr. Ryan, Ms. Reuss, and Ms. Coelho will collaborate in writing and editing the Annual Report.

Submissions are needed from the Waitlist, Subsidy, Aging and Adult Dependent Care, and Strategic Planning Committees. The submissions are due to Ms. Lee by June 12, 2015. Ms. Lee offered her assistance with supplying notes from the various committee meetings.

Ms. Lee reminded the Board that previous Annual Reports can be found on the NIH Child Care website for review.

A draft of the Annual Report will be sent to all the Board members for review, prior to submission to Dr. Johnson.

Ms. Savarese advised the Subsidy Committee to add information regarding the Board's request of ORS to change the Manual Charter to include Title 42 employees.

2015-2016 Work Plan-A draft Work Plan has been sent, via email, to all members. Chair Schully provided an overview of the plan. A great deal of focus will be on the Strategic Planning and Marketing Plan.

- **Aging and Adult Dependent Care** - For this Committee, work will continue on the Aging and Adult Dependent Care issues. Ms. Philip advised to take out the wording "in concert with," to reflect the previous Board discussion of the Aging and Adult Dependent Care Committee. The Board will help the Ageing and Adult Dependent Care Committee to transition to an independent group.
- **Subsidy** - The Subsidy Committee will finalize the marketing flyer to improve publicity of the program, with the intention of achieving maximum utilization.
- **Legislative Options**-The focus of this Committee will be to explore the options to expand access to child care programs within the community. Ms. Reuss will take the lead on this Committee.
- **NWCCC**-The Board will continue to update and educate the NIH Community regarding the status of the construction project. Mr. Cole raised the point of engaging the Clinical Center in the discussions. He can be the liaison between the Board and the Clinical Center's Communications team regarding the construction of the NWCCC.

- **Back-up Care** – The Board will analyze data regarding how the program is being utilized, as well as develop a marketing plan to increase awareness. There will be a full Back-up Care Program report in the 2015-2016 Annual Report reflecting the program participants' feedback and data collected.
- **Bench Marking Survey** - The Board will support ORS to successfully conduct the survey. Over the summer ORS will identify a contractor to accomplish this project. The data from the survey should be available by the end of the 2015-2016 Board year. The Board will assist with analyzing the data collected from the survey.
- **Board Charter** - The Board Charter will expire in 2016. Therefore the Board will review, revise, and submit a request for a new Charter which will be in effect from 2016-2021.

The Committees will work in tandem with the Strategic Planning and Marketing Committee to bridge the gaps in awareness of the NIH Child Care Program. Chair Schully asked for approval of the 2015-2016 Work Plan draft, as discussed. The meeting attendees were all in agreement of the draft 2015-2016 Work Plan. A formal vote on the 2015-2016 Work Plan will be taken in September.

VII. Modernization of Leave Policies for Child Birth, Adoption, and Foster Care - Ms. Peralta, from OHR, shared information about recent developments in the flexibilities for families. In January 2015, President Obama initiated a new policy regarding these flexibilities. In April 2015, the Office of Personnel Management (OPM) created a new handbook/user guide. The OPM handbook fills in the gaps of information. Information was shared about the Presidential Memorandum including; changes in leave, back-up care, Employee Assistance Programs (EAP), flexible work schedules, telework, and other available resources. The OPM handbook assists employees with understanding available options.

VIII. Announcements and Adjourn-

Gold Stars and Farewells- Ms. Lee distributed certificates to all Board members who had perfect attendance at meetings throughout the year. She also gave a farewell gift to Ms. Berko and Mr. Levine.

Seminars/Webinars- 276 individuals registered for the Bullying webinar and 407 registered for the Family Law webinar. Due to the popularity of the Family Law topic, there are plans to offer an encore event. Publicity for the webinar will be sent out in the June or July timeframe. There is an upcoming seminar that the NIH Federal Credit Union, ORS, and Health and Wellness Council are co-sponsoring. The flyer for How to Raise a Financially Savvy Child was distributed. It will be held June 3, 2015 from 12:00-1:00, Building 31,6C, Room 6.

Special Needs Support Group- Mr. Cole announced a forum: Community of Practice for NIH Employees with Ability Differences/Disabilities and Other Interested Staff. They have established their own Listserv. There will be an informal meeting Monday, June 12 at the Clinic Center for parents with special needs children. One topic to discuss is the perspectives of dads with special needs children, as it can differ from moms.

The meeting was adjourned at 12:00.

The next Board meeting will be September 10, 2015

