

NIH Child Care Board Meeting Minutes
December 8, 2011
Building 31/6C, Conference Room 10

Members in Attendance: Julie Berko, Catherine Bosio, Kelli Carrington, Andria Cimino, Rosalind King, Jason Levine, Zhiyong Lu, Catherine Meyerle, Sybil Philip, Brian Rabin, Heather Rogers, Sheri Schully, Tim Tosten, Stephanie Hixson, Keren Witkin, Adam Lee, Nirali Shah, Mary Ellen Savarese, Tonya Lee

Center Liaisons Attending: **ChildKind:** Jaydah Wilson, Amy Cliber, Tom McCarty, Karin Bok, **POPI:** Paulina Alvarado, Michele Frank **ECDC:** Dawn Gerhart, Barbara Acquaviva, Bob Storz, and Helena Chang

Guests: Mr. John Czajkowski, NCI Executive Officer and Ms. Anne Lubenow, NCI

I. Welcome and Introductions-Brian Rabin

Chair Brian Rabin welcomed Board Members, Liaisons, and Guests. Chair Rabin asked each participant to introduce him/herself.

II. Approval - Minutes for September -Brian Rabin

Chair Rabin called for a vote to approve the minutes from the September 8, 2011 meeting. Minutes were approved.

III. Report from Chair - Brian Rabin

- **Child Care Board Letter from Dr. Frances Collin, NIH Director**

Chair Rabin directed the Board to the Letter of Response from Dr. Collins located in their packets. In his response, Dr. Collins pointed out that all of NIH benefits from the work of the Board and encouraged the Board to continue gathering data and information concerning the NIH Child Care initiative.

- **Child Care Subsidy Committee – Brian Rabin**

The Child Care Subsidy Committee met on October 20, 2011 to discuss what changes if any were to be recommended to the Board due to the additional funding the program received in FY 2011. Recommendations to the Board:

Issue 1: Raise the family cap of \$5,000 per year that a family can receive in subsidies.

Discussion: The \$5,000 dollar cap is set by IRS. Any amount over \$5,000 the employee receives is considered by the IRS as a benefit and the employee is required to pay taxes on the amount. Less than 5% of the Subsidy participants reach the \$5,000 limit.

Recommendation: The Committee's recommendation is to leave the family cap at \$5,000.

Status: Approved.

Issue 2: Raise the Total Adjusted Household Income

Discussion: The current Total Adjusted Household Income limit is \$60,000. This amount was set when the program began in 2005. As employees receive

cost of living and within grade increases, they have exceeded the \$60,000 limit and are no longer eligible for the program. Other Federal Agencies have raised their program limits to \$70,000 and higher.

Recommendation: The Committee recommends raising the Total Adjusted Household Income from \$60,000 to \$70,000. The percentages of each level of subsidies will be adjusted.

Status: Approved.

Issue 3: When to implement the new changes?

Recommendation: The Committee recommended the changes to take place January 1, 2012.

Status: Approved.

The Committee was also asked to review questions that were submitted by NIH Executive Officers concerning the Subsidy Manual Chapter. The Committee discussed the questions and gave feedback to the NIH Child Care Team.

- **Back-up Care Update – Mary Ellen Savarese**

The start-up of the NIH Back-up Care program has been challenging. The contract was awarded on September 29, 2011. On October 20, 2011, a Stop Work Order was issued. On November 6, 2011, the contract was reinstated. The program is schedule to launch in January 2012.

- **Northwest Child Care Center Update – Mary Ellen Savarese**

This project is considered a high priority within Office of Research Facilities (ORF). Dan Wheeland, Director of ORF, is conducting monthly meetings to ensure the project stays on schedule. ORF has been in touch with other federal agencies that have recently built child care facilities: NIST and FDA. The new Scope of Work will be available next week and this will be a Design Build Contract with Set Aside for Small Business. Once the contract is awarded, there will be at least 18 months of construction. There is no timeline set at this time. Chetna Gola, the Project Officer for the project recently toured the three (3) NIH Child Care Centers. Currently in the 35% design, there are 170 spaces for children 6 weeks to 5 years of age.

IV. Guest: John Czajkowski, NCI Executive Officer

Mr. John Czajkowski spoke to the Board concerning the NCI move to Shady Grove scheduled for January 2013. Mr. Czajkowski spoke of his history at NIH, his role as a parent, his new role as the NCI Executive Officer, and his role as an advocate for the NCI employees. Mr. Czajkowski described the challenges of moving 2,200 NCI employees and the decision process involved. There is a fitness center and a cafeteria planned for the new location. A child care center is not planned. The new location does not have the number of employees required to sustain a standalone child care center according to the NIH Amenities Guide.

Given the decisions that have already been made concerning the Shady Grove Campus, he hopes the Board will assist him in identifying viable child care options and resources for affected NCI employees.

NCI has already developed an intranet for the employees to assist them during the transition which includes a searchable site for child care. NIH currently contracts with LifeWork Strategies (LWS) to provide a very personal and inclusive resource and referral service. Employees should be calling the NIH Resource and Referral service and researching providers near their home, Shady Grove, or in route. LWS would also be available to provide an outreach event tailored to the needs of the NCI employees. Planning for an outreach event should be planned for the spring 2012. The Parenting Listserv has over 1,600 subscribers and would also be a great resource for employees.

Families make decisions about their child care arrangements far in advance. Moving NCI from Executive Boulevard would impact the NIH child care center located on Executive Blvd: Executive Child Development Center. Currently, one third ($\frac{1}{3}$) of the enrollment of ECDC are NCI families. Employees with children at ECDC, or other child care centers, who are moving to the new Shady Grove site will need to decide if they will change their child care arrangements.

Mr. Czajkowski concluded the discussion by saying he believes we can always do better and he is open to ideas. He agreed to the formation of a committee from NCI and the NIH Child Care Board. The committee will be chaired by Ms. Anne Lubenow, Acting Deputy Executive Officer, NCI, and will include other NCI employees, as well as representatives from the NIH Child Care Board. The committee will explore the ideas presented today and generate other ideas to assist with the NCI transition.

V. Board Work Plan: Updates and Actions – Brian Rabin and Dr. Sheri Scully

Chair Rabin asked everyone note the revised 2011-2012 NIH Child Care Board Work Plan in their packets. Chair Rabin reviewed the work plan and asked for additional comments.

- **NIH Child Care Subsidy-** The committee met on October 20, 2011 and will continue to meet and analyze data based on the approved changes.
- **NIH Child and Dependent Care Back-up Care Pilot-** The committee met on October 17, 2011 and helped to identify additional questions that need to be answered. Once ORS launches the program, there will be opportunities for the committee to meet and discuss the progress of the program.
- **NCI move to the New Shady Grove Campus 2013-** Based on the discussion held today, there will be a NCI committee lead by NCI and the Board to explore viable options and resources for the employees moving to the Shady Grove campus. The following Board members have volunteered to serve on this committee: Dr. Sheri Schully, Brian Rabin and Dr. Jason Levine.
- **Strategic Planning and Marketing Programs and Services to the NIH Community-** The committee will meet before the next Board meeting to determine their goals for the year.
- **Workforce planning issue-** The committee will meet before the next Board meeting to determine their goals for the year.

Additional comments centered on the lack of a work/life focus at NIH. In next year's letter to the NIH Leadership, the Board should emphasize that there is no one place for work/life. The NIH Child Care Board is currently filling in the gaps. The Child Care Team will be meeting with the Employee Assistance Program to explore how services can be linked.

VI. Announcements and Board Meeting Adjourned

Ms. Julie Berko announced the Office of Human Resources is now offering the MAX FLEX schedule as a pilot. The MAX FLEX schedule is an option that will allow employees to adjust their work schedule during the hours of 5:00 am and 11:59 pm. The pilot will end in June 2012 and will be determined if it will be a permanent option.

The following Board members were given a tour of the NIH Child Care Centers on October 31, 2011: Dr. Zhiyong Lee, Ms. Stephanie Hixson, Ms. Heather Rogers, and Ms. Chetna Gola. If anyone else is interested in a tour, please contact Tonya Lee.

Ms. Tonya Lee reported the outreach efforts of the NIH Child Care Team. In November, the Child Care Team attended two (2) Human Resource outreach events. Over 100 people signed up to receive additional information about the NIH Back-up Care Program. The Child Care Team will be meeting with EAP to explore partnering on a new program: Heart to Heart. Caregivers will meet to chat about the challenges and struggles they have. This program is scheduled to launch in February.

Ms. Mary Ellen Savarese announced the NIH Child Care Program Manager position will be advertised. Hopefully at the next meeting, there will be someone in the position.

The meeting was adjourned at 12:00 am.

The next Board meeting will be January 12, 2012.