

NIH Child Care Board Meeting Minutes
March 17, 2011
Building 45, Room D

Members in Attendance: Julie Berko, Catherine Bosio, Kelli Carrington, Valerie Durrant, Hillary Fitis, Rosalind King, Jason Levine, Sybil Philip, Brian Rabin, Heather Rogers, Sheri Schully, Joslyn Kravitz, Adam Lee, Nicole Gormley, Mary Ellen Savarese, Tonya Lee

Members Absent: Andria Cimino

Center Liaisons Attending: ChildKind: Jaydah Wilson, Amy Cliber, Robin Kastenmayer, **POPI:** Paulina Alvarado, **ECDC:** Dawn Gerhart, Stephanie Weinstein

Guests: Nancy McLean-Cooper (for Michael Dunn, DOHS)

I. Welcome and Introductions-Brian Rabin

Chair Brian Rabin welcomed Board Members, Liaisons, and Guest.

II. Approval - Minutes for January 2011-Brian Rabin

Chair Rabin called for a vote to approve the minutes from the January 2011 meeting. Minutes were approved with corrections.

III. Report from Chair -- Brian Rabin

- **Budget**

Chair Rabin stated since the federal government is still on a continuing resolution and NIH is currently operating on a 2010 budget, the increase for the Subsidy and Back-up Care pilot are not confirmed.

- **Northwest Child Care Center**

Chair Rabin announced that there is a new ORF project officer assigned to the Northwest Child Care project, Chetna Gola. She will be invited to a future Board meeting to brief the Board on the project. Groundbreaking is tentatively projected to be late Spring/Summer 2011. The issue concerning moving the building on the site has been resolved. The building will be placed on the site as originally planned. Mr. Dan Wheland and Mr. Tony Clifford were instrumental in securing the funding for the project and resolving the potential changes to the building's location on site. The project is moving forward.

- **Waiting List issues and comments**

Chair Rabin asked if any of the Board members had been following the NIH Parenting Listserv stream concerning the NIH Waitlist. There had been many discussions concerning the transparency and the fairness of the waitlist. Mary Ellen Savarese responded to the NIH Listserv and held an outreach event on February 9th to answer questions directly.

Board Members received the *Waitlist Management Quarterly Report for the quarterly period October 1, 2010 to December 2010* and were asked to review the report. Chair Rabin asked the Board if the report should be posted on the NIH Child Care Website to address the issues of transparency and fairness but being careful not to be overwhelming. After a lengthy discussion, it was decided to reconvene the Waitlist Committee to address the following issues:

- What parts of the Waitlist Management Quarterly report should be posted on the website
- How the information should be formatted.
- Are there other issues that need to be track
- Reviewing the Frequent Asked Questions for the NIH Child Care Programs listed on the website for clear language.

The Waitlist Committee is chaired by Heather Rogers. Anyone interested in attending this committee meeting should notify Heather or Mary Ellen.

- **Parenting Festival**

The 9th Annual Parenting Festival is scheduled for October 12, 2011. There is a need for a Chairperson for the Parenting Festival Committee and the committee will need to meet at least once during the summer. The Parenting Festival was moved from the month of April to the fall to avoid competing with other NIH events/resources and to serve a larger population. Anyone who would be interested in being the Chairperson or serving on the committee should contact Mary Ellen or Tonya.

- **Telework and Work Flexibilities**

Chair Rabin asked Julie Berko if there were any more news concerning telework and work schedules. Ms. Berko stated that there were many options being considered for work flexibilities. Managers must identify staff by June 9, 2011 if they are eligible for telework. Due to the increase of 5,000 employees at the Bethesda Naval Medical Center, there will be a big push for telework and alternative work schedules. At this time, ITAS does not allow a lot of flexibilities with schedules.

IV. Charter Committee – Jason Levine

Jason Levine asked members to review the draft copy of the Charter and asked if there were any comments or edits. The Charter was approved by the Board. The Charter will now be sent to Dr. Alfred Johnson, then to Colleen Barros, and then for final approval to Dr. Francis Collins, NIH Director. Mary Ellen Savarese thanked Jason and the committee for their time and efforts.

V. Announcements and Board Meeting Adjourned

Ms. Tonya Lee distributed two (2) flyers detailing upcoming NIH Child Care events. NIH Child Care Program and NIH Child Care Board Spring Events flyer was an internal flyer that lists upcoming events. The Month of the Young Child Lunch and Learn Parenting Seminars flyer listed the three (3) upcoming seminars schedule in

March/April. Board members were asked to distribute this flyer in their work areas. Two of the seminars feature NIH presenters including the Board's own, Julie Berko.

Ms. Lee provided extra Summer Camp Guides and handouts to the February 2, 2011, Lunch and Learn Parenting Seminar: What to do with your teen for the summer.

The meeting was adjourned at 11:35am.

The next Board meeting will be May 5, 2011.