

**NIH Child Care Board Meeting Minutes**  
**May 29, 2014**  
**Natcher Conference Center, Room G.**

**Members in Attendance:** Brian Rabin, Rosalind King, Julie Berko, Heather Rogers, Sheri Schully, Andria Cimino, Zhiyong Lu, Sybil Philip, Reaya Reuss, Erin Williams, Jason Levine, Christine Moretto Wishnoff, Wendy Knosp, Phil Neuberg, Lynn Adams, Anastasia Aksyuk, Eva Chen, Mary Ellen Savarese, Tonya Lee, Julie Haffner

**Center Liaisons Attending: POPI:** Christina Segura **ECDC:** Anne Schmitz, Barbara Acquaviva

**Guests:**

Tim Tosten, ORS  
Debbie Cohen, ORWH  
Meredith Shaffer, NIAID  
Judie Walters, NINDS

**I. Welcome and Introductions of Members, Liaisons, and Guest- Mr. Brian Rabin**

Chair Rabin welcomed Board Members, Liaisons, and Guests.

**II. Approve April Minutes – Mr. Brian Rabin**

Chair Rabin asked for approval of the Minutes from the April Board Meeting. Minutes were approved.

**III. Chair's Report and Updates – Mr. Brian Rabin**

- **Dependent Care Committee- Mr. Brian Rabin and Ms. Erin Williams**
  - Ms. Williams shared the Committee has met twice since the last Board meeting to discuss the goals and focus of the Committee. Four members of the Health and Wellness Council attended the meetings. The May 19<sup>th</sup> meeting focused on adding Adult/Elder Care to the Health and Wellness website. The Adult Dependent Care page will be a great tool and will provide helpful information.
  - Ms. Williams announced an outreach event to be held in conjunction with the Safety, Health, and Wellness Day on August 27, 2014.
  - Chair Rabin stated the Safety, Health, and Wellness Day event was selected because it is an existing event which 800-1000 people attend.
  - The Committee will meet again in the summer to coordinate the event.
  - Since Chair Rabin is leaving the Board; he will also be leaving the Committee. Ms. Williams asked people to consider Co-Chairing the Committee with her.
  - This is an excellent opportunity to be on a Committee which is starting something new. Chair Rabin provided a historical review of how this topic became so pertinent to the Board. It was under the recommendation of Colleen Barros that we tackle this issue. A letter was drafted to provide Ms. Barros with an update of the actions the Board has taken to support Adult Dependent Care issues at the NIH. A copy of the letter was distributed.
- **Membership Committee-Mr. Brian Rabin and Ms. Sybil Philip**
  - Ms. Lee sent out a Global announcement for the four vacancies on the Board.
  - On May 12, 2014 the announcement was also posted on the Parenting ListServ.
  - Historically, the Board has had up to 20 applicants. Eight applications have been reviewed, thus far.

- Ms. Lee recommended that when considering applicants, the Board should refer to the 2014-2015 Work Plan.
- Membership should consist of individuals from diverse IC's and roles throughout the NIH. Board Liaisons can help solicit membership.
- The deadline for accepting applications is June 6, 2014. Applications will be reviewed and interviews held. The Board's recommendations will be sent to Dr. Johnson and appointed by Ms. Colleen Barros.
- **Northwest Child Care Center (NWCCC)-Dr. Jason Levine**
  - Dr. Levine provided a PowerPoint presentation of the April 29, 2014 Ground Breaking Ceremony.
  - Ms. Lee thanked the Board for their consistent communication with the NIH Leadership regarding the need for more child care spaces.
- **Board Meeting Dates for 2014-2015- Mr. Brian Rabin**
  - A vote was taken for the proposed meeting dates for 2014-2015.
  - Meeting Dates for 2014-2015 were approved.
  - Ms. Lee will send out calendar invites.

#### **IV. Annual Board Report 2014-2015 – Mr. Brian Rabin**

- An outline was presented for Board review.
- Every summer an Annual Report is created by the Board to inform the NIH Leadership of all the work accomplished throughout the year.
- Chair Rabin asked the Board if there were other topics to add to the outline.
- Ms. Cimino suggested adding follow-up of the Life@NIH Survey.
- Chair Rabin, Dr. Levine, Ms. Cimino, Ms. Reuss, Dr. Knosp, Dr. King, Ms. Moretto Wishnoff, and Dr. Lu volunteered to assist in drafting the report.
- Ms. Lee will compile the input from Board members into a final draft. She will forward the final draft to the Board for review and edits. The Board will send the approved Annual Report to NIH Leadership in July.

#### **V. Tim Tosten ORS Program and Employee Services, Associate Director**

- After being on the Board for several years Mr. Tosten shared his excitement about the role he will have in his new position.
- The strength of the Board is the varied opinions and passionate opinions of its members. The discussions are always insightful.
- Mr. Tosten reminded the Board that funding is not endless.
- Data plays a significant role in discussions with Dr. Johnson and the decisions he makes.
- The Board is an advisory unit to Dr. Johnson and himself.
- We need to look for ways to build partnerships with IC's for child care and other services as well.
- Mr. Tosten is soliciting Executive Officers (EO) to apply for Board membership. It is important to have a good pool of applicants to select from.
- He is always available for questions, comments, and has an open door policy.
- Ms. Savarese stated that it was very helpful having an EO as part of the Board. They see the needs of the NIH community in a different realm than we do.

## **VI. 2014-2015 Board Work Plan Discussion—Dr. Sheri Schully**

- A copy of the Work Plan was sent out to all Board members prior to this meeting. A copy is also in the Board meeting packets.
- Each section of the Work Plan was reviewed.

### **2014-2015 Work Plan**

#### **Northwest Child Care Center (NWCCC)**

- Dr. Schully stated that the major duty for the Northwest Child Care Center Committee was to decide on various events for the upcoming year and assist in selecting a program provider.

#### **Back-up Care**

- The Back-up Care Pilot Program will move from a Pilot to a funded program. Data will be needed to show how it is useful to the NIH community.
- Dr. Schully stated it may be a different vendor than Bright Horizons. If other vendors can offer the same services.
- Dr. Lu added that Bright Horizon's does a good job but since they could lose the contract; does the Board want to add services to get a better overall product.
- Ms. Lee stated the NIH Child Care Program is looking to the Board to know if the new services are of value to the NIH community.
- Ms. Lee, as the Project Officer for the NIH Back-up Care Program contract, stated there are rules and regulations she must follow when soliciting for contractors.

#### **Child Care Subsidy**

- Last year there were changes made in the total adjusted household income and the percentage of child care fees which will be subsidized.
- The proposed legislative change is to determine if Fellows are considered NIH employees, and therefore, eligible to receive subsidies.
- Data will be needed to support how this change would affect the NIH Child Care Subsidy Program's budget.
- Ms. Savarese stated Mr. Tosten could bring to Dr. Johnson's attention the talk in Building 1 to include Fellows as employees. Dr. Johnson will need the financial figures to determine the cost of adding Fellows.
- This may be a great opportunity to include Board representation from FELCOM in the discussion.
- Additional bullets may be needed under Child Care Subsidy to reflect "Legislative Changes" taking place, and "Evaluating the Impact".

#### **Dependent Care**

- Continue partnership with Health and Wellness Council and Employee Assistance Program.

#### **Legislative Change**

- Dr. Schully announced that the Board and NIH Child Care Program will continue to work with Office of General Council to determine level of authority.
- Dr. King added that due to Extreme Telework status, community based child care would be helpful.
- Even with a new center being built, there is a significant difference between supply and demand on campus. Having access to centers not on, but close to Campus, would be beneficial.
- Dr. Aksyuk added that Fellows would use NIH Child Care Centers if they received subsidy.

- Beyond the NWCCC, there is not another child care center in the Master Plan for the NIH's main campus.
- The funding for another center is not in the plan according to Mr. Tosten.
- Ms. Savarese stated that Office of Research Services (ORS) will ask the Board to review all the services offered to the NIH community. They will want the Board to consider future endeavors and determine if revisions are needed to current services.
- If authority does exist, Mr. Tosten advised the Board to shift the focus of the Work Plan to reflect the exploration of the NIH community's needs.

#### **Strategy, Marketing, and Communication**

- Dr. Schully emphasized the need to continue getting the word out about the Board and how it supports the NIH community.
- Dr. Schully then gave an overview of the changes to the Work Plan
  1. Subsidy- Work through other groups and gather data on how it will impact the budget and NIH community.
  2. Dependent Care- Include EAP
  3. Legislative Options- Data on community child care.
- Dr. Schully requested feedback.
- Ms. Lee stated that if Approved in September, the Board will create a calendar in order to accomplish the Work Plan.
- Chair Rabin asked for a motion to approve the 2014-2015 Work Plan with the added changes. A vote was taken and the Work Plan was approved with changes.

### **VII. Awards and Recognition**

- Ms. Lee gave out the Golden Star award to all members of the Board with perfect attendance. She emphasized the importance of being present because it is crucial for good discussion. Mr. Rabin, Dr. Schully, Ms. Reuss, Ms. Williams, Ms. Rogers, and Dr. Knosp received this award.
- Dr. Lu, Dr. King, Mr. Tosten, and Mr. Rabin were presented with gifts for their hard work and dedication to the Board.
- Chair Rabin shared some thoughts about his time on the Board. He feels the Board is very powerful as they report directly to the NIH Director. He is very proud of the work the Board has done over the years.
- Dr. Lu also thanked the Board and encourages other to be on the Board. Over the past three years he worked with great people and found they can really make an impact and a difference to the NIH community. During his time on the Board they have implemented the Back-up Care Pilot Program and One Decline Policy for the Waitlist. Dr. Lu offered his support for future Board endeavors.
- Dr. King shared her experiences about being in other groups at the NIH. The Child Care Board is a very functional entity. This is the most professional, constructive and productive group she is on.

### **VIII. Elections-Ms. Sybil Philip**

- Mr. Rabin will be leaving the Board and therefore a new Chair and Vice Chair are needed.
- A nomination for Dr. Sheri Schully to become Chair and Ms. Andria Cimino to become Vice Chair was presented.
- A vote was taken and nominations were approved.

## **IX. Announcements and Adjourn**

- Ms. Lee shared information about an upcoming Family Resource outreach event, to be held at Fort Detrick in Frederick MD. Flyers, for the event, were distributed.
- Mr. Tosten announced the Take a Hike event which will be held on June 5, 2014. People can register to walk/run the perimeter of the NIH.
- Fed's Feed Families will be collecting food for area food banks. The Children's Inn may also be collecting food.
- Cedar Lane will be closed for the summer. There will be a Global sent out to announce the new traffic pattern for the area.
- Mr. Tosten also announce that he can be followed on Twitter at #NIHEMPLSRVCS.
- Chair Rabin thanked Ms. Savarese, Ms. Lee, and Ms. Haffner for their continued support to the Board

The meeting was adjourned at 11:50 am.

**The next Board meeting will be September 11, 2014.**