

NIH Child Care Board Meeting Minutes
October 25, 2012
Building 45, Room A

Members in Attendance: Catharine Bosio, Andria Cimino, Rosalind King, Jason Levine, Sybil Philip, Brian Rabin, Heather Rogers, Sheri Schully, Tim Tosten, Stephanie Hixson, Keren Witkin, Nirali Shah, Mary Ellen Savarese, Tonya Lee

Center Liaisons Attending: **Childkind:** Jaydah Wilson, Amy Cliber, Karen Bok **POPI:** Carla Ocampo, Christina Segura, Jen Villani **ECDC:** Anne Schmitz, Barbara Acquaviva, Bob Storz

Members Absent: Julie Berko, Zhiyong Lu, Catherine Meyerle, Christine Moretto Wishnoff

Guests: Linda Kiefer, ORS, Division of Amenities and Transportation Services

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

Chair Rabin welcomed Board Members, Liaisons, and Guest. Chair Rabin asked each individual to introduce him/herself.

II. Approve September Minutes – Dr. Sheri Schully

Vice Chair Schully called for a vote to approve the minutes from the September 13, 2012 meeting. Minutes were approved with edits.

III. Updates – Mr. Brian Rabin and Dr. Sheri Schully

- **Board Work Plan – Final/Approve – Mr. Brian Rabin**

Chair Rabin asked the Board to review the revised Board 2012-2013 Work Plan in their packet. Chair Rabin asked the Board if there were any changes to the Work Plan. There were no changes. The Board approved the 2012-2013 Work Plan.

- **Committee Assignments – Ms. Mary Ellen Savarese**

Ms. Mary Ellen Savarese asked the Board to review the Committee Assignments located in their packet and to let her know if there are any changes. Ms. Savarese reminded the Board most of the work is accomplished in the committees. Dr. Karin Bok asked to be on the Waitlist Committee, Ms. Andria Cimino noticed her name was missing from the Workforce Planning Issues Committee, and Ms. Sybil Philip and Dr. Keren Witkin noted spelling errors.

- **Annual Report – Mr. Brian Rabin**

Chair Rabin directed the Board to the Annual Report letter in their packet. The Annual Report letter was sent to Dr. Francis Collins, Director of NIH. Several members remarked that it was an excellent letter. Chair Rabin reminded the Board that a more comprehensive report will be given to the Dr. Collins in the beginning of summer.

- **Northwest Child Care Center – Ms. Mary Ellen Savarese**

Ms. Mary Ellen Savarese reported the Northwest Child Care Center contract was awarded and the planning of the center is moving forward. In the next week or so, Ms. Savarese stated she would be reaching out to the Board for their participation in the planning process. The contract is a firm-fixed price and is awarded for 708 days. There will be no major changes to the design but there is an opportunity for the Board to give feedback and suggestions. It is difficult to schedule a groundbreaking because a timeline has not been established. It is the expectation of the Child Care Team that the center will open August of 2014. A child care provider will be selected by a bid process that will take place one (1) year before the completion of the center.

Ms. Savarese stated the contractor has proposed a design of a one-story center. The contractor recently completed construction of the new Food and Drug Administration (FDA) Child Care Center located on the White Oak campus.

Ms. Stephanie Hixson, ORF liaison, reported that everyone at ORF is very excited about the project. The new Project Officer for this project is Thor Sigfusson. Mr. Sigfusson was also on the Technical Evaluation Panel and is very familiar with the project.

- **RML Update – Dr. Catharine Bosio**

Dr. Catharine Bosio reported her efforts at Rocky Mountain Labs (RML) located in Hamilton, Montana. There are approximately 4,200 people in Hamilton and 10,000 in the county. RML is a very unique facility with about 400 employees. There are families of all ages who have child and dependent care needs. There are two (2) initiatives that RML is focusing on at this time: (1) how to assist families when the school system closes early every third Wednesday of the month and teacher work days, and (2) availability of summer camps.

Dr. Bosio will be working with the Hamilton School system to establish a program that would assist the RML families when the school system closes.

The availability of summer camps is being addressed in two ways. The first is offering a week long summer camp in August that would be conducted by science teachers. Dr. Bosio has already contacted the NIH Science Education Curriculum Office for ideas and ways to bring the curriculum to older elementary and middle schoolers. The second is consolidating information about all the summer camps that are being offered and put that information in the hands of the families. On the East Coast, the NIH families are given a Summer Camp Guide on all the camps that are being offered, cost, schedule, etc... Dr. Bosio would like to provide a similar guide to the RML families. There are only a few camps that are offered in Hamilton area. There are some weeks where there are 3 options and other weeks when there are no camps. Dr. Bosio hopes by having a guide, it will also assist the camps in picking weeks when there are no camps to compete with and RML families have camp options for every week of the summer. In March, Dr. Bosio hopes to have a Summer Camp Expo in which camps come out and introduce themselves to the RML families.

Ms. Savarese applauded Dr. Bosio's efforts as the initiator of these efforts at RML and her accomplishments are very much appreciated by the Board.

- **Strategic Plan Activities**

Ms. Tonya Lee reported the following efforts of the Board and the Child Care Team outreach efforts:

- September 13th Lunch and Learn Seminar
- September 26th Lunch and Learn Seminar
- September 27th MOMDADDOCS- presentation on child and dependent care
- October 4th IAMC- presentation on child and dependent care
- October 4th Clinical Center Managers- presentation on child and dependent care
- October 9th -11th Research Festival-outreach table
- November 5th Bayview-outreach table
- November 14th NICHD –outreach table
- November 15th Office of Human Resource Fair-outreach table

Upcoming Events: Summer Camp Guides in January, Back-up Care Seminars in January and February

- **Workforce Survey**

Ms. Andria Cimino and Ms. Sybil Philip updated the Board on the Life@NIH Survey. Ms. Cimino thanked Board for their comments/suggestions on the pilot survey. There were 14 individuals who sent feedback to the Committee. The Life@NIH survey is expected to go out today or tomorrow from Ms. Colleen Barros, Director of Office Management. Ms. Cimino reminded the Board that the results were not recorded from the pilot survey and for the Board to encourage their co-workers and other groups to take the survey. Dr. Schully asked Mr. Tim Tosten if he would be willing to mention the survey at the next Executive Officers meeting. Mr. Tosten agreed and asked if something could be sent to him. Ms. Savarese assured Mr. Tosten a message would be sent out to assist the Board in notifying groups.

The next steps for the Survey Committee will be to receive the results from the survey, work with the Office of Quality Management on analyzing the data, and preparing a presentation/report to be presented at the January Board Meeting. Ms. Tonya Lee pointed out that Andria and Sybil are currently the only two (2) members on the Committee and perhaps those who have an interest in data would be willing to join them. Dr. Sheri Schully and Dr. Rosalind King agreed to join the committee.

IV. Child Care Subsidy Committee – Report and ACTION

The Subsidy Committee met on October 9th to discuss the impact the changes implemented in January 2012 and to determine if there were any other recommendations the Board should consider. The changes that were implemented in January 2012 were to increase the funding of the program by \$240,000, increase the Total Adjusted Household Income from \$60,000 to \$70,000, and adjust the child care expense plan. With the additional funding, the wait list was no longer needed and new families were allowed to participate in the program. The increase in the Total Adjusted Household Income also allowed families that were over the \$60,000 to stay in the program and families that were not eligible with the previous income level were able to participate in the program.

The Subsidy program has served 122 employees and 162 children thus far. There are funds remaining. Based on their discussion, the Subsidy Committee has the following recommendations for the Board:

Recommendation 1: Increase the Total Adjusted Household Income to \$75,000

Action: Approved

Recommendation 2: Increase the percentage the participant's child care expenses plan will pay to 30/50/60%

Action: Approved

Recommendation 3: Create more awareness about the program by redesigning the marketing materials, add the Subsidy Link to the Jobs.NIH.GOV, provide information on the Subsidy program when employees apply for the Wait List and/or the Resource and Referral Services

Action: Approved

V. Back-up Care Committee – Report and ACTION

The Back-up Care Committee met on October 2nd to review data and to discuss the first year of the NIH Back-up Care Pilot Program. The committee reviewed several reports and were

given the opportunity to ask questions about the program. Based on the data, the Back-up Care Committee had the following recommendations:

Recommendation: Effective January 2013, open the NIH Back-up Care Program to anyone that has a valid NIH email address, including contractors and tenants.

Action: Approved

Recommendation: Work with Bright Horizons to ensure better data collection, so that we can accurately report who is using back-up care. Expand data collection to include the different types of employment categories taking advantage of the program. Possible categories to include:

- Title 5 NIH Federal Employee (also collect GS level)
- Contractor
- Principal Investigator
- Staff Scientist
- Fellow (possibly broken out into the following categories, but not necessarily)
 - IRTA/CRTA Fellow
 - Visiting Fellow
 - Research Fellow
 - Clinical Fellow
- Guest Researcher
- Special Volunteer
- Faculty
- Tenant
- Other

Action: Approved

Recommendation: Have Bright Horizons collect better data on why employees are canceling child care requests. Expand the list of potential reasons to include a category for potential users turned away, for instance if no center care is available and employee does not want in-home care.

Action: Approved

Recommendation: Collect the missing data from NIH employees already registered for the Back-Up Care program. The committee agreed with the child care team's approach to email all back-up care registrants and request that they update their profile or complete Step 2: register with Bright Horizons.

Action: Approved

Recommendation: Continue to promote the Back-Up Care program heavily and identify areas for expanded outreach.

Action: Approved

Recommendation: Continue to push Bright Horizons to increase centers in the extended network, particularly for infant care.

Action: Approved

Recommendation: Have Bright Horizons conduct Lunch and Learn Seminars on In-home Care and Elderly Care.

Action: Approved

VI. Waiting List Committee – Report

The Waiting List Committee met on October 23rd to determine if there were any recommendations needed to support the transparency and efficacy of the waiting list. Committee Chair Heather Rogers mentioned the Committee's past efforts such as adding data

to the Frequently Asked Questions (FAQ's) to educate employees on the number of spaces available and the number of employees waiting for those spaces, and implemented the Profile that is sent to employees on the Wait List every 4 months to verify information. The Wait List is an important tool to demonstrate the need for additional NIH child care resources.

The Committee reviewed reports/data and determined additional data is needed in order for the Committee to make recommendations. The Committee did identify the following questions to assist them as they look at the many issues that affect the waiting list.

- Could there be a fee charged to employees who join the Wait List?
- Is there a separate category that individuals could be placed in if they are happy with their current child care arrangements and do not have an immediate need for care?
- What is the impact of sibling priority on the wait time?
- What is the best way to inform the NIH Community on what to do when applying for the Centers/Wait List?
- Does the child's birthdate really matter?
- Could the Wait List be available on-line for employees?
- Should the FAQ's have more or less information?
- Should there be only 1 decline?
- Should the wait time for a family, who is already enrolled in a NIH Center, be 24 hours instead of 48 hours?
- What changes can be put in place to take the burden off the Center Directors?

The Committee will meet to review the additional data/reports and if there are recommendations, present them at the December Board meeting.

VII. Discussion of ORS Services in FY 2013-2014 (if time permits)

This discussion was tabled for another meeting.

VIII. Announcements and Adjourn

Ms. Lee announced the results from the Back to School Lunch and Learn Seminars. On September 13th, Bullying: What you need to know had 75 live and 64 webcast viewers. On September 26th, Middleschool 101 had 68 live and 54 webcast viewers.

Ms. Lee reported the Quality Assurance Specialist position had to be pulled back due to the applicants lacking experience in managing a child care center or providing child care services. The position description is being rewritten to ensure applicants meet this requirement.

The meeting was adjourned at 12:00 pm.

The next Board meeting will be December 13, 2012.