

NIH Child Care Board Meeting Minutes
September 16, 2010
Building 45, Room H

Members in Attendance: Valerie Durrant, Catherine Bosio, Kelli Carrington, Andria Cimino, Rosalind King, Sybil Philip, Brian Rabin, Heather Rogers, Sheri Schully, Joslyn Kravitz, Adam Lee, Nicole Gormley, Mary Ellen Savarese, Bea Curl, Tonya Lee

Members Absent: Julie Berko, Jason Levine, Hillary Fitis

Center Liaisons Attending: POPI: Michele Frank **ECDC:** Dawn Gerhart, Stephanie Weinstein,
ChildKind: Jaydah Wilson, Amy Cliber

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

I. Welcome and Introductions

Chair Valerie Durant welcomed Board Members, Liaisons, and Guests. Chair Durrant asked everyone to introduce themselves so that the new Board members, Andria Cimino, Sybil Philip and Catherine Bosio, could get to know everyone. Chair Durrant stated that new members give the Board new and important perspectives. Chair Durrant specifically noted that Katy Bosio, a new member from Rocky Mountain Labs, will give a new dimension on issues and expand the Board's point of view.

II. Approval - Minutes for June 2010

Chair Durrant called for a vote to approve the minutes from the June 2010 meeting. Minutes were approved.

III. Orientation for the Board -- Bea Curl

Ms. Bea Curl presented the orientation in PowerPoint. The NIH Child Care Board Charter and Position Description for Voting Members were distributed. These documents clearly define and explain the roles of members and the operation of the Board. Ms Curl discussed the importance of the Vision and Mission of the Board. The Board accomplishes its goals through the Work Plan and Action Plan. The Work Plan is what the Board hopes to accomplish for the year and future years. The Action Plan is a road map of what the members can expect at the scheduled Board meetings.

Liaisons are extremely important to the Board. They take information back to their programs and bring aspects of the diverse workforce and the work needs of NIH to the Board's attention.

The NIH Child Care Board schedules seven meetings per year. Meetings start on time and end on time. Meeting reminders will be sent 2 weeks ahead and agendas and handouts one week in advance. Members are expected to come to meetings prepared to actively participate. If a member misses more than two consecutive meetings, Bea Curl will contact the member and ask them to re-evaluate their commitment to the Board.

Board voting members are chosen very specifically to represent the broad interests of all NIH employees, including various Institutes, grades and job types. Members should represent the interests of NIH and should be familiar with the Board and NIH Child Care services and programs. Members should familiarize themselves with the NIH Child Care website: <http://does.ors.od.nih.gov/childcare/index.htm>.

Voting members are required to be Federal employees, however, all Board meeting are open and visitors are welcome. Members may not speak on behalf of the Board unless the Board has asked the member to do so.

The Board does not have oversight of the NIH child care programs, but can advise ORS on procedures and policies. Each child care program is a private corporation that answers to its own Board of Directors.

What does the Board ask of its members?

- Be prepared—read the agenda, minutes, and draft reports prior to the meeting
- Actively participate
- Volunteer for Committee work
- Be knowledgeable of the Board and the services that NIH offers
- Be thinking of others who would like to be on the Board
- Represent child care needs and interests for the ENTIRE NIH community
- Be willing to dream and think about the future in spite of obstacles such as: funding, lack of interest, and/or information

The NIH Child Care Board advises NIH leadership on the Subsidy program. If a voting member feels he/she may be eligible for the NIH Child Care Subsidy Program, please contact Ms. Curl to obtain a Conflict of Interest waiver.

IV. Report from Chair—Valerie Durrant

Child Care Board 2009 – 2010 Annual Report on Child Care – Valerie Durrant
Chair Durrant informed the Board the 2009-2010 Annual Report will be sent to NIH Leadership in a few days. Chair Durrant thanked the members that assisted in the writing of the report. There were 4 recommendations highlighted in the report:

1. Move forward on the Northwest Child Care Center
2. Increase funding for the Subsidy program
3. Approve a pilot for Back-up Care
4. Form/identify/create a primary group charged with dealing with Dependent Care Issues

Subsidy Program Update – Bea Curl

The Board was informed this spring that the NIH Subsidy program had gone to a waitlist. There were several reasons for this action. There was a 14 % increase in participation across the board; the proportion of NIH employees in the lowest income bracket participating in the program increased. This resulted in higher amounts of subsidy being distributed. As of August there were a total of 130 parents who received subsidy this year and 168 children enrolled. Subsidy program patrons were requested to

submit comments about the NIH Child Care Subsidy program. The testimonies received were very positive and have been included in the Annual Report as an appendix

Back-up Care Update – Bea Curl

Ms. Curl noted that the Board did a lot of work on gathering information, reviewing/collecting resources, and making a recommendation to the NIH Leadership. This item is still being considered.

NCI Child Care Issue — Mary Ellen Savarese

The NIH Child Care Team attending a meeting with NCI to discuss child care options at the planned NCI Shady Grove location. NCI was interested in statistics on how many NCI employees were currently on the waiting list, enrolled in NIH programs, and NIH families living north of Shady Grove. NCI is developing plan to assist employees with child care options. Ideas and options that were generated from this meeting were: exploring and presenting existing community resources, building a child care center, and partnering with other groups in the area to support a stand-alone center. The NIH Child Care Team will be available to assist NCI. Board members may be asked to participate in a parent forum. Chair Durrant asked the Board to look upon this situation as a case study and learn from this situation. They should evaluate who is making decisions and identify groups who should be made aware of the importance of child care options.

Northwest Child Care Center Update -- Mary Ellen Savarese

Mary Ellen Savarese confirmed that Office of Research Facilities (ORF) had selected the Army Corp of Engineers to build the Northwest Child Care Center. In June, the Clinical Center requested that ORF re-position the Center on the site. This would cause major impact on the design. Until this issue is resolved, no ground breaking date can be determined. Chair Durrant urged the Board to keep pressing until the shovel goes in the ground.

Board Chair & Vice Chair Elections – Valerie Durrant

The Board was asked who would like to serve on the Nominating Committee for the Board Chair and Vice Chair. Two members have signed up. Currently there has been one nomination for each position. If there is anyone else who would like nominate someone or themselves, please submit names to Bea Curl, Valerie Durrant or Julie Berko.

Special Thank You: Mary Ellen Savarese gave a special thank you to Heather Rogers for her participation on the Technical Evaluation Panel that evaluated proposals for the Subsidy and Resource and Referral contracts in August.

V. Child Care Board Work Plan for FY 2011—Bea Curl and Mary Ellen Savarese

A draft copy of the NIH Child Care Board Strategic Plan 2010-2011 was given out to the Board (see Attachment A). There are 2 additions to the draft copy: NIH Child Care Charter and increase capacity of NIH sponsored child care spaces.

ACTION ITEMS:

Child Care Subsidy & Back-up Care – The Board should expect to hear news about these two items in the new fiscal year.

Workforce planning issues – Invite Human Resources to come and talk about workforce trends and NIH initiatives. Rosalind King will send Bea Curl information on succession management.

Child care essential personnel – Discuss with Human Resources, Clinical Center, and Emergency Preparedness on how to identify these individuals and assess their needs.

Dependent Care – The Board has acknowledged that there is overlap, but at this time the Board needs to focus on their primary mission: child care and related services. It was recommended to have Dr. Johnson, Director of Office of Research Services, come and speak with the Board to brainstorm ideas on potential groups that could adopt this focus.

Leave bank – The NCI pilot program was very successful. It met 100% of the needs. It will expand to 2 IC's next year. It is unclear when the program will be NIH wide.

Outreach – The Board will continue to include other groups that represent the interest of NIH.

Work schedule flexibility – Continue to encourage the NIH Leadership in Telework and alternate work schedules to support employees in their role as caregivers.

NIH Child Care Charter – The Charter will expire in May 2011. A committee will need to be formed to evaluate the current charter and submit a new charter.

Increase capacity of NIH sponsored child care spaces – Invite GSA, OPM, and/or OGC to come and discuss the TRIBLE Amendment. The TRIBLE Amendment, part of Federal Regulation permits the building/leasing of facilities for child care. It does not permit other ways to be flexible in providing child care for Federal Employees.

VI. Committee Assignments – Bea Curl

Each member was encouraged to think about their interests during the next two meetings as the Board defines the work that needs to be done by the Committees. The following Committees will need to be developed or convened: NIH Child Care Board Charter, Waitlist, Subsidy, and NIH Child Care Board Anniversary celebration.

VII. Announcements and Board Meeting Adjourned

Tonya Lee announced the 2010 Fall Lunch and Learn Parenting Seminars will occur September 21st: Home Alone and October 5th: College Preparation. Ms. Lee also asked that the Board members view the NIH Child Care website and forward any suggestions to her.

Dr. Catherine Bosio expressed the need to increase the awareness of child and family resources at Rocky Mountain Labs (RML). Dr. Bosio stated that just last year, RML got their first Lactation room. Last year, there was an increase of 120 employees. She is working on a survey for all of RML and a separate one to assess child care needs. There is an interest at RML to pilot programs that involve infants, school-age, and summer care. The Board could assist in bringing the perspective of different sites to the NIH mission. The NIH Child Care Team can assist with publicity specifically for RML. Bea Curl will be contacting Dr. Bosio on available materials and providing handouts.

The meeting was adjourned at 12:00 noon.

The next meeting will be October 28, 2010.