

NIH Child Care Board Meeting Minutes
March 3, 2016
Building 31, Room 6

Members in Attendance: Andrew Bremer, Deborah Coelho, Theresa Cruz, Chao Jiang, Sybil Philip, Reaya Reuss, Suzanne Ryan, Sheri Schully, Sarah Williams, Christine Moretto Wishnoff, Richard Wyatt, Heather Rogers, Eva Chen, Kristin Dupre, Tonya Lee, Ivan Locke, Mary Ellen Savarese

Center Liaisons Attending: POPI: Christina Segura, Jennifer Rooms, **ChildKind:** Jaydah Wilson

Guests: Kristie Hill, NCI, Stephanie Hixson, ORF, Jane Jacobs, NCI, Chris Gaines and Shuntrice Holloman, ORS

Members Absent: Eric Cole, Erin Williams

- I. Welcome and Introduction of Board Members and Attendees -**
Chair Schully called the meeting to order and welcomed everyone.
- II. Approval of Minutes from December 2015 –** Vice-chair Reuss asked for approval of the minutes from the December 3, 2015 meeting. A motion was made, seconded and approved.
- III. Chair Updates:**
 - **Benchmark Study-** The study is moving forward with 10 agencies, including NIH, participating. In addition to elements covered in the 2008 study, the topics include work flexibility, fitness and wellness, elder care resources and the general topic of recruitment and retention. The most difficult challenge thus far has been identifying the “right” person to talk to in each organization, as we are covering a wider view of the organization. The report will be completed by April 2016.
 - **NIH Working Group on Women in Biomedical Careers-** Chair Schully presented the meeting recap to include discussion of Cross Promotion & Benchmark Study.
 - **Aging and Dependent Care Committee-** The list serve has been created and the Flyer and Global announcement proposal have been submitted for approval. Jane Jacobs will be assisting with the leadership of this committee and continue to act as liaison with the Health and Wellness Council.
 - **Charter -** The Child Care Board Charter has been signed by the NIH Director, renewing the Board another for another five year term.
 - **Membership Committee -** The committee is currently recruiting for 2 new members, including a new Chair. Heather Rogers and Sherry Schully volunteered to join the committee.

- **Legislative Committee** – Vice-chair Reuss gave a recap of 3 committee considerations:

The committee would support OIR efforts to revise, strengthen and resubmit the 2015 proposal concerning the expansion of the definition of an NIH employee related to child and family services. This proposal would allow all child care and family services to be utilized by fellows and trainees.

Community Acquired Care for employees. The committee continues to wait for OGC response concerning the question of whether the NIH Director has the authority to contract for services. If not, guidance on potential remedies has been requested.

Examination of new models to provide child care tuition subsidy, or other related services, to non FTE's. Dr. Wyatt shared a summary of activities currently underway to consider financial resources for trainees.

- IV. Northwest Child Care Center-** Ms. Stephanie Hixson provided the update from ORF. Due to coordination with other campus projects, the completion date is now February 2017. Suggestions were made for improvements to pedestrian walkways near the construction site. Ms. Hixson will review crosswalk/sidewalk safety & creation of signs and update the board

- V. Back-up Care Committee** – Suzanne Ryan presented an overview of the program: short term care for dependents of all ages provided nationwide; Data collected was reviewed from the Pilot Program (3 years) beginning in 2012 to date. The committee suggests that the focus of marketing will possibly shift to adult care, as it had the least utilization. The committee has plans to enhance the Back-Care website to include the Bright Horizons mobile app.

The committee presented the following recommendations for the Board to consider:

- Target marketing to increase awareness of this important program
- Support Legislative committee in pursuing avenues for Fellows to access the Back-Up Care program
- Request ORS to monitor program usage and prepare possible options in the event maximum usage is reached

ORS is planning activities to enhance the awareness of adult care, however, maximum capacity of 400 is a concern to address before increased promotion of the program. Chair Schully opened the floor for suggestions and maximum capacity options.

- VI. Strategic Planning Committee** - Sarah Williams provided the overview of the planned 4 phases of branding

Phase 1: Selection of name, attributes, target audience, and the message/mission. Committee, Board members and interested parties are invited to participate in a Visioning session on March 17, 2016.

Phase 2: Visual identity Design

Phase 3: Marketing Plan

Phase 4: Launch & Implementation

The process should be completed by fall 2016.

VII. Workplace Wellness Policy – Health and Wellness Council - NIH Policy 1481 was presented by DAT Program Manager, Chris Gaines

The policy encourages the use of work place well-being activities/programs to produce employee productivity

Key Points of the policy: develop wellness programs, allow supervisors and others to use flexible scheduling, IC's make employees aware of the policy. This policy would not mandate supervisors to allow employees to participate. Dr. Wyatt pointed out that a policy does, in fact, mean that there are requirements that need to be met, and that point should be not be forgotten.

The policy is set for stakeholder review by Executive Officers this summer.

Mr. Gaines shared the launch of a new Supervisory Training on NIH work life resources. The training is offered for free with training credits and is co-sponsored by ORS and OHR.

VIII. Announcements and Adjourn- Upcoming schedule of events were reviewed from April 2016 through June 2016

The meeting was adjourned at 12:00.

The next Board meeting will be April 14, 2016