

NIH Child Care Board Meeting Minutes
September 10, 2015
Building 45, Room D

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

Center Liaisons Attending: POPI: Christina Segura, Jennifer Rooms, Jacco de Zwart **ChildKind:** Jaydah Wilson **ECDC:** Anne Schmitz, Barbara Acquaviva

Guests: Alfred Johnson ORS, Tim Tosten PES, Susan Cook DATS, Christopher Gaines DATS, Stephanie Hixon ORF, Judith Walters NINDS, Jennifer Guimond NICHD, Kristie Hill NCI

Members Absent: Caroline Lewis, Richard Wyatt

- I. Welcome and Introduction of Board Members and Attendees -**
Chair Schully called the meeting to order and welcomed everyone.
- II. Welcome from Office of Research Services Director-** Dr. Alfred Johnson addressed the Board, welcoming all the new members. He understands and appreciates all the work the Board undertakes each year. He has received the 2014-2015 Annual Report and has reviewed the recommendations mentioned in the document. He appreciates the solutions the Board offers when issues are identified. Dr. Johnson has requested that Susan Cook provide staff resources to continue efforts focused on elder care. He advised the Board to continue bringing the needs and issues of the NIH community to the attention of leadership.
- III. Approval of Minutes from May, 2015 –** Vice-chair Reuss asked for approval of the minutes from the May 28, 2015 meeting. A motion was made, seconded and approved.
- IV. Chair Updates:**
 - **Membership Committee-** Ms. Philip provided the Board with an update of the Committee's summer activity. A search was conducted to fill Board vacancies. The Committee received twelve applications, interviewed nine candidates, and selected four new members. The new members are present at the meeting:
 - Dr. Andrew Bremer is Program Director and Medical Officer at NIDDK.
 - Dr. Chao Jiang is a Program Analyst at NIAMS.
 - Ms. Sarah Williams is the Woman's Portfolio Strategist with the Office of Equity, Diversity and Inclusion.
 - Dr. Theresa Cruz is a Health Specialist with NICHD.Each of the new members briefly introduced themselves.

It was also announced Suzanne Ryan has been appointed to her first, three-year term and Christina Moretto Wishnoff has renewed her second, three-year term.

Ms. Lee offered Board members a tour of the local NIH child care centers.

- **Dependent Care Committee-** Ms. Williams and Ms. Chen provided a short summary of the recent undertakings by the Committee. The Aging and Adult Dependent Care Committee coordinated and partnered with the Office of Research Services and the Health and Wellness Council to host the Second Annual Elder and Adult Dependent Care Information and Resource Fair. The Fair provided the nearly 150 participants resources from several organizations. The NIH Employee Assistance Program (EAP) provided two Licensed Mental Health Counselors who offered caregiver support consultations.

Forty attendees participated in the consensogram. Participants were asked various questions about their aging or adult dependent care needs. The consensogram results also identified the top six resources needed and the top three ways participants would like to receive information.

The next Safety Health and Wellness Day will be held on June 22, 2016. Mr. Gaines looks forward to further collaboration with the Committee.

- **Annual Report-** Dr. Schully thanked everyone who assisted in writing and editing the 2014-2015 Annual Report. The report has been forward to Dr. Collins.
- **Northwest Child Care Center (NWCCC) -** Ms. Hixson, Office of Research Facilities (ORF), provided the Board with an update on the NWCCC project. There was an article in the NIH Record providing the status of the project to the NIH Community. The 100% design documents were issued on August 28, 2015. The Maryland Environmental Submission and the construction proposal are due mid-September.
- **Strategic Marketing and Communication Committee-** Ms. Lee shared an example of a video project, which is underway. The idea is to capture feedback from individuals who have utilized any of the NIH Child Care Programs. The video project is a collaboration with the Office of Human Resources.
A request was made to Board members to consider co-chairing this committee.

- V. **NIH Child Care Program Overview-** Ms. Lee presented an overview of the dynamics of the NIH Child Care Programs including, the child care centers, contracts, outreach events, website, and the Child Care Board. Slides of Ms. Lee's presentation are attached.
- VI. **Board Orientation-** A history of the Child Care Board's (CCB) history was provided by Ms. Lee. She presented a synopsis of the roles and responsibilities of CCB members by reviewing the Charter, Position Descriptions, Conflicts of Interest, and the Board's Work Plan.
- VII. **Work Plan 2015-2016-** The 2015-2016 Work Plan was reviewed by Chair Schully. She asked the Board for approval of the plan. A motion was made,

seconded and approved.

Ms. Lee discussed the Board committees. Members were given opportunities to join the various committees. There were many changes to the committee assignments. The revised 2015-2016 Committee Assignments list is attached.

VIII. Announcements and Adjourn-

- Ms. Philip unveiled the new NIH Subsidy Program's flyer. It is posted on the NIH Child Care website and was distributed.
- Ms. Wilson shared her appreciation for the renovations of the ChildKind facility. The interior and exterior of the facility have been painted. The flooring is next on the schedule. Staff and parents are thrilled with the changes. The environment has more light and is more welcoming.
- Ms. Wilson shared that she recently completed an Early Childhood Education Master's Degree Program in Curriculum and Instruction with a 4.0 GPA.
- ChildKind recently went through the re-accreditation process and had their assessment visit from the National Association for the Education of Young Children (NAEYC). Ms. Wilson is anticipating positive results.
- Dr. Johnson announced that a 10 year lease for Executive Child Development Center has been signed. There will be many facility improvements to come.
- The status of the Feds Feed Families Program was shared by Mr. Tosten. He encouraged everyone to participate. Community members can bring in non-perishable items and place them in any of the Feds Feed Families collection boxes within most NIH facilities. ChildKind and POPI requested collection boxes for their centers. Individuals can purchase vouchers at the cafeteria check-out lines. Eurest will use the proceeds to purchase food in bulk for the Feds Feed Family Program.
- Ms. Lee shared information on an upcoming outreach event entitled: "School is Now in Session! Back to School Information & Resources." The event will be held in front of the Building 31 cafeteria on September 24, 2015 from 11:00 a.m.-1:00 p.m. Flyers were distributed.
- Ms. Lee also shared information on the Multiple Approaches to Understanding and Preventing Elder Abuse and Mistreatment one-day workshop, hosted by NIH on October 30, 2015. Flyers were distributed.
- Ms. Schmitz expressed her gratitude for the affordable FAES health care she is able to offer her employees

The meeting was adjourned at 12:00.

The next Board meeting will be October 22, 2015

Child Care Board Committees 2015-2016

Strategic Planning/Marketing and Outreach to the NIH Community:

Julie Berko*	Eric Cole*	Sarah Williams*	Heather Rogers
Erin Williams	Sheri Schully	Christine Wishnoff	Deborah Coelho
Mary Ellen Savarese	Andrew Bremer	Kristin Dupre	Sybil Philip
Eva Chen			

Subsidy Program:

Sybil Philip*	Suzanne Ryan	Chao Jiang
Theresa Cruz	Kristin Dupre	

Back-Up Care Program

Suzanne Ryan	Andrew Bremer	Heather Rogers
Theresa Cruz	Kristin Dupre	

Aging and Adult Dependent Care:

Erin Williams*	Eva Chen*	Heather Rogers
Mary Ellen Savarese	Reaya Reuss	Eric Cole
Chao Jiang	Chris Gaines (HWC)	Jane Jacobs (HWC)

Waiting List:

Christine Wishnoff*	Heather Rogers*	Suzanne Ryan
Jennifer Villani		

Benchmark Study/Survey:

Sybil Philip	Sheri Schully	Reaya Reuss
Suzanne Ryan	Eva Chen	Richard Wyatt
Kristie Hill	Christine Wishnoff	Chao Jiang

Northwest Child Care

Sheri Schully	Heather Rogers	Reaya Reuss
Emily Place	Eric Cole	Ivan Locke
Erin Williams		

Legislative Issues:

Reaya Reuss*	Heather Rogers	Mary Ellen Savarese
Deborah Coelho	Richard Wyatt	Kristin Dupre
Sarah Williams	Judith Walters	

Membership:

Sybil Philip*	Deborah Coelho*	Christine Wishnoff
Suzanne Ryan		

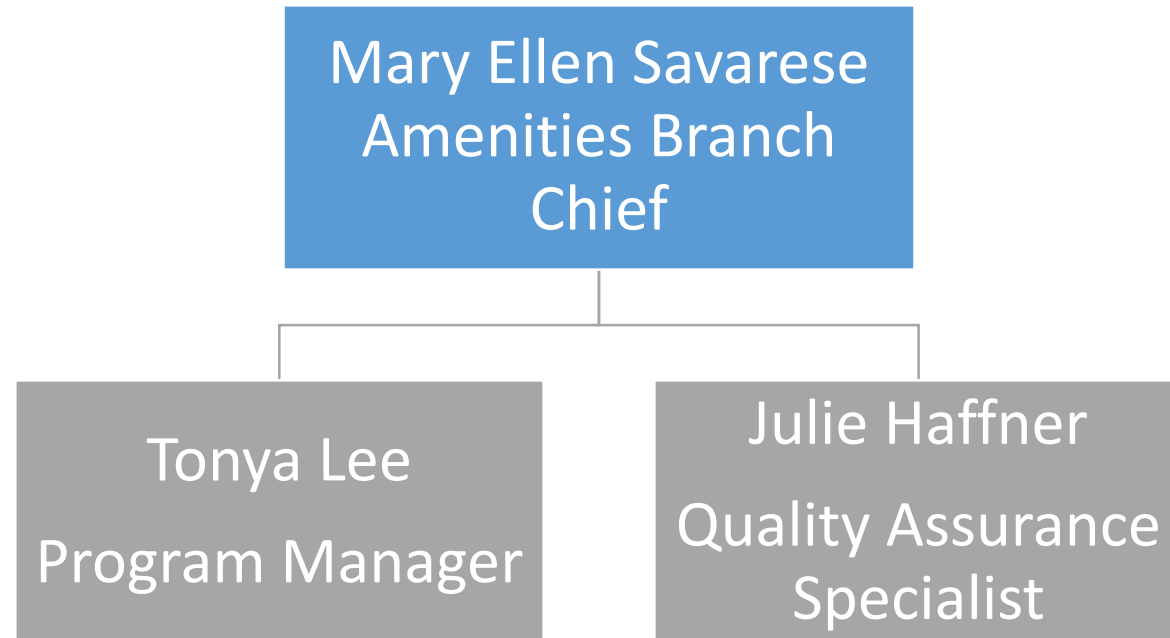
Charter:

Reaya Reuss*	Sheri Schully	Deborah Coelho	Andrew Bremer
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***Chair(s)**

Revisions: 9/3/15, 9/17/15

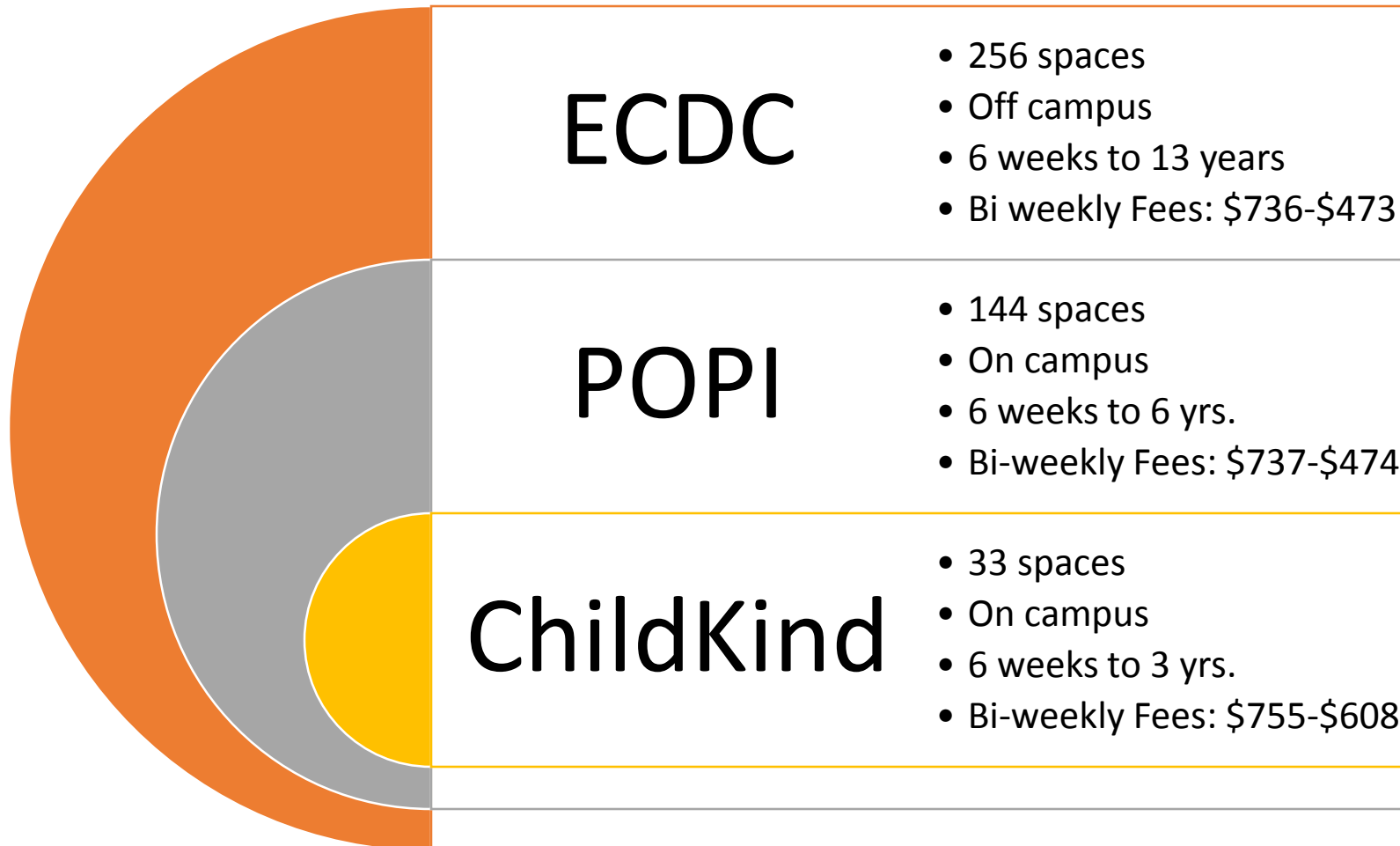
NIH Child Care Program Overview



Child Care Programs



Child Care Centers



Northwest Child Care Center



VIEW FROM CENTER DRIVE
23 CENTER DRIVE | 95% SUBMISSION | FEBRUARY 17, 2014



NIEHS-Child Care Center

- First Environments Early Learning Center
- Serves 6 weeks to 5 years of age
- On the EPA campus in Durham, NC
- EPA takes the Lead
- CCT offers support to Child Care Administrative Staff



Contracts

Child Care Subsidy

The diagram consists of three horizontal bars, each with a colored rounded rectangle on the left and a corresponding colored outline on the right. The top bar is orange, the middle bar is gray, and the bottom bar is yellow. Each bar is connected by a thin line of the same color.

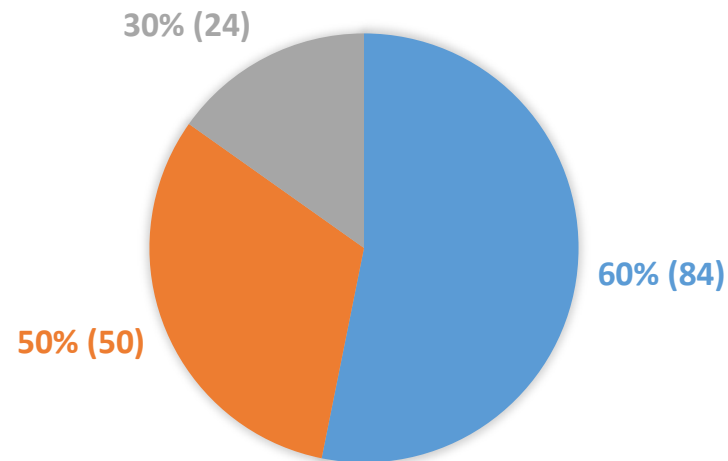
Waitlist/R&R/Family Education

Back-up Care

Current Child Care Subsidy Percentages

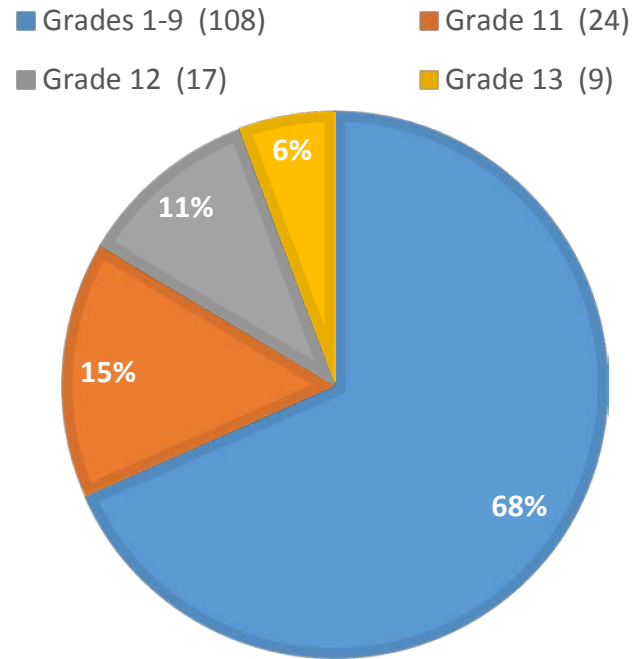
NIH Employee's Total Adjusted Family Income *	Percentage of the Participant's Child Care Expenses the Plan will Pay**
More than \$75,000	0%
\$65,001 - \$75,000	30%
\$50,001 - \$65,000	50%
\$50,000 or less	60%

TUITION REIMBURSEMENT RATES

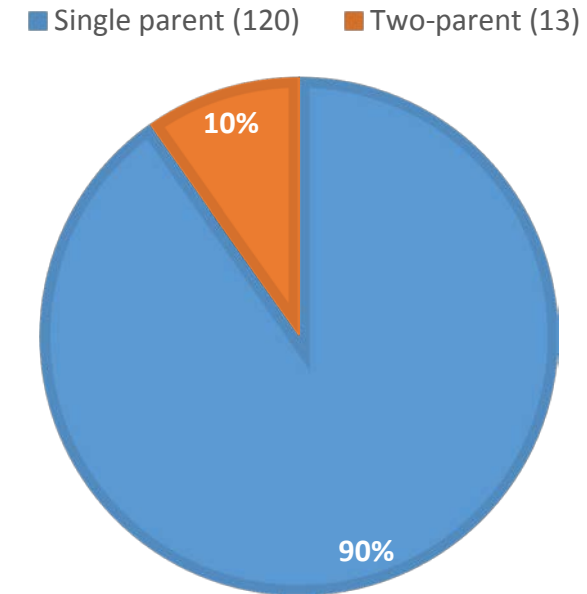


133 Federal Employees, 158 children
are currently using the program (July 2015)

GRADE LEVEL

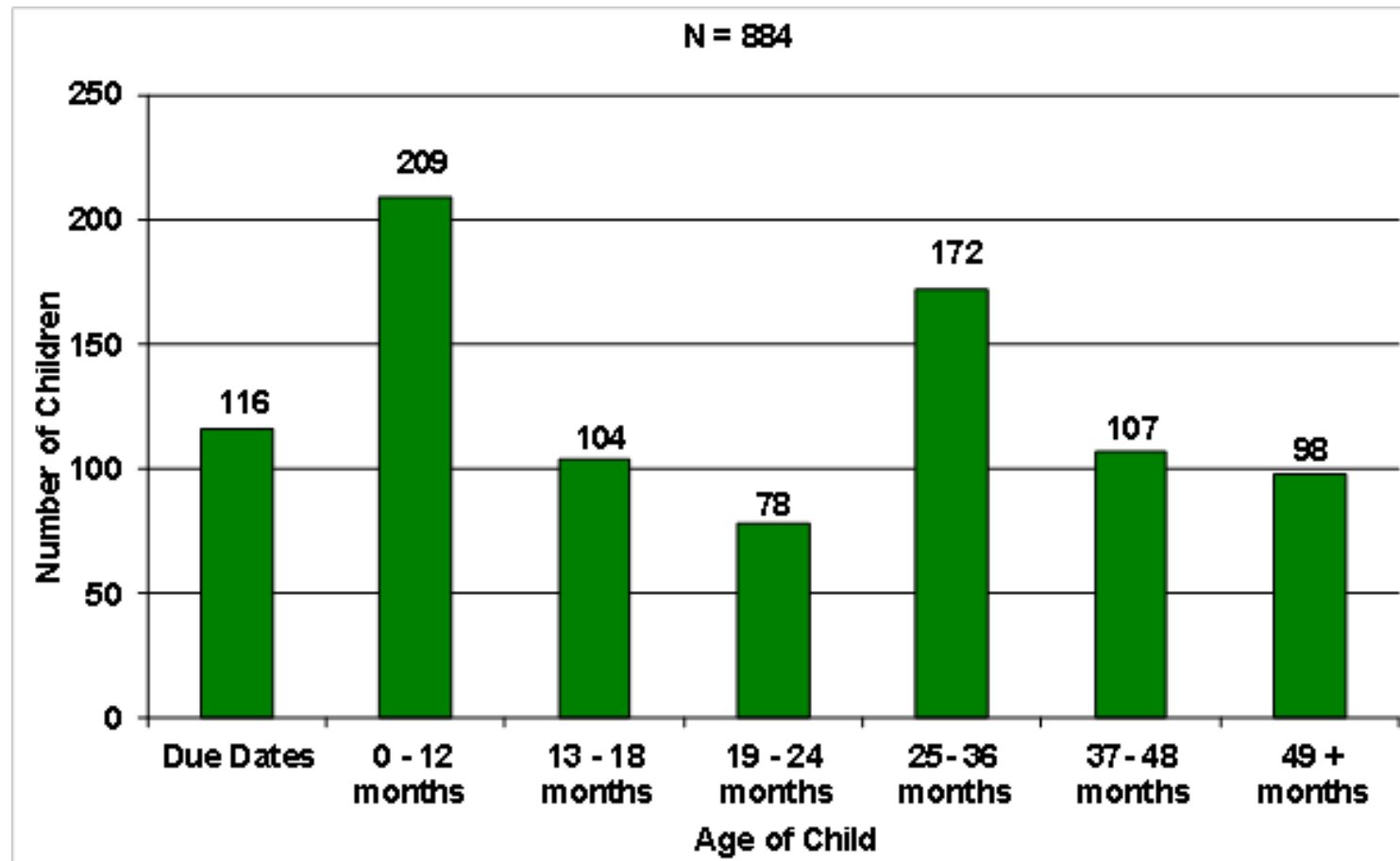


TYPE OF HOUSEHOLD

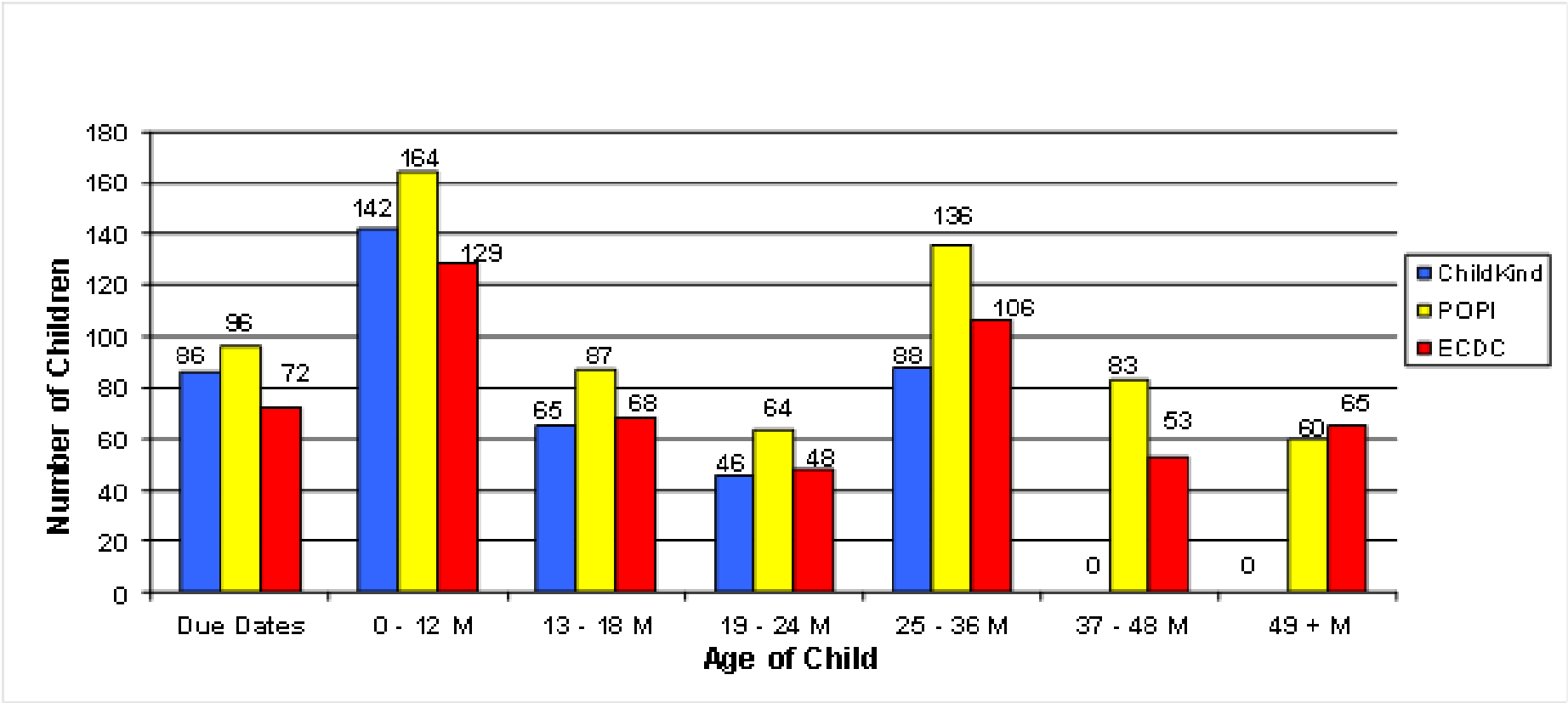


Waitlist Data

Number of Children on Waitlist by Date of Birth, as of June 30, 2015

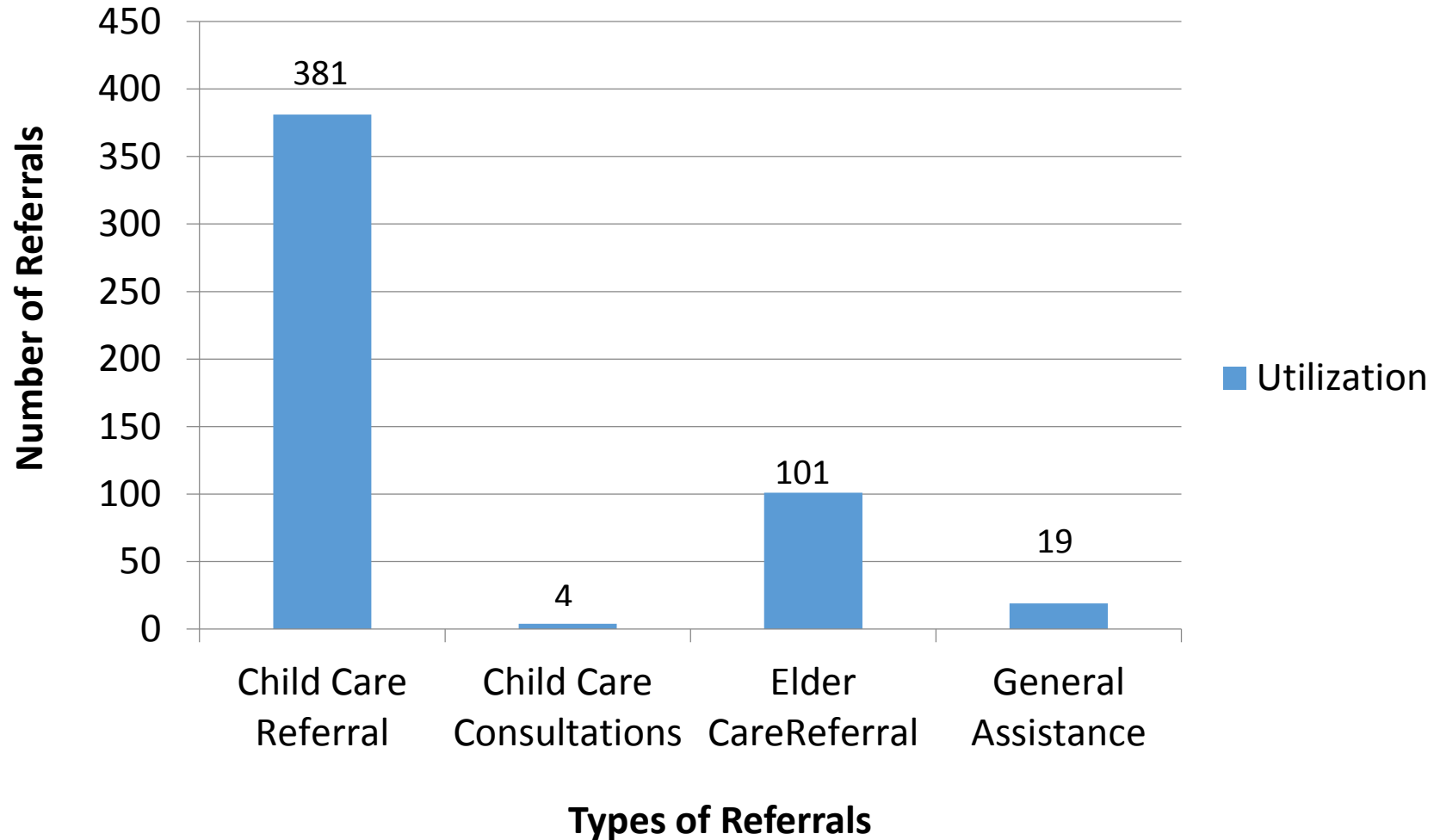


Number of Children on Waitlist by Center and Age, as of June 30, 2015



Resource and Referral Service

Utilization N=505





Do you need help finding quality child care?
1-800-777-1720

NIH employees and contractors have
free unlimited access to the
NIH Child Care Resource & Referral Service.

A Work/Life Specialist can help you to assess your
family's needs and find resources on a range of topics,
such as:

- Evaluating care options
- Finding licensed providers
- Child Care Centers
- Family Child Care Homes
- Nanny care
- Pre-schools & Nursery
- Before & after school care
- Back-up care
- Summer camp
- Adoption resources
- Special needs resources
- College planning



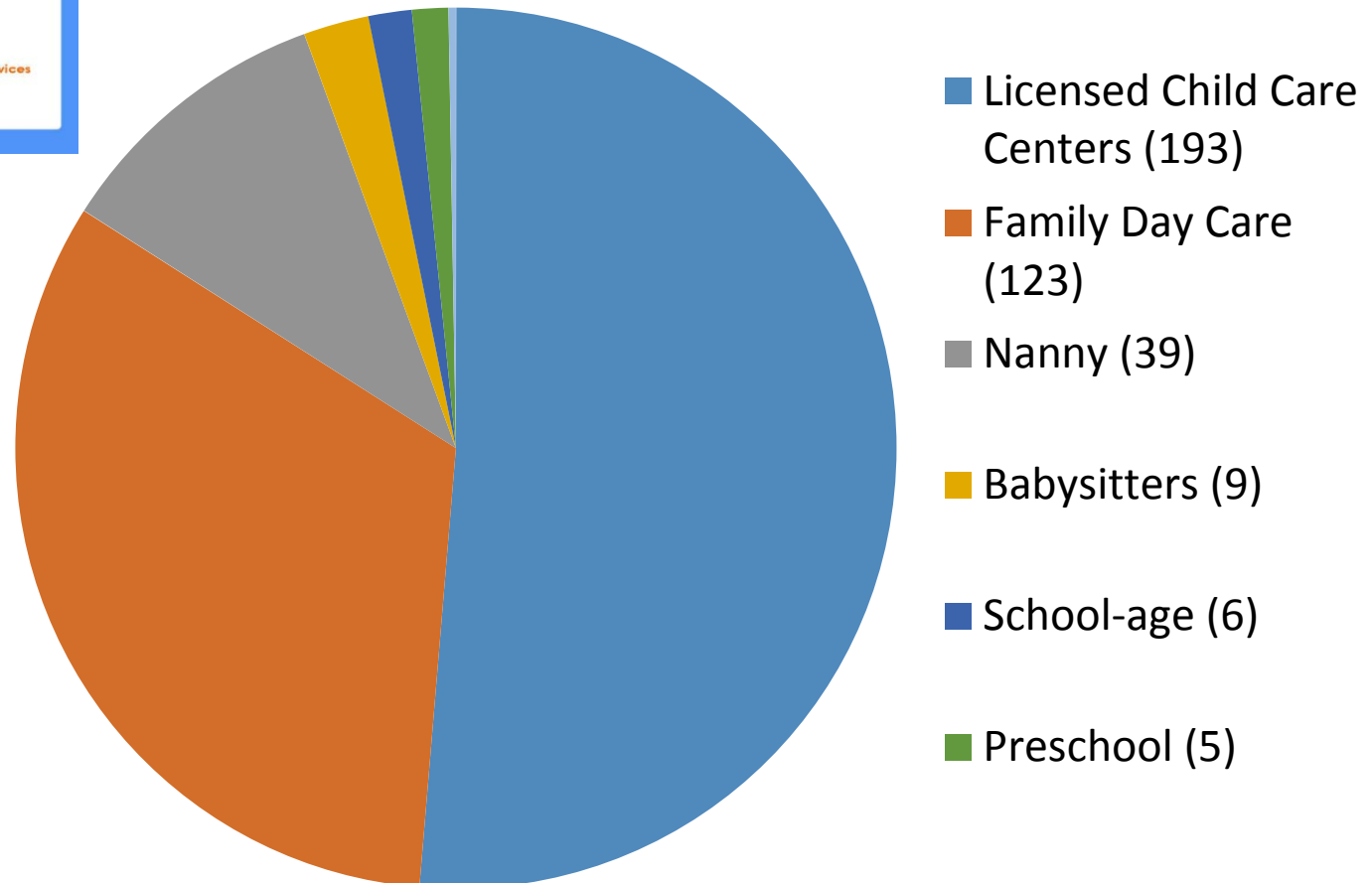
This program is sponsored by
NIH Office of Research Services
Division of Amenities and Transportation Services

For more information, visit:
<http://childcare.ors.nih.gov>

This program is administered by LifeWork Strategies, Inc.

Child Care Resource and Referral Service

Types of Referrals



Elder Care/Adult Dependent Resource and Referral Service

An Important Service for NIH Employees:
If you are a caregiver, contact us for free consultation and resources to help meet your family's needs. Support is only a phone call away.

1-800-777-1720

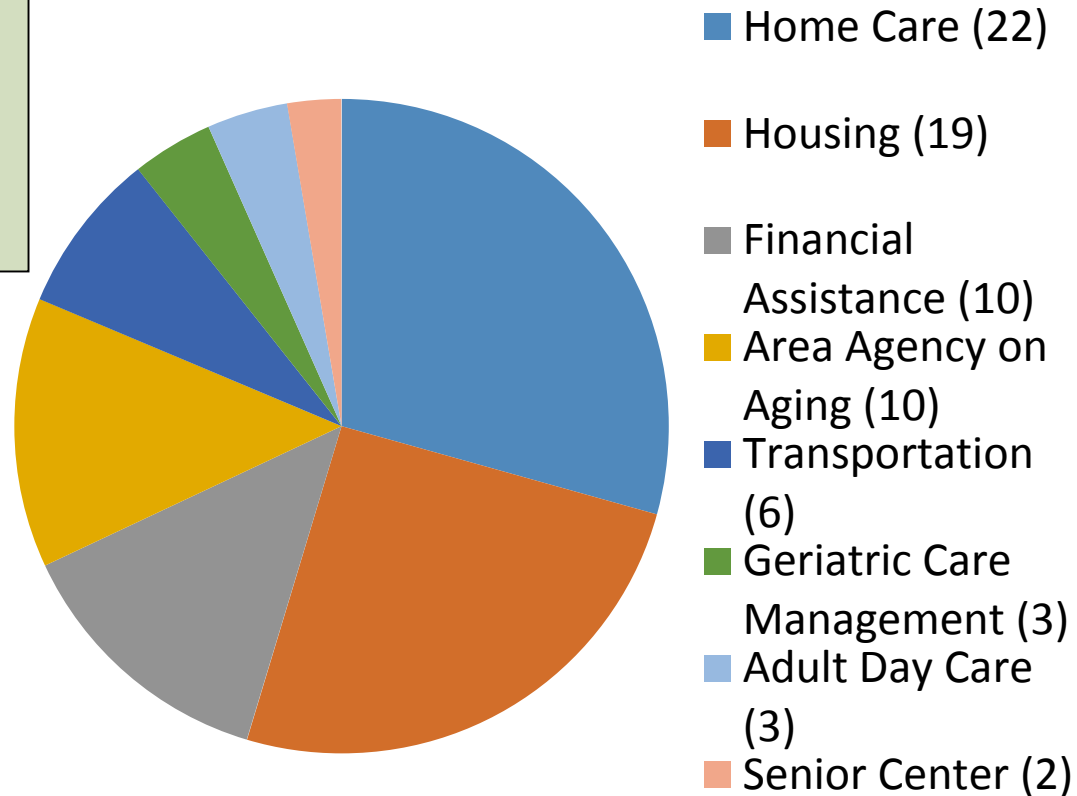
NIH Dependent Care Resource & Referral Service

NIH Employees, trainees and contractors have free, unlimited access to a Work/life Specialist, who can help you to assess your caregiving role and support you by providing a range of resources and referrals. Examples include:

Housing Options	Home Health Aides	Evaluating care options	Special needs resources
Transportation Services	Preventing Elder Fraud	Child care providers	College planning
Meal Services	Long-distance caregiving	Nanny / in-home care	Tips for paying for care
Adult Day Care	Communication tips	Back-up care resources	And more...
		Adoption information	

This program is sponsored by the NIH Office of Research Services,
Division of Amenities and Transportation Services.
For more information visit:
<http://childcare.ors.nih.gov>

Types of Referrals



Family Education

- Parenting Listserv
 - 1635 subscribers
 - 400 posts per month
 - Interactive
- Family Seminars/Webinars
 - Topics range from prenatal to elder care
 - 46 total/43 posted on website
 - Over 7,000 total views
 - Caregiving from Afar-459 views
- NIH Parent Resource Packet
 - NIH Child Care Board developed this resource for new parents



NIH Parent Resource Packet

Ask the NIH Parent Coach

Parenting is not only one of the most rewarding jobs in a lifetime; it can also be one of the most challenging. Children don't come with instruction books. Moreover, what works beautifully for one child may work differently for another.

The NIH Parent Coach can help you navigate the stages of childhood and parenthood. They will offer guidance and answers to your specific questions on physical, social, mental, and emotional matters.

This service is free to the NIH community and their spouses. If you have any questions about this service please call the NIH Child Care Team at 301-402-8180.

The NIH Parent Coach addresses issues such as:

- My child won't sleep through the night.
- My teenager continuously breaks curfew.
- What is the youngest age children should participate in sports?
- My child has been acting out in day care.
- I'm expecting my second child. How can I prepare my first child?
- My child has just lost a grandparent.
- I'm having trouble potty training my child.
- What are some options for disciplining a two-year old?
- My child won't eat vegetables.
- My child won't do their homework without being nagged.
- How many extra-curricular activities are "too many"?

Personalized email response within 48 hours

**To contact the NIH Parent Coach
email your question to:**

NIHparentcoach@lifeworkstrategies.com

**Sponsored by NIH Child Care Board & ORS/Division of Amenities
and Transportation Services**



Age of Child

38% Toddlers

24% Preschoolers

21% School-age

17% Infants

Top 5 Issues

1. Sleep

2. Behavior

3. Eating

4. Toilet Training

5. Family

Back-up Care Data

- 990 employees registered
- 66% Utilization
- 241 employee days saved
- Top 2 reasons for using Back-up Care
 - Provider unavailable
 - School not in session

NIH Back-Up Care Program

Care When You Need it Most
National Institutes of Health has contracted with Bright Horizons® to offer NIH Federal Employees back-up care when they need to be at work and their regular child or adult/elder care is unavailable, for example:


- Your regular caregiver or stay-at-home spouse is unavailable
- You are transitioning between child or adult/elder care arrangements
- Your child's regular center or school is closed
- Your adult/elder relative is ill or needs temporary assistance
- Your child is mildly ill at home

Programs Available
NIH Federal Employees have access to the following back-up care programs:

- Center-based child care
- In-home child care
- In-home mildly ill child care
- In-home adult/elder care
- Self-care

Care Consultants
A care consultant can assist you in finding the care arrangement that will best meet your needs and will work with you to ensure you have completed all required forms and information needed for the care option you select.

Register today to ensure peace of mind tomorrow.



Division of Amenities and Transportation Services
DATS


Back-Up Care Advantage
A Bright Horizons Solution at Work

Your Back-Up Care Solution
NIH Federal Employees are eligible for up to 10 days of back-up care per calendar year anywhere in the United States.

Cost of Care
Center-based care- \$6 per hour per child.
In-home care- \$16 per hour/ up to 3 children or 3 adults.

Plan Ahead
Reservations for care can be placed one month in advance and up to the day care is needed.
Every effort will be made to accommodate your request. Care availability is not guaranteed and will depend on the availability of providers on any given day.

Register Today
<http://backupsare.ors.nih.gov>



NIH National Institutes of Health
Turning Discovery Into Health

NIH Child Care
<http://childcare.ors.nih.gov>

Outreach Events

- Outreach Event
 - On-site information tables on/off campus
 - NIH sponsored events



- Summer Camp Resources
- Partner with other agencies
 - EAP
 - Nursing Mothers Program
 - Transportation Branch
 - Emergency Management
 - Office of Human Services



NIH Child Care Program Website

<http://childcare.ors.nih.gov>

NIH Child Care Programs



NIH Offers a Variety of Services to the NIH Community

Click on your employment status below to determine your eligibility for programs and services which can assist you with balancing work and family responsibilities.

[Federal Employees](#) [Fellow/Trainee](#) [Contractor](#)

[Volunteer](#) [Other](#)

NIH Child Care Board



[Board Charter](#)

[Members](#)

[Meetings and Minutes](#)

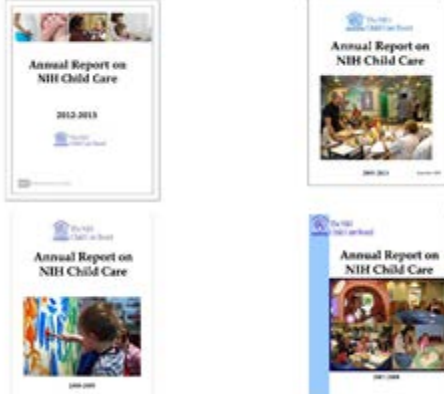
[Work Plan](#)

[Reports](#)

DATS Responsibilities

The Division of Acquisition and Transportation Services (DATS) provides administrative support to the NIH Child Care Board in carrying out its mission to promote affordable, accessible, and quality child care for all NIH employees.

Annual Reports



Annual Report on NIH Child Care

2012-2013

Annual Report on NIH Child Care

2011-2012

Annual Report on NIH Child Care

2010-2011

Annual Report on NIH Child Care

2009-2010

NIH Sponsored Child Care Centers

Click on the different centers below to learn more.



Infant and Toddler Child Care Center (On-Campus)
Provided by: CHILKID, Inc.
Serves children 6 weeks to 3 years old



Toddler Child Care Center (On-Campus)
Provided by: Parents Of Preschoolers, Inc.
Serves children 6 weeks to 3 years old



Executive Child Development Center (Off-Campus)
Provided by: Executive Child Development Center, Inc.
Serves children 6 weeks to 3 years old



NIH Child Care Center (Off-Campus)
Provided by: First Environment's Early Learning Center
Serves children 6 weeks to 3 years old



Southwest Child Care Center (On-Campus)
Serves children 6 weeks to 3 years old
Operating Summer 2015