

NIH Child Care Board Meeting Minutes
January 12, 2012
Building 45, Conference Room D

Members in Attendance: Catherine Bosio, Kelli Carrington, Andria Cimino, Rosalind King, Catherine Meyerle, Sybil Philip, Heather Rogers, Sheri Schully, Adam Lee, Nirali Shah, Michael Dunn, Mary Ellen Savarese, Tonya Lee

Center Liaisons Attending: ChildKind: Jaydah Wilson, Amy Cliber, Tom McCarty, Karin Bok, **POPI:** Paulina Alvarado, Michele Frank, Angela Atwood-Moore, **ECDC:** Anne Schmitz, Dawn Gerhart, Barbara Acquaviva, Bob Storz

Members Absent: Julie Berko, Jason Levine, Zhiyong Lu, Brian Rabin, Tim Tosten

Guests: Dr. Clara Bodelon, new FELCOM Representative, Ms. Linda McDonald and Ms. Debi Hart, Bright Horizons Family Solutions, LLC

I. Welcome and Introductions of Members and Liaisons-Dr. Sheri Schully

Vice-Chair Dr. Sheri Schully welcomed Board Members, Liaisons, and Guests. Vice-Chair Schully asked each individual to introduce him/herself. Dr. Adam Lee announced this meeting would be his last meeting representing FELCOM and introduced Dr. Clara Bodelon as his replacement. Dr. Lee was presented a small token of the Board's gratitude for his efforts and many contributions as the FELCOM Representative.

II. Approval - Minutes from December 2011 –Dr. Sheri Schully

Vice-Chair Schully called for a vote to approve the minutes from the December 8, 2011 meeting. Minutes were approved.

III. Updates – Dr. Sheri Schully

• **Northwest Child Care Center - Mary Ellen Savarese**

The Northwest Child Care Center project is now being overseen by the Office of Research Facilities (ORF). Dan Wheeland, Director of ORF, has assigned a Project Officer, Chetna Gola, to the project and is conducting monthly meetings to ensure the project stays on schedule. This project will be a Design Build Contract with Set Aside Funds for Small Business. Once the contract is awarded, there will be at least 18 months of construction. There is no timeline set for a ground breaking ceremony or opening date for the center. Currently in the 35% design, there are 170 spaces for children 6 weeks to 5 years of age.

• **Follow-up NCI at Shady Grove – Dr. Sheri Schully**

At the December Board meeting, John Czajkowski, NCI Executive Officer, and Ms. Anne Lubenow spoke before the Board concerning the NCI move to Shady Grove. During that discussion Mr. Czajkowski agreed to the formation of a committee chaired by Ms. Anne Lubenow, NCI and Dr. Sheri Schully. The committee will also include other NCI employees and will be tasked to explore ideas and initiatives that will assist NCI employees with the Shady Grove transition.

Vice-Chair Schully followed up with Anne Lubenow concerning the development of the Parenting Committee/Interest group and co-chairing. The committee would take a closer look at what information is being given to NCI employees concerning: the move, child care options, and other resources. Ms. Lubenow and Dr. Schully also discussed the possibility of the Board participating in a Fair/Outreach event focusing on family resources during the month of May.

- **Back-up Care Program Contract Status – Tonya Lee**

The NIH Back-up Care Program Stop Work Order was lifted and the NIH Back-up Care Program was launched on January 5, 2012. Board members were the first group to receive information on how to register for the program and were encouraged to register. Ms. Lee thanked Dr. Sheri Schully and Ms. Heather Rogers on their input/feedback on materials given to participants. Throughout the weeks to come, more groups will be asked to register. Publicity campaign includes presentations to Women in Biomedical Careers and Executive Officers, flyers at Summer Camp Events, and a global will be sent out this month. There is a Lunch and Learn seminar focused on the back-up care program scheduled for March. Ms. Lee distributed flyers and informed the Board they will receive an electronic file of the flyer to send out to interest groups.

IV. Workforce Planning Committee Report and Discussion – Dr. Rosalind King

The Workforce Planning Committee met on December 21, 2012 to discuss the focus of the committee and its goals. During the committee meeting many questions came up on how best to approach the issue: After years of continuous outreach events, most of the NIH Community do not know about the many wonderful services available to them. The Workforce Planning Committee purpose is to provide an evidence-base message to the Strategic Planning Committee. The Strategic Planning Committee goal is to get the message out to the NIH Community in a way that it is embedded in the culture of NIH.

Dr. Rosalind King, Committee Chair, gave a presentation on how best to approach the evidence base message. Dr. King discussed the evidence base approach, current research and concerns using this type of research. Dr. King discussed the Work, Family, and Health Network and why NIH would be interested in this approach. NIH's motto is "We should take our own best advice." Work-family conflict demonstrates a source of psychosocial stress, associated with physical health including sleep behavior, cardiovascular risk markers, alcohol and substance use, and hormonal stress indicators. There are crossover effects to family and others (e.g., child caregivers) through interpersonal processes of emotional transmission.

Dr. King asked the Board to assist the committee on aspects to consider and which questions should the committee research. Aspects and questions are as follows:

Aspects to consider when selecting research to review:

Involuntary as well as voluntary turnover

Discrimination

Talent/skill needs as well as "a body in a job"

Clinical Center has different issues and may be seen as unique within NIH

Proprietary data and reports versus public domain

Informational items to gather:

Is recruitment currently a problem?

Who are our competitors?

Does the NIH conduct exit interviews and are there usable data?

What are the different populations of workers here?

How do we measure productivity?

What is the current status on Maxi-Flex?

Dr. King thanked the Board for its input and the committee would begin answering the questions.

V. Strategic Planning Committee Report – Dr. Sheri Schully

The Strategic Planning Committee met on December 22, 2011 to discuss how to get the word out on the many child care programs available to the NIH Community. The Committee developed a Strategic Plan and Vice-Chair Schully distributed the plan to Board members. The Strategic Plan goals end in June when the Board's year ends. The Board members were encouraged to review the Strategic Plan and share any suggestions with Vice-Chair Schully or Ms. Tonya Lee. The Strategic Plan will be a part of the Board's 2011-2012 Annual Report.

VI. Bright Horizons Back-up Care Liaison – Linda McDonald

Ms. Linda McDonald and Ms. Debi Hart joined the Board meeting to introduce themselves and to answer questions about the Bright Horizons Back-up Care Advantage Program. Ms. Hart gave a brief overview of the Bright Horizons extensive history in providing back-up care to the private sector and some federal agencies. NIH is the first Executive Branch to provide back-up care. Bright Horizons has both in-home care and center-based care. Center care is provided at a Bright Horizons center or a preferred network center. Preferred network centers met high quality standards and achieve national accreditation. In-home care is provided by caregivers who are CPR & First Aid certified and have passed a background check. The employee can say no to any provider. Employees can register online or by telephone. Bright Horizons can also provide care for special needs, bi-lingual providers, care while on travel, mildly ill care, and adult/elderly care.

VII. Announcements and Adjourn

Ms. Mary Ellen Savarese announced that Ms. Tonya Lee has accepted the NIH Child Care Program Manager position and it will be official on January 15, 2012.

Ms. Tonya Lee announced Ms. Paulina Alvarado, Executive Director of Parents of Preschoolers, INC., will be leaving NIH to pursue other professional opportunities. Ms. Lee thanked Ms. Alvarado for many years serving the NIH Community. Ms. Alvarado was the first Director to complete the new National Association of the Education of Young Children (NAEYC) rigorous standards and motivated her staff to pursue higher educational levels.

Ms. Paulina Alvarado announced the Parents of Preschooler, Inc., achieve their NAEYC accreditation for a second time. The accreditation is awarded for five (5) years.

Ms. Tonya Lee announced the 2012 Summer Camp Guide events will be held on January 18th and January 25th. This year the event will be “green”. The guides will be available electronically. Ms. Lee distributed flyers to the Board.

Mr. Michael Dunn announced that the Building 1 Lactation room would be renovated and will be considered the model for other lactation rooms. The Building 1 Lactation room will be closed for 90 days during the renovation. Mr. Dunn also announced that he would be providing equipment for the RML lactation room and at least three (3) of the NCI rooms.

Ms. Lee announced the Division of Amenities and Transportation Services website has migrated to its new website format. Ms. Lee asked Board Members to review the NIH Child Care Programs website and notify her of any errors or changes.

The meeting was adjourned at 12:00 am.

The next Board meeting will be March 1, 2012.