

NIH Child Care Board Meeting Minutes
January 26, 2017
Building 31, Conference Room 10

Members and Liaisons in Attendance: Dr. Andrew Bremer, Ms. Deborah Coelho, Dr. Theresa Cruz, Dr. Chao Jiang, Ms. Olivia Kent, Ms. Reaya Reuss, Dr. Suzanne Ryan, Ms. Erin Williams, Ms. Kate Winseck, Ms. Christine Moretto Wishnoff, Dr. Richard Wyatt, Ms. Heather Rogers, Ms. Jaydah Wilson, Ms. Camila Torrella, Ms. Christina Segura, Ms. Jennifer Rooms, Mr. Jacco de Zwart, Ms. Eva Chen, Dr. Blake Warner, Mr. Russell Mason, Ms. Tonya Lee, Ms. Linda Owen

Guests: Ms. Susan Cook, DATS/ORS, Ms. Brittany Dixon, OHR, Dr. Kristin Dupre, NINDS, Mr. Christopher Gaines, DATS/ORS, Ms. Stephanie Hixson, ORF, Ms. Heather Narver, NINDS, Dr. Eric Refsland, NIAID/FAES, Ms. Mary Ellen Savarese, ORS, Ms. Jennifer Sloan, NHGRI/ChildKind, Rockville Day Care Association, Inc.: Ms. Laura Bardini, Ms. Maureen Bartkow, Ms. Jamie Brown, Ms. Anita DeMino

Members Absent: Mr. Eric Cole

I. Welcome and Introduction of Board Members, Liaisons and Guests - Chair Reaya Reuss called the meeting to order and welcomed everyone. Attendees introduced themselves.

II. Updates:

- A. Approval of Minutes from December 8, 2016** – Chair Reaya Reuss asked for approval of the minutes from the December meeting. A motion was made by Dr. Theresa Cruz, seconded by Ms. Olivia Kent, and approved by all.
- B. Presentation to Women in Biomedical Careers Meeting** - Ms. Tonya Lee reported on her January 18 presentation at the monthly meeting of Women in Biomedical Careers (WBC). Ms. Lee emphasized that Fellows represent only 8% of the total number of individuals utilizing the NIH Resource and Referral Services (child, adult, financial/legal), and asked that WBC members encourage Fellows to participate in the services available to them.
- C. Northwest Child Care Center (NWCCC) – ORF Construction Update – Ms. Stephanie Hixson**
Ms. Stephanie Hixson reported that (1) the utility tunnel is complete and steam was energized on January 26; (2) wall close-in was starting this week; (3) the retaining wall is in place and the parking lot is being built up. A Maryland Department of the Environment permit is needed for the redesigned fire lane, but this will not impact construction progress. An entire month has been built into the project schedule for inspections, commissioning, licensing, etc.

Project Schedule: The parking lot and retaining wall are moving forward, exterior wall work continues, and the building is now fully enclosed. Window framing installation is

ongoing and very labor intensive due to extensive security features. Final project completion is targeted for late May 2017.

D. Northwest Child Care Center (NWCCC) – Wait List Update

Ms. Tonya Lee reported that there are 758 children on the NWCCC Wait List. The number of child care spaces being created with the NWCCC will meet the needs of 15-20% of the families on the NIH Wait List.

Board members raised questions regarding why families who have secured child care choose to remain on the Wait List, and whether families are making career decisions based on the length of the Wait List. The CCB Wait List Committee will review the questions.

Center directors present at the meeting were asked to speak about their experience with the one-decline policy. Ms. Jaydah Wilson and Ms. Christina Segura responded that infant/toddler open spaces often go to siblings. Ms. Christina Segura stated that she often calls two to three families to fill an open space.

E. Presentations – Ms. Tonya Lee listed upcoming presentations and thanked Board members for arranging and supporting the opportunities:

- NICHD WE Committee - February 21
- Deputy EOs - February 28
- NIGMS - March 2
- NHLBI - March 7
- NHGRI - May 5

III. NIH Child Care Board Liaisons:

A. Liaisons to the Board

- i. Current:**
 - a) Office of Research Services
 - b) Office of Research Facilities
 - c) Employee Assistance Program
 - d) FELCOM
 - e) Clinical Fellows
 - f) Women in Biomedical Careers
 - g) NIH sponsored Child Care Centers.
- ii. Suggested Others:**
 - a) Office of General Counsel
 - b) Aging and Adult-Dependent Care Committee
 - c) Health and Wellness Council

B. Liaisons Appointed by the Board

- i. Current:**
 - a) Women in Biomedical Careers – Dr. Sheri Schully
 - b) Aging and Adult-Dependent Care Committee – to be appointed
 - c) Health and Wellness Council – to be appointed
- ii. Suggested Others:**
 - a) Other NIH Campuses, i.e., Frederick, Maryland; Rocky Mountain Laboratories; Poolesville, Maryland; NIEHS/North

- Carolina; Arizona
b) FAES
c) Intramural scientists

Dr. Theresa Cruz suggested that liaisons appointed by the Board should have a minimum of one year experience on the Child Care Board in order to be well-versed in the missions and goals of the Board.

It was suggested that other NIH campus liaisons to the Board could call in for meetings. Members questioned whether or not having intramural scientists on the Board would be helpful. It was suggested that Dr. Kristin Dupre and Ms. Tonya Lee pursue presenting targeted presentations to Institute Directors and Clinical Directors.

IV. Back-Up Care (BUC) Committee Report – Co-Chairs: Dr. Suzanne Ryan and Dr. Andrew Bremer

Co-chairs Dr. Suzanne Ryan and Dr. Drew Bremer reported that based on the 2016-2017 CCB Work Plan, two of their committee's tasks for this year include:

- Monitor and report utilization of the program; and
- Work with ORS to develop program recommendations in the event program utilization maximum is reached.

The committee has met as a group and received a presentation from Bright Horizons, who is the contractor for this program. The committee evaluated the data about utilization of the program and have recommendations for future changes. The committee will also review and revise program marketing materials in collaboration with the Strategic Planning and Outreach Committee.

The Committee reviewed the history of this program, from Pilot status through the current contract status. There is excellent data available to document the growth and use of this program. Beyond the quantitative data, it's important to know the value of the program to NIH and its employees (work days saved, enhanced productivity, satisfaction with program, and appreciation of the program). Important to note that 7% of all back-up care was for adult care, and this is a marked increase from last year, when only 1% of all care was for elders.

The Back-Up Care Committee submitted a preliminary set of recommendations, and solicited feedback and suggestions from the Board.

- 1) Request ORS to explore the possibility of contracting for unlimited uses.
- 2) Request ORS to seek guidance in the expansion of the Back-Up Care program to other employment categories.
- 3) Request ORS to allot an additional five (5) days of care in 2016-2017 to school-age families to assist with changes in elementary and secondary school start dates.

Ms. Kate Winseck asked for a motion to approval the recommendations. A motion was made by Dr. Kristin Dupre, and approved by all.

V. NIH Child Care Use Agreements Overview

Ms. Tonya Lee reported that a Use Agreement is the formal documentation of the relationship between NIH and various service providers, usually not-for-profit entities, which operate in government-furnished space with some agency support, in order to provide services to NIH employees, patients, and visitors. Examples are the child care providers, the NIH Federal Credit Union, the R&W, fitness activities, and FAES. This practice has been in place for over 25 years. The Use Agreements are similar to contracts in that they include specific expectations and requirements of each party. They are reviewed annually and modified as needed.

At one time, the NIH child care committee was named as having oversight of the child care centers and Use Agreements. That has not been the case since late 1990's. The Child and Family Programs Manager is currently the delegated Program Manager for the child care Use Agreements.

In 2014, in anticipation of the opening of the NWCCC, the Division of Amenities and Transportation Services (DATS) began a review of Use Agreements. An impetus for the review was the desire to clarify roles and responsibilities, to support the collection of data regarding the impact of child care on employee recruitment and retention, and to better utilize resources of the individual programs to support lower income NIH staff through program based financial assistance, i.e., aligning the center scholarship plans with the NIH subsidy program for federal employees.

DATS and ORS administration has completed the NWCCC Use Agreement and will use the launch of this new campus program to sign the revised document with the other two NIH-sponsored child care programs, Parents of Preschoolers, Inc. (East Child Care, Building 64) and Executive Child Development Center (6006 Executive Boulevard, Rockville, Maryland).

The variety among our programs adds to the richness of experiences for children and meets varying needs of parents. To have "similar" programs among the NIH-sponsored child care centers help parents feel comfortable with quality of care and education for their young children, the cost of care, access to care, and safety and security of their children.

The three new Child Care Use Agreements include some modified or additional requirements, particularly regarding communication, fees, and parent involvement.

VI. Introductions – Northwest Child Care Center Provider

Ms. Mary Ellen Savarese, ORS, introduced the new Northwest Child Care Center provider, Rockville Day Care Association, Inc. (RDCA). RDCA, a private, non-profit 501(c) 3 organization, opened in 1969 in Montgomery County, Maryland. The organization currently operates seven early childhood care and education programs in Montgomery County. The organization prides itself on its long commitment to subsidy and scholarship.

The following representatives of RDCA were introduced and welcomed:

- Ms. Laura Bardini, Executive Director;
- Ms. Maureen Bartkow, Financial Director;
- Ms. Jamie Brown, Program Director; and
- Ms. Anita DeMino, Program Director.

There was a brief presentation regarding RDCA plans for program, curriculum, parent involvement and transition for children and families enrolled in ChildKind. RDCA will conduct “meet and greet events” with DATS staff during March and April. The Board will receive updates.

VII. Announcements and Adjourn

1. Aging and Adult Dependent Care Committee Charter was signed on December 12, 2016.
2. The NEW Child and Family Programs posters were placed in the Director’s Bulletin Boards from December 12, 2016 to January 25, 2017.
3. The Federal Work-Life Survey was sent out January 25, 2017 to 196,383 federal employees government-wide: 10,906 HHS employees; 2,007 NIH employees.
4. Proposed Board Meeting Dates for 2017-2018:
 - September 7, 2017
 - October 26, 2017
 - December 7, 2017
 - January 25, 2018
 - March 1, 2018
 - April 19, 2018
 - May 31, 2018

The meeting was adjourned at 12:00 p.m.
The next Board meeting will be held on March 9, 2017.