

NIH Child Care Board Meeting Minutes
October 22, 2015
Building 31, 6C Room 10

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

Center Liaisons Attending: POPI: Christina Segura, Jennifer Rooms, Jacco deZwart **ChildKind:** Amy Cliber **ECDC:** Andrea Brush

Guests: Stephanie Hixon ORF, Debra Chew EDI, Jane Jacobs NCI, Bamini Jayabalasingham ORWH

Members Absent: Sheri Schully

I. Welcome and Introduction of Board Members and Attendees -

Vice-chair Reuss called the meeting to order and welcomed everyone.

II. Approval of Minutes from May, 2015 – Vice-chair Reuss asked for approval of the minutes from the September 10, 2015 meeting. Ms. Savarese mentioned an omission of an announcement made by Ms. Schmitz, regarding her partnership with FAES. A statement will be added to the minutes. A motion was made to approve corrected minutes, it was seconded and approved.

III. Chair Updates:

- **Membership Committee-** Ms. Lee announced that Caroline Lewis has resigned from the board, due to leaving NIH. The board currently has 13 voting members. The Office of General Council Liaison to the board, JoAnne Burgman, will also no longer be attending meetings.
- **Strategic Planning Committee-** Mr. Cole provided an update of the current initiatives of the committee. The committee is currently focusing on:
 1. Advising and assisting ORS in branding and marketing.
 - Currently in the planning process
 2. Reviewing and revising informational materials for NIH outreach efforts
 - Currently on hold pending the decision by the subcommittee for branding and marketing. The committee wants to develop some options, which will be incorporated into the outreach efforts.
 3. When a marketing plan is developed the committee will conduct presentations for executive officers and other NIH leadership forums.
 4. To generate some public awareness, the committee proposes writing articles for the NIH Record regarding the work the board accomplishes throughout the year.

- **Benchmark Study-** Ms. Lee provided a status update on the Benchmark Study. Ms. Lee thanked members who assisted in identifying federal and private agencies to consider for the study. The project should be completed by January 2016 and a presentation will be conducted at the March 2016 meeting.
- **NIH Working Group on Women in Biomedical Careers-** Vice-chair Reuss notified the board that Chair Schully has been asked to present at the group's upcoming meeting. Board member were given opportunity to provide topics, she may want to include in her briefing.
- **Northwest Child Care Center-** Ms. Hixson provided the board with a status update of the construction project.
 - Design update- Final design submission tracking for mid-November
 - Construction update- Contract awarded to John C. Grimberg
 Ms. Hixson's slides showed the site layout and the construction project schedule.
- **NIH Child Care Center Tour-** Board member were invited by Ms. Lee to tour the local NIH child care centers. Dr. Wyatt and Sarah Williams toured the facilities on Monday October 19, 2015. Contact Ms. Lee if you are interested in participating in the next tour, scheduled for Monday October 26, 2015.

IV. Charter Committee- Vice-chair Reuss informed the board that the committee met to discuss the proposed changes to the Charter. The current charter expires in May 2016. Potential changes include; expanding the section on becoming a member, to include a recommendation for a minimum of nine members, with no maximum membership threshold, and change to the number of members that would represent a quorum to three quarters of the membership. The proposed changes will be voted on at the December meeting. The five year renewal process will remain the same. The board will vote on the charter at the December meeting and will forward it to Dr. Collins for approval.

V. Legislative Committee- The goals of this committee, according to the work plan, is to explore legal opportunities for expanding access to NIH child care programs. Vice-chair Reuss described the two tracks of legal issues to tackle this issue. The first track deals with the Tribble Amendment and whether or not NIH has the authority to support community based child care. The second issue is the ability for fellows and other trainees to access the NIH Child Care Program services.

Action items for this committee are:

1. Ask ORS to solicit an official position on what authority the law provides to NIH leadership to provide community-based child care options from Office of General Council.
2. Work with colleagues in the NIH Office of Legislative Policy and Analysis to determine the fate of the previous legislative proposal, the process for resubmission, and additional information needed.

VI. Equality, Diversity, and Inclusion (EDI) Presentation- Ms. Chew provided a presentation on the focus and availability of services at the EDI office. The briefing also discussed the mission, vision, and focus areas of their office.

Ms. Sarah Williams distributed a copy of the NIH Workforce Resource Eligibility matrix. The matrix demonstrates the various available resources and which employment category within the NIH community is eligible for the resource.

VII. Announcements and Adjourn-

- Ms. Lee announced that the Wellness, and Dependent Care position was released to USAjobs.
- The Combined Federal Campaign (CFC) will be hosting a Trick or Treat Halloween on October 29, 2015 from 11:00 am-1:00 pm. The event includes a costume contest and lunch. On November 5, 2015, CFC will hold a Jail and Bail. There will be CFC Fitness events throughout the month of November, dates TBD. Executive Child Development Center does participate in CFC.
- Ms. Savarese expressed her appreciation to Mr. Wheeland and Mr. Locke from the Office of Research Facilities (ORF), for their support and collaboration with the renovation of Building T46 (ChildKind). Mr. Locke secured funding for the work. The facility looks very nice and fresh.
- Ms. Jacobs announced the NIH Health and Wellness Council policy has progressed through many stages and is currently being reviewed by Dr. Johnson. Employees and supervisors are encouraged to utilize existing workplace flexibilities in order to participate in wellness activities. There are complete sections of the www.wellnessatnih.nih.gov website dedicated to child and elder care resources.

The meeting was adjourned at 11:40 am.

The next board meeting will be December 3, 2015