

**NIH Child Care Board Meeting Minutes**  
**November 14, 2019**  
**Building 35, Room 640**

**Members and Liaisons in Attendance:** Ms. Deborah Coelho, Dr. Theresa Cruz, Dr. Kristin Dupre, Mr. Daniel Fogarty, Dr. Chao Jiang, Dr. Seema Nayak, Dr. Suzanne Ryan, Dr. Blake Warner, Ms. Kate Winseck, Dr. Richard Wyatt, Ms. Heather Rogers, Dr. Idalia Yabe, Dr. Melissa Conti Mazza, Dr. Eric Gonzalez, Mr. Ivan Locke, Ms. Susan Cook, Ms. Tonya Lee, Ms. Linda Owen. **Guests:** Ms. Melissa Porter, Dr. Judith Walters

- I. **Welcome and Introduction of Board Members, Liaisons and Guests** - Chair Theresa Cruz called the meeting to order and welcomed everyone.
  
- II. **Updates:**
  - A. **Approval of September 26, 2019 Minutes** – A motion was made by Ms. Kate Winseck, seconded by Dr. Richard Wyatt, and approved by all.
  - B. **2018-2019 Annual Report** – Chair Theresa Cruz read Dr. Francis Collins’s response to the 2018-2019 Annual Report. Dr. Richard Wyatt questioned if the Child Care Board will continue to explore NIH-sponsored child care centers on or around campus; Dr. Theresa Cruz suggested focusing on programs that speak to affordability and accessibility, instead of brick and mortar buildings. Dr. Collins’s letter is posted on the Board’s webpage.
  - C. **Work and Family Month** – Acknowledging the efforts of team members and other stakeholders – especially the NIH Blueprint for Neuroscience Research project (co-sponsor that funded the marketing campaign) and Dr. Kristin Dupre (liaison), Ms. Tonya Lee reported on this year’s Work and Family Month activities that included webinars, a panel discussion, fitness classes, wellness tours, and the WorkLife@NIH Information Fair. Thanks to Ms. Olivia Kent, the Child and Family Programs team was able to track activity on the webpages following the release of global emails, including over a thousand hits following global emails from Dr. Collins and Dr. Lawrence Tabak. The support of work-life resources by the NIH leadership makes a difference. A brief discussion followed with suggestions from Board members for next year’s event. On behalf of the Board, Dr. Theresa Cruz will send a letter to the NIH Blueprint group thanking them for their support of this year’s event; Dr. Dupre will debrief the group on the month’s events and explore the possibility of co-funding again for next year’s Work and Family Month activities.
  - D. **NCI Child Care Feasibility Study** – Ms. Melissa Porter reported on the continued collaboration with the Office of Research Services on communicating available resources to the NCI community, both at Frederick and Shady Grove. The collaboration included Child and Family Programs outreach events, including the Nursing Mothers Program, Office of Human Resources Benefits and Leave Bank program, and the NIH Federal Credit Union throughout summer at both NCI Frederick and NCI Shady Grove. The after-action report presented to NCI’s Deputy Director for Management, Ms. Donna Siegle highlighted that NCI’s utilization of ORS Resource and Referral Services has doubled since last year. Following a brief discussion of access and affordability of child care around the NCI campuses, it was suggested that the Child and Family Programs webpage be reviewed to ensure easy access to NIH-sponsored child care centers tuition rates.
  - E. **Child Care Subsidy Manual Chapter** – Dr. Chao Jiang reported that the Manual Chapter has been published. See the website: <https://policymanual.nih.gov/1480>.

III. **Communication and Outreach Committee Report** – Co-chair Kate Winseck thanked all members of the committee and reported on the committee’s 2019-2020 Work Plan progress. Work and Family Month outreach was completed satisfactorily. Traffic to the Work and Family Month webpage spiked following global emails from Drs. Collins and Tabak, and traffic almost doubled from September 2019 to October 2019. Upcoming projects include the NIH Wait List 2<sup>nd</sup> Decline Policy global and drafting talking points regarding child and family programs/services for hiring manager, as well as considering ways to increase outreach to NIH contractors. The committee suggests that the Life@NIH 2020 Survey include a question about satisfaction with Child and Family Program webpages. Finally, Board members are encouraged to update the editorial calendar that can be found on the ORS SharePoint:  
<https://orsweb.od.nih.gov/sites/dats/Amenities/CCB/SitePages/Home.aspx>

IV. **Back-up Care Committee Report** – Co-chair Suzanne Ryan thanked Dr. Andrew Bremer for his work as co-chair of the committee and announced that he will step aside due to new responsibilities precluding him from attending Board meetings; she was delighted to welcome the committee’s new co-chair, Dr. Seema Nayak. The committee was presented with an overview of the Bright Horizons new program dashboard in November. Dr. Ryan reported on the committee’s 2019-2020 Work Plan progress, noting that the committee will convene in January 2020 with a representative from Bright Horizons to report and evaluate the utilization of the program for the current contract year, as well as to examine trends in program usage across contract years. The committee has provided input to the Child and Family Program Manager who is currently completing the Statement of Work for a new contract solicitation; the committee will participate and advise the ORS in the selection of a provider for the new contract. A presentation will be made at the January 30, 2020 Child Care Board meeting.

The FelCom representative to the Board asked about Fellows using the Back-up Care program. Dr. Ryan explained that (1) only federal employees can use the program at this time and the contract is limited to 400 uses per year; (2) NIH does not pay for the care, instead users do; and (3) the new contract solicitation will be written for an unlimited use model that will allow for Fellows’ use of the program because federal employees will not be displaced due to the unlimited uses available. Ms. Susan Cook, DATS Director, commented that changing the contract model will have an impact on the ORS budget, will require ORS support; and that ORS is happy for the committee’s input and support.

V. **Innovative Programs Report** – Dr. Kristin Dupre thanked members and asked for a co-chair from the voting member group. (Mr. Dan Fogarty has volunteered to co-chair the committee.) Dr. Dupre reported on the progress of the committee’s 2019-2020 Work Plan. The committee will continue to assist with development of the ORS Life@NIH 2020 Survey. A request was made to add an item to the committee’s Work Plan: to draft and submit a letter to Dr. Michael Gottesman, Deputy Director for Intramural Research, informing him of the high cost of child care, the impact on Fellows, and their inability to utilize the NIH Child Care Subsidy for Fellows. The hope is that Dr. Gottesman will view “the need to offset the cost of child care for trainees and fellows” as a significant issue for the scientific community, choose to champion the issue, and have the resources and creative thinking to explore avenues for assisting trainees and fellows financially with child care needs.

A robust discussion followed. Could a unique program that will reach all NIH trainees, including visiting fellows – representing over half of the fellow population - be developed? Is more than funding for a program at stake; some argued that this encompasses a legislative issue regarding the definition of an NIH “employee.” A couple of Board members stated they think there needs to be some kind of an “ask” in the letter to Dr. Gottesman; we need to say what we need. A brief synopsis of past attempts to advocate on this issue was given; the suggestion was made that a new focus/type of program is needed, not simply folding fellows into the existing program. The suggestion was made to include an identifier in the Life@NIH 2020 Survey in order to determine the number of fellows with children. A motion to amend the committee’s 2019-2020 Work Plan to reflect this new item was made, seconded, and approved.

**VI. Announcements and Adjournment:**

1. Dr. Richard Wyatt asked if employee responses to FEVS questions about work-life programs/issues are tracked. The Life@NIH 2020 Survey will expand on work-life questions. Ms. Deborah Coelho stated that the FEVS satisfaction level regarding work-life will be communicated at the December Board meeting.
2. OHR Benefits Fair/Bethesda – November 19
3. OHR Benefits Fair/Baltimore – November 21
4. CFC Campaign ongoing.
5. Ms. Tonya Lee shared recent articles about aging and work-life initiatives that appeared in the September-October 2019 version of *The NIH Catalyst*.
6. From October through December, the Child and Family Programs team have engaged in 10 outreach events, not including October’s Work & Family activities.
7. A one-hour version of the NIH Supervisor’s Guide to Enhancing Workforce Well-being training to be presented at the December Board meeting. Health and Wellness Council and AADCC members, as well as Well-being Ambassadors are invited to attend.
8. Dr. Theresa Cruz congratulated the Board on all the good work that has been accomplished, including reducing the number on the NIH Wait List by 1,000 names; she encouraged all to keep their eyes on the prize.

The meeting was adjourned at 11:55 a.m.

**The next Board meeting will be held on December 12, 2019 in Building 45, Rooms A/B.**