

NIH Child Care Board Meeting Minutes
December 9, 2010
Building 45, Room C

Members in Attendance: Julie Berko, Kelli Carrington, Valerie Durrant, Hillary Fitis, Rosalind King, Brian Rabin, Heather Rogers, Joslyn Kravitz, Adam Lee, Nicole Gormley, Mary Ellen Savarese, Bea Curl, Tonya Lee

Members Absent: Catherine Bosio, Andria Cimino, Jason Levine, Sybil Philip, Sheri Schully

Center Liaisons Attending: ChildKind: Jaydah Wilson, Robin Kastenmayer, **POPI:** Paulina Alvarado, Ana Paola Cotrim, **ECDC:** Anne Schmitz, Dawn Gerhart, Stephanie Weinstein

Guests: Christine Major, Office of Human Resources Director and Nancy McClean-Cooper (for Michael Dunn, DOHS)

I. Welcome and Introductions-Brian Rabin

Chair Brian Rabin welcomed Board Members, Liaisons, and Guests. Chair Rabin requested that everyone introduce themselves.

II. Approval - Minutes for October 2010-Brian Rabin

Chair Rabin called for a vote to approve the minutes from the October 2010 meeting. Minutes were approved.

III. Report from Chair -- Brian Rabin

- Chair Rabin acknowledged the contributions of Valerie Durrant and Hillary Fitis. As Chairperson from 2006 to 2010, Valerie Durrant participated on the Strategic Planning Committee and the Child Care Subsidy Committee, participated in the initiation of the Needs Assessment Survey of the NIH Child Care Programs, and advocated for a pilot child care subsidy program which resulted in the establishment of the NIH Child Care Subsidy program. As Vice-Chair from 2008 to 2010, Hillary Fitis initiated the development of the NIH Parent Resource Packet and was an active member on the Back-Up Care, Waiting List and Parenting Festival Committee.
- Subsidy Committee meeting will be postponed until ORS has received the final FY 2011 approved budget.
- ORS staff will not proceed with the Back-Up Care pilot until ORS receives the final FY 2011 approved budget and indication of FY 2012 funding.

IV. Guest Presentation – Christine Major, Director, Office of Human Resources

Ms. Christine Major, Director, Office of Human Resources thanked the Board for inviting her to come and talk about issues that affect a working parent workforce at NIH. Ms. Major stated that she served on the NIH Child Care Board in the late 1990's and early 2000. She was pleased to see that the Board has grown in membership and the Board has accomplished much in addressing issues that affect the NIH workforce.

Ms. Major presented OHR & Child Care Benefits PowerPoint Presentation. The presentation addressed the following topics: HR Trends and NIH, Recruitment Efforts, Employee Satisfaction Efforts, Succession Planning Support, and Looking Ahead: Support for Child Care Services.

HR Trends and NIH—There are currently 4 generations in the workforce: pre-Boomers, Baby Boomers, Generation X and Generation Y. In 2011, Baby Boomers reach retirement age. In 2018, Generation Y makes up half of the working population. Before the current economic crisis, many Baby Boomers were considering retirement. Due to the economy taking a downward turn, many Baby Boomers who are eligible for retirement are staying. They are however requesting changes in work duties and schedules, and are considering retirement in the near future. This change will create a large number of vacancies in key positions at NIH & the Federal Government. These trends affect the workforce with a larger number of retirees at one time, Generation X & Y are not large enough to replace the retirees, working families are facing school-age and elder care responsibilities, and younger inexperienced employees are getting advanced into senior level jobs. NIH needs to recruit and retain employees long-term. Unfortunately, budget cuts often impact employee programs. The WorkLife Center was phased out due to huge budget cuts. Child care is viewed by OHR as a tool to recruit and retain employees.

Recruitment Efforts—NIH recruitments are done at the global and corporate level. Globally, HR has taken a collaborative approach to market and brand various positions across ICs. One vacancy announcement is posted for all similar positions throughout the NIH workforce. Applicants for positions jumped from 300 in May 2009 to 768 in September 2010. The corporate approach is used mostly for job fairs for Veterans, Disabled, and Local College visits. NIH is also marketed as an Employer of Choice. NIH has been voted by AARP as one of the Best Employers for Workers over 50, two years in a row. NIH placed 31 out of 223 (sub-agencies) as 2010 Best Places to Work in the Federal Government in the WorkLife Balance category.

Employee Satisfaction Efforts—Results from the 2010 OPM Employee Viewpoint Survey indicated, overall, NIH employees gave higher positive responses across all performance indicators compared to government-wide results. Performance indicators were:

- my work experience
- my work unit
- my supervisor/team leader
- leadership
- my satisfaction
- Work/Life.

Areas of improvement from the 2008 survey are as follows: Telework score increased by 25%, training and development score increased by 10%, AWS score increased by 20.9%, and the largest increase was the child care subsidies score, which increased by 29.7%. On Child Care and Elder Care programs, NIH employees have more positive and fewer negative opinions compared to the Federal Government and HHS.

Support for working parents and caregivers include the Family and Medical Leave Act (FMLA), Military Family Leave, Leave Sharing, and Workplace Flexibilities. The Government is currently working to enhance and improve the FMLA. Military Family Leave is extremely important with the huge population of young veterans returning from war disabled. Leave Sharing is currently being administered by the Voluntary Leave Transfer Program (VLTP) and the pilot Leave Bank. VLTP is used by many and is NIH wide. The pilot Leave Bank is currently limited to NCI, NIAID, and NHGRI. This program allows employees to donate use or lose hours and those who apply do not have to advertise to NIH their emergency/situation. The Leave Bank has not been implemented NIH wide due to budget issues. Workplace Flexibilities include Telework and Flexible Work Schedules. There has been recent legislation on Telework. In January, there will be a huge campaign on Telework. Ms. Major stated that NIH does have flexible work schedules and hopes to enhance this option in the future.

Succession Planning Support—The Office of Human Resources is currently assisting ICs with succession planning. ICs are given a model with milestones and timelines, communication strategy, examples of succession plans and NIH data analysis on succession factors and demographics. There is currently the Next Generation of Leaders program that is addressing this issue. This is a competitive program and applicants must be supported by their managers. Brian Rabin is one of those applicants. Succession Planning is all about communication.

Looking Ahead: Support for Child Care Services--Past efforts of the Office of Human Resources focused on recruitment, now the focus has shifted to retention. OHR has identified three (3) areas to partner with Child Care Services to increase and strengthen programs:

- Identify areas to strengthen and leverage support for working families— recommend new programs and policies and co-sponsor employee events to address ongoing needs. Julie Berko and Brian Rabin are OHR representatives on the Board and can assist in this area
- Add marketing message in OHR vacancy announcements—Child Care Services need to submit wording for message
- Distribute NIH Parent Resource Packet or compact information guide to New Employees Orientation and in OHR offices—OHR need copy of packet/information

Ms. Major accepted questions from the Board. Ms. Kravitz asked if OHR used the mid Atlanta Higher Education Recruitment Consortium (HERC) as a marketing/recruitment tool. Ms. Major responded that currently OHR does not know where applicants come from and this may be something they track in the future.

Concerning Telework and children, Ms. Berko stated that legislation does not give a specific age but rather states the child must be able to do independent activities without supervision.

Ms. Major was asked if OHR is conducting exit surveys to determine what factors lead up to an employee leaving. Ms. Major stated at this time, OHR is not conducting exit

surveys however, it will be something to consider in the future. The Clinical Center will be adding a question concerning the availability of child care to their exit survey.

Ms. Major was asked why the WorkLife Center was dissolved. Ms. Major stated it was based on a budget decision. Fortunately, several of the services that were offered through the WorkLife Center are currently being offered by the Office of Research Services (ORS).

Ms. Major was asked if she could give some insight on an NIH group or entity which could take up the issues on Dependent Care. Ms. Major stated that the Executive Leadership Group is in need of a project and perhaps this would be an appropriate project for them. Ms. Major stated that she would discuss this with Dr. Alfred Johnson, Director ORS.

The Board began discussing ideas on how to get the message out about all the services NIH offers to assist with WorkLife balance now that there is not one “location” to get information on such services. The focus on child care services should not be solely on the three (3) child care centers. The centers are excellent and provide high quality child care; however the majority of employees cannot use this service due to the extensive waitlist. The focus must be on the other services such as the Child and Dependent Care Resource and Referral Services that are available to the NIH community.

There was a discussion on the issues concerning emergency personnel and if there was currently any services that OHR provides that can assist employees when they have to report to work during an emergency/inclement weather. Ms. Major responded that she was not aware of any services. Ms. Major also stated that when an employee is selected by their supervisor to be an emergency employee, that there should be a conversation on the committee of the employee and any issues that may prevent the employee from coming in, such as taking care of an elderly parent or children. It was recommended that the NIH Coop Leadership be invited to come and present at a Board Meeting.

The issue was also raised on how child care is used as a recruitment tool and sometimes the information that is given out is misleading. The Board discussed several ways to communicate accurate information. Hillary Fitis stated that she had a contact at the Clinical Center who she could arrange a meeting with to ensure information is placed in the New Hire information package for all new clinical staff. Nicole Gormley also suggested getting information to the Office of Intramural Training and the ICs Training Directors. The message should be tailored to each group. Chair Rabin proposed that there be an Outreach Committee to follow up on the suggestions.

V. Board Charter Committee—Bea Curl

The Board Charter Committee will convene in January to complete a review in order to present to the full Board by March. Members of the committee were asked to remain after the meeting to discuss potential meeting dates and times.

VI. Announcements and Board Meeting Adjourned

Tonya Lee announced the results from the Fall Lunch and Learn Parenting Seminars:

- **Home Alone: Are you and your child ready?**

Present: 18, viewed live: 56, viewed archived: 54

- **Preparing for College: Are you and your teen ready?**

Present: 45, viewed live: 107, viewed archived: 72

- **Got Parenting Stress?**

Present 8 (Clinical Center) 12 (Building 31)

Viewed live: 39, viewed archived: no data at this time

The most recent Parenting Seminar was shown at two locations: Clinical Center and Building 31. This was a partnership with the Clinical Center to expand the viewing of the seminars and allow families to interact with each other. Bea Curl was present at the Clinical Center viewing and submitted questions via email to Tonya Lee. Board Members were asked to contact Ms. Lee if they wanted to schedule a viewing at their building.

Ms. Lee reported on the success of the expansion of the NIH Child Care program outreach efforts. Current partnerships are Transportation/Transshare, Nursing Mothers Program, EAP, and Fitness. By providing a range of information, other populations are becoming aware of all services that are available to assist with work/life balance.

Ms. Lee announced the 2011 Summer Camp Guide events will take place in January 2011. Last year there were 450 hard copies of the 2010 Summer Camp Guide distributed and 1,500 electronic copies. Dates and locations: January 19th – Bldg 10, January 20th – Rockledge II, January 25th – Building 31, and January 26th – Executive Plaza North.

The meeting was adjourned at 12:00 noon.

The next meeting will be January 13, 2011.