

**NIH Child Care Board Meeting Minutes**  
**December 11, 2014**  
**Building 35 A. Room 620/630**

**Members in Attendance:** Julie Berko, Andria Cimino, Deborah Coelho, Jason Levine, Caroline Lewis, Sybil Philip, Reaya Reuss, Heather Rogers, Suzanne Ryan, Sheri Schully, Erin Williams, Christine Moretto Wishnoff, Richard Wyatt, Kristin Dupre, Anastasia Aksyuk, Joanna Bergmann, Mary Ellen Savarese, Tonya Lee, Julie Haffner,

**Center Liaisons Attending: POPI:** Christina Segura, Jennifer Rooms, Jacco de Zwart **ECDC:** Anne Schmitz, Barbara Acquaviva, Andrea Brush **ChildKind:** Jaydah Wilson

**Guests:**

Christopher Gaines ORS/DATS, Jennifer Guimond NICHD, Joanna Bergmann OGC, Andrea Wicks Bowles Bright Horizons, Laurice Nassif Bright Horizons, Daniel Cushing ORF, Stephanie Hixon ORF

**Members Absent:** Eric Cole

- I. Welcome and Introduction** of Board Members and Attendees-  
Chair Schully called the meeting to order and welcomed everyone.
- II. Approval –Minutes from October 23, 2014**-Ms. Cimino asked for approval of the minutes from October 23, 2014. A motion was made, seconded and approved.
- III. Updates:**
  - **Back-up Care-** Ms. Lee informed the Board of the eligibility requirements for the new Back-Up Care contract. Due to legal technicalities, only federal employees are eligible to utilize the program. The information on the website and flyers reflect this change. Ms. Lee informed the Board that more marketing will be done to educate the NIH community about the program and the change. A majority of the uses are by federal employees. Dr. Aksyuk inquired about eligibility for Title 42 employees. Ms. Lee stated they are eligible to use the program. Dr. Wyatt speculated as to how to open this program and others up to a broader usefulness within the community. Ms. Lee feels the information regarding the Legislation, which NIH Leadership has submitted, would allow the NIH Child Care Program to open many of its services up to Fellows. At this point, Legislation is the only avenue open to change eligibility constraints. The Back-up Care Committee will be convening in the spring and will be analyzing the data regarding the program and making recommendations to the Board. If you find this topic interesting, please join the Back-up Care Committee.
  - **Letter of Intent for Set-Aside Funds** –The Board recommended that ORS submit a proposal for set aside funds for a Program Evaluation and Benchmark of the NIH Child Care and Dependent Care Program; to include an update to the 2008 Assessment of the NIH Child Care Services and Programs. A letter of intent has

been submitted. Dr. Schully speculates May 2015 would be a likely notification timeframe. Ms. Lee is very excited to learn how competitive the NIH Child Care Program is compared to other federal agencies.

- **North West Child Care Center (NWCCC)** - Mr. Dan Cushing provided an update to the NWCCC project. He provided a short PowerPoint presentation to demonstrate how the project is moving forward. NIH was not happy with the progress of the project. On recommendation of the Office of Special Council, a Cure Letter was sent to the contractor, outlining the issues related to progress, management, and staffing of the project. NIH received a very extensive response letter, showing a significant increase in cost and extended build time. The NIH rejected this response. NIH is following the FAR and asked the contractor for explanations of issues. ORF has 95% drawing in place and did an Independent Cost Estimate. ORF is still trying to negotiate with the current contractor. There are difficulties with this project but the NIH is committed to build this building. This is a difficult issue which they have never experienced before. If a new contractor is utilized it could be 18 months to build the structure. Ms. Savarese stated that this situation has forced a conversation regarding security measures for future campus buildings.
- **Women in Biomedical Careers**- Dr. Schully feels these issues will be followed very closely by the organization and looks forward from hearing more from today's speakers.

#### **IV. Wait List Committee Report and Recommendations:-**

Ms. Wishnoff and Ms. Rogers provided a presentation, outlining the impact the One-Decline Policy has had on the NIH Child Care Waitlist. The impact has been very positive, as spaces are filled faster and the number of children on the Waitlist is a more accurate representation of the families actually seeking care on their desired enrollment date. Generally, the number of children on the Waitlist has dropped significantly with a slight upturn in those seeking care at ChildKind. The Committee seems to feel this is due to the news of the NWCCC future opening. The NWCCC will have a total of 24 infant spaces. Ms. Wishnoff also informed the Board about the agreement of each child care center to host at least two open houses a year. Each center sends out invitations to all families who have selected their facility on the Waitlist. The Committee has three recommendations for the Board:

1. Change the wording in the FAQ's, on the NIH Child Care website, to reflect a more positive likelihood of getting into an NIH sponsored child care center.
2. Work with the Strategic Planning Committee to educate the IC's about the efficiency of the Waitlist and the shorted wait-time. As the Committee feels the shorted wait-time is a connection between recruitment and retention.
3. Continue the Open Houses at the centers. This will provide families the opportunity to gain an understanding of the dynamics of each center they select before they are offered a space.

#### **V. Subsidy Committee Report: -** Ms. Philips gave a brief background of the Subsidy Program. The Program's inception was in 2005 with a budget of \$250,000. The Child

Care Program currently has a contract with Federal Employee Education and Assistance (FEEA) to provide oversight of the Subsidy Program. The current contract will end next summer and a new contract will be negotiated.

In 2013, an increase of the adjusted family income and percentage of coverage was implemented. The increase from an adjusted family income of \$70,000 to \$75,000 and increases in the percentage of coverage increased the number of federal employees being assisted, from 122 to 142. The data shows 88% of the employees on the Subsidy Program are single parents. 82% of the uses are for licensed center-based care. The impact of the increase means more children have been served with more families using the maximum amount of subsidy.

It would be beneficial to develop a Wizard to calculate eligibility and tuition and would assist families with determining if they are eligible.

According to the Life@NIH survey, the NIH community is not aware of this program. The Committee would like to collaborate with the Strategic Planning Committee to determine the best avenues for marketing.

There is a need to determine if Title 42 employees are eligible for the Subsidy Program. Ms. Lee is research this issue.

- VI. Strategic Planning, Marketing, and Outreach Committee Report:** -Ms. Cimino provided a brief overview of the rich ideas which came out in the Committee meeting. As homework, the Committee was asked to review the current marketing materials used by the Child Care Program and determine if they can be improved. When the Committee meets in January, they will bring their ideas to the table to determine how to change the material, so it has the greatest impact.

It is great to hear so many of the other Board Committees want to work in collaboration with this Committee.

Ms. Berko briefly provided information from the 2014 Federal Employee Viewpoint Survey. A full report is still being processed and needs to be shared with NIH Leadership before the results can be released. There were 15 questions relating to work/life balance; with questions specifically related to child care, elder care, and health and wellness programs. The NIH leadership, including Colleen Barrors, will be briefed on the results and then the information will be shared with Executive Officers. Once this is accomplished, the information can be shared with the rest of the NIH community.

- VII. Modern Family Index:** - Ms. Lee introduced Ms. Bowles from Bright Horizons Consulting to speak to the Board about the changing workforce dynamics and the changes taking place in the upcoming years. The information relates to the work/life experiences of a 24/7, global living environment. The presentation provided an overview of Bright Horizon's Modern Family Index study. The study focused on working parents and related family issues. There were several interesting insights which came out of the study. Many working parents feel family obligations can have a negative impact on their career and fear being fired. This fear is felt by both men and woman. It is no longer just a women's issue. People are using their vacation days to deal with family issues, when those days should be used to relax and recharge. The conflict between work and life can cause undue stress and affect productivity. It is a retention issue as people want the balance and will go work for an organization which offers it.

The generational gap question, regarding mothers staying home with their children or joining the work force, was described. It was found to be a more complex question than previously thought. It is found people just want more flexibility. How is flexibility defined? It depends on the environment. The flexibility conversation should be broken down to work groups to figure out the best system for their group.

It is important to consider the branding of employee well-being. This is inclusive of health, stress, and career progression.

There is a critical connection between the relationship an employee has with their manager/supervisor and the employees overall well-being, overall wellness, overall work/life balance, engagement, and productivity. The pressure is on for managers to understand how to work with the various generations and personalities of employees under them. The management style must change with the times. The Life@NIH survey revealed a disconnect between employees and managers.

There is evidence working mothers are spending more time with their children, at the cost of feeling overwhelmed. This trend reflects a dedication to both work and family. It is important to gain a mindfulness of the signs of being overworked and overwhelmed.

There are ramifications if an organization does not make it easier on employees dealing with work/life issues. If employees are stressed about so much in their lives they really won't give their best in their work. Consequently, Millennials won't work for an organization that doesn't allow the flexibility to take care of family obligations. It is all about having honest conversations and positive relationships with the management/supervisors or organization.

**VIII. Announcements and Adjourn-** Ms. Lee highlighted eight outreach events the NIH Child Care Program participated in since the October Board meeting. She also had multiple opportunities to speak to several groups within the NIH Community. The Child Care Program is conducting more outreach events to the NIH Community in an effort to "spread the word".

The meeting was adjourned at 11:55.

**The next Board meeting will be January 15, 2015**