

NIH Child Care Board Meeting Minutes
April 10, 2014
Natcher Conference Center, Room G.

Members in Attendance: Brian Rabin, Rosalind King, Jason Levine, Julie Berko, Heather Rogers, Sheri Schully, Reaya Reuss, Erin Williams, Wendy Knosp, Mary Ellen Savarese, Tonya Lee, Julie Haffner,

Center Liaisons Attending: **ChildKind:** Jaydah Wilson **POPI:** Christina Segura, Jen Rooms, Courtney Duncan

Members Absent: Andria Cimino, Zhiyong Lu, Sybil Philip, Christine Moretto Wishnoff,

Guests:

Alfred Johnson, ORS Director

Susan Cook, DATS Director

Jennifer Guidmond, NICHD

Debbie Cohen, ORWH

Thor Sigfusson, ORF/DDCPM

Chris Gaines, ORS/DATS

I. Welcome and Introductions of Members, Liaisons and Guest- Mr. Rabin

Mr. Rabin welcomed Board Members, Liaisons, and Guests.

II. Approve March Minutes – Mr. Rabin

Upon reaching a quorum, Chair Rabin asked for approval of the Minutes from the March Board Meeting. Minutes were approved.

III. Chair's Report and Updates – Mr. Rabin

• **Back-up Care- Mr. Brian Rabin**

- Chair Rabin announced that the Back-up Care Program Report had been submitted for review by NIH leadership.
- Chair Rabin introduced Dr. Alfred Johnson, Director of Office of Research Services (ORS). Dr. Johnson announced that the NIH Back-up Care Program Report had been forwarded to the NIH leadership and with a strong endorsement from Ms. Colleen Barros. The Back-up Care Program was approved for funding and will become a permanent program. He stated that the well written, researched and documented report was very influential.
- Ms. Lee thanked the Board for forward thinking in researching the service and requesting a pilot program. Actions such as this are what the Board is about.

• **Take Your Child To Work Day- Ms. Savarese**

- Ms. Savarese announced that, after speaking with the Take Your Child to Work organizers, it was decided that it was not the proper venue for a Board outreach event.

• **FELCOM Voting Rights- Dr. Schully**

- After seeking guidance from Office of General Council (OGC), it was determined that the NIH Child Care Board does not fall under the Federal Advisory Committee Act, therefore voting members must be Federal employees. Dr. Schully reiterated that the Board feels FELCOM views are well represented by Dr. Wendy Knosp and Dr. Anastasia Aksyuk.
- Dr. Knosp thanked the Board for researching the issue. She also asked if Fellows can be on the Membership Committee.
- Ms. Savarese stated that historically the Membership Committee comprised of voting

- members, but felt the Board could explore this request.
 - Ms. Knosp requested the Board consider allowing Fellows to be on the Membership Committee.
 - Mr. Rabin stated the Board will take the request under consideration.
- **Dependent Care Committee- Mr. Rabin and Ms. Williams**
 - Mr. Rabin announced that a Bridging Meeting between the Board and the Health and Wellness Council will take place on April 22, 2014 from 1:00pm -2:00 pm. The goals of the meeting will be to identify existing resources, identify gaps in resources and services, and make recommendations to the NIH Leadership.
 - Ms. Williams announced an upcoming STEP event: *Live Long and Prosper: Successful Aging in Our Time*. A flier was provided in the Board packet. The Board will have an information table at the event and will advertise vacant Board positions. If anyone is interested in helping, please contact Ms. Tonya Lee.
 - Ms. Lee introduced Mr. Chris Gaines and announced the partnership between the NIH Child Care Program, the Board and the Health and Wellness Council, regarding the topic of Dependent Care.
 - Mr. Gaines thanked the Board for the March presentation to the Health and Wellness Council and is enthusiastic about the collaboration.
 - Ms. Lee announced that the recent webinar concerning Dependent Care had 285 people registered to view the event with 167 actual attendees of the live broadcast. A survey was completed by the attendees and results showed 77% of attendees were currently caring for someone and 77% of attendees were unaware of the current resources available. There is a clear need within the NIH community. The attendees asked for information pertaining to how to plan, legal issues, and caregiver support.
- **Membership Committee- Mr. Rabin**
 - There are three Voting positions to be filled. It was announced that Mr. Tim Tosten has step down from the Board due to his new position as the Program and Employee Services Director in ORS.
 - The application, selection, and timeline of the process were described.
 - Ms. Lee presented a gift to Chair Brian Rabin for his dedication to the NIH Child Care Board.
 - At the May meeting, new leadership needs to be selected. If you are interested in one of the Chair Positions, please contact Ms. Sybil Philip.
- **Subsidy Committee- Mr. Rabin**
 - The Committee will reconvene in the fall to review the changes made to the program on July 1, 2013.
 - A new Chair will be needed for the Committee. The current members are Ms. Philip, Ms. Cimino, and Mr. Rabin. More members are needed for this Committee. It does not require a large time commitment. If you are interested in joining this committee, please contact Ms. Tonya Lee.
 - Changes to the program include an increase in the amount allowed for Total Household Income and an increased percentage of tuition assistance.
 - A Subsidy Program Flier was provided in the Board packets.
- **Board Meeting Dates for 2014-2015- Dr. Schully**
 - A handout was provided with possible dates.
 - Please review and a vote will be taken at the May Board meeting.

IV. Annual Board Report 2014-2015 and 2014-2015 Work Plan – Mr. Rabin and Dr. Schully

- A draft outline of the Annual Report was provided.
- Volunteers are needed to help create/write the report.
- Ms. Savarese informed the Board that the draft is based on the Minutes from previous meetings.
- This is an opportunity for the Board to identify other accomplishments.
- Dr. Levine felt that overall the report is very positive however the second recommendation bullet of the Annual Report draft is significant and needs attention.
 - “If legislation to expand options for employees is required (if OGC determines that NIH Director does not currently have the authority), support such legislation as a means to meet family needs as a way the NIH workforce is working (telework, Flexible work, hoteling) is changing. Bottom line- Support Community Based Child Care options.”
- OGC needs to make a determination.
- Advocacy efforts are needed to affect Congress
- Ms. Reuss reminded the Board that Federal employees cannot lobby for legislative changes.
- Dr. Levine suggested sending initiatives through leadership
- Imperative that we consider avenues other than legislation.
- Membership Committee should pursue new members interested in this topic.
- Dr. Schully asked the Board to think about the 2014-2015 Work Plan
- At the May meeting, the Board will need to approve the work action plan.
- The issues addressed so far are:
 - Tribble Amendment
 - Awareness gaps about services
 - Select a provider for NWCCC
 - NIH Child Care Waitlist
 - Dependent Care
- Dr. King felt evaluation of what we do is very important
- Consider what topics you are interested in working on, join committees and use “retired” Board members.
- Mr. Rabin solicited volunteers to assist in writing the Annual Report. Ms. Reuss, Dr. Schully, Mr. Rabin, Dr. Knosp and Ms. Cimino volunteered.
- Ms. Lee also asked if there was anyone on the Board who had good editing skills to help review the Report. Dr. Levine volunteered to help edit/review the document.

V. Waitlist Committee Presentation- Dr. King and Ms. Rogers

The Waitlist Committee had a meeting last month to review the effects of the One-Decline Policy and adding the NWCCC to the NIH Waitlist. A PowerPoint presentation was provided to the Board with recommendation.

- Recent actions taken to make the Waitlist more representative of the actual need was described.
- One-decline meant families would move to the bottom of the list
- Centers started having open houses to give families a better understanding of the dynamics of each center.
- Before and after implementation, data was provided to show the effects of the changes on the Waitlist.

- People could be on the Waitlist but have stable child care elsewhere, so we might see fewer and fewer declines as people learn about the One-Decline Policy.
- Ms. Lee gave a brief overview of how the contactor manages the waitlist to ensure accuracy.
- Families are communicated with several times a year to update their profiles.
- The Waitlist was discussed and data was provided to show the number of children on each NIH center's waiting list and the overlapping of families on multiple lists.
- The principles to guide the integration of NWCCC onto the Waitlist were:
 - Respect those who are invested in ChildKind
 - Respect those on Campus
 - Respect those in NIH Child Care
 - Respect those NIH Community members who newly need child care.
- Two options were discussed to integrate NWCC onto the Waitlist
 - **Option # 1: Takes in to account families who were seeking care at the ChildKind center.**
 - **Option # 2: Takes in to account families who were seeking care on campus versus off campus**
- A proposed timeframe for implementation was provided:
- The Waitlist Committee Recommended Option # 2 to the Board for consideration.
- A question arose concerning the families currently using Healthy Beginnings Child Care Center. Due to its scheduled closing, the question was asked if those families receive any sort of priority. Ms. Lee explained discussions are taking place to determine what support can be provided to the displaced families.
- The families at Healthy Beginning have over a year before the center closes but those families should be encouraged to sign up on the NIH Waitlist
- A vote was taken for the two options and Option # 2 received majority vote.
 - Option #1 received 1 Yes vote and 6 No votes
 - Option #2 received 6 Yes votes and 1 No vote
- The process to implement the option was explained by Ms. Lee and Ms. Rogers.
- ChildKind's Waitlist will close when the NWCCC center opens.

VI. Northwest Child Care Center (NWCCC): Ms. Savarese- Mr. Thor Sigfusson

- Mr. Sigfusson presented a PowerPoint of the design of the NWCCC.
- An explanation was given for various design considerations. The building looks somewhat residential and provides a school feeling which will provide a smooth transition to an elementary school in the future.
- Special features include:
 - a green roof, which changes colors with the seasons
 - canopy similar to the Clinical Center
 - Blending the building into the site
 - The building ties together other similar buildings on campus
 - The bell tower makes it recognizable on campus
 - Clear windows allow in natural southern light
 - Access path to wooded area
 - Stone retaining wall is similar to the fire station next door.
 - Exterior materials were brought in with brick, stone, wood in interior reception area
- A construction sign will be posted on the site.

- A construction trailer will be brought in tomorrow and placed on the site.
- The site will transform quickly.
- The milestone schedule was shared.
- Dr. Johnson added for the ORS team to ensure all funding needed is put in FY 15 budget.
- Ms. Savarese reminded everyone that more information will come and thanked Mr. Sigfusson for his time and presentation. He will come back to share the plans for the playground at a later meeting.

VII. Ground Breaking Committee- Ms. Savarese

- Ceremony is scheduled for April 29, 2014. It will be a small event.
- An article will be coming out in the NIH Record.
- There will be a professional photographer taking pictures.
- Suggestions are needed for whom to invite.
- A representative from Office of the Director, possible Colleen Barros, will be attending.
- Dr. Johnson offered assistance in checking availability of NIH Leadership.

VIII. Announcements and Adjourn

- The May 2014 Board Meeting is very important as many issues will be voted on for the upcoming Board year 2014-2015.
- Ms. Lee stated she will send out a draft of the Work Plan, for review, prior to the May Board meeting.
- Dr. Johnson announced that the Take You Child to Work Team is prepared for the influx of activity of the NIH community to register their children for various sessions.
- Ms. Berko announced there will be another Open Season for the Leave Bank
- Ms. Room announced that POPI will be hosting a St. Jude's Trik-a-Thon, tomorrow April 11, 2014

The meeting was adjourned at 11:50 am.

The next Board meeting will be May 29, 2014.