

NIH Child Care Board Meeting Minutes
April 20, 2017
Building 31, Conference Room 6

Members and Liaisons in Attendance: Dr. Andrew Bremer, Ms. Deborah Coelho, Mr. Eric Cole, Dr. Theresa Cruz, Dr. Chao Jiang, Ms. Olivia Kent, Ms. Reaya Reuss, Dr. Suzanne Ryan, Ms. Kate Winseck, Ms. Christine Moretto Wishnoff, Dr. Richard Wyatt, Ms. Heather Rogers, Dr. Sheri Schully, Mr. Jacco de Zwart, Ms. Debbie Washington, Dr. Kimberly Leblanc, Dr. Blake Warner, Mr. Ivan Locke, Mr. Russell Mason, Ms. Tonya Lee, Ms. Linda Owen

Guests: Ms. Agustina Boswell, NCI; Ms. Michelle Coley, ORF; Dr. Kristin Dupre, NINDS; Mr. Michael Floissac, NIMH; Ms. Kristie Hill, NCI; Ms. Stephanie Hixson, ORF; Ms. Kathleen Howes, NCCIH; Mr. Nicholas Leake, DOHS; Dr. Hongbing Lui, NIDDK; Dr. Heather Narver, NINDS; Ms. Donna O’Neill, DOHS; Mr. Ben Reyes, ORS; Ms. Mary Ellen Savarese, ORS; Ms. Kelley Smith Timpa, OHR; Dr. Julie Wallace, NIDDK; Dr. Judith Walters, NINDS; Ms. Candi Wood, OHR; Dr. Lu Zhu, NIDDK

Members Absent: Ms. Erin Williams

- I. **Welcome and Introduction of Board Members, Liaisons and Guests - Chair**
Reaya Reuss called the meeting to order and welcomed everyone. Attendees introduced themselves.

- II. **Updates:**
 - A. **Approval of Minutes from January 27, 2017** – Vice Chair Deborah Coelho asked for approval of the minutes from the January meeting. A motion was made by Dr. Theresa Cruz, seconded by Ms. Olivia Kent, and approved by all.

 - B. **Approval of 2017-2018 Child Care Board Meeting Dates** – Vice Chair Theresa Cruz asked for approval of the proposed 2017-2018 Child Care Board meeting dates. A motion was made by Ms. Christine Moretto Wishnoff, seconded by Dr. Andrew Bremer, and approved by all. Vice Chair Cruz reminded all that the Building 31 6th floor conference rooms will be under renovation from November 24, 2017 through December 31, 2018. Events Management is currently working to find space for the Child Care Board meetings; calendar invitations will be updated once the new location is confirmed. The dates for the 2017-2018 Child Care Board Meetings:
 - September 7, 2017
 - October 26, 2017
 - December 7, 2017
 - January 25, 2018
 - March 1, 2018
 - April 19, 2018
 - May 31, 2018

III. Northwest Child Care Center (NWCCC):

ii. ORF Construction Update – Ms. Stephanie Hixson

Ms. Stephanie Hixson reported on the current construction status: (1) interior cabinets and tile installed; (2) flooring installation starting; (3) exterior sidewalks and walls in progress; (4) MDE permit received; (5) electricity and water on in facility; (6) project team moving into building from construction trailers this week.

Project Schedule: Completion of the playgrounds is weather dependent and has the longest lead time. The toddler and two's playgrounds have the highest priority for completion; preschool playground is second priority. Active commissioning is occurring. The parking lot and exterior canopies are the focus of upcoming weeks. Final project completion is targeted for May 30, 2017.

Ms. Hixson was asked about the weight of the classroom exterior doors. She reported that the weight of the doors was reduced by removing steel and using the original frames.

iii. Wait List Update – Ms. Heather Rogers

Ms. Heather Rogers reported that there are 864 children of varying ages on the NWCCC Wait List out of a total of 1,042 children on the entire waitlist for all centers.

Since NWCCC's addition to the waitlist database, there have been 108 parents have closed their child's NWCCC waitlist profile. Most parents do not share reasons for the closures, but those that did stated: (1) NWCCC is not convenient to their office; (2) opted in to NWCCC as a precaution but decided to stick with original selection; (3) happy to wait for sibling priority at other center; and (4) child going to elementary school in the fall and no longer need to be on waitlist for any of the centers.

New registrants since January 1, 2017 = 181 children, which is twice the number of registrants compared to the same time period a year ago. Of those 181, 90% included NWCCC on their child's waitlist profile; other 10% chose off-campus child care center only.

Ms. Rogers stated that the Wait List Committee will give a progress report to the full Board in the fall, once NWCCC is enrolled.

Ms. Rogers was asked about calls to wait list families. Rockville Day Care Association (RDCA) could begin making calls to families as of April 24, 2017. Current ChildKind families will be the first to be contacted. Starting May 1, 2017, new families will be contacted. Enrollment of children will be phased in based on RDCA's ability to hire qualified employees to staff the classrooms. It is

anticipated that enrollment will continue through the end of the summer and into the first part of the fall.

iv. **Ribbon Cutting – Ms. Mary Ellen Savarese**

Ms. Mary Ellen Savarese reported that a Ribbon Cutting ceremony will be planned for some time in the early fall, and asked for help from members of the NWCCC Committee to plan the event. Ms. Savarese also reported that, pending occupancy, the June 1 Child Care Board meeting might be held at the NWCCC giving an opportunity to recognize and thank the Board members who have been involved in seeing the NWCCC come to fruition.

IV. NIH Child Care Board Liaisons:

A. Liaisons to the Board

i. **Current:** a) Office of Research Services

b) Office of Research Facilities

c) Employee Assistance Program

d) FELCOM

e) Clinical Fellows

f) Women in Biomedical Careers

g) NIH sponsored Child Care Centers

ii. **Suggested Others:**

a) Aging and Adult-Dependent Care Committee – TBD

b) Health and Wellness Council – Mr. Chris Gaines

B. Liaisons Appointed by the Board

i. **Proposed:** a) Women in Biomedical Careers – Dr. Sheri Schully

b) Aging and Adult-Dependent Care Committee – Dr. Chao Jiang

c) Health and Wellness Council – Dr. Andrew Bremer

Chair Reaya Reuss reviewed that liaisons will be appointed by the Chair and Vice Chairs, and must have a minimum of one year experience as a voting member on the Child Care Board in order to be well-versed in the missions and goals of the Board. A motion was made by Dr. Andrew Bremer, seconded by Ms. Christine Moretto Wishnoff, and approved by all.

V. Strategic Planning Committee Report – Co-Chairs: Mr. Eric Cole and Ms. Kate Winseck

Co-chairs Mr. Eric Cole and Ms. Kate Winseck presented the Committee's action plan based on the 2016-2017 CCB Work Plan. The Committee divided into three groups to tackle their work, and each group has been busy accomplishing the following action items.

Action Item 1: Review the results of the Benchmark Study and determine how the information should be shared with the NIH Leadership, stakeholders, and the NIH community. The Child and Family Programs team (CFP) with Medical Arts developed a PowerPoint template, which included the new “branding” images. The committee reviewed and provided feedback and suggestions to the CFP on the contents of the slides to ensure that the messaging from the Benchmark Study was included in the presentation template. This new PowerPoint presentation is the baseline for all presentations and may be tailored to the needs of any audience. The CFP has made eight recent presentations to various ICs, thanks to invitations from CCB members, the WBC Working Group, a HWC member, and individuals who have attended the WorkLife@NIH Supervisor training. For the first time ever, the NIH CCB was invited to make a presentation to the Office of Research Services Advisory Council, which sets the budget for ORS and has oversight of the programs and services the CCB supports

Action Item 2: Continue to advise and assist ORS with a branding and marketing campaign. The new posters with the CFP branding images were displayed in the NIH Director’s Bulletin Boards from December to January and has been requested in April at Take Your Child to Work Day. The Committee is working with NIEHS and RML to create posters that are specific to their communities. The next steps for the committee may include developing a brochure or pamphlet highlighting the CFP services. Mr. Eric Cole previewed the Staff Services tile on the NIH Clinical Center digital app, NIHCCTakeMeThere. The app can be updated as needed over time to meet the needs of the NIH community; please send any feedback to eric.cole@nih.gov.

Action Item 3: Use of a centralized Calendar that highlights the actions of the CCB and CFP throughout the year, including information on meetings, CFP tasks and activities, webinars, articles, outreach and special events, and can be used to track impact data.

Ms. Kate Winseck reported that looking forward, the Committee plans to:

- continue to advise and assist ORS with its marketing campaign;
- explore alternative methods of delivering information to a diverse population;
- continue to conduct presentations to NIH Leadership and stakeholders; and
- develop a tracking tool to record impact of marketing efforts and identify gaps, e.g., populations being missed.

Suggested additional committee activities for next board year:

- solicit and add feedback from presentations to the tracking tool;*
- find advocates and problem-solving solutions;*
- collate information, which can be valuable for setting action items;*
- tailor the “ask” in the PowerPoint template presentation;*
- keep broadcasting information;*
- track website usage with Google analytics; and*
- in collaboration with the Wait List Committee, create and administer a survey through the Wait List Manager.*

VI. Subsidy Committee Report – Co-Chairs: Dr. Theresa Cruz and Dr. Chao Jiang

Co-chairs Dr. Theresa Cruz and Dr. Chao Jiang presented a review of the program, including information on the contractor: FEEA Childcare Services, Inc. There has been a decrease in the program utilization from 2015-2016, but some of that can be explained by contract changes and participants exceeding the income cap. The NIH income cap is comparable to other Federal agencies offering similar programs, and there is no data to suggest that increasing the income cap is appropriate at this time. The Committee is not recommending that the income cap be raised. The Committee can assist ORS in its marketing efforts surrounding the program, including:

- updating the NIH Child Care Subsidy Program flyer;
- sending a global email promoting the program after the April 15 tax filing date;
- sending a targeted email to the NIH Wait List; and
- identifying new places to post marketing materials, e.g., lactation rooms.

Recommendations of the Child Care Subsidy Committee:

- No changes are recommended at this time;
- Continue to monitor 2017 program usage;
- Examine utilization by IC in order to conduct targeted outreach next year; and
- Request that ORS continue to fund and support the program, not expand it at this time.

Dr. Richard Wyatt noted that non-Federal employees/trainees are not eligible for the Subsidy program, and the number of trainees in intramural research is dropping. He wondered what the estimated cost to include Fellows in the program would be, and how to identify a source of funds (as no appropriated funds can be used toward non-Federal employees).

-Suggested action item: Develop and implement a survey aimed at identifying the number of Fellows who would use a similar Subsidy program and try to share the information with FAES.

VII. Legislative Committee Report – Chair: Ms. Reaya Reuss

Chair Reaya Reuss reported on the March 9, 2017 meeting of the Legislative Committee; there was a discussion of the previous legislative proposal and it was determined that this is not a good time to move forward with that proposal. There was a discussion of a child care subsidy program for fellows. Identifying an appropriate income stream/funding source for such a program is critical but troublesome. Finally, the topic of community-acquired child care/NIH contracting for spaces was discussed.

The Committee concurred that NIH employees need more spaces for child care, especially infant and toddler spaces. There are no readily apparent incentives that NIH can offer to community child care centers to acquire priority enrollment. The Committee had an in-depth and lengthy discussion of piloting a program to increase infant and toddler spaces in licensed Family Child Care Homes by offering incentives in return for reserved spaces. Concern was raised that this is not a good time to

develop new programs due to current budget constraints. The CFP will investigate the concept/idea, including identifying where family child care providers are located in the metropolitan area, determining what entering into such an arrangement would entail, and exploring the idea of partnering with local governmental agencies. In addition, could such a concept/idea be expanded beyond federal employees to the larger NIH workforce and include fellows, trainees, and others.

The Legislative Committee had no recommendations to be voted upon.

VIII. Membership Committee Report – Chair: Ms. Deborah Coelho

Vice Chair Deborah Coelho welcomed guests attending today’s meeting who are interested in applying for membership to the CCB. Ms. Coelho stated that one to two vacancies for voting members are expected, and applications are due to the CFP by May 5, 2017. Federal employees are appointed to the CCB by NIH Leadership. Board members are selected to represent a full range of ICs, careers, roles and experience in the NIH community. She encouraged attendance at the CCB meetings, regardless of applying for membership or not, and mentioned that the new Board meeting season commences in September 2017.

IX. Review Progress on 2016-2017 Work Plan – Chair Reaya Reuss

Chair Reaya Reuss asked members to review the CCB 2016-2017 Work Plan. The 2016-2017 Annual Report will be based on the Board’s accomplishments for the year, will include recommendations to ORS, and is addressed to the NIH Director.

Chair Reuss also called for action items to be included in the CCB 2017-2018 Work Plan. Those items should be forwarded to Ms. Tonya Lee by May 19, 2017.

X. Announcements and Adjourn

- Take Your Child to Work Day - April 27, 2017;
- Financial Fitness Fair - May 11, 2017;
- Bike to Work Day - May 19, 2017;
- Take a Hike Day - June 8, 2017;
- Safety Health & Wellness Day - June 28, 2017;
- Spring into Wellness activities, a new initiative resulting from the WorkLife@NIH Supervisor training, are taking place from April through June. The campaign is a future branding initiative between ORS and OHR.
- Ms. Tonya Lee was asked about the status of the revised child care center Use Agreements; she reported that the agreements are still being reviewed and will be given to the center Boards as soon as possible.

The meeting was adjourned at 11:40 a.m.
The next Board meeting will be held on June 1, 2017.