

**NIH Child Care Board Meeting Minutes**  
**April 18, 2013**  
**Building 31 6C/Room 10**

**Members in Attendance:** Julie Berko, Catharine Bosio, Andria Cimino, Rosalind King, Jason Levine, Catherine Meyerle, Sybil Philip, Brian Rabin, Heather Rogers, Tim Tosten, Christine Moretto Wishnoff, Stephanie Hixson, Dona McNeill, Mary Ellen Savarese, Tonya Lee, Julie Haffner

**Center Liaisons Attending: Childkind:** Jaydah Wilson, **POPI:** Courtney Duncan FEELC (NIEHS): Dona McNeil, Beth Lake, Ed Kang

**Members Absent:** Zhiyong Lu,

**Guests:** Susan Cook, Division of Amenities and Transportation Services, Deborah Coelho, Office of Human Resources

**I. Welcome and Introductions of Members, Liaisons, and Guests- Mr. Brian Rabin**

Chair Rabin welcomed Board Members, Liaisons, and Guests. Chair Rabin asked each individual to introduce him/herself. Chair Rabin introduced the new Quality Assurance Specialist, Ms. Julie Haffner. Ms. Haffner shared a bit of her professional background. Mrs. Haffner has over 20 years of Early Childhood Education experience. 15 of which were with the USAF child and youth programs, where she held several management level positions. She was a Child Development Center Director, Family Child Care Coordinator, School Age Program Coordinator and Training and Curriculum Specialist. She holds a Master's degree in Early Childhood Studies and Bachelors in Early Childhood Education. Mrs. Haffner is a Child Care Health Consultant, CDA Advisor and Representative, Independent Certified BabySigns® Instructor, and is in the process of renewing her certification as a playground inspector for the National Program for Playground Safety.

**II. Approve January Minutes – Mr. Brian Rabin**

Chair Rabin called for a vote to approve the minutes from the January 24, 2013 meeting. Minutes were approved.

**III. Life@NIH Survey-Results, Next Steps-Ms. Andrea Cimino and Ms. Sybil Philip**

The Life@NIH Survey Committee presented to the Board the Abridged Executive Report in order to get feedback and direction from the Board on what message should be presented to senior leadership in May. Ms. Cimino reviewed the data slides and solicited the Board's input in deciding which information should be included in the final presentation. The presentation included the following major areas:

- Survey Background
- Respondent Characteristics
- Work/Life Integration Service/Program Awareness
- Work/Life Integration Service/Program Ratings
- Responses by Demographic
- Comments

The Life@NIH Survey Committee thanked the Board for their input and requested additional comments/suggestions are sent to Ms. Cimino and/or Ms. Philip.

#### IV. Chair Report/Updates

- **Workforce Development Literature Review-Dr. Rosalind King**

Dr. Rosalind King, Chair of the Workforce Planning Committee, gave a status report on the workforce literature review. During the summer of 2012 the Literature Review Committee searched academic literature for topics such as: family friendly, work life, child care and retention, child care and recruitment, and retention and women. The Committee was able to review 40 articles:

- 8 were relevant to our purpose (Child Care)
- 5 were possibly/maybe
- 18 were not relevant
- 9 were not available

Based on the Committee's review, their preliminary conclusion is the literature on the availability of childcare alone on work performance is severely outdated (most of the pubs are from the 1970's or 1980's) and the results are mixed. Most of the more current literature which has a childcare focus examines dependent care as part of a package of other work-life programs and benefits (e.g., flexible schedules). When dependent care is taken into account with the utilization of these other programs, there is an effect on absenteeism, job satisfaction, and retention.

Dr. King stated the next phase for the Committee is to review the gray literature. Dr. Keren Witkin had shared some links with the Committee that could be extremely useful. The Committee will submit a 1-2 page report for Annual Board Report this summer.

- **Waiting List Committee-Ms. Heather Rogers**

Ms. Heather Roger, Chair of the Waiting List Committee gave an update on the implementation of the One (1) Decline Policy the Board and the Child Care Centers' Open Houses. Since the implantation of the One (1) Decline Policy on April 1, 2013, there were 73 profiles closed, 62 profiles that decreased the number of centers, and 86 profiles that changed the Desired Date of Enrollment. The majority of questions that were received by the Wait List Manager and the NIH Child Care Team were to clarify the employee's understanding of the new policy. The feedback that was received was positive. Employees thought it was a good policy; they had some concerns about what would happen if they were out of town when the centers contacted them for a space, and shared their thoughts on why people decline in the first place.

On September 30, 2011, there were 1,446 children on the NIH Waiting List.

On September 30, 2012, there were 1,089 children on the NIH Waiting List.

On January 24, 2013, there are 965 children on the NIH Waiting List.

Ms. Tonya Lee thanked the Committee for their efforts over the past years to improve the efficiency and transparency of the NIH Waiting List. Ms. Lee reminded the Board that in the next year, the Committee will be exploring how to incorporate the Northwest Child Care Center in the waiting list.

Open houses were held by the three (3) NIH Child Care Centers. Childkind sent out 200 invitations, 20 RSVP and 15 attended. POPI sent out 250 invitations, 30 RSVP and 28 attended. Executive Child Development Center sent out 250 invitations, 40 RSVP and 34 attended.

- **Back-up Care Pilot Program-Ms. Tonya Lee**

Ms. Tonya Lee gave the Back-up Care Committee report at the request of the two co-chairs: Dr. Keren Witkin and Dr. Zhiyong Lu. Opening the back-up care to the entire NIH Community on January 1, 2013 resulted in 336 new registered participants and over 450 participants updating their information. As of March 30, 2013, there are 1,540 NIHers registered for the NIH Back-up Care Pilot Program. The largest group registered is the Research/Scientist group (449). There have been 112 uses from January to March 2013. The types of uses are as follows:

- 6 adult/elder care
- 39 child care center
- 38 in-home care
- 29 mild-ill in-home care

Based on the Committee's recommendation, two (2) seminars were presented on In-home Care and Adult/Elder Care. There were over 20 participants in attendance and over 100 viewers for each seminar. Liz Depres from Bright Horizons presented both seminars.

Ms. Lee reminded the Board that next year will be the last year of the three (3) year pilot program and the Board and the Committee will be tasked in evaluating the pilot program and making a recommendation to NIH Leadership.

- **Membership Committee-Mr. Brian Rabin**

Chair Rabin notified the Board that Dr. Clara Bodelon and Dr. Nirali Shah, FELCOM reps, have left the Board due to terms expiring. Chair Rabin also asked each Board Member to review the NIH Child Care Board Membership Chart provided in their packet. There are currently four (4) Board Members who may re-apply for a second term and one (1) Board Member who has already completed her second term and will be leaving the Board. Board Members who are eligible to re-apply were asked to send Ms. Mary Ellen Savarese an email requesting a second term. Ms. Savarese asked each member to reflect on their commitment to the Board and if they were unable to uphold their commitment, to notify her as soon as possible. The Committee will meet late May or early June. Ms. Heather Rogers and Dr. Catherine Meyerle have agreed to co-chair the committee. Members of the committee include: Andrea Cimino, Brian Rabin and Julie Berko.

- **Northwest Child Care Center-Ms. Mary Ellen Savarese**

Ms. Mary Ellen Savarese reported the Northwest Child Care Center project is proceeding. On this past Monday, Ms. Tonya Lee and Ms. Julie Haffner submitted playground designs to the project officer. Hopefully in the next 6-9 weeks there will be a 95% design for the Board to review. Ms. Savarese announced that there will be a partnership meeting on April 24,

2013 from 8:30 am to 12:30 pm and invited attendees. Unfortunately, it is still not possible to determine when a groundbreaking ceremony will take place.

- V. Annual Report-Outline and Committee Members-Mr. Brian Rabin and Dr. Sheri Schully**  
Chair Rabin announced the Board will be submitting a full annual report to Dr. Francis Collins, NIH Director. Chair Rabin reminded the Board the report is written over the summer and submitted in August/September. The Annual Report will include the Life@NIH Survey, the literature review, and the NIH Back-up Care Pilot Program. Ms. Savarese reminded the Board that the majority of the report has already been written due to all the hard work the Board has done by accomplishing its work plan. Chair Rabin asked for Board Members to assist with the compiling and editing the report. Dr. King, Ms. Moretto Wishnoff, Ms. Cimino, Dr. Schully and Ms. Berko volunteered.

**VI. Announcements and Adjourn**

Ms. Tonya Lee made the following announcements:

- The Annual NIH Child Care Staff Professional day will be held on May 13, 2013 at Natcher. Any Board Member that would like to attend should contact Ms. Lee.
- The new Summer Camp page now located on the NIH Child Care website <http://childcare.ors.nih.gov>. The new page was developed by Christine Winchester.
- Executive Child Development Center received recognition from GSA for achieving their NAEYC Accreditation.
- Dr. Audrey Thurm, NIMH, will be conducting parent education seminars at the NIH Child Care Centers in celebration of the Month of the Young Child.
- The new NIH Parent Coach Service will begin on May 1, 2013. This service is based on "Ask the Specialist". A Parenting Specialist will now receive questions via email and will respond with 48 hours with a response. This service is for educational purposes. An issue that requires consultation will be referred to the NIH EAP program or an appropriate resource. Ms. Lee announced that NIH Child Care Team and Bernice Richmond, Wait List Manager will be launching this service in Building 31 on May 7, 2013. Ms. Lee invited any Board Member who would like to assist with this effort to please join them.

The meeting was adjourned at 12:00 pm.

**The next Board meeting will be May 30, 2013.**