

**NIH Child Care Board Meeting Minutes**  
**October 23, 2014**  
**Building 45, Room D**

**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, Eva Chen, Kristin Dupre, Ivan Locke, Mary Ellen Savarese, Tonya Lee, Julie Haffner, Kjersten Bunker Whittington

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

**Guests:**

Susan Cook, Director, DATS, Christopher Gaines, DATS Health and Wellness Program Manager

**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 September 23, 2014-**Ms. Cimino asked for approval of the minutes from September 23, 2014. A motion was made, seconded and approved.
- III. Updates:**
  - **Annual Report-** The Board received a response letter from Dr. Collins. A copy of the letter was distributed to the Board. Dr. Collin’s letter conveyed his appreciation for the excellent work the Board accomplished throughout the past year.
  - **North West Child Care Center (NWCCC)-**Ms. Savarese and Mr. Locke gave a status update of the new center. Currently they are finalizing the design, cost, and budget. The estimated opening of the NWCCC is yet determined.
  - **Legislative Update –** Per Ms. Savarese, a legislative proposal has been submitted to HHS regarding the inclusion of Fellows and Trainees in all NIH child care services. That proposal was supported by HHS and is moving through the process for approval. This would resolve several issues related to services for Fellows and is strongly supported by several NIH offices, including the Board. OGC is also reviewing current legislation to determine if the NIH Director has authority to create other child care supports. The primary question is related to NIH authority to support community based child care.

Dr. Wyatt suggested a representative from OGC attend a Board meeting to help clarify the issues. Ms. Lee added she has been working with Joanna Bergman from OGC and would invite her to attend the next Board meeting.

- **Back-up Care Program-**Ms. Lee provided a review of the NIH Back-up Care Program. The three year pilot program ended on September 28, 2014 and became an ongoing program on September 29, 2014. Only 84% of the funded program was utilized. 99% of the usages were for child care. With one Elder Care utilization. It is very important to highlight this program in our marketing efforts, to increase utilization.
- **Women in Biomedical Careers-** Dr. Schully serves as the Child Care Board liaison to this group. She met Tish Murphy at a recent meeting; where there was discussion regarding additional child care for NIH. Dr. Schully will offer to access any resources that this group requires.
- **Committee Assignments-** Ms. Lee sent an updated Committee list to all the Board members prior to the Board meeting. Chairs of each group have set up meeting dates:
  - Waitlist Committee will meet November 12, 2014 at 10:00-11:30
  - Strategic Planning Committee will meet November 13, 2014 at 1:30-3:30
  - Subsidy Committee will meet December 2, 2014 at 2:00-3:00

#### **IV. Enhancing Workplace Flexibilities and Work-Life Programs:**

- **Life@NIHSurvey Review-** Ms. Cimino provided a brief overview of the survey for the new Board members. She highlighted the gap is awareness of the NIH Child Care Programs and other services available to the NIH community. There is a clear disconnect between how respondents received information and would like to receive it. Supervisors play a key role in educating the NIH community about the programs and services currently available. The next challenge is determining where the Board should go from here. Ms. Cimino feels it might be beneficial to follow-up on some of the comments made on the survey. Dr. Wyatt wondered how people get the information. A central website is still difficult to find, even though it is hosted by HR and provides great information. The question remains; How does the NIH community find information about the various resources and services?
- **Presidential Memorandum-** Ms. Berko provided a short presentation about the initiatives regarding work/life balance opportunities. The presentation emphasized the need for all employees to know the options available to them. Supervisors must be familiar with the various options to help employees balance work/life challenges. The presentation demonstrated the areas of focus:
  1. The right to request work schedule flexibility.
  2. Access to workplace flexibilities - NIH currently already offers these options.
  3. Expand availability and encouraging work/life programs.
  4. OPM will help encourage the use of workplace flexibility and work-life programs.

This presentation led to robust discussion-

- There is a website for NIH Workplace Flexibilities and Work Life Program. It is set up to be a one-stop-shop resource for information.

- The challenge is still finding these resources, as Dr. Wyatt articulated. The information is still buried and difficult to find.
- Ms. Cimino added information regarding branding the URL. Drive to specific sections.
- Ms. Lewis mentioned the information would be helpful for recruitment purposes.
- Ms. Reuss suggested the use of a @NIH.gov tag. Such as Child Care@NIH.gov.
- Per Ms. Berko, supervisors already have mandatory training regarding Employee Relations. All mandatory training must be vetted.
- Ms. Lewis suggested tacking on a 10 minute presentation to the supervisor's training.
- Dr. Schully highlighted the difficult task ahead, as each IC was directed to do something, However, unfortunately that something was not defined. The IC's do not know what to do.
- Ms. Williams felt the employees do know, but perhaps cannot use the services or benefits.
- Dr. Wyatt feels recruitment is essential, especially for professional couples. The Board must research new technologies and make information easy to find by everyone.
- The Board has identified the barriers and now needs to determine how to tackle these issues. Ms. Lee added that strategic planning is necessary.
- Dr. Schully suggested creating a presentation focusing on the barriers, soliciting for more ideas to rectify the issue, and partnering with other stakeholders.
- Ms. Savarese discussed budget, as it relates to the Office of Research Services (ORS) and Benchmarking. The Division may request the Board repeat the 2008 Benchmark Study against 10 other organizations. A plan to utilize data from the previous study can aid in projecting future NIH community program needs.
- Ms. Cimino stated that a paid Maternity Leave benefit would be beneficial for woman scientist.
- Ms. Cook reassured the Board there were many budget cuts throughout ORS, however there were no cuts to the NIH Child Care Program budget.

## **V. Health and Wellness Council**

- Mr. Christopher Gaines provided a presentation reflecting the significant contributions and efforts of the Health and Wellness Council to the NIH Community. His presentation included a brief history, their Mission, and an overview of the Council. The Council feels wellness is a holistic process for the entire NIH community. Mr. Gaines appreciates the successful collaboration between the Health and Wellness Council and the Board.
- A brief demonstration of the Wellness@NIH website was also provided.

- Ms. Cimino inquired about a strategic plan for communication regarding collaboration between the Council and the Board.
- Dr. Aksyuk questioned the status of Fellows on the Council. Mr. Gaines would appreciate a FELCOM contact. Dr. Aksyuk will take the inquiry back to FELCOM.
- Ms. Reuss initiated a discussion regarding the use of “Duty Time” for exercise. Mr. Gaines stated the Council is researching how other agencies initiated programs and policies of paid exercise time. He referenced the Department of Defense (DoD) and non-DoD agencies, such as the Department of Agriculture.

## **VI. Dependent Care Committee-Report**

- Ms. Williams and Ms. Chen provided a presentation regarding the activities of the Committee. The Child Care Board Charter is to take on concerns related to children and families. The goal is to identify the needs of the NIH community and the gaps in services. This is a complex issue due to the growing “Sandwich Generation”- employees caring for children and adults. There is an abundance of resources regarding dependent care throughout NIH, but it is difficult to find and that issue requires solutions.
- The Committee has implemented several initiatives to gain a better understanding of the issue and gather data for the Board to be able to make a recommendation to NIH Leadership.
  - Collaborating with Human Resources to have Adult Dependent and Elder Care resources available on their website
  - Created a partnership with the Health and Wellness Council
  - Requested Employee Assistance Program (EAP) become involved.
  - Offered webinars on Adult Dependent/Elder Care topics.
  - Held an Adult Dependent/Elder Care Resource fair. This was very successful and provided resources to 200 participants. A Dependent Care Specialist was available, and 20 individuals were provided private 20 minute sessions to address personal Dependent/Elder Care questions. Some of those questions were shared with the Board. The Committee feels there is a need for assistance in this area. Ms. Reuss had given the committee an idea to conduct a consensogram. Participants enjoyed joining in this information gathering process.
- The Committee requires Board input on how to move forward.
- Dr. Schully likes the actions the committee has taken so far. The thought of an Adult Day Care Center was raised.
- Dr. Wyatt raised the idea of NIH’s Master Plan. There is a large fitness center and three child care centers, but this would be the first talk of an adult care center. Ms. Lewis mentioned community care centers as an option. Ms. Reuss added that the Child Care Waitlist shows a greater need for child care facilities on Campus. Ms. Rogers mentioned a combination adult/child care center. Ms. Savarese informed the Board that on a recent liaison trip to North Carolina to NIEHS, there was an outreach event in which 95% of the attendees sought information regarding dependent care.

- An idea was shared about starting an informal Dependent Care Support Group.
- The question still remains for the Board, as to where Adult Dependent/Elder Care should go. Ms. Reuss feels the Board should make recommendations of where it should be housed but, it is not within the Board's purview. The Board could remain involved, but not lead it. Dr. Schully reminded the Board of the comments Ms. Barrows made regarding resources. Ms. Coelho provided a brief explanation of resources needed for adult care. Ms. Cimino added if resources went toward Dependent Care programs. Child Care could lose resources.
- Employee Assistance Program is available to assist with these issues.
- Ms. Lee thanked the committee for the steps they have taken thus far and invited anyone interested in joining the Committee to let her know. If anyone is aware of any other resources within the NIH community or local vicinity please let the Committee or Ms. Lee know.

#### **VII. Announcements and Adjourn-**

- Ms. Lee took a trip to NIEHS in North Carolina to conduct an Outreach event and there is a great need for Dependent Care resources.
- Ms. Lee has several Outreach events scheduled
  - November 5 -Bayview for NIDA and NIA
  - November 19- NCI Shady Grove
  - November 20- Presentation for Administrative Office at the Clinical Center
  - November 20- Office of Human Resources Open Season EventThese events provide additional opportunities to do further surveys.
- Ms. Lee also announced the recent move of the Amenities Branch of DATS to the Main NIH Campus and is now in Building 31.
- Ms. Lee invited the new Board members to take a tour the three NIH Child Care Centers. Please contact her if interested.

The meeting was adjourned at 11:55.

**The next Board meeting will be December 11, 2014 in Bldg. 35**