

**NIH Child Care Board Meeting Minutes**  
**October 27, 2016**  
**Building 45, Room D**

**Members and Liaisons in Attendance:** Andrew Bremer, Deborah Coelho, Eric Cole, Theresa Cruz, Chao Jiang, Olivia Kent, Reaya Reuss, Suzanne Ryan, Erin Williams, Sarah Williams, Kate Winseck, Christine Moretto Wishnoff, Richard Wyatt, Heather Rogers, Sheri Schully, Eva Chen, Kristin Dupre, Ivan Locke, Susan Cook, Tonya Lee, Linda Owen, **Parents of Preschoolers:** Jacco de Zwart

**Guests:** Jennifer Guimond, NICHD, Stephanie Hixson, ORF, Jane Jacobs, NCI, Heather Narver, NINDS, Mary Ellen Savarese, ORS

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

**II. Updates:**

- **Approval of Minutes from September 2016** – Chair Reuss asked for approval of the minutes from the September meeting. A motion was made by Ms. Christine Moretto Wishnoff, seconded by Ms. Sarah Williams, and approved by all.
- **Aging and Adult Dependent Care Committee Charter** - Ms. Jane Jacobs reported that a draft of the Aging and Adult Dependent Care Committee (AADCC) Charter was forwarded on September 29 to ORS leadership for review and revision. The AADCC is intended to be a forum and would advise the ORS Director on aging and adult care issues where the workforce needs support. The draft Committee charter needs to be approved by leadership; the hope is that the charter will be finalized by December and members for the committee will be sought in January 2017. Ms. Jacobs stated that the Health and Wellness Council would identify a member to act as liaison to the AADCC. Further discussion of the role of CCB liaisons was tabled.
- **Work Plan 2016-2017 – Vote Results** – Chair Reuss reported that the 2016-2017 Work Plan was revised to include the following action items under the Northwest Child Care Center committee:
  - Assist and advise ORS on programmatic policies and procedures that arise during the activation of the new NWCCC;
  - Plan a ribbon cutting ceremony to celebrate the opening of the NWCCC

The revised 2016-2017 Work Plan was approved by a unanimous vote.

- **Resource and Referral Services** – Tonya Lee recapped the five Resource and Referral Services offered: Child, Adult/Elder Care, Financial, Legal, and Identity Theft, and provided utilization rates of the services for the period of April through September 2016.

Dr. Wyatt inquired as to whom is using the services; of federal employees, fellows and contractors, employees are the largest group. The services are being advertised via the Child and Family Programs website, the Parenting Listserv, via Lunch & Learn webinars, and through outreach events. Dr. Wyatt advocated finding additional methods for getting the word out about the services. A discussion followed regarding other modes of communicating, including a “NIH Cares” digital app suggested by Mr. Cole, print materials provided to administrative officers and first line supervisors, and adding the Child and Family Programs website link to the intranet.

- **ORSAC Presentation** – Chair Reuss reported on the presentation of Child Care Board priorities made to the Office of Research Services Advisory Council in early October. Ms. Reuss thought the presentation was well received, that members of the ORSAC expressed interest in and support of the Board’s efforts. On behalf of ORS and DATS, Ms. Susan Cook thanked Chair Reuss for her efforts.

### **III. Northwest Child Care Center (NWCCC):**

- **Construction Update** – Ms. Stephanie Hixson reported that construction is proceeding and a May 2017 date of occupancy is still anticipated.
  - The Maryland Department of the Environment (MDE) permit was received allowing for construction of the parking lot to proceed.
  - The remaining storm water management structures are being installed prior to cold weather, including the storm water management structure that runs under the playground.
  - Exterior framing, stone and brick work, and roofing are in progress and critical to closing in the building prior to cold weather, tracking for mid-December.
  - Interior framing and utility rough-in and equipment installation expected to be completed in early November.
  - There have been two recent re-designs, one of the fire lane and the other concerning the outside doors of the classrooms.
    - Fire Lane: The bollards were removed from design; instead a steel gate will be installed at the corner of the roads, allowing emergency vehicles to drive into and back out of the fire lane. Porous pavement will be installed.
    - Exterior Doors: The exterior classroom doors are very heavy, yet need to be functional for the population being served by the building. Ms. Hixson reported that conversations continue with the Division of Physical Security Management, and she will provide an update at the next Child Care Board meeting.
  - The tunnel construction to connect the NWCCC with NIH facility services expected to be completed in early November; utility connection testing will occur throughout November.
  - Ms. Hixson expects the building to be completed by the end of March 2017; then the commissioning process will commence.

- **Construction Site Tours** – The tours of the NWCCC conducted on October 18, 2017 for Child Care Board members and others were well received. Dr. Wyatt expressed thanks to those who organized and facilitated the tours. The next tours will be scheduled in December 2016 or January 2017, when the structure is closed-in.
- **Provider Selection** – Mr. Eric Cole reported that representatives from relevant stakeholders, i.e., the Child Care Board, Clinical Center, NICHD, and ORS, met with Child and Family Program staff to discuss their review of three possible provider proposals for the NWCCC. All participants had read the proposals and focused their discussion on strengths and weaknesses of each proposal. Some important points for consideration were parent involvement, integration with the NIH community, and value for services reflected in fees and tuition. The group made a unanimous recommendation to Ms. Tonya Lee that she proceed with negotiations for operation of the NWCCC with the selected organization. Ms. Lee will forward that organization to ORS leadership, and, if approved, will begin discussions and negotiation in November. Ms. Mary Ellen Savarese added that the approved Use Agreement will be used as a template with all of the NIH child care centers.
- **Waitlist** – Ms. Christine Wishnoff reported that the Waitlist and Strategic Planning Committees reviewed and submitted recommendations to ORS concerning the notification of the NWCCC waitlist. (There are currently 926 children on the NIH Waitlist.) The notification for the children on the current NIH Waitlist will be sent on November 5-6. The NIH community will be notified via a *Record* article on December 2, followed by a global announcement on December 5. Chair Reuss suggested that a notice be posted on the Parenting Listserv as well. The Waitlist and Strategic Planning Committees will assist with the article and global, as needed.

#### IV. **Strategic Planning/Marketing and Outreach Committee:**

Committee Co-Chair, Ms. Sarah Williams reported that the committee met on October 21 to welcome new members. The co-chairs gave a brief summary of the committee's development and a review of the committee's actions to date.

- In 2012, the Child Care Board developed and conducted an awareness study with the Office of Human Resources (OHR) to assess the NIH community's knowledge about the variety of services that support work life.
- This Life@NIH Survey produced three main findings:
  - No one knows about the services;
  - Supervisors thought they had not received adequate training to discuss the services; and
  - Adult/elder care is/will be an increasingly important issue to the workforce.
- Marketing and Awareness Subcommittee: This committee was developed as a result of that study to address two of the findings – Awareness, and Supervisors' Knowledge Worklife Resources. Comments from this committee were used in assisting ORS and OHR to develop the Work/Life @ NIH Supervisors training, which has been a great success.
- Medical Arts Collaboration: Last year this committee requested funds from ORS to work with Medical Arts to address the name change of the NIH Child Care Programs to NIH Child and Family Programs, and the inclusion of the Adult/Elder

Care focus and its services. The committee has successfully completed the visioning and branding phase and Medical Arts is in the process of developing the NIH Child and Family Programs posters to be placed in the NIH Director's Bulletin Board cases.

- A total of 36 posters, including a QR code, will be ready by late November/early December; there will be enough posters to distribute to Rocky Mountain Labs, Baltimore, North Carolina, Shady Grove, and Rockledge.
  - The posters will then be repurposed with clear pocket sleeves and cardstock inserts for convenient take-aways for interested employees.
- Tonya Lee is seeking interested Board members to assist her with editing testimonial videotapes that were taken of NIH employees who have used the Child and Family Program services; the videos need to be edited to create vignettes.
- The idea of creating a 508-compliant brochure as a ready referral tool for Administrative Officers was broached again, acknowledging that it will take resources to develop such a brochure. Mr. Eric Cole suggested that resources would be better used developing a digital application.
- Ms. Kate Winseck suggested using existing resources, such as intranet links on IC websites to promote the services.
- In addition, it was suggested that an editorial calendar for outreach events be developed.
- Vice-chair Coelho solicited suggestions from members regarding to whom presentations could be made.

## **V. Benchmark Study Discussion**

Chair Reaya Reuss asked each Committee to review the Benchmark Study with the intent of answering the following questions and being prepared to report to the Board at the December 2016 meeting:

- What is the Committee's take-away message to be communicated?
- Is it achievable?
- What audience(s) should hear it?

Suggested groups to reach out to include the Management Analysis Working Group (MAWG); the Deputy EEO's group; and Safety Officers. A presentation to the Women in Biomedical Careers working group is scheduled for November 17. Chair Reuss encouraged Board members to continue to brainstorm possibilities.

## **VI. Announcements and Adjourn**

- Ms. Tonya Lee reported the following usage numbers for the Lunch and Learn Webinars:
  - i. Why Won't They Sleep?: 105 attended; 210 registered;
  - ii. Student Loans 101: 102 attended; 227 registered;
  - iii. Asset Protection and Estate Planning: 235 attended; 501 registered.
- Vice-chair Cruz wondered how the topics for the webinar series are decided upon. Ms. Lee responded that they are gathered from the NIH Parenting Coach, the Wellness Fairs, the Parenting Listserv, and feedback from surveys.

- Ms. Susan Cook announced that Mr. Russell Mason has been named the Chief of the Amenities Program Branch.

The meeting was adjourned at 11:35 a.m.

**The next Board meeting will be held on December 8, 2016**