

**NIH Child Care Board Meeting Minutes**  
**April 14, 2016**  
**Building 31, Room 6**

**Members in Attendance:** Andrew Bremer, Deborah Coelho, Eric Cole, Theresa Cruz, Chao Jiang, Sybil Philip, Reaya Reuss, Suzanne Ryan, Sheri Schully, Christine Moretto Wishnoff, Richard Wyatt, Heather Rogers, Kimberly LeBlanc, Kristin Dupre, Tonya Lee, Ivan Locke, Mary Ellen Savarese

**Center Liaisons Attending: POPI:** Jacco de Zwart, **ECDC:** Anne Schmitz, Barbara Acquaviva

**Guests:** Alfred Johnson, ORS Director, Susan Cook, DATS Director, Stephanie Hixson, ORF, Chris Gaines, DATS, Shuntrice Holloman, DATS, Jane Jacobs, NCI, Beth Chandler, OHR/WRS, Kristie Hill, NCI, Stephanie Hixson, ORF, Jane Jacobs, NCI, Chris Gaines and Shuntrice Holloman, Christo Andonyadis, NCI, Jennifer Guimond, NICHD, Tina Chung, FIC

**Presenters:** Eric Moore, Lan Tran and Andres Riedy, FocalPoint Consulting Group

**Members Absent:** Erin Williams, Sarah Williams

**I. Welcome and Introduction of Board Members and Attendees -**

Chair Schully called the meeting to order and welcomed everyone.

**II. 2015 WorkLife Benchmark Study Presentation-**

Ms. Savarese gave a brief summary of the purpose of the study and thanked Dr. Johnson for providing the funds for the study. Ms. Mary Ellen Savarese introduce Mr. Eric Moore, Ms. Lan Tran, and Ms. Andres Riedy from FocalPoint who conducted the study.

Mr. Moore and Ms. Andrea Riedy provided a PowerPoint (see attached) highlighting the study methodology, results, key conclusions and recommendations, and an executive summary.

The Board discussed the implications of the study and stakeholders in which to share the study and findings.

**III. Approval of Minutes from March 2016 –** Vice-chair Reuss asked for approval of the minutes from the March 3, 2016 meeting. A motion was made, seconded and approved.

**IV. Chair Updates:**

- **NIH Working Group on Women in Biomedical Careers-** Chair Schully reported Ms. Sarah Williams attended the last meeting and there were no updates to report.

- **Strategic Planning Committee –**

Mr. Eric Cole gave a brief presentation on the Brand Visioning Session on March 17, 2016 conducted by Medical Arts. Mr. Cole stated the committee would present concepts for the Board to vote on at the May Board meeting.

- **Membership Committee –**

Ms. Sybil Philip reported the members of the committee are Ms. Deborah Coelho, Dr. Suzanne Ryan, Ms. Heather Rogers, Dr. Theresa Cruz, Ms. Christine Moretto Wishnoff, and Dr. Sheri Schully. The global for applications was sent out on April 6 with a deadline of June 3. The committee will interview applicants in June. There are currently 2 possible openings with 3 Board members who have the option of continuing on for another 3 year-term. The committee has received interest/inquiries from 21 individuals and several attended the meeting. Interest from ICs so far are: NEI, NLM, NCI, NIAID, NIA, NIEHS, CC, NHLBI, NIDA, and FIC.

- **Northwest Child Care Center-**

Ms. Stephanie Hixson provided the updated schedule on the project. There are several critical milestones that will occur in the next month. Completion of the project is early spring.

- **Dates for the 2016-2017 Board Year**

A list of dates for the 2016-2017 Board Year was presented to the Board. Members were asked to look at their calendars and determine if there are any issues or other NIH events that would conflict with the meeting dates. The Board will vote on the dates at the May meeting.

**V. Subsidy Committee –**

Ms. Sybil Philip gave an overview of the goals of the year, accomplishments, utilization data and the committee's recommendation to the Board.

**Goal 1: Review and update current marketing materials to include Title 42 employees**

The committee updated the program flyer and website with new language.

**Goal 2: Explore the meaning of “lower income”**

The program addresses, “lower income” by offering subsidies in percentages based on the Total Adjusted Household Income (TAHI). In 2015, 84% of the participants had a TAHI of \$65,000 or less and were receiving 50% or higher in tuition reimbursement. With 32% of GS levels higher than a GS 9, the committee felt using the words “lower income” was misleading. Reference to the GS level participation was included on the revised flyer.

**Goal 3: Request data from OHR to identify eligible population and evaluate participation**

The committee is currently analyzing the GS data from OHR. As of December 26, 2015, there were 19,036 Federal Employees and 3,960 Title 42 Employees who, based

on individual salary, may be eligible to apply for the child care subsidy program. There are currently 7 ICs with no participation.

**Goal 4: Collaborate with the Strategic Planning Committee to mainstream marketing efforts**

Committee member attended the Strategic Planning Committee meetings.

**Goal 5: Collaborate with the Legislative Committee to assess the possibilities of having a child care subsidy available to Fellows**

Committee member attended the Legislative Committee meetings.

**Recommendations:**

- Continue efforts in marketing to increase awareness of this important program
- Support Legislative committee in pursuing avenues for Fellows to access a Subsidy program
- Request ORS monitor program usage and prepare possible funding options in the event participation reaches maximum funding.

**VI. Review 2015-2016 Work Plan for Annual Report recommendation –**

Chair Schully reviewed the action items on the work plan and gave an update on the progress of each section. Chair Schully pointed out the Benchmark study will be a section in the Annual Report and may impact the Board's recommendations.

**VII. Announcements and Adjourn-**

Dr. Sheri Schully reported the Save the Date for the ORWH 25th Anniversary Conference: Evidence-Based Innovations to Support Women in Biomedical Research Careers (6/6/16, 8am - 5pm)

Ms. Tonya Lee reported the Adult Care Support listserv has been initiated by DATS and will be released next week.

Ms. Lee also reported the new contract for legal and financial resource and referral services was awarded and the service will be launched in June.

Ms. Lee gave a preview of the new Child and Family Programs website.

The meeting was adjourned at 12:00.

**The next Board meeting will be May 26, 2016**