

NIH Child Care Board Meeting Minutes
May 30, 2013
Building 31, Room 10

Members in Attendance: Andria Cimino, Julie Berko, Rosalind King, Zhiyong Lu, Catherine Meyerle, Sybil Philip, Brian Rabin, Heather Rogers, Sheri Schully, Tim Tosten, Keren Witkin, Wendy Knosp, Anastasia Aksyuk, Mary Ellen Savarese, Tonya Lee, Julie Haffner

Center Liaisons Attending: Childkind: Karen Bok **POPI:** Christina Segura

Members Absent: Catharine Bosio, Jason Levine, Christine Moretto Wishnoff

Guests: Susan Cook, ORS, Division of Amenities and Transportation Services, Director
Linda Kiefer, ORS, Division of Amenities and Transportation Services
Torry Thompson, OD, Human Resources, Employee Relations
Deborah Coelho, OD, Human Resources, Lead HR Specialist

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

Chair Rabin welcomed Board Members, Liaisons, Guests, and the two (2) new FELCOM representatives: Dr. Wendy Knosp and Dr. Anastasia Aksyuk. Chair Rabin asked each individual to introduce him/herself.

II. Approve April Minutes – Mr. Brian Rabin

Chair Rabin called for a vote to approve the minutes from the April 18, 2013 meeting. Minutes were approved.

III. Chair's Report and Updates – Mr. Brian Rabin and Dr. Sheri Schully

• **Life@NIH Presentation comments**

Chair Rabin thanked the Committee for their efforts at developing the Life@ NIH survey and presentation for NIH senior leadership. The comments from the board noted several key points brought up during the discussion segment of the presentation. Topics included:

- Work/Life Resource website- Julie Berko and Brian Rabin
- Exit interviews for employees leaving NIH- Julie Berko
- Separation of Dependent Care- Sheri Schully and Heather Rogers
- Dependent care at other federal agencies- Andria Cimino
- Life@NIH Presentation for the EO's- Tim Tosten
- Use of current services being utilized survey - Andria Cimino and Mary Ellen Savarese

• **Membership Committee- Dr. Catherine Meyerle and Ms. Heather Rogers**

The deadline to submit application is tomorrow, June 1, 2013. Currently, we have six applicants. The Committee is beginning to arrange interviews and solicited from the Board input for questions that should be added to the interview process.

• **Recognitions- Ms. Mary Ellen Savarese and Ms. Tonya Lee**

Ms. Mary Ellen Savarese presented Ms. Heather Rogers an award for her six years of service to the Board. She also presented the Life@NIH Committee a token of appreciation for their hard work and commitment to project. Ms. Tonya Lee presented a certificate to Board members who have had Perfect Attendance; which is a reflection on their dedication to the Board.

• **Northwest Child Care Center – Ms. Mary Ellen Savarese**

Ms. Mary Ellen Savarese reported the status of the Northwest Child Care Center. The

project is currently in revision for security requirements. This will delay the estimated opening date. This revision may affect the cost of the project, but she re-assured the Board that the project will be completed. Mr. Brian Rabin commented that the Board will need to consider a ground Breaking Planning Committee.

- **Annual Report- Mr. Brian Rabin**

The annual report will be compiled over the summer. An Annual Report Committee meeting will need to be scheduled. Mr. Brian Rabin solicited topics to be covered in the report. Suggested topics include:

- Back-up care usefulness
- Subsidy Program
- NWCCC progress dates
- Waitlist changes and impacts
- Resources Available
- Cost of the NIH Child Care Program in a time of declining resources
- Data on program usage
- Document support received from NIH leadership

- **Board Work Plan –Draft/Final 2013-2014 -Mr. Brian Rabin**

Chair Rabin asked the Board to review the Draft Board 2013-2014 Work Plan in their packet. Chair Rabin asked the Board if there were any changes needed to the Work Plan. Comments were made to add Dependent Care, determine child care usage, and exit interviews. Mr. Rabin made a motion to request the NIH Child Care staff to provide information about program usage; including the Back-up Care and Subsidy programs. The 2013-2014 Child Care Board Draft Work Plan was approved.

IV. Announcements and Adjourn

Ms. Tonya Lee made the following announcements:

- The Annual NIH Child Care Staff Professional Day was a great success. There were over 100 participants.
- The Summer Camp webpage has received a great deal of activity but the feedback is that families prefer a printed copy.
- The NIH Parent Coach program was launched May 7, 2013, and has received a great deal of positive feedback. Parents seem to like the 24 hour availability of service.

The meeting was adjourned at 11:50 am.

The next Board meeting will be September 12, 2013.