

NIH Child Care Board Meeting Minutes
September 12, 2013
Building 31, Room 10

Members in Attendance: Julie Berko, Brian Rabin, Jason Levine, Christine Moretto Wishnoff, Zhiyong Lu, Sybil Philip, Heather Rogers, Sheri Schully, Reaya Reuss, Erin Williams, Wendy Knosp, Anastasia Aksyuk, Stephanie Hixson, Lynn Adams, Eva Chen, Edward Kang, Mary Ellen Savarese, Tonya Lee, Julie Haffner

Center Liaisons Attending: Childkind: Karen Bok **POPI:** Christina Segura, Jen Villani **ECDC:** Anne Schmitz, Barbara Acquaviva, Andrea Brush

Members Absent: Andria Cimino, Tim Tosten, Rosalind King

Guests:

Alfred Johnson, Office of Research Services (ORS), Director
Susan Cook, ORS, Division of Amenities and Transportation Services (DATS), Director
Victoria Gudeman, ORS, Employee Assistance Program, Intern

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

Chair Rabin welcomed Dr. Alfred Johnson, Board Members, Liaisons, and Guests. The meeting was commenced with an icebreaking activity, giving attendees an opportunity to share something unique, as they introduced themselves.

II. Welcome from ORS Director- Susan Cook

Dr. Alfred Johnson, Director of ORS, was officially introduced by Susan Cook. Dr. Johnson thanked Ms. Cook and the Board for inviting him to the meeting. He requested the Board watch a brief video presentation about preparing for retirement and how NIH helps employees through the transition. At the conclusion of the video, Dr. Johnson discussed the impact the NIH Child Care Program has on the work accomplished at NIH. He went on to thank the Board for the Life@NIH Survey and is looking forward to the presentation at the Executive Officer's (EO's) meeting. Dr. Johnson also informed the Board of the decision ORS Advisory Committee made regarding continued financial support and no budget cut to the NIH Child Care Program budget for FY 2014. However, he did state this may not be the final outcome. He is impressed with the Board and the NIH Child Care team's efforts on communicating everything we do to the NIH community. He discussed interest in finding out how the NIH Back-up Care Program is helping the NIH community. He then gave a status update of the Northwest Child Care Center. Dr. Johnson reassured the Board that safety and security is the priority for our children. The NWCCC will meet all federal safety requirements. He closed by thanking everyone for all the work they have done to make the NIH Child Care Program so successful.

Chair Rabin thanked Dr. Johnson for his presentation and presence at the Board meeting.

III. Approve May Minutes – Mr. Brian Rabin

Chair Rabin called for a vote to approve the minutes from the May 30, 2013 meeting. Minutes were approved.

- Ms. Phillip gave a summary of the LIFE@NIH Survey Committee standings. They are taking the recommendations of Colleen Barrows and will present to the Executive Officer's, hopefully at the November 2013 meeting. They are also looking at other recommendations to improve the methods in which information is provided to the NIH community about work/life issues.
Another task of the committee is to review and analyze the nearly 1000 comments.
- Ms. Berko discussed changes to the OHR website for work/life related topics and informed the Board of OHR's plans for advertising additional resources.
- Ms. Lee provided information about the changes to the Subsidy Program. The NIH Child Care Program researched funding options to assist the NIH federal employee workforce. In July, the program increased the household income cap to \$75,000.00 and the percentages of assistance each family could receive. Participants of the program have been notified of the changes. Some of the comments from participants are added to the Board packets. Ms. Lee thanked Dr. Johnson for approving the changes.
- Dr. Schully introduced the Annual Report to the Board and informed the members of their efforts to create an Executive Summary. Comments can be sent to Ms. Lee. The report is evidence of the work the Board has accomplished. Ms. Lee informed the Board that the reason for the length (28 pages) is due to some projects which were carried over the last two years. A request to provide other members of the Board with a copy of the report was made. Ms. Lee asked anyone interested in receiving a copy to email a request to her.
- Mr. Rabin asked the Board to review and adopt the 2013-2014 Work Plan. Dr. Schully emphasized the timeline in which each committee would need to convene in order to address the assigned task.
 - Back-up care needs to meet by October, because information is needed for the December meeting.
 - Communications also needs to meet by October
 - NWCCC needs to meet in order to plan a ground-breaking ceremony in the November/December timeframe.
 - Waitlist Committee can wait to meet until February/March, which will provide time to decipher any effect of the recently implemented changes.
 - Dependent care issues should be brought forward in 2014.

V. **Board Orientation- Tonya Lee**

Ms. Lee provided an NIH Child Care Board Orientation. The orientation is to emphasize the importance of the Board and the serious work it accomplishes. Ms. Lee spoke of the NIH Child Care Board Charter, their strategic plan, and called for committee volunteers from the Board members.

VI. **NIH Child Care Board Committees 2013-2014: (Chair*)**

- **Strategic Planning/Marketing to the NIH community:**
Sheri Schully*, Julie Berko, Tim Tosten, Zhiyong Lu, Andria Cimino, Stephanie Hixson, Reaya Reuss, Rosalind King, Sybil Philip
- **Subsidy Program:**
Brian Rabin*, Andria Cimino, Sybil Philip
- **Back-up Care Pilot: Evaluation of Pilot:**

Zhiyong Lu*, Brian Rabin, Sybil Philip, Jennifer Villani, Heather Rogers, Anastasia Aksyuk

- **Waiting List:**
Rosalind King, Zhiyong Lu, Jason Levine, Christine Wishnoff Moretto, Jennifer Villani, Karen Bok, Heather Rogers, Wendy Knosp, Anastasia Aksyuk
- **Dependent Care:**
Brian Rabin, Erin Williams, Eva Chen, Heather Rogers, Reaya Reuss
- **Workforce Planning Issues: (Survey and Literature Review)**
Rosalind King*, Sheri Schully, Sybil Phillips, Andria Cimino, Jason Levine
- **Trible Amendment:**
Julie Berko, Tim Tosten, Jason Levine, Heather Rogers, Reaya Reuss
- **Membership:**
Andrea Cimino, Julie Berko, Brian Rabin
- **Communication:**
Heather Rogers, Christine Wishnoff Moretto, Andrea Brush
- **Survey (Life@NIH):**
Sybil Philip*, Andria Cimino*, Rosalind King, Sheri Schully, Julie Berko, Brian Rabin
- **Northwest Child Care Center:**
Erin Williams, Heather Rogers, Zhiyong Lu, Jen Villani, Christine Wishnoff, Reaya Reuss, Stephanie Hixson, Brian Rabin

VI. Additionally, Ms. Lee provided the members with a brief 20 year history of the NIH Child Care Board. She presented a definition of the role of a Board Member, Board Liaison, and other interested individuals. Ms. Lee emphasized that Board members can only be federal employees, but the meetings are open to all. She described how the NIH Child Care Board advises the NIH Director on any initiative which would offer support to the NIH community; stating the NIH Back-up Care Program is a prime example of those efforts. She provided an explanation of what the Board would like from each member. The Board needs all members to participate actively, volunteer on committees and other events, be knowledgeable about the NIH community needs and the goals and mission of the Board, invite others- by always looking for future members, and most importantly be willing to think and dream about the future. Ms. Lee asked everyone to consider any conflicts of interest and to sign the Ethics Waiver in the packet, if applicable. The orientation was concluded by Ms. Lee asking the Board to advocates to the NIH community.

VII. Announcements and Adjourn

Ms. Tonya Lee reviewed the updated NIH Child Care Program website. She also discussed the success of the NIH Parenting Coach and informed the Board she has several quotes from people who have utilized the service. The response is positive; we hope it remains a service we can continue to offer the NIH community.

Ms. Haffner announced upcoming events which will be offered to the NIH workforce. The first event will be an outreach program in Building 31; September 17, 2013 from 11:30 -1:30, in front of the cafeteria. The emphasis will be Back to School Resources: Meet the NIH Parent Coach. The second event is a Lunch and Learn Webinar: Searching For and Selecting a Great Nanny on September 26, 2013 from 1200- 1:00.

Ms. Lee asked anyone interested in a NIH Child Care Center tour to contact her.

The meeting was adjourned at 11:50 am.

The next Board meeting will be October 24, 2013.