

NIH Child Care Board Meeting Minutes

September 22, 2016

Building 1, Wilson Hall

Members and Liaisons in Attendance: Andrew Bremer, Theresa Cruz, Chao Jiang, Olivia Kent, Reaya Reuss, Suzanne Ryan, Sarah Williams, Kate Winseck, Christine Moretto Wishnoff, Heather Rogers, Kristin Dupre, Kimberly Leblanc, Ivan Locke, Susan Cook, Tonya Lee, Linda Owen, **ChildKind:** Jaydah Wilson, **Parents of Preschoolers:** Jacco de Zwart, Christina Segura, Jennifer Rooms, **Executive Child Development Center:** Anne Schmitz, Barbara Acquaviva

Guests: Chris Gaines, DATS, Kristie Hill, NCI, Shuntrice Holloman, DATS, Jane Jacobs, NCI, Heather Narver, NINDS, Timothy Tosten, ORS/PES, Judith Walters, OIR

Voting Members Absent: Deborah Coelho, Eric Cole, Richard Wyatt, Erin Williams

I. Welcome and Introduction of Board Members and Attendees -

Vice-chair Cruz called the meeting to order and welcomed everyone. On behalf of the Membership Committee, new Voting Members Ms. Olivia Kent and Ms. Kate Winseck were welcomed and each gave a brief introduction of herself and her interest in joining the Board. Tonya Lee introduced new Program Specialist for Child and Family Programs, Linda Owen. Vice-chair Cruz reported on the approved leadership slate for the 2016-2017 Board: Ms. Reaya Reuss as Chair, and Ms. Deborah Coelho and Dr. Theresa Cruz as co-Vice-chairs.

II. NIH Child Care Program Overview – Tonya Lee presented an Overview of NIH Child and Family Programs, noting the new name for the program. The NIH Child Care Centers include ChildKind (33 spaces for children 6 weeks to 36 months; on campus), ECDC (256 spaces for children 6 weeks to 13 years; off campus); and POPI (144 spaces for children 6 weeks to 6 years; on campus), totaling 433 spaces. The Northwest Child Care Center (170 spaces for children 6 weeks to 6 years; on campus) is currently under construction and will open Spring/Summer 2017; its opening will accommodate 15% of children currently on the waitlist.

The contracts in the Child and Family Programs include:

- Childcare Subsidy – childcare tuition assistance to eligible NIH federal employees with a total adjusted household income less than \$75,000; currently 67% of employees receiving subsidies are GS 9 or lower and 33% are GS 10 and above; available nationwide.
- Waitlist/Resource & Referral Services/Family Education –
 - Currently 946 on waitlist;
 - Child Care: Free child care resource and referral services available nationwide;
 - Adult Dependent Care: Free adult dependent care resource and referral services available nationwide for individuals in a caregiving role (for adult children with special needs or adults/elders);

- Legal, Financial & Identity Theft: Free consultation services available nationwide;
- Family Education: Contractor is offering webinars between now and December. Additional services: Lunch & Learn seminars; Summer Camp and Care information; NIH Parenting Coach; Caregiver support (through partnership with EAP); Onsite Information Tables; and Listservs (Parenting and Adult Care Support).
- Back-Up Care – Short-term tool; registration is free; services available nationwide.

The webpage for the Child Care Board is housed on the Child and Family Programs website, and includes information, meeting minutes, calendar of meetings, etc.

Vice-chair Cruz asked about the usage of the Legal and Financial Resource and Referral services. Tonya did not have exact numbers, but reported that the quarterly report will be shared at the October Board meeting. She also confirmed that the financial consultants are all fiduciaries and considered experts in their field.

III. Board Orientation – Tonya Lee thanked the Board Members for serving on the NIH Child Care Board, which has a 25+ year history of researching, assessing, evaluating, and promoting programs and resources to assist the NIH community with work life issues. Board members were directed to their handouts, including the NIH Child Care Board Charter, Position Descriptions, Conflict of Interest Waiver, and the Board Work Plan.

The Mission of the Child Care Board is to promote affordable, accessible, and quality child care and related services for the NIH community. The Board advises the NIH Director regarding child care programs and issues in support of the NIH mission.

Roles and responsibilities of Board members and Board liaisons were reviewed. All were encouraged to attend meetings, be prepared, actively participate, be knowledgeable, and volunteer on committees. Anyone can join and serve on a Board committee, not just voting members.

Members were reminded: (1) Board membership is limited to Federal employees and the activity is considered part of their official duty; (2) Board members may not speak on behalf of the Child Care Board unless asked to do so by the Board; (3) an ethics waiver form is needed if a Voting member is eligible to apply for the NIH Child Care Subsidy Program; and (4) the Board does not have oversight of the child care centers, but instead advises ORS on policy and procedure related to the centers. Each center is a private, non-profit corporation that operates in NIH space under terms of a Use Agreement that permits use of space and imposes certain obligations on the centers.

A brief discussion followed clarifying the number of people needed for and the work load of each Board Committee.

IV. Updates:

- **Approval of Minutes from May 2016**

Vice-chair Cruz asked for approval of the minutes from the May meeting. A motion was made by Dr. Suzanne Ryan, seconded by Dr. Andrew Bremer, and approved by all.

- **Annual Report - Final**

The 2015-2016 Annual Report was submitted to Dr. Collins at the end of August. Dr. Collins responded with thanks for the hard work evident in the report – (the email was read aloud). Committee members were Dr. Sheri Schully, Ms. Reaya Reuss, Dr. Andrew Bremer, Ms. Christine Moretto Wishnoff, and Ms. Mary Ellen Savarese.

- **Dependent Care Committee**

Ms. Jane Jacobs reported on the success of the Safety, Health and Wellness Day in June, (approximately 150 people participated). Also reported that there are 317 members of the Adult Care listserv, which provides peer-to-peer support.

The Aging and Adult Dependent Care Committee of the Board had previously made three recommendations:

Recommendation #1- Identify in ORS a dedicated resource independent of the child care programs to provide focused attention on aging, adult dependent and elder care programs.

Recommendation #2- Establish an ongoing trans-NIH Aging and Dependent/Elder Care Committee, independent of the Child Care Board.

Recommendation #3- Expand existing aging, adult and elder care resources to meet needs identified by the NIH community.

The proposed charter for the Aging and Adult Dependent Care Committee (AADCC) was distributed and Board members are asked to review it. The committee 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. The Child Care Board will have a liaison to the AADCC.

- **Northwest Child Care Center (NWCCC)**

Stephanie Hixson provided a report on the construction that was delivered by Ms. Tonya Lee. (Ms. Hixson was absent from the meeting because she was providing a tour of facilities to the ORS Advisory Council (ORSAC) members.) Ms. Lee reported that a Spring 2017 date for occupancy is planned. The MDE permit was granted. Construction is moving at a good pace, with roofing, utilities, and plumbing ongoing. There have been two recent re-designs, one of the fire lane and the other concerning the outside classrooms doors. The tunnel to connect the NWCCC with NIH facility services is a separate project that is also ongoing. The brick color was decided upon and is similar to the brick on the Clinical Center. Finally, tours of the new center for Board members will be conducted by Ms. Hixson and Mary Ellen Savarese in the weeks before the October Board meeting.

V. Welcome from Mr. Timothy J. Tosten, acting ORS Director

Chair Reaya Reuss welcomed Mr. Tosten, who arrived at the meeting following a tour that allowed ORSAC members to see and hear about the current status of many of the structures on campus where ORS programs are housed. He introduced himself, explaining that he is a former Child Care Board member. He looks forward to the Board partnering with ORS on projects that are informed by the Benchmark Study. He hopes Ms. Reuss's upcoming presentation to the ORSAC on Board priorities will be impactful as the group considers future funding of ORS projects.

Mr. Tosten was asked if another child care center will be built on campus in the future. He responded that the cost of building another center would be prohibitive and there is no space for another building to be built. There was a brief discussion of the Board looking at community-based child care as a viable option for addressing the NIH workforce need for child care in the future.

VI. Benchmark Study Discussion

Chair Reaya Reuss provided a brief history of the Benchmark Study. The Child Care Board asked the Division of Amenities and Transportation Services to fund the 2016 Benchmark Study. A previous study was completed in 2008. The take away from the 2016 study is that satisfaction with the NIH child care centers remains the same or better than the 2008 results. The Benchmark survey contains valuable information that may be useful to groups at NIH other than the Child Care Board.

Ms. Reuss posed the question: what other groups should be informed about the 2016 Benchmark Study? Members responded with the following suggestions:

- Women in Biomedical Careers working group – Dr. Sheri Schully will present the study to the group;
- Presentation to the ORSAC (scheduled for October 3);
- Women Science Advisory Group – Ms. Judith Walters is a contact;
- Dr. Hannah Valentine's office – Ms. Sarah Williams is a possible contact;
- Health and Wellness Council – Ms. Jane Jacobs volunteered to speak with Mr. Chris Gaines;
- Executive Officers;
- Scientific Directors – Judith Walters volunteered to facilitate;
- Office of Human Resources – Ms. Deborah Coelho is a possible contact.

Ms. Reuss encouraged Board members to continue to brainstorm possibilities.

VII. Work Plan 2016-2017 – Review, Identify Timeline, and Committee Assignments

Chair Reaya Reuss reviewed the work plan. The goal is to cover topics in committee work. Some committees will start work this fall, and others may meet as needed. Ms. Reuss was asked to explain the work of the Legislative Options Committee. This Committee is exploring whether the NIH can partner with community-based child care centers to provide reserved spaces or discounted prices for NIH employees, as some other Federal agencies have done. Ms. Reuss was asked if the Board will have an active role in

selecting the provider for the Northwest Child Care Center. Tonya Lee explained that four current and former Board members will participate in a committee that reviews the providers' proposals, but the ultimate decision will be made by ORS. It was suggested that another bullet be added to the Northwest Child Care Center Committee Description outlining how the committee members will continue to assist and advise ORS as the project moves forward. Once the language has been added, the 2016-2017 Work Plan will be distributed by email for Board approval.

New Board members volunteered for committees; the list will be revised and re-circulated to the Board.

Wait List Implementation - Chairperson Reuss asked Ms. Heather Rogers to discuss the NWCCC waiting list implementation plan. Ms. Rogers stated the March 2014 recommendation of the Child Care Board regarding the wait list. The Waiting List Committee has since revised its recommendation to the following:

- ChildKind and POPI waitlists will be transferred to NWCCC. Participants will keep the **original** application date. Families can opt-out.
- Families who have chosen the ECDC ONLY waitlist will be given the opportunity to opt-in to NWCCC. Participants will keep the **original** application date.
- The NIH community will be notified that they can sign up for NWCCC through a global email announcement, a message to the NIH Parenting Listserv, and the Child & Family Care Programs website will be updated.

Ms. Reuss asked members of the Strategic Marketing and Waiting List Committees to coordinate to develop the initial messaging that the Board and ORS can send to the NIH community about the process. A *Record* article, use of the Parenting Listserv and other channels, and developing a FAQ sheet were also suggested.

VIII.

Announcements and Adjourn

- Mrs. Jaydah Wilson, Director of ChildKind, welcomed Linda Owen, stating that the child care center directors and staff look forward to working with her.
- Tonya Lee recognized and thanked Mr. Ivan Locke for his active and enthusiastic support of the NIH child care centers, as well as the Child & Family Care Programs staff.

The meeting was adjourned at 12:03 p.m.

The next Board meeting will be held on October 27, 2016