

NIH Child Care Board Meeting Minutes
September 8, 2011
Building 45, Room D

Members in Attendance: Julie Berko, Catherine Bosio, Kelli Carrington, Andria Cimino, Rosalind King, Jason Levine, Zhiyong Lu, Catherine Meyerle, Sybil Philip, Brian Rabin, Sheri Schully, Tim Tosten, Stephanie Hixson, Adam Lee, Nirali Shah, Mary Ellen Savarese, Tonya Lee

Members Absent: Kelli Carrington and Heather Rogers

Center Liaisons Attending: **ChildKind:** Robin Kastenmayer, **POPI:** Paulina Alvarado, Michele Frank **ECDC:** Anne Schmitz, Dawn Gerhart, Barbara Acquaviva, Bob Storz, and Helena Chang

Guests: Dr. Alfred Johnson, Director of Office Research Services, Ms. Jennifer Cuellar, ChildKind,

I. Welcome and Introductions-Brian Rabin

Chair Brian Rabin welcomed Board Members, Liaisons, and Guests. Chair Rabin asked each participant to introduce him/herself. The Board welcomed three new Board Members: Dr. Zhiyong Lu, NLM, Dr. Catherine Meyerle, NEI, and Mr. Tim Tosten, CRS and two new Liaisons: Ms. Stephanie Hixson, ORF and Dr. Nirali Shah, Clinical Fellows.

II. Approval - Minutes for June -Brian Rabin

Chair Rabin called for a vote to approve the minutes from the June 9, 2011 meeting. Minutes were approved.

III. Orientation of the Board – Mary Ellen Savarese

Mary Ellen Savarese presented the Annual Board Orientation in a PowerPoint presentation. The Office of Research Services (ORS) appreciates everyone's interest and commitment to the NIH Child Care programs and parent resources. The NIH Child Care Board has been in existence for over 20 years. The Board's role has changed over the years and is now responsible for incredible improvements and enhancements for employees and their children.

Ms. Savarese explained an annual orientation is necessary to ensure everyone understands what is expected and how the work of the Board affects the NIH Community. There are currently 13 voting members. The Membership Committee reviewed 18 applicants for two open positions on the Board. The Board appointed 3 new Board Members. Liaisons are extremely important to the Board. They take information back to their programs and bring aspects of the diverse workforce and the work needs of NIH to the Board's attention.

The NIH Child Care Board Charter and Position Description for Voting Members were distributed. These documents clearly define and explain the operation of the Board and the roles of members. Ms. Savarese discussed the importance of the Vision and Mission of the Board. Voting Board Members are appointed to a three (3) year term. He or she may reapply for an additional three (3) year term. Voting members are required to be Federal employees, however, all Board meeting are open and visitors are welcome. Members may not speak on behalf of the Board unless the Board has asked

The NIH Child Care Board schedules six meetings per year. The NIH Child Care Board's calendar year is from September to June. Meetings start on time and end on time. Meeting reminders will be sent 2 weeks ahead and agendas and handouts one week in advance. Members are expected to come to meetings prepared to actively participate. If a member misses more than two consecutive meetings, Ms. Savarese will contact the member and ask them to re-evaluate their commitment to the Board.

The Board does not have oversight of the NIH Child Care Centers, but can advise ORS on procedures and policies. Each child care center is a private corporation that answers to its own Board of Directors.

The Board accomplishes its goals through the Work Plan. The Work Plan is an annual plan of activities and efforts to accomplish the goals presented in the annual report.

What does the Board ask of its members?

- Be prepared—read the agenda, minutes, and draft reports prior to the meeting
- Actively participate
- Volunteer for Committee work
- Be knowledgeable of the Board and the services that NIH offers
- Be thinking of others who would like to be on the Board
- Represent child care needs and interests for the ENTIRE NIH community
- Be willing to dream and think about the future in spite of obstacles such as: funding, lack of interest, and/or information

Board Voting Members are chosen very specifically to represent the broad interests of all NIH employees, including various Institutes, grades and job types. Members should represent the interests of NIH and should be familiar with the Board and NIH Child Care services and programs. Members should familiarize themselves with the NIH Child Care website: <http://does.ors.od.nih.gov/childcare/index.htm>.

The NIH Child Care Board advises NIH leadership on the Subsidy program. If a Voting Member feels he/she may be eligible for the NIH Child Care Subsidy Program, please fill out the Conflict of Interest waiver in your packet and return it to Ms. Savarese.

Ms. Savarese ended the presentation encouraging Board Members to ask questions and to sign up for tours of the three (3) NIH sponsored Child Care Centers.

IV. Report from Chair - Brian Rabin

- **Child Care Board 2011 Annual Report on Child Care**
Chair Rabin reminded the Board Members that the 2011 Annual Report was a letter to Dr. Frances Collins, Director of NIH because a more extensive report was sent to him in January 2011. Chair Rabin emphasized in the letter the many things the Board hopes to accomplish in the coming year:
 - Continue outreach efforts to other NIH groups and organizations which are concerned with family and child issues;

- Assist ORS in exploring additional child and dependent care options to serve the NIH Community
- Examine how to effectively demonstrate, with data and anecdotal information the positive impact that NIH child care and parent support services have on the work and lives of the NIH Community;
- Participate in the selection of an operator for the new Northwest Child Care Center; and
- Organize a Child Care Provider Fair to assist staff of the National Cancer Institute in finding quality child care as they prepare to move into their new buildings.

- **Child Care Subsidy Update – Mary Ellen Savarese**

In May 2010, the NIH Child Care Subsidy program went to a waiting list for the first time. The program served approximately 100 employees and 120 children at the funding level of \$300,000. During this time, NIH Federal Employees were encouraged to fill out paperwork and were placed on the waiting list. The program only accepted an approved participant from the waiting list when someone withdrew for the program. The waiting list lasted about a year. With support from the Board, an additional \$240,000 was allotted in the FY 2011 budget. Due to the Continuing Resolution, NIH did not receive the funds until June 2011. The increased funding for the NIH Child Care Subsidy program resulted in the elimination of the waiting list. There was a huge campaign launched to advertise that funds were now available. If you work with anyone who could benefit from this program, please encourage them to apply.

The Subsidy program is one of the action items on the 2011-2012 Board Work Plan. In October/November, the Subsidy Committee will reconvene and review the total adjusted household income cap, the rising cost of child care and consider any modifications to the program.

A question was asked if there was data on who is currently using the program. Ms. Savarese responded that there are monthly reports submitted to the ORS office by FEEA, contractor of the program. About 90% of participants are single parent households.

- **Parenting Festival – Dr. Sheri Schully**

Dr. Sheri Schully announced the 9th Annual Parenting Festival will be postponed. The Combined Federal Campaign (CFC) kick-off event was scheduled the same day and time as the NIH Parenting Festival. An executive decision was made to reschedule at a later date.

- **Back-up Care Update – Mary Ellen Savarese**

The Board started exploring back-up care options four (4) years ago. The Board heard multiple presentations on concept and cost. In spite of the current economy, the Board, with the support of the Office of Women Health and Science, Fellows, and the Clinical Center, ORS received a budget line item for a Back-up and Dependent Care Pilot for FY 2011. Due to the Continuing Resolution, funding was not secured for the entire 3 years of the pilot until July.

A Statement of Work has been submitted and a solicitation for proposals has been sent out. There will be an ORS review committee and possibly Board members will be asked to participate.

- **Waiting List Committee - Tonya Lee**

Ms. Tonya Lee presented the Waiting List Committee Report prepared by the chair, Heather Rogers. The Waitlist FAQs on the Child Care Board website have been updated to better clarify how the waitlist works and the reasons why there is a waitlist. Some things added is a table that shows staffing and class size requirements for the different age groups, a table that shows the various age groups at the 3 centers, and a chart showing the number of children on the waitlist per age. Some of the FAQs were rewritten for clarity. This was done in an attempt to provide more transparency and clarity for parents on the NIH Child Care Waitlist. Ms. Rogers thanked her committee members for their time and great suggestions.

V. **Child Care Board Work Plan for FY 2012 and review of Committee duties – Brian Rabin and Dr. Sheri Scully**

Chair Rabin asked everyone to take out the draft 2011-2012 NIH Child Care Board Work Plan placed in their packet. Chair Rabin went over the nine (9) items and action items.

- **NIH Child Care Subsidy and Child and Dependent Care Back-up Care Pilot** were already discussed in the Chair Report.
- **NCI move to the New Shady Grove Campus 2012** recommends a meeting with NCI Administrative Staff on ways to support the administration and employees of NCI in identifying appropriate resources for child care and other family supports. An invitation has already been sent to the NCI Administrative Staff to attend the December Board meeting. We are waiting for a response.
- **Workforce planning issue includes** exploring data and research to document the importance of child care as a critical need for workforce planning.
- **A New Way of Marketing Programs and Services** requires developing a new committee to figure out how to get continuous information to the right people.
- **Amenities at NIH** will answer the questions: How are decisions made about programs and services for off-campus locations and is there really an Amenities Guide?
- **Northwest Child Care Center** will give the Board the opportunity to assist in the selection of a provider. Until then, the Board will continue to monitor the progress of the project.
- **Special Events and Outreach Support** will provide the Board the opportunity to participate and co-sponsor in seminars, outreach events, all-NIH events and the opportunity to engage other interested groups at NIH.
- **Waiting List** will require monitoring and recommendations of enhancements to ensure the fairness and transparency of the Waiting List.

The following committees were identified and members were encouraged to sign up.

- **Subsidy Program-** Chaired by Mr. Brian Rabin

The Committee will review data and determine if changes are needed, i.e., raising the total adjusted household income.

- **Strategic Planning/Marketing-** Chaired by Dr. Sheri Schully
This Committee will be tasked with the dilemma of how to maintain current services in the current economic environment. It will be extremely important to figure out how to get the word out on the Child Care Programs and Services and have it embedded in the culture of NIH. It was discussed that workforce planning is very important and perhaps Workforce Planning should be its own committee. After an invigorating discuss, it was determined that Workforce Planning would be a separate committee. A member of the Workforce Planning committee will also be on the Strategic Planning committee to ensure open lines of communication between committees. Roz King volunteered to Chair the Workforce Planning committee.
- **Waiting List-**Chaired by Ms. Heather Rogers
The Waiting list Committee will continue to monitor and make recommendations of enhancements to ensure the fairness and transparency of the Waiting List.
- **Membership-**Chaired by Dr. Sheri Schully
The Membership Committee meets in May to determine if there will be any vacant positions on the Board for the upcoming year. If there are vacancies, the Committee meets to evaluate new candidates and make a recommendation to the Board.

The following Committees are not currently active.

- **Parenting and Outreach Events-**Festivals and Special Events
- **Northwest Child Care-**Selection of Provider
- **Back-up Care Pilot-**Evaluation of Pilot

Board Members and Liaisons were asked to sign up to participate on committee(s) that pique their interest.

Ms. Savarese thanked Dr. Katy Bosio for her efforts at the NIH Rocky Mountain Labs (RML) in Montana. Dr. Bosio is her own committee and has made great strides in identifying areas that need improving or attention. The NIH Child Care team visited RML this summer and met with the community. The community was very receptive and excited to have someone to come out and hear their concerns about current child care arrangements. Dr. Bosio is currently working with Mike Dunn, of the Nursing Mothers Program, to identify additional lactation rooms and equipment. RML recently started a RML Listserv and Dr. Bosio is the moderator.

- VI. Welcome to the Board: Dr. Alfred Johnson, Director, ORS Acknowledgements,** Dr. Johnson thanked the NIH Child Care Board for making a difference. Dr. Johnson acknowledges the importance of quality child care has on the workforce. In order for NIH to be a premier research agency, NIH needs to have great people, great research

and a quality workforce. Dr. Johnson spoke of his own experience as a scientist at NIH and waiting on the Waitlist for a NIH child care center.

Dr. Johnson spoke about the importance of partnering and stretching our resources. He highlighted the Lunch and Learn Parenting Seminar: Workplace Flexibilities as an example of a successful partnering. Under the current budget and economic times, all of NIH will be affected. NIH and ORS programs and services will be looked at and evaluated. Dr. Johnson distributed two (2) handouts: NIH Child Care Programs Development and Growth and Demand vs. Supply of NIH Child Care Facilities.

Dr. Johnson congratulated the Board on their efforts for a Back-up and Dependent Care Pilot program. NIH is the first Executive Branch to launch this program and other agencies will be looking at NIH to help them make decisions about back-up care. Dr. Johnson also congratulated the Board's success in getting additional funds for the Subsidy program. The additional funds will add more families and assist lower income families.

Dr. Johnson spoke of the Northwest Child Care Center and its progress. There have been some complications associated with the project, but Dr. Johnson assured the Board the building will be built during his tenure as the ORS Director.

Dr. Johnson also spoke about the changes with the workforce and how NIH is being responsive to the needs of the younger generation that values family. There will be more teleworking and flexible schedules. ORS will be looking at how these changes will impact NIH and child care may possible be an area of interest. Dr. Johnson told the Board it would be asked to assist and give input on this issue and others.

Dr. Johnson closed with his appreciate for the Board's work and valuable input.

VII. Announcements and Board Meeting Adjourned

Ms. Tonya Lee reminded the Board to review the NIH Child Care website and to double check their information listed under the Board Member web page.

Ms. Lee directed the Board to the Lunch and Learn Parenting Seminar: "Workplace Flexibilities" flyer in the packet. Ms. Lee thanked Julie Berko for presenting the topic and encouraged Board Members to attend.

Board Members interested in touring the NIH Child Care Centers were asked to contact Tonya Lee.

The meeting was adjourned at 11:20 am.

The next Board meeting will be December 8, 2011.