

NIH Child Care Board Meeting Minutes
September 10, 2009
Building 31/6C Conference Room 10

Members in Attendance: Valerie Durrant, Hillary Fitis, Julie Berko, Kelli Carrington, Rosalind King, Jason Levine, Angela Magliozzi, Brian Rabin, Heather Rogers, Sheri Schully, Lisa Strauss, Conrad Farina, Joslyn Kravitz, Adam Lee, James Pickel, Mary Ellen Savarese, Bea Curl, Tonya Lee

Members Absent: Susan Persons

Center Liaisons Attending: POPI: Paulina Alvarado, Michele Frank, Maxwell Kimpson ECDC: Anne Schmitz, Beth Levy, ChildKind: Jaydah Wilson, Amy Cliber, Robin Kastenmayer, Peter Schuck

Guests: Mirit Aladjem and Sherri Cook

I. Welcome and Introductions

Chair Valerie Durant welcomed everyone especially the three new Board Members: Jason Levine, Julie Berko, and Kelli Carrington.

II. Approval - Minutes for June

Chair Durrant called for a vote to approve the minutes from the June 2009 meeting. The minutes were approved.

III. Orientation for the Board-Mary Ellen Savarese

Mary Ellen Savarese asked members to review the documents in their packets- the NIH Child Care Board Charter June 2006, Position Description for Voting Members, and Conflict of Interest Waiver. The NIH Child Care Board Charter and Position Description for Voting Members clearly define and explain the roles of members and the operation of the Board. The Charter will need to be renewed in 2011. The Conflict of Interest waiver is applicable if a voting member feels he/she may be eligible for the NIH Child Care Subsidy Program. Mary Ellen discussed the importance of the Vision and Mission of the Board. The Board accomplishes its goals through the Work Plan and Action Plan. The Work Plan is what the Board hopes to accomplish for the year and future years. The Action Plan is a road map of what the members can expect at the scheduled Board Meetings.

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. We have two new Board liaisons: Dr. Adam Lee/FELCOM and Dr. Nancy Gormley/Clinical Fellows.

The NIH Child Care Board schedules seven meetings per year. Meetings start on time and end on time. Meeting reminders will be sent 2 to 3 weeks ahead and agendas and handouts will go out at least one week in advance. Members are asked to come to meetings prepared to actively participate. If a member misses more than two meetings consecutively, Bea Curl will contact the member and ask them to re-evaluate their commitment to the Board.

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>.

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 member to do so.

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

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
- Willingness to dream and think about the future in spite of obstacles such as: funding, lack of interest, and/or information

IV. Report from Chair and Committees

Annual Report on NIH Child Care – Valerie Durrant

The 2008-2009 Annual Report on Child Care was sent to Dr. Raynard Kington, acting Director of NIH, in the form of a letter. Chair Durrant distributed Dr. Kington's response. A more in-depth Annual Report will be prepared in December for Dr. Francis Collins, the newly appointed NIH Director.

Back-up Care Committee –Hillary Fitis

The Back-up Care Committee received presentations on August 17, 2009 from three Back-up Care programs: Sitter City, Parents in a Pinch, and Bright Horizon. Each program had strengths and weaknesses. The committee evaluated each program and what "Back-up Care" means to the NIH Community. A detailed summary of each program will be emailed to Board members. The recommendations of the Back-up Care Committee to the Board is (1) begin Back-up Care services with Sitter City, based on cost, and gradually move towards a true "Back-up Care" program model once the need has been established and (2) explore Bright Horizon model as a pilot.

Waiting List Committee- Child Care Subsidy – Lisa Strauss

Lisa reported the Waitlist Profiles will begin going out to the Waitlist participants in October and they will receive the profile 3 times a year instead of 4 times a year. The Waitlist Profile will allow participants to view their information and report any changes to the Waitlist Manager.

V. Child Care Board Annual Work Plan Development - Valerie Durrant

The NIH Child Care Board 2009-2010 Work Plan was distributed to the Board for discussion.

- Subsidy Program—revisit funding amounts
- Back-up Care—consider Committee recommendations
- Legislative proposals—keep on plan and follow up
- Northwest Child Care Center—presentation at December meeting
- New Parent Resource Package—Hillary presented a PowerPoint on the draft copy of the package. Hillary encouraged the Board to send her their comments and suggestions. The package will begin as a pilot at the Clinical Center.

Other issues that were generated by the Board are emergency issues on Workforce planning, the 20th anniversary of the Board, strategic planning on how child care is viewed, renewal of the Charter, and dependent and elder care.

VI. Committee Assignments--Mary Ellen Savarese

Specific work items of the Board are done in committees and committee membership is open to any interested individuals. Committees meet as needed and much of the work takes place via email. The Committees are as follows:

- Subsidy
- Back-up Care
- Waitlist
- Parenting Festival
- Emergency /Workforce Planning
- Membership Committee
- Strategic Planning/Communication

Members are asked to consider serving on the Committees. More information about the Committees will be given out at the next Board meeting.

VII. Announcements and Adjourn

If any of the new Board members would like a tour of the NIH Child Care Centers, please notify Bea Curl and arrangements will be made before the next Board meeting. Tonya Lee provided flyers for the fall 2009 Parenting Seminars and “Ask the Parenting Specialist” events.

The next meeting will be October 29, 2009.