

NIH Child Care Board Meeting Minutes
January 24, 2013
Building 31 6C/Room 6

Members in Attendance: Julie Berko, Catharine Bosio, Andria Cimino, Rosalind King, Jason Levine, Zhiyong Lu, Catherine Meyerle, Sybil Philip, Brian Rabin, Heather Rogers, Tim Tosten, Christine Moretto Wishnoff, Stephanie Hixson, Clara Bodelon, Nirali Shah, Mary Ellen Savarese, Tonya Lee

Center Liaisons Attending: Childkind: Karen Bok **POPI:** Courtney Duncan

Members Absent: Sheri Schully

Guests: Deborah Coelho, Office of Human Resources

- I. **Welcome and Introductions of Members, Liaisons, and Guests- Mr. Brian Rabin**
Chair Rabin welcomed Board Members, Liaisons, and Guests. Chair Rabin asked each individual to introduce him/herself.
- II. **Approve December Minutes – Mr. Brian Rabin**
Chair Rabin called for a vote to approve the minutes from the December 13, 2012 meeting. Minutes were approved.
- III. **Waiting List Committee-Follow up: Report and ACTION—Ms. Heather Rogers**
At the December Board Meeting, the Waiting List Committee recommended a 1 Decline policy for the NIH Waiting List. The Board requested additional information on how the change would be presented to the NIH Community. Ms. Heather Rogers, Chair of the Waiting List Committee, presented the information in a PowerPoint that provided an Action Plan and a Communication Plan. Dr. Zhiyong Lu presented additional data that supported the Committee's recommendation. The Board commended the Committee on their Action and Communication Plan. The Board recommended that the new policy take effect April 1, 2013.

The Waiting List Committee resubmitted the following recommendation:

Recommendation: Have a one (1) decline policy

Action: APPROVED to take effect April 1, 2013

Ms. Mary Ellen Savarese thanked the Committee for their hard work. Ms. Savarese also informed the Board this Committee will be responsible on how the Northwest Child Care Center will be added to the NIH Waiting List. Ms. Rogers thanked Ms. Tonya Lee for her efforts and support to the Committee.

- IV. **Updates – Mr. Brian Rabin**
 - **Workforce Development Literature Review—Dr. Rosalind King**
Dr. Rosalind King, Chair of the Workforce Development Committee gave an update on the Literature Review that was completed spring 2012. Dr. King thanked her Committee Members: Dr. Sheri Schully, Dr. Catherine Meyerle, Dr. Zhiyong Lu, Ms. Heather Rogers,

The Committee reviewed 40 articles pertaining to WorkLife balance and child care.

8 were relevant to our purpose (Childcare)

5 were possibly/maybe

18 were not relevant

9 were not available

Results were not strong due to the difficulty in teasing out utilization/access from need for programs. The results seemed to be more focused on retention than recruitment. The Committee's next step will be to review grey literature and it will be carried out over the next few months.

Based on the current findings, the Committee is planning to submit a 2-page Executive Summary for the Board's review before the end of the year. The Executive Summary should be included in the Annual Report.

Dr. King requested the Board to assist the Committee with suggestions on how to relate the finding of the literature review into the findings from the Life@NIH Survey and support the results from the survey.

V. Life@NIH Survey—Ms. Andi Cimino and Ms. Sybil Philip

Ms. Andi Cimino and Ms. Sybil Philip presented the raw data results of the Life@NIH Survey. Ms. Cimino thanked Janice Rouiller, Office with Quality Management (OQM) for the tremendous job she did in complying the data. Ms. Cimino reminded the Board the purpose of the survey was to gauge the awareness of various services, collect data on the importance of recruitment and retention, and know where priorities should be in the future. The Committee was very pleased with the preliminary results and is looking forward to more detailed analysis.

Ms. Cimino presented the data in a PowerPoint and received comments from the Board. Some of the more interesting findings were:

- 8% response rate
- The highest response rates were from IC's that sent out reminders to staff
- Responders were 75% Federal employees of which 50% hold scientific/clinical positions
- 72% Supervisors felt they were not prepared to discuss WorkLife services/programs with employees
- Supervisors are interested in adult/elder care services

Ms. Cimino ended the presentation with the following questions:

- **Based on current analysis, what is the child care data saying, what messages do we want to communicate to senior leadership?**
- **Ideas for further data exploration/analysis?**
- **Ideas for raising awareness? Given the data, what should the Board focus on this year and next?**

- **Devote March meeting to communicating survey results to next level or hold a special session? (Feb. may not give Janice enough time for further analysis)**
- **Who to share non-child care data with?**
- **All are welcome to join us as we move into the next phase: deeper analysis of the data and disseminating the survey results up the chain of command**

Ms. Mary Ellen Savarese informed the Board that she had received a message from OQM that there were no more funds available to continue the analysis of the survey data. The Board was very vocal about this news and asked what options are available. It was the Committee's understanding from OQM this was only a brief presentation of the data and additional analysis would be done based on the Board's recommendations.

Ms. Savarese asked the Board to evaluate what they current had and outline what else needed to be done in order for the results to presented to the interest groups: Dr. Gottesman, Women in Biomedical Careers, the Clinical Center, Office of Human Resources, other program areas referenced in the survey, RML, NIEHS, and Child Care Program Team.

Ms. Cimino and Ms. Philip informed Ms. Savarese they would send an email to Mr. Brian Rabin, Chair of the Board, outlining the additional needs.

VI. Board Work Plan –Ms. Mary Ellen Savarese

Ms. Mary Ellen Savarese asked the Board to review its current comprehensive Work Plan. The Board has been very successful in completing its goals. However, there is one area that progress has not been made: The Triple Amendment. The Triple Amendment is the legislative authority that allows the Executive Branch to provide child care and subsidy to its employees. Due to short staffing and the Northwest Child Care Center, the support staff has not been able to pursue this effort. There has been some preliminary research done. Currently, Office of Personnel Management (OPM) and General Services Administration (GSA) are not taking up this issue. The Board agreed to defer this issue until next year.

VII. Announcements and Adjourn

Ms. Tonya Lee gave an update on Summer Camps 2013. This year the search for summer camps went green. The NIH Community was encouraged to use the American Camping Association website: <http://www.acacamps.org/>. The information is current and participants are able to access the camps' websites. The seminar "How to Find a Summer Camp" was presented on January 9th and is archived on the Lunch and Learn Seminar webpage. There were 24 participants in attendance and over 95 viewed the seminar.

Ms. Lee gave an update on the NIH Back-up Care Pilot Program. On January 3rd, the NIH Community was informed the program was now open to anyone with a valid NIH email. There were 280 new registrations and 435 participants updated their profiles. Ms. Lee also informed the Board of the upcoming NIH Back-up Care Seminars on January 30th and February 19th. The seminars were a recommendation from the Back-up Care Committee to educate the NIH Community on the back-up care options available to them. Ms. Lee distributed flyers.

Ms. Lee announced the Quality Assurance Specialist for Child Care position will be advertised from January 31st and close February 4th. If anyone was interested in the position, they were asked to contact Ms. Lee for additional information.

The meeting was adjourned at 12:00 pm.

The next Board meeting will be March 7, 2013.