

NIH Child Care Board Meeting Minutes
December 5, 2013
Building 6100 Executive Blvd. 5th Floor, Room 5A01

Members in Attendance: Brian Rabin, Jason Levine, Rosalind King, Zhiyong Lu, Sybil Philip, Heather Rogers, Sheri Schully, Reaya Reuss, Erin Williams, Tim Tosten, Wendy Knosp, Anastasia Aksyuk, Lynn Adams, Eva Chen, Mary Ellen Savarese, Tonya Lee, Julie Haffner

Center Liaisons Attending: Childkind: Jaydah Wilson, Amy Cliber **POPI:** Christina Segura, Karen Salaam, Jen Villani **ECDC:** Anne Schmitz, Barbara Acquaviva

Members Absent: Julie Berko, Andria Cimino, Christine Moretto Wishnoff, Stephanie Hixson, Edward Kang,

Guests:

Victoria Gudeman, ORS, Employee Assistance Program, Intern

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

Chair Rabin welcomed Board Members, Liaisons, and Guests.

II. Chair Rabin asked Back-up committee to provide feedback and program status.

Dr. Lu presented the data collected regarding the NIH Back-up Care Pilot Program. Dr. Lu explained the importance of the program and the novelty of being the only Executive Branch agency to offer such a comprehensive program to its workforce. The feedback received from program participants has been extremely positive and based on that feedback; the committee recommended that the NIH Back-up Care Program continue to be offered beyond the pilot period.

Ms. Lee elaborated on the intricacies of the program. Ms. Savarese asked the Board to consider how to demonstrate the effects on the Science at NIH. Perhaps the Clinical Center could provide a letter of support.

Inquiries were raised regarding the reasons why families were utilizing the service. Ms. Haffner offered that it would not be difficult to add questions to the existing feedback questionnaires.

Chair Rabin asked for a vote to have the committee create a report and submit a letter of consideration to keep the Back-up Care program. **APPROVED.**

Dr. Lu thanked the committee for all their hard work and Chair Rabin thanked Dr. Lu for his presentation and leadership.

III. Approve September Minutes – Mr. Brian Rabin

Chair Rabin asked for approval of the Minutes from the September Board meeting. Minutes were approved and accepted with a few typographical changes.

IV. Chair's Report and Updates – Mr. Brian Rabin and Dr. Sheri Schully

- **Communication Committee:** Ms. Lee updated the Board about the NIH Child Care Program website and spoke about a recent meeting of the Communication Committee to refresh the NIH Child Care Board web pages. The Committee members provided great feedback and ideas. Ms. Lee informed the Board that sample mock-ups would be presented at the next Board meeting. Ms. Lee also invited Board members to join the committee.

- **Annual Report:** Chair Rabin announced that the Annual Report has been sent up to Dr. Collins. Chair Rabin provided kudos to Dr. Schully for her presentation to the Executive Officers.
- **Life@NIH:** Dr. Schully stated that the presentation was about 10 minutes and covered the Life@NIH Survey; which was a difficult task, but went well. Colleen Barros was very supportive. The primary message is to improve supervisor training. A discussion ensued about other Centers or Institutes which may benefit from a presentation. Ms. Savarese emphasized the importance of Board members to invite the NIH Child Care Program to do presentations.
- **Tribble Amendment:** Meeting with Dr. Wyatt's working group was very exciting. The discussion focused on the Tribble Amendment and possible Subsidy Program for fellows.
- **Waitlist:** Ms. Lee provided an update on the NIH Child Care Waitlist. The one decline policy has brought the waitlist down to approximately 700 children. To further streamline these numbers the centers will be holding open-houses to provide information and a tour to parents on the Waitlist. Ms. Lee also reminded the Board that a Chairperson is needed for the Waitlist committee.
- **Northwest Child Care Center:** Ms. Savarese updated the Board on the status of the Northwest Child Care Center. New security measures have impacted the budget and additional funding had to be identified. The 85% drawing plans were approved. Ground breaking will most likely be in the spring, but they will begin to backfill the area in the meantime. Dr. Aksyuk offered an idea to have the progression of the Northwest Child Care Center project on the NIH Child Care Program website.

V. **Work Plan- Mr. Brian Rabin and Dr. Sheri Schully**

A revised Work Plan was distributed for review and discussion. The revised version provided the Board with date changes and a more specific focus. Attached.

VI. **Announcements and Adjourn**

- Ms. Haffner announced an upcoming webinar, Children and Technology: Helping Have a Lens for Making the Right Choices, featuring Diane E. Levin PhD author of [Beyond Remote-Controlled Childhood](#). The webinar will be Thursday, December 12, 2013 from 1:00 p.m. -2:00 p.m. and can be accessed online only. Flyers were distributed
- Ms. Lee distributed the new Division of Amenities and Transportation Services (DATS) brochure. She explained that the brochure provides an overview of the services our division offers.
- Ms. Lee asked Ms. Schmitz, ECDC Executive Director, to share an experience that took place in her center with an Early Childhood delegation from China, who were in-country to attend the National Association for the Education of Young Children's (NAEYC) Annual Conference. The visit was coordinated by Hillary Clinton.
- Ms. Lee announced some changes which took place with the administrative staff of Parents of Preschoolers Inc. (POPI). Ms. Ocampo resigned and Ms. Christina Segura is now Executive Director and Ms. Karen Salaam is the new Administrative Assistant.

- Ms. Lee updated the Board of changes in area child care centers which offer care to NIH families. Fort Detrick Child Care Center closed and the NIH Child Care Program is assisting NCI on whether they will re-open the center. It was announced that Healthy Beginnings Child Development Center (HHS sponsored center) will be closing on July 31, 2015. Many federal agencies utilize that child care center but, NIH has the largest number of families affected. The NIH Child Care Program is working to identify spaces for the displaced families.
- Ms. Philip announced the NICHD Work Life Enrichment Program will have an annual award ceremony and fair held on December 11, 2013. The NIH Child Care Program will be manning an information table to support the event and market the NIH Child Care Programs.
- Ms. Reuss requested information concerning center policies, procedures, and staff training for working with children with special needs. Ms. Lee referenced the Maryland Child Care licensing standards and the National Association for the Education of Young Children's (NAEYC) accreditation criteria, which guides the operations of each center. The NIH Child Care Program provides resources to assist the centers in providing the appropriate care to all the children in their care, and ensures all policies and procedures are followed.
- Ms. Savarese would like to introduce and educate the Board on the Use Agreements for each center at a future meeting.

The meeting was adjourned at 11:20 am.

The next Board meeting will be January 16, 2014.

NIH Child Care Board Work Plan
2013-2014

Strategic Planning- Needs discussion and revised plan Spring 2014

Life@NIH Survey- Follow up and analysis of comments and available NIH data (exit interviews).

Survey of current users of services?

Presentation to Executive Officers, other groups.

Back-Up Child and Dependent Care Pilot Evaluation- November 2013

Committee to review data, prepare report and recommendations for January approval and presentation of report to NIH Director- January 2014.

Communications Committee-

Board web site review and enhancements- November and January

Northwest Child Care Center- convene committees at 100% plans-

- Construction- review plans February 2014
Groundbreaking- April 2014
- Program Requirements- for provider selection Spring 2014
- Provider Selection- January 2015

Waiting List- Convene Committee- March

- Review impact of changes
- Northwest Child Care Center waiting list

Increase Community Capacity for NIH employees- January 2014

NIH legislative affairs office re: Legislative changes/Tribble Amendment.

Support from Women in Biomedical Careers

Dependent Care Issues for NIH Employees- review Survey data/convene interest group/sponsor seminar/determine action items. -
Spring 2014; include Wellness council participants and others

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