

NIH CHILD CARE BOARD MEETING MINUTES

January 10, 2002

Building 31 Conference Room 6

10:00 a.m. to 12:00 p.m.

Members in Attendance:

Corliss Taylor, Debra Chew, Susan Huntley, David Lankford, Juanita Mildenberg, Kim Plascjack, Susan Reider, Qin Ryan, Mary Ellen Savarese, Wendy Thompson, Tim Tosten

Members Absent: Maureen Gormley, Barbara Thomas, Meredith Torres-Bruckheim

Liaisons in Attendance:

Lee Ettman, Mary Haas, Tracy Rankin, Anne Schmitz, Beth Levy, Dona McNeill

Guests:

Viola Black/NCI, Angelia Neal/PMI

I. Welcome and Introductions: Corliss Taylor welcomed members and guests.

II. Approval of Minutes: Members voted to approve the minutes from the November 8, 2001 meeting.

III. Review and Approval of Annual Board Report:

Prior to the meeting, members received a draft copy of the report via e-mail for review. The report outlines the Board's FY01 Activities and Accomplishments, five (5) Recommendations to the NIH Director approved by members at the November 8, 2001 meeting, and the Board's FY02 Priorities. Members provided the following comments:

- Include as part of the Board's FY01 Activities and Accomplishments receiving a 2001 Quality of Work Life Award.
- Under Recommendation One, revise the language in the first bullet to read, "Pursue the expansion of NIH Child Care Facilities, where possible".
- Under Recommendation Two, revise the language of the sentence to read, "Therefore, many individuals who participate in the scientific work of the NIH, such as IRTAs, NRSAs, and other fellows, trainees and individuals other than Federal employees.....".
- Under Recommendation Four, revise the language to read, "Families in need of child care for two or more children will pay an average of \$10,000.00 per year.....".
- Under Recommendation Five, revise the language of the bullet to read, "The NIH ensures that the information provided to all employees via written and electronic recruitment materials, orientation materials and informational materials.....".

Members were asked to forward any additional comments to Mary Ellen Savarese for inclusion in the final report.

IV. Plan for Board Briefings: Tim Tosten will be meeting with Mr. Stephen A. Ficca, ADRS to discuss arranging for the Board to present its annual report to Dr. Ruth Kirschstein, Acting Director, NIH. Corliss Taylor will contact the AOs, POs, and EOs to schedule appointments with these groups to present (or if they prefer, provide them with a synopsis) the Board's annual report.

V. Update on NIEHS Child Care: Dona McNeill informed members that First Environments Early Learning Center recently changed its priority enrollment policy to 100% Federal employees. Sibling priority for non-Federal employees will not change. This policy change was made in response to the recommendations noted in the November 2000 NIEHS Child Care Needs Assessment Survey. Dona has been developing the Statement of Work for their new child care center. Their current center provides child care services to approximately 135 children. The new center will allow the program to expand its enrollment capacity an additional 50 slots. Donna will also be assisting NIEHS and EPA on revising their Use Agreement. WEPB will look to Dona to share her experiences and “lessons learned” from the designing and construction of their new center as they begin designing the Northwest Child Care Center.

VI. Overview of WEPB Child Care Activities and Budget Requests: Mary Ellen Savarese and Tim Tosten updated members on the following WEPB child care activities:

Child Care Survey – The NIH Child Care Needs Assessment Survey is now completed. Preliminary results were shared with members at the November 8, 2001 meeting. WEPB will be presenting the final report to Mr. Stephen A. Ficca, ADRS next week. Once approved, members will receive a copy of the final report.

Child Care Facilities – WEPB will be exploring ways to expand the enrollment capacities within current centers. They will also begin planning for the Northwest Child Care Center. Board members, Center Directors and Center Boards of Directors will be invited to participate in the planning meetings. A debriefing will be arranged for the East Child Care Center. WEPB will continue coordination efforts between the three existing child care centers, including regular Center Directors meetings, wait list management.

Waiting List Management – WEPB met with the Center Directors in early November 2001, and identified potential solutions to the wait list issues voiced by employees in the recent NIH Child Care Needs Assessment Survey. At the suggestion of the Directors, WEPB and WFLC met with LifeWork Strategies, Inc., the company that currently provides the NIH Child Care and Resource Referral Services to employees, and requested a proposal to include managing the center waiting lists. Currently awaiting a final proposal.

Child Care Listserv Pilot – In response to employee requests for a method to share information and resources on child care issues the WFLC has proposed a collaborative project to pilot an interactive Child Care & Parenting Listserv. WEPB and WFLC met with representatives from the Quality of WorkLife Counsel for the Clinical Center to offer CC employees who have unique child care/parenting issues the option of joining and participating in this pilot Listserv. If the pilot Listserv is successful, it will be offered to the entire NIH community. Once the Listserv is online, Board members will receive an invitation to join.

Use Agreement Revisions – Members received an outlined copy of specific proposed amendments to the three NIH-sponsored Child Care Center’s Use Agreements. Several items reflect discussions and recommendations expressed at previous Board meetings. These amendments have been shared with the Center Directors. Two of the three Centers Boards of Directors are currently reviewing these changes. Copies of these Use Agreements will be provided to DES to review the terms related to facility-Maintenance issues. WEPB will forward copies of the Use Agreements to David Lankford, OGC, to review and provide guidance on preparing the final documents.

Proposed Amendments include:

- 100% priority enrollment of NIH and Federal employees – will no longer accept community children.
- Criteria for terminating a child's enrollment when their parent's/guardian's employment status changes, i.e., parents/guardians who no longer are employed by the Federal Government.
- The NIH retains the option to re-advertise for different child care providers at the end of five years. Consideration is being given to link this option more closely to performance standards for each of the child care centers.
- New security procedures – verbal/written notifications will be requested from the centers and verbal/written confirmation will be provided by WEPB.
- Centers will be responsible for funding all associated costs for enhancements not related to Safety or Licensing (non-emergency/non-safety) within their centers.
- Each Center's Board of Directors will collaborate with WEPB in conducting Parent Surveys of Satisfaction.
- Streamlining reporting information from each center.
- Centers will provide no less than a 60 day notification to parents of any tuition and fee increases.

WEPB has requested funds for the following:

- Supporting the Child Care Board, e.g., supplies, printing/reproduction services, off campus conference rooms, etc.
- Maintenance/Service contracts to maintain existing child care centers.
- Designing the Northwest Child Care Center.
- Rent costs for Building T-46.
- Cleaning & Security services.
- Associated costs to provide two additional classrooms at the ECDC child care center. These rooms will accommodate additional preschoolers and school aged children.
- Associated costs to modify existing classrooms at the East Child Care Center to accommodate additional children.
- Mental Health Consultations for each child care center – WEPB and the Center Directors met with Connect for Success on 01/07/02. This service is being provided to the centers to assist in professional development and team building among staff within the centers.
- Piloting a child care subsidy program – WEPB will approach the ORS to investigate funding and approval to implement a 2 year pilot subsidy program at NIH. The NIH is one of the few remaining DHHS agencies that have not implemented such a program under current final legislation. The Child Care Needs Assessment reflected the importance of tuition subsidy to lower income NIH employees who feel excluded from current NIH Child Care Centers. WEPB will propose a program that has an annual cap, that serves NIH Federal employees with total family incomes up to \$50,000 and that is managed by a non-profit agency currently providing such support to over a dozen Federal agencies.

VII. Announcements and Updates:

Updates:

ChildKind, Inc.:

- Parents provided staff with a Christmas party.
- Staff will have CPR training in February.
- The Board is developing a new format for its tuition/subsidy program
- The Board has some tentative ideas on how to improve its current wait list procedures.
- Finalizing staff training for the next 3 months.
- Staff is looking forward to beginning the mental health consultation.

POPI:

- Children celebrated in the holidays with Christmas, Hanukkah and Kwanzaa parties.
- Children will sing at the NIH Martin Luther King celebration.
- Staff will have CPR training in February
- A new music and movement class has been added to the Center's program.
- There will be a NIH community tour of the center on January 17th.

ECDC:

- The DPS/CPB has been visiting the center with their canine officers to have the children become accustomed to seeing them on a routine basis. The children have enjoyed the canines visiting their classrooms.

Announcements:

- Kim Plascjak shared with members a MCPS web site address that provides an automatic notification of school closings and/or late openings. The web address is **www.school-out.com**.
- Wendy Thompson informed members that the WFLC would be sending out to its Listserv members a reminder to begin looking for summer care. She indicated that the notification regarding holiday care was well received and employees utilized the Child Care Resource and Referral Services.

- VIII. Adjourn: Meeting adjourned at 11:55 a.m.**
The next meeting is scheduled for March 14, 2002.

Prepared by:
Pamela Jenkins
January 17, 2002

