

NIH CHILD CARE BOARD MEETING MINUTES

March 1, 2007

Building 31-Conference Room 7

Members in Attendance: Valerie Durrant, Christie Baxter-Espinoza, Jayne Lura-Brown, Angela Magliozzi, Richard Morris, Kim Plascjak, Henry Primas, Monica Ellerbe-Scott, Lisa Strauss, Tracy Waldeck, Hillary Fitisilis, Thomas Hayden, Valerie Bonham, Charlie O'Hanlon, Matthew Kohn, Mary Ellen Savarese

Voting Members Absent: Susan Persons

Center Liaisons Attending: POPI: Nikolay Nikolov, Paulina Alvarado, Nicole Queen
ECDC: Anne Schmitz, Beth Levy

Guest: Michael Difilippantonio

I. Welcome , Introductions and Report from the Chair

Board Chair Valerie Durrant called the meeting to order and welcomed new member Charlie O'Hanlon, non-voting liaison for ORF.

Dr. Durrant called for approval of the Minutes of the January 11, 2007 Board meeting. The minutes were approved.

Dr. Durrant reported that the final Child Care Subsidy Report had been forwarded to Drs. Zerhouni and Kington in February. Board members had a copy of the transmittal letter in their packet and had previously received an electronic copy of the final report.

The Board has been notified that the 2005-2006 Annual Report on NIH Child Care has received an NIH Plain Language Award in the Excellent Category. Members of the Board who contributed to the Report will be honored at the April 17th Ceremony.

Tom Hayden, Acting Director of Division of Employee Services, reported that the Division has been awarded funds to conduct a review of NIH Child Care Services. This review will include a benchmarking exercise with similar public and private agencies. The result of this study should be valuable as the Board continues to analyze NIH need and options for solutions.

II. Letter to ORS Director: Review and Approve

Members discussed a draft letter to Dr. Alfred Johnson, Director ORS, regarding additional facilities for NIH child care. The letter was expanded to reference current status of projects. The Board voted to send the letter to Dr. Johnson with additions/corrections.

NOTE: A Copy of the Final letter is attached to these minutes.

III. Waiting List Committee Report

Lisa Strauss reported on the February 22 meeting of the Waiting List Committee. Staff from the three centers and staff from Lifework Strategies (wait list Management Company) attended the meeting with the committee members. There was a review and discussion of the impact of policy changes institutes in March 2006. Committee members made several suggestions to further clarify policies and procedures. The waiting list data was reviewed for accuracy and there was a discussion of an ORS change in sibling priority.

The Board requested a clarification of the Sibling Policy. Mary Ellen Savarese shared that the policy decision regarding sibling priority was made to assure that NIH fiscal resources are directed primarily to NIH employees.

After Board discussion and recommendations the policy was restated as:

- First priority is enrollment of **siblings**- NIH employees only
- Second priority enrollment is to children of NIH employees
- Third priority is to **siblings** of “Other Federal Employees”
- Fourth Priority is to Other Federal employees working at NIH sites
- Fifth priority is to Other Federal employees

Beth Levy, ECDC Child Care, and Nicole Queen, POPI Child Care, presented examples of how the waiting list was working and why there continues to be confusion and doubt of the fairness and accuracy of the list system. They reviewed actual situations involving birth dates, sibling priority and changes in State Regulation that had impact on which children could be offered spaces. Board members had many questions and suggestions for additional clarification on the child care Web site.

The Waiting List Committee will continue to receive reports on the waiting list system and monitor that data.

IV. Parenting Festival Committee Report

Jayne Lura-Brown reported on the February 9 meeting of the Committee. The date of the event is May 9, 2007 in Building 50 with most of the participants from the 2006 Festival planning to participate. Most Institutes responded very enthusiastically to a “hold the date” message and the Committee plans to review space capacity to see if other programs can be added. A sign-up sheet for Board volunteers to cover the event was circulated.

V. Announcements:

- Mary Ellen Savarese asked members to note the handout - a Report on the participation in the NIH Camp Outreach Events in January 2007. She thanked Jayne Lura-Brown for her creative design expertise for the events. She also thanked Nadine Butler of the NIH Work/Life Center for the excellent collaboration that reached approximately 400 employees. The Camp Guide is now posted on the child care web site.
- Mary Ellen Savarese also noted the article on back-up child care and will continue to send relevant information to the Board Committee on back-up care.
- Also, Mary Ellen Savarese will be convening the Communications Committee in the spring to conduct a formal review of the child care Web site - a commitment made by the Board last year.

- Paulina Alvarado shared that the Parents of Preschoolers Program, POPI, had received notice of Accreditation by the National Association for the Education of Young Children (NAEYC). Anne Schmitz had presented Paulina Alvarado and Nicole Queen with bouquets of flowers to recognize this important milestone.
- Angie Magliozzi reminded Board members of the 2007 Montgomery County Women's Fair and distributed flyers.

Meeting adjourned at 11:55AM

Next Board Meeting April 19, 2007

Attachment: Board Letter to Dr. Johnson

To: Dr. Alfred Johnson, Director
Office of Research Services, NIH

From: NIH Child Care Board

Subject: NIH Child Care Facilities

The NIH Child Care Board requests your support in obtaining two additional child care center facilities to serve the NIH employee population. The three existing centers are at maximum capacity (serving 450 children) and there are no funded plans to provide additional facilities within the next several years. There are very long waiting lists and an extremely high demand for NIH sponsored child care. As of January 1, 2007, there were 1,060 children on the waiting list.

The approved NIH Master Plan includes the construction of a new Northwest Child Care Center on the NIH Bethesda Campus. The Board would like to see this new facility included in the NIH Strategic Facilities Plan for the FY2009 budget cycle. A Program of Requirements (POR) for this facility was developed in 2004, thus preliminary requirements have already been completed. The NIH Child Care Board requests that ORS take the necessary steps to bring this new center to fruition, and work with the Office of Research Facilities to ensure that it is reviewed and approved by the Facilities Working Group for inclusion in the next budget submission.

In addition, the Board also requests that a new leased space child care facility be initiated to serve the approximately 9,000 NIH employees who work off-campus in leased facilities. The Board has done extensive research that demonstrates a child care center for approximately 150-200 children could be easily sustained with the current employee census in the Rock Springs Cluster area. A space justification and Program of Requirements was completed for this type of facility in 2005.

These two facilities will greatly expand the ability of NIH to support working parents and guardians. They will provide incentives to attract new employees to NIH and retain those who may consider leaving due to child care needs. These facilities will demonstrate the commitment of ORS and NIH to programs and services that support the needs of employees. The availability of reliable and high quality child care improves the ability of all NIH employees to advance the NIH scientific mission.

The NIH Child Care Board appreciates your attention to the important issue of additional facilities for child care and looks forward to your response.

Valerie L. Durrant, Ph.D.
Chair, NIH Child Care Board

cc: Dan Wheeland, Director, ORF
Dr. Thomas Insel, Director, NIMH