

# NIH CHILD CARE BOARD MEETING MINUTES

April 24, 2003

Building 45 – Conference Room C1-C2

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

## Members in Attendance:

Corliss Taylor, Janet Austin, Lynn Hudson, Susan Huntley, Barbara Murphy, Kim Plascjak, Susan Reider, Qin Ryan, Mary Ellen Savarese, Wendy Thompson, Tim Tosten

Members Absent: Deborah Chew, Susan Koester, Valerie Hurt

## Liaisons in Attendance:

ChildKind, Inc.: Lee Ettman, Edward Mitre; POPI: Mary Haas; Tracy Rankin, Martina Vogel-Taylor; ECDC: Anne Schmitz, Beth Levy

## Guests:

Bob Henry, DES for Juanita Mildenberg; Savitha Sathyasheelappa, Intern for the NIH Work/Life Center

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

**II. Approval of Minutes:** Members voted upon and approved the minutes from the March 13, 2002 meeting.

## III. Committee Reports:

- **NIH Parenting Festival:** Wendy Thompson updated members on the planning activities for the festival. Publicity flyers have been distributed, the NIH-wide global e-mail announcement will soon be sent out, and articles in the NIH Record and R&W Newsletter will be included in the next editions. Wendy passed around a sign-up and asked for members to volunteer and assist at the festival. Members were given a copy of the exhibitor's guide that will be handed out at the festival. Invitation letters have been sent to Dr. Zerhouni, Dr. Kirschstein, Dr. Maddox, and Mr. Leasure. The Board will have magnets titled "101 Ways to PRAISE Your Child" for give-a-ways at their table.
- **Membership Committee:** Susan Reider informed members that there are two vacancies for new members and recruiting efforts will be conducted at the Parenting Festival. The Board will seek to recruit new members to continue and expand the diversity of its current membership. Members were asked to search within their ICs for employees who may be interested in becoming a member. Susan asked the Board to consider appointing a Vice-Chair or Chair-elect. A Vice-Chair can help with transitions in terms and can fill in when the Chairperson is absent. The Vice-Chair has the option of becoming the Chairperson whereas the Chair-elect assumes the position of Chairperson. Members voted upon and approved the creation of a Vice-Chair position.
- **NIH Child Care Board Logo:** Members reviewed three sample logos and were asked to choose one as its Board logo. Members voted upon and selected logo #2. The logo will appear on the magnets that will be handed out at the Parenting Festival.

- **Schedule of Future Meetings:** This past year the Board met every 6-8 weeks on a Thursday from 10:00 a.m. to 12:00 p.m. Meetings were scheduled around all holidays, school closures, and summer meetings were eliminated. Members voted and agreed upon that next year's meeting should follow the same scheduling pattern. Mary Ellen Savarese will prepare a suggested meeting schedule for the Board to consider at its June meeting.

**IV. Annual Board Report:** As part of its Charter, the Board is responsible for preparing an Annual Report to the NIH Director advising him on child care activities associated with the NIH Child Care Programs. Last year the Annual Report was submitted at the beginning of the calendar year. After reviewing their Work/Action Plan, the Board decided to change the cycle for submission of its Annual Report to coincide with its work year (September - June).

In their previous Annual Report, the Board had made five recommendations:

- 1) Seek to expand child care options available to employees.
- 2) Seek a resolution that permits the expansion to those employees for whom NIH child care centers may provide priority enrollment.
- 3) Support a pre-tax dependent care system for child care tuition payments.
- 4) Implement a child care tuition subsidy program for lower-income NIH employees.
- 5) Provide accurate and coordinated information on the availability and affordability of child care for potential NIH employees and parents.

The Board will make the following four recommendations in its 2002-2003 Annual Report:

- 1) Implement a child care tuition subsidy program for lower-income NIH employees.
- 2) Seek a resolution that permits the expansion to those employees for whom NIH child care centers may provide priority enrollment.
- 3) Provide accurate and coordinated information on the availability and affordability of child care for potential NIH employees and parents.
- 4) Supporting additional child care spaces, options and special services for NIH employees.

Using its Work/Action Plan as an outline, members identified the following accomplishments for FY 2002:

Organize

- Maintaining full membership for the Board.
- Recruiting for new members and ex-officio members.
- Expanding the diversity of the Board.
- Up-to-date Board information (website, handouts, brochures).
- Development of a position description for a Voting Member.

Research

- Federal Child Care Subsidy.
- Waiting List Management Program.
- NIH Child Care Resource and Referral.
- Needs for child care services (demographics for Montgomery County and the NIH community).
- Presentations (NIH Child Care Programs).
- Special Needs Care.

### Advise

- Expand child care resources (Rock Springs/Fernwood cluster).
- Increase capacity through expanding existing facilities or seeking new facilities.
- Provide accurate child care information (Parenting Festival).
- NIH Child Care Programs (policies and procedures and performance standards, NIH priority enrollment/limited enrollment of staff children).

The Board identified the following priorities for FY 2003:

- 1) Continue to advocate for the creation and implementation of a NIH Subsidy Program
- 2) Continue to raise the visibility of child care as an important recruitment and retention tool for the NIH.
- 3) Continue to address the feedback obtained from the NIH Child Care Programs Needs Assessment Survey.
- 4) Provide input and guidance to the NIH Child Care Programs on issues and activities that support a full-range of quality child care services for the NIH (development of the Program of Requirements for the Northwest Child Care Facility and if funding is received, the Rock Springs/Fernwood cluster).
- 5) Continue to expand efforts to ensure that the NIH Child Care Board reflects the diversity of the NIH workforce.
- 6) Provide support to the NIH in accomplishing the recommendations contained in the report.

### **V. Updates:**

- Mary Ellen Savarese informed members that all three Use Agreements between the NIH-sponsored child care centers have been signed.
- In collaboration with the Parents Of Preschoolers, Inc. (POPI) and its Board, the NIH will expand its on-campus child care spaces. POPI will be adding infants, toddlers and two year olds to their current program. The NIH's goal is to have these spaces available by September, 2003. Mary Ellen acknowledged POPI's staff, Center Board and parent community for their willingness and cooperation to work with the NIH to make this expansion successful.
- Mary Ellen shared with members that as of 4/22/03, there were 1,082 children on the NIH Waiting List (420 are birth to one year; 115 are ages 12-18 months; 202 are aged 18-24 months; 380 are two year olds; around 300 are 3-4 year olds). The list represents 936 families with some families on more than one list.
- She thanked ECDC for providing children's art work for the National Association for the Education of Young Children (NAEYC) "Week of the Young Child" (April 6 – 12).
- Tim Tosten asked the Board for guidance to the following question; How do you deal with parents that are no longer employed by the NIH but falsify their employment to maintain their child care services. There have recently been two incidents in which the parents are no longer employed by the NIH and still have their children enrolled within the center.

- Members received copies of the “Emergency Guide for Parents: NIH Child Care Centers” and a parent information sheet about “Severe Acute Respiratory Syndrome (SARS)”.
- The WEPB has purchased 60 parenting books to give out at the Parenting Festival.
- Corliss Taylor congratulated the following members on their recent accomplishments:
  - Susan Huntley was recently recognized as one of the first ten national graduates for the Work/Life Certificate Program sponsored by Boston College Center for Work & Family and the Alliance for Work/Life Progress (AWLP). She was presented with a certificate for her professional achievement at the AWLP annual conference in Orlando.
  - Wendy Thompson and Mary Ellen Savarese also received certificates for their attendance in the Work/Life Certification courses offered at the Natcher Center (Building 45).
  - Susan Reider, was the key note speaker for the Federally Employed Women, Bethesda chapter’s brown bag meeting held on April 8,2003.
  - Wendy Thompson accepted the “Workplace Excellence Seal of Approval” award from the Maryland Work/Life Alliance on behalf of Dr. Zerhouni. The NIH received this award for the third year in row.

**ChildKind, Inc.**

- Center Board meetings will now start at 5:00 p.m. instead of 7:00 p.m. The next meeting is scheduled for May 13.
- The center recently held a very successful parent-teacher meeting. Many of the parents attended and enjoyed the meeting. Parents are pleased with the time change to 5:00 p.m. and will now be able to attend future meetings.

**VI. Adjourn:** The meeting was adjourned at 12:00 p.m.

**The next meeting is scheduled for June 5, 2003**

Prepared by:  
Pamela Jenkins  
May 5, 2003