

NIH CHILD CARE BOARD MEETING MINUTES

June 10, 2004

Building 45 – Conference Room C1/C2

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

Members in Attendance:

Janet Austin, Alisa Green, Lynn Hudson, Susan Koester, Jayne Lura-Brown, Juanita Mildenberg, Susan Reider, Qin Ryan, Mary Ellen Savarese, Lisa Strauss, Tim Tosten

Members Absent: Deborah Fountain, Valerie Hurt, Barbara Murphy, Henry Primas, Kim Plascjak

Liaisons in Attendance:

ChildKind, Inc.: Lee Ettman, Isolean Canty, Charles Carter

POPI: Lucretia Berlinski, Martina Vogel Taylor

ECDC: Beth Levy

- I. **Welcome and Introductions:** Janet Austin began the meeting by welcoming members, liaisons and guests.
- II. **Approval of Minutes:** Members voted and approved the minutes from the April 22, 2004 Board meeting. Members also voted and approved the proposed Board calendar for next year.
- III. **Committee Reports:**

Chair: Janet Austin shared with members that Dr. Kington has reviewed the Board's proposal for implementation of an NIH tuition assistance subsidy program, and has asked his assistant, Susan Persons, to send the proposal to the Executive Secretary. If the proposal is placed on the fast track for approval, advertisement for the subsidy program could begin by this summer. Members will be kept apprised throughout the summer on the status of the subsidy proposal.

At the recent Parenting Festival, a parent spoke to Janet Austin about their frustrations with the NIH Wait List Management Program. For many child care programs, parents are required to sign a one year contract. This puts parents in a predicament when a space becomes available within one of the NIH Child Care Programs and they can not take advantage of the opportunity. Parents have no way of knowing or finding out when their children will be enrolled until they receive a telephone call from the Center Director. Janet was asked if the Board could explore whether there were any alternative ways of predicting when a space will become available and notifying parents. Mary Ellen Savarese will arrange a meeting with the Center Directors and LifeWork Strategies, Inc. to further discuss how to improve the communication lines with parents about the Wait List Management Program. As part of this discussion, consideration will need to be given to balance the needs of the center to fill slots against the needs of the parents to have more certainty in their child care services. The Board will follow up on this discussion at their October meeting.

Membership Subcommittee: Susan Reider informed members that Juanita Mildenberg, Barbara Murphy and Kim Plascjak have agreed to continue serving on the Membership Subcommittee. She reminded members that Alisa Green and Lisa Strauss have reapplied for a full term (3 years) position on the Board which leaves 2 full-term positions and 1 partial term (1 year) position vacant. The subcommittee has received 1 application and still has 2 applications held over from last year.

The subcommittee will begin scheduling and conducting interviews within the next few weeks, and make their final decisions by the end of July in order for the new members to be on board by September.

Alisa Green shared with members that as a result of the Parenting Festival, she has seen several new subscribers join the Parenting LISTSERV, and suggested they send out another announcement about the Board seeking new members. Mary Ellen Savarese extended her appreciation to Susan Reider for volunteering to remain and assist the Membership Subcommittee in selecting new members for the Board, even though her term ends in June.

Parenting Festival Subcommittee: Alisa Green was pleased to share with members that this year's Parenting Festival attracted over 500 attendees. Copies of the evaluation responses were shared with the Board. The two major comments participants noted to make future Parenting Festivals even better were for larger space and longer hours. Additional comments were related to more publicity and explanation of event.

The subcommittee will take these comments in to consideration when they begin planning for next year's event. Alisa Green informed members that approximately 85-90 people rode the "Parenting Festival Shuttle" busses round trip to the event. Mary Ellen Savarese thanked all the Board members who volunteered their time and participated at the event. She presented the child care centers with books for their parenting resource libraries as a token of the subcommittee's appreciation for their participation. Alisa Green and Susan Koester had the honors of being the "Prize Patrol" in delivering the Medela Pump-In-Style breast pump and the LifeWork Strategies, Inc. parenting basket to the door prize winners. Susan Koester informed members that she knows a pediatric psychiatrist in her institute that has volunteered to participate in next year's Parenting Festival. The subcommittee will schedule a debriefing meeting next week to compile their notes.

IV. Board Work Plan and Priorities for Next Year: At the Board's April 22, 2004 meeting, members further discussed and categorized their priorities and activities for their FY 2004-2005 Work/Action Plan. The Board voted and selected the following priorities and activities (for complete listing see attachment):

- Child Care Subsidy
 - 3 year Pilot – first year \$50K, second and third years \$100K. The DOES would manage the contract with FEEA but would not administer the subsidy.
 - Continue monitoring and pursuing the implementation of the Board's legislative proposal to expand the definition of an NIH employee, for the purposes of child care programs, to include Post Docs, IRTAS and Fellows.

- Child Care Board Communication
 - Get the word out - tell the NIH community about how much the Board does to support the NIH Child Care Programs and other child care services.
 - Web sites with links to a variety of resources (workforce flexibility, subsidy, etc.).
 - Sponsor Board Open House/Brown Bag events.
- Increase Access to a Variety of Child Care Services
- Expanding Community Capacity – Resources of Parents
 - Invite subject matters experts to attend Board meetings.
 - Mary Ellen informed members that she recently attended the first planning meeting for developing a Program of Requirements for a child care center in the RockSprings cluster, and also requested the architect team develop a design for a parenting resource center as an add/alternate for this space.

V. Plan for Annual Report: Mary Ellen gave members copies of their Recommendations to the NIH and Board Priorities from their 2002– 2003 Annual Report to review along with a blank outline to fill in for their 2003-2004 Annual Report. The format for this year’s Annual Report will be the same as last year’s:

- Letter of Transmittal to the NIH Director.
- Activities and Accomplishments for 2003-2004.
 - Amending the language in the Use Agreements with the NIH Child Care Programs related to enrollment waivers for NIH employees who are affected by A-76.
- Board Recommendation to the NIH.
 - Implement a Child Care Subsidy Pilot Program.
 - Pursue legislative proposal to expand the definition of an NIH employee, for the purposes of child care programs, to include Post Docs, IRTAS and Fellows.
 - Identify the barriers and solutions to NIH employees accessing existing community resources.
 - Pursue working toward partnering with the community.
 - Strongly encourage and support existing workforce flexibility programs, e.g., telecommuting, job-sharing.
- Board Priorities for 2004 - 2005
 - See item IV.

Mary Ellen Savarese will begin preparing a draft of the Annual Report and send it out to the Annual Report Subcommittee members (Janet Austin, Susan Koester, Jayne Lura-Brown and Susan Reider) to complete during the summer.

VI. Presentations:

- Janet Austin presented Susan Reider and Qin Ryan Certificates of Appreciation in recognition for their contributions toward improving the quality and coordination of the NIH Child Care Programs while services on the NIH Child Care Board.
- Tim Tosten presented ChildKind, Inc. with a framed Successories print titled "Priorities" in recognition of the 20th Anniversary and for their 17 years of dedicated services at the NIH.

VII. Announcements and Adjourn:

ChildKind, Inc:

- On June 6, 2004, ChildKind hosted their 20th Anniversary celebration at their center. Many current and alumni families attended. On June 18, 2004, the center will have their Annual Staff Appreciation Day.

Parents Of Preschoolers, Inc.:

- Martina Vogel Taylor announced that she will no longer be the POPI liaison to the Board. The Center has elected their new officials and POPI's new liaison will be Patricia Blessing. The Board has changed their calendar year to now start in June and end the following May. Elisa Spillare has been elected at the Chairperson for the POPI Board.
- Lucretia Berlinski shared with members that on May 14, 2004, POPI hosted their Annual Spring Fling at their center. The event was a huge success; festivities included a moon bounce, a cotton candy machine, face painting, a mariachi band, and the NIH Fire Department.

Executive Child Development Center:

- Beth Levy shared with the Board that the Landlord has completed removing all of the old carpet and installing the new tile floors. The center has been busy with activities including dance recitals and their upcoming Kindergarten graduation

The meeting was adjourned at 11:50 AM

**The next meeting is scheduled for September 9, 2004
Location – TBA**

Prepared by:
Pamela Jenkins
June 25, 2004

**NIH Child Care Board
Priorities and Activities for 2004 – 2005**

Child Care Subsidy:

- Implement NIH Subsidy Pilot.
- Advertise the Subsidy.
- Participate in NIH Evaluation of Pilot.
- Work with Center Boards to determine if Center can spend their annual subsidy allocation in a way to serve additional/other families.

Child Care Board Communication:

- Form a Board Communication Committee.
- Develop a Promotion Plan to raise awareness of the Board and child care issues.
- Articles and pictures of activities and events, additional information on web site.
- Interviews of members and parents and highlight special events.

Increase Access to a Variety of Child Care Services:

- Continue to support the concept of reserved spaces at community based programs.
- Learn about Back-up Care, Sick Child Care, After Hours and Weekend Care, Summer Camps and Family Child Care Networks.
- Additional resources for Special Needs children – make NIH programs a model and explore NICHD resources for community training.

Expanding Community Capacity – Resources for Parents:

(To creatively address our lack of ability to meet the child care needs of our employees)

- Board develops a five year plan to design and implement this activity.
- Develop a Child Care/Parenting Resource Guide – written and web based.
- NIH Orientations – get child care and parenting resources included.
- Services for Trainees – Buddy system and support groups, Multi-language and multi-cultural sensitivity for issues of those in training positions.
- Information on “navigating system” (child care, schools, special needs), resources about How to Survive “Off-campus”/the world when you are not at work.
- A Resource Place - A place/building located off campus, with easy access and parking with space for classes, meetings, resource room, and library. It would be open to community partnerships and could utilize volunteers. To include a wide variety of activities for parents, relative caregivers, nannies, etc.

Types of Activities:

- Drop-in classroom for caregivers with young children.
- CPR/First Aide Training – for parents and caregivers.
- Classes on child development, early childhood activities, behavior.
- Develop Babysitter networks of co-ops.
- Support groups for families (formal and informal).
- A place where teenagers are welcomed to “hang out”.