

NIH CHILD CARE BOARD MEETING MINUTES

September 9, 2004

Building 50/ 1227-1223

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

Members in Attendance:

Janet Austin, Valerie, Durrant, Deborah Fountain, Alisa Green, Susan Koester, Jayne Lura-Brown, Angela Magliozzi, Juanita Mildenberg, Lynn Hudson, Mary Ellen Savarese, Hyden Shen, Lisa Strauss, Tim Tosten

Members absent:

Barbara Murphy, Kim Plascjak, Henry Primas

Liaisons in Attendance:

POPI: Paulina Alvarado, Patricia Blessing, Lucretia Berlinski

ECDC: Beth Levy

Staff

Pamela Jenkins

Joy Postell

I. Welcome and Introductions: Janet Austin began the meeting by welcoming members, liaisons and guests. Members shared information about themselves and their interest in child care issues. New members were presented with Board mugs as a welcome gift.

II. Approval of Minutes: Minutes of the June 2004 meeting were reviewed and approved.

III. Welcome by Tim Tosten:

Tim spoke on behalf of Shirl Eller, Acting Director of the Office of Research Services (ORS). Change is occurring all over at NIH and Tim pledged to maintain good communication with the Board to keep them abreast of changes. The budget for Child Care is primarily disbursed from DoES/ORS, while a small amount is provided through the NIH Worklife Center. This Board supports Shirl Eller and ORS when she approaches NIH leadership with recommendations for child care programs.

Tim said: "Without the effort from this Board we would never be able to do all that we are doing now, like the work on the subsidy program."

Tim went on to mention that the success of the Parenting Festival was due in part to Dr. Kington's endorsement in an NIH wide email announcement. Tim advised the Board to continue their successful research and development of recommendations that can move the NIH to consider new programs, for example back-up child care, or other services that NIH employees need. On behalf of Shirl and Mary Ellen, Tim thanked the Board for their hard work by presenting each member with the book "The Irreducible Needs of Children"

On behalf of the Board, Tim presented a gift to Pamela Jenkins as a token of appreciation for her dedication and work for the Board over the past nine years. Pam will be starting new duties within the Division of Employee Services. Tim introduced Joy Postell as the new Quality Assurance Specialist (on detail) to child care.

IV. Selection of Officers for 2004-2005 :

Juanita Mildenberg was pleased to announce that Janet Austin and Susan Koester accepted nominations of Chair and Assistant to the Chair. The floor was opened for additional nominations. None were offered and the Board voted unanimously for the approval of Janet and Susan, with appreciation.

V. Board Orientation :

Mary Ellen conducted Board orientation to refresh old members and orient new members. The vision and mission objectives of the Board illustrate what the Board is all about. Child Care is important as a work force issue and this Board understands that it is also a personal and family issue. Mary Ellen linked the importance of child care as an important component for future generations.

About the Board

- The purpose is to advocate child care programs and serve as a forum to blueprint discussions and counsel the leadership of NIH.
- Members are appointed for three year terms.
- Role of DoES/ORS and Worklife Center is to implement the visions the Board. (The Parenting Festival is a perfect example and will be a fixture in the NIH firmament because of its success.)

Duties of Board Members:

- Come to seven meetings a year. If a member misses two consecutive meetings a year, Mary Ellen will contact them to reassess their commitment to the Board
- Active participation in discussions is expected by all present
- Volunteer for committee work.
- Invite guest that may add to enrich or enlighten the Board on child care issues
- Advise on policy
- Direct NIH community to useful information concerning child care
- Encouraged to visit the newly reformatted Website
- Think about who you know that might be a good Board member for the Spring recruitment period

The Charter lays out the Board's relationship to the NIH as advisors to DoES/ORS. This is not called an "Official Advisory Board". Membership is limited to federal employee because of the federal advisory committee act.

Conflict of Interest Waiver Some Board members have children enrolled in the NIH Centers. Those voting members are asked to complete the waiver form and return it to Pam Jenkins or Joy Postell. Office of General Counsel (OGC) is clear about explaining the relationship between NIH and the NIH supported centers.

All four centers are private not for profit entities all operated by a Board of Directors. The Boards of Directors are made up of parents. NIH does not have the power to set their tuitions or change their operation policies.

The Tribble Amendment authorizes all federal agencies to provide support for employees child care as it relates to facilities. NIH has the regulatory authority to spend appropriated monies on the upkeep, maintenance and some capital expenditures related to the facility. I.e., if the playground needs replacement that is considered a capital investment that the federal agency can participate in funding. Federal agencies are not permitted to spend funds on the day to day operation of the center. The centers operate strictly on proceeds from tuition and fund raising efforts.

Some federal agencies like PHS in HHS, NOAA and Nuclear Regulatory have non profit Boards that utilize contractors to operate their centers. NIH has chosen to utilize Use Agreements, as opposed to contracts, for the purpose of providing care. Each use agreement lays out the expectations of each party. The Board provided input to ORS on the revisions to use agreements.

Sunshine law All meetings are open unless a closed meeting is called due to a personnel issue or discussion of awarding of a use agreement.

Use Agreements Lucretia asked who writes the use agreements. Mary Ellen explained that the appropriate language is provided by the Office of General Counsel, (OGC). Changes to the Use Agreement are reviewed by OGC and the center Boards of Directors.

- VI. 2003-2004 Child Care Board Report on NIH ChildCare** was signed by Janet Austin and submitted to Dr. Zerhouni. The four recommendations in the report were:
- Implementing the Child Care Subsidy Pilot
 - Adopting Legislation to modify the definition of NIH employee
 - Support additional child care space and services
 - Demonstrate high leadership commitment to the importance of high quality child care for the NIH workforce
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- VII. Board Work Plan and Work Year**
- Janet thanked members for their efforts last year to think outside of the box to devise creative and innovative ways to assist and support programs and services for child care at NIH. A number of the ideas are included in the Work Plan for 2004-2005. The Board approved the Plan and schedule for the year.

VIII. Committee Appointments:

Several Committees are needed to accomplish the Board work and Mary Ellen requested volunteers.

Communications Committee- their role is defined in the Work Plan.

Volunteers: Angela, Valerie, Jayne, Alisa, Susan.

Membership Committee- meets to seek and select new members in the spring.

Volunteers: Kim, Juanita, Barbara joined by Hank and Lisa.

Waiting List improvement committee-has been meeting to refine and improve this service. Volunteers: Alisa, Janet, Debbie

Annual Report Committee and Parenting Festival Committee to be assigned in the new year.

IX. General Announcements:

Parenting Listserv has become a very useful and widely used mechanism for all NIH parents. Increased access to a variety of child care services beyond building more centers (backup child care, resources for special needs children)

Nanny Training- will be offered by WorkLife Center and co-sponsored by Board as a result of Board interest in alternate forms of child care

Ask the Parenting Specialist- As a result of the success of this feature at the Parenting Festival, the Board will sponsor six sessions during the year at various NIH cafeterias.

Center Tours There will be tours of the centers in October for new members or others interested.

Information about the Centers and the Waiting List service will be presented at the October 28th meeting.

X. Meeting Adjourned at 12:00 p.m.

**Next Board meeting is scheduled for October 28, 2004
Building 31 Rm. 6C Room 7**

Prepared by: Joy Postell September 22, 2004