

NIH CHILD CARE BOARD MEETING MINUTES

September 19, 2002

Building 64 - East Child Care Center

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

Members in Attendance:

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

Members Absent: Maureen Gormley

Liaisons in Attendance:

ChildKind, Inc.: Gerhard Hummer; POPI: Mary Haas; Martina Vogel-Taylor; ECDC: Anne Schmitz
Women Scientist Advisors (WSA) Christiane Robbins

Guests:

Stephen Ficca, Associate Director for Research Services; Rona Buchbinder, CC, for Maureen Gormley; Edith Miles, NIDDK

- I. Welcome and Introductions:** Corliss Taylor welcomed back returning members and guests. She introduced new voting members Janet Austin and Susan Koester, and Christiane Robbins representing the Women Scientist Advisors, who will serve as a liaison to the Board. Members were asked to introduce themselves and share briefly their interests in child care and the Board.
- II. Role of the Board:** Corliss Taylor introduced Stephen Ficca, ADRS who shared with members his vision and expectations of the Board as it relates to NIH's future child care initiatives. The following topics were highlighted:
 - Child care has become an important part in the work initiative to the NIH mission as it relates to employee recruitment, retention and job performance.
 - Child care services use to be considered an auxiliary and have now been integrated into the agency and its quality of work life.
 - The ORS role in child care involves:
 - Ensuring quality child care services are being provided by the NIH Child Care Programs.
 - Coordination of these services provided by the NIH.
 - Overseeing current services and facilities.
 - Being responsive to NIH employee needs.
 - Planning for future initiatives (programs, services, facilities)
 - Identifying resources for these initiatives.
 - The role of the NIH Child Care Board for ORS involves:
 - Advocating for affordable, accessible and quality child care.
 - Serving as a forum to discuss child care issues and policies.
 - Representing the broad spectrum of the NIH employee needs.
 - Providing recommendations to the Child Care Specialist and ORS.

- New roles for the NIH Child Care Board will include:
 - Advocating for a child care subsidy plan that will benefit NIH employees.
 - Supporting the expansion of child care services both on-and off-campus.
 - Providing recommendations in the designing of the future Northwest Child Care Center. The new CRC is approximately 1½ years behind in construction. Although funds have been allocated in FY02 for the planning and designing of the new center, construction will not begin until approximately 2005 – 2006.
 - Assisting the WEPB in the developing the next center as an “NIH Family Center” that provides a variety of services to NIH families.
 - Stephen Ficca praised the Board’s support of new projects, such as:
 - The implementation of the new NIH Waiting List Management Program contract.
 - The opening of two additional classrooms at the ECDC child care center.
- In appreciation for their continued support to improve the quality of child care provided at the NIH, Stephen Ficca presented each member with a booklet titled “Listen to the Children”.

III. Orientation of the Board: Mary Ellen Savarese reviewed with members their responsibilities and duties:

- Attending all board meetings – if any member misses two consecutive meetings, Mary Ellen will send them a note of concern.
- Come prepared to the meetings – review documents prior to the meetings and be able to actively participate in the discussions.
- Meetings are open for anyone who wishes to attend – invite people to attend a meeting.
- Volunteer to work on activities, e.g., Annual Report to the NIH Director.
- Advise the NIH on child care policies.
- Become educated about the NIH Child Care Programs and employee needs and be willing to speak up and speak out.
- Look for potential new members for the Board.

David Lankford explained to members that the NIH Child Care Board:

- Serves as an advisory to the NIH, in this capacity, the Board cannot lobby Congress for funds to support child care initiatives.
- Is limited in its advisory function and membership is limited to Federal employees.

He also shared with members that:

- The statute authorizing Federal agencies to provide space to entities that offer child care services, the Triple Amendment, requires that at least 50 percent of the centers’ spaces be filled by “children who have at least one parent or guardian who is employed by the Federal Government” and that the children of Federal employees will be given priority for any remaining spaces [40 U.S.C. section 490 (b)].
- The NIH Child Care Programs each have a Use Agreement with the NIH. The ORS is responsible for enforcing the terms and conditions outlined within each Use Agreement.
- Any Board member who has a child(ren) enrolled within one of the NIH Child Care Programs will need to obtain a Conflict of Interest waiver from their Ethics Officer.

IV. Approval of Minutes: Members voted upon and approved the minutes from the May 9, 2002 meeting.

V. Board Work/Action Plan and Calendar: The Board Work/Action Plan outlines the activities and tasks that the Board will focus on completing during its work year. Within the past two years, the Board has revised its Charter and focused its efforts toward recruiting members.

This year the Board will shift their view to the larger picture and identify how they can support the NIH in recruiting and retaining employees who have child care issues. The Board's work year will start in September and end in June.

Activities for the 2002-2003 Work/Action Plan Include:

- Inviting child care subject matter experts, e.g., Center Directors, Licensing, NAEYC Accreditation, LifeWork Strategies, Inc. etc., to each meeting to share information and expertise and assist members to become better informed on these topics. This added knowledge will assist members in discussing/addressing child care topics at events/fairs/seminars.
- Appointing a Membership Committee, which will develop criteria for interviewing and selecting new members, and write a Board Member "job description" that can be used in recruitment and orientation. Susan Reider, Juanita Mildenberg, and Kin Plascjak volunteered for this committee.
- Appointing an Outreach Committee, which will work on disseminating information about the NIH Child Care Programs and the Work Life Center Resource and Referral Service. Members will network within the various IC's recruitment offices/programs to make sure accurate information is integrated into orientation materials and ongoing information sources. Janet Austin, Wendy Thompson, and Susan Huntley volunteered for this committee.
- Advising the WEPB on budgetary allocations for existing and future child care initiatives.
- Advising the WEPB on implementing a child care tuition assistance subsidy plan for NIH employees.
- Sponsoring an "NIH Baby Show" – co-sponsor the event with NICHD to provide parents with information about available work benefits, the Lactation Program, the WFLC R&R, etc.

Members voted upon and approved the activities outlined within the 2002-2003 Work/Action Plan.

VI. NIH Child Care Updates: Tim Tosten shared with members the following WEPB/ORS activities:

- With the support of the ORS Advisory Board to explore additional leased space for child care services, the WEPB has submitted a Space Justification Document (SJD) to obtain approximately 15,000 square feet of space in the Rock Springs area to design a child care center. The center would accommodate 100+ children, ages infant to preschool. If the SJD is approved, the WEPB will seek the Board's support to fund the cost to conduct a study to access and design the space build-out.
- The ORS has submitted a request for a legislative amendment to include Fellows, Post Docs, IRTAs, etc., in its definition of an NIH employee. This change in legislation will permit these employees to be included in receiving priority enrollment within the NIH Child Care Programs.

Other Announcements:

- A recent article published in the Washington Post announced that starting July 2003, Federal employees would be able to set up a Flexible Spending Account (FSA) up to \$5,000 for child care costs. This will be of particular benefit to parents paying high child care tuition.
- Since the implementation of the new consolidated Waiting List Management Program on May 28, 222 inactive names/requests had been removed from the data base as part of the efforts to “clean up” the waiting list. To date, there had been 272 new names added to the waiting list; 295 inquiries from parents on the status of their applications; and there are currently a total of 776 children on the waiting list.

ChildKind, Inc.:

- The Center has elected its new Board of Directors.
- Would like to begin discussing what NIH’s future plans for the center are, i.e., expansion of current program.

POPI:

- The Center recently held its orientation.
- The Board of Director will hold its election for new officer the first week in October.
- The center has begun a fund raising drive to purchase new bikes for the center.

ECDC:

- Thanked the WEPB for ensuring the timely completion of the two new classrooms. The children are truly grateful.

VII. Adjourn: Meeting adjourned at 12:00 p.m.

**The next meeting is scheduled for October 31, 2002
Building 45, Conference Room D.**

Prepared by:
Pamela Jenkins
October 3, 2002