

NIH CHILD CARE BOARD MEETING MINUTES
September 27, 2007
Building 31

Members in Attendance: Valerie Durrant, Angela Magliozzi, Jayne Lura-Brown, Kim Plascjak, Tracy Waldeck, Heather Rogers, Susan Persons, Henry Primas, Lisa Strauss, Rachel Weinstein, Valerie Bonham, Robert McDonald, Nuria Carrillo-Carrasco, Tom Hayden, Mary Ellen Savarese

Voting Members Absent: Christie Baxter-Espinoza, Hillary Fitis,

Center Liaisons Attending: POPI: Paulina Alvarado, Nikolay Nickolov, ECDC: Anne Schmitz, Beth Levy, Child Kind: Jaydah Wilson, Amy Cliber

Guests: Dr. Alfred Johnson, Tonya Lee

- I. Welcome and Introductions** - Chair Valerie Durrant welcomed guest Dr. Alfred Johnson, Director of Office of Research Services and two new voting Board members Heather Rogers and Rachel Weinstein. She also welcomed Robert McDonald, the new Office of Facility Resources representative, and Tonya Lee who will be joining the Division of Employee Services as Quality Assurance Specialist for Child Care on October 1.

- II. Report from the Chair** - Dr. Durrant reported that the Child Care Board Annual Report had been completed in August and would be forwarded to Drs. Zerhouni and Kington via Dr. Johnson. Dr. Durrant thanked Board members Tracy Waldeck and Jayne Lura-Brown for assistance with the Report.

- III. Welcome from ORS** - Dr. Alfred Johnson thanked Board members for their efforts on behalf of NIH employees and spoke of the importance of NIH child care to NIH. He shared that the Board subsidy report had been approved and that the ORS budget request for FY 2008 had included \$300,000 for the child care subsidy program. The recommendations for subsidy program changes have been reviewed and will be adopted. He thanked the Board for their efforts on behalf of the subsidy program. The Northwest child care center is currently appearing in the FY 2010 Capital budget but it may be eligible for earlier consideration and Dr. Johnson will continue to work with Mr. Dan Wheeland, Director of the Office of Research Facilities to move it forward.

Dr. Johnson spoke of the Child Care Needs Assessment currently under way. ORS is a service organization and, as such, needs to continuously examine what changes need to be made to keep ORS services meaningful and relevant. Child care is very visible and of great concern in Human Capital issues. NIH will face the risk of losing young investigators if their needs cannot be met. The needs assessment is one tool to help NIH gauge the role of child care. Dr. Johnson requested that the Board act as representative stakeholders for all of NIH for the purposes of the needs assessment. Recommendations about child care services that result from the needs assessment will need the support of the Board. Dr. Johnson requested that the Board continue in their role of information and data gathering, as they are the tools he needs to make successful budget requests.

Dr. Johnson also announced reorganization within ORS that will combine the Division of Employee Services with the Division of Travel and Transportation into the Division of Amenities and Transportation services. The new Division will include all of the current programs and services and provide additional staff support.

- IV. Nomination of Board Officers** - Kim Plascjak, Chair of the Membership Committee, announced that elections for positions of Board Chair and Vice-Chair would be held in November. Dr. Valerie Durrant and Ms. Jayne Lura-Brown have accepted nominations to continue in those offices. Ms. Plascjak will accept additional nominations until November 1, 2007.
- V. Annual Board Orientation** - Mary Ellen Savarese and Valerie Bonham conducted the annual orientation for all members. They reviewed the roles and responsibility of Board members as well as ethics and reporting requirements. M. Bonham is available for any questions concerning legal/ethics issues. Ms. Savarese can answer questions regarding mechanics of Board operation and work plans.
- VI. June Minutes** - Chair Durrant called for a vote to approve the minutes from the June, 2007 meeting. Minutes were approved.
- VII. Board Work Plan and Work Year** - Dr. Durrant led a discussion of the Board Work Plan which was based on discussions from the June, 2007 meeting. The Work Plan is the guide to Board activities this year. The Board Work Year is the month to month plan of how the plan will be accomplished. There was discussion and revision to both documents. **Copies of REVSED work Plan and Work Year are attached to these minutes.**
- VIII. Committee Appointments** - Mary Ellen Savarese reviewed committee appointments and accepted new members to committees. **A revised copy of that list is attached to these minutes.**
- IX. Announcements** - Executive Child Development Center has achieved Accreditation in the new National Association for the Education of Young children (NAEYC) system. The program and its staff are to be congratulated on this important accomplishment.

The meeting was adjourned at 12:00 PM. **The next meeting will be November 1, 2007- Rockledge II Room 3087**

NIH Child Care Board 2007-2008 Work/Action Plan

MISSION: THE NIH CHILD CARE BOARD WILL PROMOTE AFFORDABLE, ACCESSIBLE, AND QUALITY CHILD CARE AND RELATED SERVICES FOR ALL NIH EMPLOYEES. THE BOARD WILL ADVISE THE NIH DIRECTOR REGARDING CHILD CARE PROGRAMS AND ISSUES.

Goal: Work towards meeting NIH Child Care needs in the following ways:

Subsidy Implementation

- Monitor program use and program modifications.
- Make recommendation re: household income limits.
- Advocate for the program in future budget requests.

Child Care Facilities-

- Continue to urge the construction of the Northwest Child Care Center on campus.
- Continue to urge additional off-campus child care facilities.
- Explore partnerships with other agencies.
- Continue to explore options that support NIH workforce (back-up care, emergency, etc.)

Communication and Partnering -

Execute the Board **Communication Plan** to include:

- expand Board member liaison list and **partners**
- revise child care web site and written materials
- promote all NIH child care resources via events/articles
- link parents to as many NIH resources as possible
- Prepare and deliver Executive Briefings on the **Economics of Child Care**

Future Trends

- Understand trends that will affect the NIH changing workforce and employee work life and the role of NIH child care.
- Identify areas of potential risk for NIH losing key scientific staff.
- Gather information and participate in the identification of solutions

Resources for a Diverse Employee Population

Continue to advocate for changes to Federal legislation that would permit NIH and other **Federal Agencies** to explore creative solutions to extraordinary demand for agency sponsored child care programs.

Parenting Resources

- Consider additional means to reach parent employees with information
- Consider new ways to present resources (Ask Specialist, Parenting Festival)
- Partnership with NIH WorkLife Center
- Leave Banks

Explore the Board role in NIH **Emergency Preparedness**

- Learn about current NIH plans and programs re: emergency preparedness.
- Raise awareness of NIH employees of this issue.

- Explore the possible role of the Child Care Board with the larger NIH community on this topic.
- Participate in NIH emergency planning as appropriate.

9/27/07

**NIH Child Care Board
2007-2008 Work Year**

Summer 2007

Interview, Appoint New members
Complete Child Care Board Report
Present Report to NIH Leadership
Revise Board Materials – written and electronic

September 2007

Board Orientation and NIH Child Care overview
Approve Work Plan and Work Year
Child Care Subsidy Update
Appoint Committees - Waiting List, Communications, Parenting Festival
Tour of Centers for new Members

November 2007

Elect Chair and Vice Chair
Discuss 2008 Parenting Festival
Presentation- Future Trends - NIH and the federal System

December 2007

Child Care Needs Assessment- Stakeholders presentation
Presentation: Family time, research and implications
Partners in Child Care - meeting/reception

January 2008

Final Report on Child Care Needs Assessment
Report from Communications Committee
WorkLife Center update

March 2008

Subsidy Program update
Present Parenting Festival Plans
Appoint Membership Committee

April 2008

Discuss recommendations and Priorities for Annual Report
Prepare for Parenting Festival
Begin member recruitment activities

June 2008

Approve Board Recommendation and Priorities for Annual Report
Appoint Annual Report Committee

Board Committee Volunteers 2007-2008

Communication

Valérie Durrant
Jayne Lura-Brown
Tracy Waldeck
Rachel Weinstein
Heather Rogers
Nuria Carrillo-Carrasco

Back-Up Care

Christie Baxter
Angie Magliozzi
Hillary Fitis
Tracy Waldeck
Lisa Strauss
Susan Persons

Waiting List

*Lisa Strauss **
Christie Baxter
Tracy Waldeck
Hillary Fitis
Beth Levy

Emergency Issues

*Angie Magliozzi**
Jayne Lura-Brown
Anne Schmitz
Susan Persons

Parenting Festival

*Jayne Lura-Brown**
Hillary Fitis
Lisa Strauss
Hank Primas
Christie Baxter
Rachel Weinstein

Membership

*Kim Plascjak**
Lisa Strauss
Henry Primus
Angie Magliozzi

Subsidy Program

Valerie Durrant
Hank Primas
Heather Rogers

* *Chair*

9/25/06, 1/11/07, 9/07, 9/27/07