

**NIH Child Care Board Meeting Minutes**  
**October 23, 2008**  
**Rockledge II, Room 3087**

**Members in Attendance:** Valerie Durrant, Jayne Lura-Brown, Christie Espinoza, Hillary Fitis, Rosalind King, Angela Magliozzi, Susan Persons, Kim Plascjak, Henry Primas, Heather Rogers, Lisa Strauss, Sheri Schully, Shanil Haugen, Mary Ellen Savarese, Tonya Lee

**Members Absent:** Brian Rabin, Rachel Weinstein,

**Center Liaisons Attending:** POPI: Paulina Alvarado and Roshanak Semnani, ECDC: Anne Schmitz and Beth Levy, Child Kind: Jaydah Wilson and Amy Cliber

- I. **Welcome and Introductions** - Chair Durrant welcomed everyone to meeting.
- II. **Approval - Minutes for September** - Chair Durrant called for a vote to approve the minutes from the September 2008, meeting. Minutes were approved.
- III. **Report from the Chair- Valerie Durrant**
  - \***Child Care Board Annual Report 2007-2008** – The Annual Report, which Board members received electronically, has been sent to Dr. Elias A. Zerhouni and Dr. Raynard Kington. The Annual Report has been posted on the Child Care website in the NIH Child Care Board section <http://does.ors.od.nih.gov/childcare/index.htm>
  - \***Working Group on Women in Biomedical Careers** – Chair Valerie Durant reported that the Work Group as a whole were wrapping up and submitting their recommendation in a final report. Chair Durrant also reported that the Subcommittees 9-10 –“Changing the NIH work culture and improving the recruitment, retention, and advancement of women at NIH” were very active and were interested in continuing after Dr. Zerhouni’s departure. The Work Group has made great progress. FAES has contracted with the new Rock Spring Children’s Center located in the Fernwood Building, to provide 5 priority slots to Intramural Scientist for recruitment purposes. A Leave Bank pilot program will be implemented for one identified Institute to assist with Family Leave.
- IV. **Board Elections** – Mary Ellen Savarese announced the nomination of Dr. Valerie Durrant for Board Chair and Ms. Hillary Fitis for Vice-Chair and asked if there were additional nominations. Ms. Savarese called for a vote. Dr. Valerie Durrant was elected in as the Chair, and Ms. Hillary Fitis was elected in as Vice-Chair.
- V. **Overview of NIH Child Care programs and services** – **Tonya Lee** – Ms. Lee presented a PowerPoint presentation on the diversity of the NIH Child Care programs and services. Handouts: Child Care Fact Sheet (yellow card), NIH Child Care Subsidy Program, Child Care Assessment and Benchmark Summary, and Lunch and Learn Parenting Seminars were also passed out.

- VI. Child Care Board Work Plan and Schedule – Chair Durrant** - The 2008-2009 Work Plan and Schedule was approved.  
Additional discussions items:  
-what constitutes a “Federal” employee?,  
-how many employees, contractors, and fellows are employed by NIH?,  
-asking the WorkLife Center to present on their services and programs,  
-inviting Dr. Michael Gottesman and Dr. Joan Schwartz to present on the Women in Biomedical Careers Work Group,  
-discussing Human Resources implementation of an exit interview,  
-ensuring that a realistic view is given to recruits on child care options at NIH,  
-creating the brochure “What I want my Boss to Know”.
- VII. Committee Assignments – Mary Ellen Savarese** – Members were asked to volunteer for the following committees: Waitlist, Subsidy, Emergency Brochure, What I want my Boss to Know Brochure, and Communication. The Waitlist and the Subsidy Committee would need to meet before the year’s end. A list of the Committees’ members will be sent to the Board.
- VIII. Announcements and Adjourn** – Members received a special Halloween treat.

**The next meeting will be December 11, 2008 at Building 31**

**NIH Child Care Board  
2008-2009 Work/Action Plan  
Approved 10/23/2008**

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

<b>NIH LEADERSHIP</b>	<b>NIH EMPLOYEES</b>
<p><u>Communication and Partnering -</u></p> <ul style="list-style-type: none"> <li>➤ Continue to expand Board member liaison list and partners.</li> <li>➤ Communicate with NIH Institutes, especially SD's, about waiting list realities.</li> <li>➤ Develop Scientific Seminars on topic of Economics of Child Care</li> </ul>	<p><u>Communication and Partnering -</u></p> <ul style="list-style-type: none"> <li>➤ Maintain child care web site and written materials and promote all NIH child care resources via events/articles.</li> <li>➤ Link parents to as many NIH resources as possible via outreach and partnership with NIH Work Life Center.</li> <li>➤ "How to talk to your boss" and "What I want my boss to know" brochures</li> <li>➤ Raise awareness of NIH employees of this issue- revise 2006 Emergency Brochure</li> <li>➤ Parenting Festival and seminars.</li> </ul>
<p><u>Future Trends</u></p> <p>Understand trends that will affect the NIH changing workforce and employee work life and the role of NIH child care (young staff and non-retiring staff).</p> <ul style="list-style-type: none"> <li>➤ Identify areas of potential risk for NIH losing key scientific staff.</li> <li>➤ Gather information (NIH HR) and participate in the identification of solutions</li> </ul>	<p><u>Future Trends</u></p> <p>Town Hall Meeting- "What do employees want and need for child care options?" Board members plan and hold lunchtime Town Hall (video cast) and learn from employees.</p>
<p><u>Resources for a Diverse Employee Population</u></p> <ul style="list-style-type: none"> <li>➤ Continue to explore options that support NIH workforce (back-up care, emergency, etc.)</li> <li>➤ Non-traditional hours care- Need? Causes? Solutions?</li> <li>➤ Continue to advocate for changes to Federal legislation that would permit NIH to explore creative solutions to demand for agency sponsored child care programs.</li> <li>➤ Learn about the pilot of Leave Bank</li> </ul>	

## **Ongoing Initiatives**

### **Subsidy Implementation**

- Monitor program use and program modifications.
- Make recommendation re: household income limits and percents by December 15, 2008.
- Advocate for the program in future budget requests.

### **Child Care Waiting List**

- Monitor Program/ explore other waiting lists
- Recommend policy and program changes

### **Child Care Facilities-**

- Advocate for the construction of the Northwest Child Care Center.
- Advocate for additional off-campus child care facilities.
- Explore partnerships with other agencies.

10/9/08- 10/28/08