

NIH CHILD CARE BOARD MEETING MINUTES

October 28, 2004

Building 31/ 6C Room 7

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

Members in Attendance:

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

Members Absent:

Juanita Mildenberg, Barbara Murphy, Kim Plascjak

Liaisons in Attendance:

POPI: Paulina Alvarado, Patricia Blessing, Lucretia Berlinski, Elisa Spillare,

ECDC: Ann Schmitz, Beth Levy

Childkind: Lee Ettman, Vanessa Baxendale

Guests:

Judy Ashley

Nicole Queen

Staff

Joy Postell

I. Welcome and Introductions: Janet Austin began the meeting by welcoming members, liaisons and guests.

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

III. Reports:

- Janet Austin distributed a letter from Dr. Zerhouni thanking the Board for their Annual Report and their efforts on behalf of NIH families. He also indicated that the Child Care Subsidy Pilot would be implemented in the upcoming year. The Board was very pleased with the news.
- Mary Ellen reported on the efforts to secure funding for an additional child care center in the Rocksprings Cluster. The program of requirements has been developed, but anticipated costs exceed budget. Tim Tosten and staff will continue efforts to identify funds. The Board was very supportive of this new facility, which is needed to serve the large number of NIH employees in that office park area.
- Valerie Durrant reported for the Communication Committee that they are reviewing the child care website and considering other outreach opportunities. Jayne Lura-Brown has volunteered to write an article for the NIH Record, topic to be decided.
- Alisa Green reported on the success of the "Nanny Training" and the October "Ask the Parenting Specialist" in the Building 10/B-1 cafeteria. These events were a result of Board recommendations and were sponsored by the Board the WorkLife Center and the Division of Employee Services. Additional Parenting sessions are planned.

IV. Report on NIH Waiting List

- Judy Ashley and Nicole Queen from LifeWork Strategies, Inc., (LWS) the contractor that manages the NIH waiting list, gave a presentation on the Child Care Waiting List. The information included the development of the system, current waiting list data and how the list coordinates with the Child Care Referral service. (see attached).
- Debbie Fountain reported on the work of the Board Waiting List Committee related to changes and refinement to the wait list program. The Committee has been working with LWS and the Center Directors to improve the systems for information collection in order to give realistic and accurate data about length of waiting times on the list. (See attached).
- Debbie explained and asked for Board discussion on a new procedure that would permit employees to decline enrollment offered by a center only two times before their name would move to the bottom of the waiting list. The Center Directors are frustrated by employees who stay on the list with no intention of using space in the centers. This causes extra work for centers and prevents LWS from developing accurate data about length of time on the list. There was much discussion by Board members who are concerned about fairness to all employees.
- The Board made a formal recommendation to ORS to adopt this new policy as a pilot and review it after six months. The policy would require that all employees on the waiting list be notified that, effective January 1, 2005, at the second decline of a space in a particular child care center, their name will go to the end of the waiting list for that center. Employees may change the "desired date of enrollment" with no penalty.
- The Waiting List Committee will monitor these changes and report back to the Board.

V. Center Presentations: Each of the Center Directors gave an overview of the program, staff and operations of their center in a PowerPoint presentation (attached).

- Lee Ettman presented for Childkind.
- Paulina Alvarado presented for Parents of Preschoolers (POPI).
- Anne Schmitz presented for Executive Child Development Center.

Board members had questions about longevity of staff, problems faced by centers and additional resources needed. The Board thanked the Directors and staff in attendance for their efforts for the NIH community.

VI. Announcements:

- Prizes were award to any attendee who even remotely displayed some sort of Halloween costume.
- The Board acknowledged Janet Austin's Birthday with a card and the traditional Birthday song.
- Meeting Adjourned at 11:45 a.m.

Next meeting December 9, 2004; Building 31 6C Rm. 7

J Postell: 11/24/04