

NIH CHILD CARE BOARD MEETING MINUTES

December 1, 2005

Building 45 – Conference Room B

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

Members in Attendance:

Janet Austin, Christie Baxter, Valerie Durrant, Monica Ellerbe-Scott, Jayne Lura-Brown, Angela Magliozzi, Juanita Mildenberg, Richard Morris, Kim Plascjak, Henry Primas, Mary Ellen Savarese, Lisa Strauss, Tracy Waldeck

Members Absent: Hillary Fitis

Liaisons in Attendance:

POPI: Paulina Alvarado, Christine Koch-Paiz

ECDC: Beth Levy, Anne Schmitz

Childkind: Jaydah Wilson, Michael Difilippantonio

OGC: none

Board Staff: Joy Gaines

Guest: Nadine Butler (WFL) Shirley Labella (WFL)

- I. **Welcome and Introductions:** Valerie Durrant began the meeting by welcoming members, liaisons and guest. Childkind Liaison, Michael Diflippantonio announced that he was told by his Institute Ethics officer that liaisons cannot attend NIH Child Care Board meetings. Mary Ellen Savarese explained that the sole purpose of a non-voting liaison's attendance is to allow them the opportunity to give a first hand report to their Child Care Center Board. Since the OGC representative was not in attendance, Mary Ellen said that she would do some investigating on ethics issues of a Center Board Member attending Child Care Board meetings.
- II. **Approval of Minutes:** Valerie Durrant called for a motion to approve the October 2005 Board minutes. All members were in favor and the minutes were approved.
- III. **NIH Child Care Survey:** Mary Ellen thanked the Board for their input on the soon to be launched NIH wide child care service survey. The last time this performance data collection survey was conducted was in 2001. The 2005 survey is expected to provide a comparative analysis against the 2001 survey in order to determine where NIH has improved or still needs improvement. Board members were encouraged to take the survey and to remind others with or without children to take part.
- IV. **Charter Committee:** Richard Morris and Christie Baxter led the discussion on proposing additional and revised language for the Child Care Board Charter. In a round robin, most of the Board members contributed to changes and additions to the charter. The committee members are taking the suggestions and compiling them into a final document to be reviewed for a vote during the next Board meeting.
- V. **Tribble Amendment Discussion:** Following up from the October Board meeting, Mary Ellen led the discussion on finding appropriate mechanisms to fund back up care if the Tribble Amendment is revised to include allowing federal funds to support back up and community based child care. It was

determined that the NIH Foundation for Science, a not for profit organization, was not an appropriate venue since it was geared towards science related activities only and not employee support.

The Department of Justice's Worklife Coordinator reported to Mary Ellen that they do in fact have a back up child care program for their employees, which has been in operation since 1991. She will be sending Mary Ellen a copy of the Department of Justice's OGC opinion which validates the service. The Board will give it to the NIH OGC representative for review upon receipt as advised by OLPA representative Patty Brandt at the October Board meeting.

VI. Program and Budget Updates: Mary Ellen shared with the Board line item budget requests from the ORS, DOES Child Care Program. These items included:

- Continuing the waitlist contract,
- Acquiring security equipment maintenance contracts for the on campus centers,
- Paying for Center NAEYC accreditation renewal as permitted by the Tribble Amendment,
- Annual all day center staff training,
- Annual playground inspections,
- Upgraded telephone system at 6006 Executive,
- Replacing flooring at T-46,
- Child care subsidy program,
- Funding for building the Rocksprings Child Care Center,
- Back up and community based child care (if permitted by the Tribble Amendment)

Mary Ellen asked the Board if they had any other suggestions to satisfy the needs of the child care program as they saw it. No other suggestions were given. The Board was reminded that if they were interested in making the subsidy pilot program a permanent program, 2006 was the time to request that NIH plan for the necessary funds. All Board members were in favor of the funding initiatives.

VII. Emergency Preparedness Committee: Angie Magliozzi reported on the direction and purpose of the emergency preparedness committee. The group plans to review current NIH center plans and compare them to other federal child care facilities to determine whether there are any deficiencies in comparison. Anne Schmitz plans to make a presentation to the Board on what is already in place in her Center, Executive Child Development Center. The subcommittee will also review staff training and budget for emergency preparedness, in addition to reviewing the information that is communicated to parents from staff. The Board suggested that the subcommittee consider adding a resource for all NIH parents on what to ask childcare providers about their emergency planning. Angie supplied the Board members with a list of websites related to this topic and concluded that any ideas or additional initiatives are welcomed.

VIII. Announcements: Janet Austin mentioned that she met Camilla Parker Bowles on her recent visit to NIH. Mary Ellen Savarese found out that the Benefits office will not permit the Board to supply a web link to the NIH Child Care Services in the monthly HR email since child care is an amenity service and not a benefit. Mary Ellen spoke to Rosalind King about the NICHD Work, Family and Health Initiative. Ros will plan to attend a spring Board meeting to update us on this project. Mary Ellen also reminded the Board that the homework help session was scheduled for December 6 in Natcher.

Meeting adjourned at noon.

Prepared by: Joy Gaines 12/9/05