

**NIH Child Care Board Meeting Minutes**  
**December 11, 2008**  
**Building 31 Conference Room 7**

**Members in Attendance:** Valerie Durrant, Jayne Lura-Brown , Henry Primas, Heather Rogers, Christie Espinoza, Sheri Schully, Hillary Fitis, Lisa Strauss, Angela Magliozzi, Brian Rabin, Susan Persons, Joslyn Kravitz, Mary Ellen Savarese, Tonya Lee

**Members Absent:** Rosalind King, Kim Plascjak, Rachel Weinstein,

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

**I. Welcome and Introductions -**

Chair Durrant welcomed everyone asked everyone to review the handouts, The following information was distributed: October minutes, 2008-2009 Work/Action Plan, 208-2009 Work Year, Board Committee Volunteers 2008-2009, Dr. Raynard Kington's response letter to the Board Annual Report, and Summer Camp flyer. Chair Durrant informed us the Overview of NICHD Work Family Grants and Research Initiatives by Rosalind King would be rescheduled for the January meeting.

**II. Approval –Minutes for October –** Tonya Lee submitted the following changes to the October minutes, Section III. Report from the Chair on behalf of Joslyn Kravitz: Working Group on Women in Biomedical Careers and Intramural Program. Minutes were approved with the changes.

**III. Report from Chair-** Chair Durrant stated that Dr. Kington's letter expressed his appreciation for the work the NIH Child Care Board has done and the importance of the Annual Report. He encouraged the Board to continue submitting ideas for collaboration and innovation.

**Report from Waiting List Committee – Lisa Strauss-** The primary issue is the length of the wait, which is directly related to the limited number of spaces. The Board cannot alter this. The best it can do is give parents as much information as possible to show the process is fair, that everything is being done to make it accurate, and to permit them to make decisions about alternative child care options.

Direct access to the list will not help due to the constantly changing nature of the list. It was suggested to allowed parents to review their profile: date of enrollment and date of birth, as a READ ONLY with a link to the Waitlist Manager to communicate any changes or corrections. Other suggestions were to have a video explanation on the Wait List offered as a Lunch and Learn Seminar and post it on the Child Care Programs and Services website with a link to the Frequently Asked Questions.

Lifework Strategies have been collecting data on the Waitlist process for several years. The Committee reviewed what data was being collected and agreed that the information was useful however not for public use. There are too many variables and the information would further complicate the issue without explanation.

Next steps for the Committee:

- Emily Noll from LWS will explore options for clearer communication with parents.
- Emily will explore the possibility of one simple statistic (children who got on the list, never declined, kept waiting and never changed desired date of enrollment). This is the number needed!
- The Committee may consider only ONE decline for sibling situations.
- Help communicate other resources for parents- Nanny Packet, R&R, and Parenting List.
- Send one message per year to "other Federal" on the list for the purpose of "cleaning up" the list.
- Miscarriage situation will remain an unwritten policy.
- Ask new Board members to review FAQ's and be very picky!

**Report from Subsidy Committee- Brian Rabin-** Discussion was primarily related to consideration of raising the total Household Income Cap, which has remained at \$60,000 since the beginning of the pilot in June 2005.

Mary Ellen presented information from FEEA (-subsidy management company) about the impact on the annual program budget (capped at \$300,000) on raising subsidy cap to \$70,000 annually. She shared information about other Federal Agency subsidy programs.

The Committee **Recommended** raising total adjusted household income from \$60,000 to **\$70,000**. That decision led to other conversation regarding the percent of tuition that should be covered by the program and a need to raise the income categories if NIH raises the income cap. (Draft handout-Board use only).

Mary Ellen has requested that FEEA run projections of the various levels and percentages to insure that NIH can stay within budget allocations. Mary Ellen explained the reason for the \$5000 total annual subsidy cap. There was discussion of the cap and the impact on families, especially those with more than one child.

**Recommendation:** Maintain \$5,000 annual cap per family until further research is done and Request that FEEA develop a system to alert employees when they will reach the annual \$5000 cap (either monthly or 90 days). This can also include a system to alert child care providers when family is near the cap.

The Committee had additional questions they would like to explore related to the value of the subsidy for a family in the Washington Metropolitan area. Mary Ellen has requested that FEEA supply some additional information about other subsidy models used by other agencies. Christie Espinoza offered to review data about household income and child care expenses. Mary Ellen is working on getting information without identifiers. When all of the requested information is received, Mary Ellen will reconvene the Committee.

The Recommendation of raising the total adjusted household income from \$60,000 to \$70,000 was withdrawn until more information can be gathered.

- IV. Discussion re: Center Use Agreements – Mary Ellen Savarese-** The Center Use Agreements are being revised. Mary Ellen requested input and ideas from Board members on two issues: Fees in addition to tuition costs and Center activities during work hours. The discussion was very lively and informative and the Child Care Team appreciated the Board comments.
- V. Announcements and Adjourn –** Tonya Lee discussed the NIH Camp Fair Week 2009 and asked Board members to distribute and post flyers.

**The next meeting will be January 15, 2009 at Bldg 31/6C Room 7**