

## NIH CHILD CARE BOARD MEETING MINUTES

September 14, 2006

Building 31 – Conference Room 8

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

### **Members in Attendance:**

Janet Austin, Valerie Durrant, Monica Ellerbe-Scott, Tom Hayden, Jayne Lura-Brown, Angela Magliozzi, Richard Morris, Kim Plascjak, Henry Primas, Mary Ellen Savarese, Lisa Strauss, Hilary Fitis (teleconference), Juanita Mildenberg, Susan Persons, Matthew Kohn

**Members Absent:** Christie Baxter-Espinoza, Tracy Waldeck

### **Liaisons Attending:**

POPI: Paulina Alvarado, Nikolay Nikolov

ECDC: Anne Schmitz, Beth Levy

CHILDKIND: Michael Difilippantonio

### **Guest:**

Shirley Labella

#### **I. Welcome and Introductions:**

Board President Janet Austin welcomed all attendees, especially the new Board member and liaisons.

#### **II. Report from the Board Chair, Janet Austin:**

Janet announced that the Board Annual Report had been delivered to Building One on August 31, 2006. The report was written and edited by a small group of members. Staff of NIAMS Communications Office assisted with final editing, design and layout- resulting in a clear and professional final document. Mary Ellen expressed thanks to Janet and her staff for the wonderful resources. Susan Persons suggested that the Board consider submitting the report for the annual NIH plain language award.

NIH Child Care Board Charter- Janet also called attention to the new Board Charter signed by Dr. Zerhouni in August. Janet thanked all the members who had worked on the Charter. A copy is included in the Annual Report.

Jayne Lura- Brown presented a plaque to Janet on behalf of the Board to thank her for her leadership of the Board for three years. The entire Board thanked Janet for her work on behalf of children and child care at NIH.

#### **III. Welcome from Office of Research Services (ORS):**

Tom Hayden, Acting Director of the Division of Employee Services, welcomed the group and thanked all participants for their efforts. “Children are my Priority” pins were distributed to Board members to thank them and to assist them in making the work of the Board visible at NIH. Tom requested that the Board spend some time this year

thinking about non-traditional solutions to child care problems and considering new sources for resources – looking beyond NIH as a resource.

Mary Ellen reminded the Board of the tremendous successes in the past five years and expressed excitement about the new challenges and opportunities of the upcoming work year.

#### **IV. Membership Committee:**

Kim Plascjak announced that Janet Austin's departure from the Board will require nominations for Chair and Vice-Chair. Kim and other members of the Membership Committee will accept nominations. Elections will be held at the October 26 meeting.

#### **V. Board Orientation:**

Mary Ellen conducted the annual Orientation for the Board with a review of the Mission and Vision of the Board as stated in the Board Charter. She also reviewed Board handouts, the requirements for attendance, preparation and active participation. Board members are required to represent the interests of ALL NIH, current and future. A review of open meeting rules, conflict of interest issues and ethical behavior was included.

Valerie Bonham from the OGC Office is available for more in-depth information.

There was short discussion of the Tribble Amendment- Federal legislation that authorizes agencies to support child care for employees.

Lisa Strauss asked if Employee Waivers for Board members with children in NIH child care were required annually or one time. Mary Ellen will ask the OGC liaison.

#### **VI. Approval of Minutes:**

Janet asked for a motion to approve the June 2006 Board minutes.

The minutes were approved and accepted into the Board record.

#### **VII. Communications Committee:**

Valerie Durrant reported on the revisions to the NIH Child Care web site spearheaded by volunteers from the Council for Excellence in Government Fellows Program. Valerie worked with this group on behalf of the Board Communication Committee

and helped direct their efforts to make changes to the web site previously suggested by employees and Board members. A copy of the final team report should be available by the October meeting. The Board discussed the importance of keeping the web site current and relevant. The Communications Committee will plan semi-annual formal review of the site to accomplish this. Janet raised the importance of keeping the site dated to instill confidence in consumers.

#### **VIII. Board Work Plan and Work Year:**

Janet led the group through the 2006/07 Work Plan which had been prepared based on

Board discussion and decisions at the June meeting. Minor edits were suggested. Angie requested that the topic of emergency preparedness be added and volunteered to reconvene that committee that prepared the brochure to consider possible next steps on this topic. Board members wish to assist NIH in raising awareness of the importance of emergency preparedness for all of the NIH community. Lisa Strauss offered congratulations to the committee for the production of the excellent brochure which has been distributed to many parents at NIH.

Janet asked members to consider Tom Hayden's request to give thought to other resources for addressing child care issues. There was discussion of Board priorities and how to focus on one goal. Richard raised the question of "greatest need" of the NIH community. Mary Ellen shared Division plans for a needs assessment/benchmark study to be conducted in the fall for child care and other ORS services. This may give the Board some answers and direction. There was discussion of approaching the Foundation for NIH and FAES about possible interest in topics related to the Board priorities.

The conversation will be continued at the October meeting.

Mary Ellen requested that the Board give input on the 2006-2007 Work Year, which is the timeline for Board activities to support the Work Plan.

**Copies of the revised Work Plan and Work Year are attached to these minutes.**

**IX. Committee Appointments:**

Mary Ellen described the work of several Board Committees and asked for volunteers-  
Subsidy Evaluation and Design- Valerie, Tracey, Susan, Hank  
Communications- Tracy, Jayne, Valerie  
Waiting List- Lisa, Beth, Monica, Tracy  
Parenting Festival- Jayne, Lisa, Susan, Juanita, Hank  
Membership- Kim, Lisa, Angie, Juanita, Hank  
Emergency Issues- Angie, Richard, Susan, Anne, Jayne

**X. Announcements:**

- Anne Schmitz announced the September 15 all staff Training Day sponsored by DoES for all NIH child care center staff.
- Mary Ellen announced the September 19 "Ask the Parenting Specialist" in Bldg. 31.
- There are currently 680 members on the NIH Parenting Listserv.
- Members received the September 1<sup>st</sup> Waiting List report that indicated that there are 1008 children on the waiting list.

Meeting adjourned at Noon.

**Next meeting on October 26, 2006**

**NIH Child Care Board  
2006-2007 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.

In order to support this mission the NIH Child Care Board will explore and support programs and services that assist employees with children of any age in their roles as primary care givers and during this Board year will specifically focus on the following:

Subsidy-

Complete a final evaluation of the Subsidy Pilot Program and make recommendations regarding program design and operation of a permanent subsidy program.

Child Care Facilities-

Encourage NIH to provide additional child care facilities, constructed or leased, to meet the demand for child care for NIH employees and provide information and data to support this request.

Federal Legislation-

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.

NIH Waiting List for Child Care-

Continue to monitor, evaluate and refine data to provide realistic and helpful information to NIH employees to assure the fairness and reliability of the waiting list.

Communication Plan -

Execute the Board Communication Plan, to include: expand Board member liaison list, revise child care web site and written materials, promote all NIH child care resources via events/articles, and link parents to as many NIH resources as possible.

Back-up child care -

Explore viable back-up child care options in the Washington Metropolitan area for NIH staff.

Children with Special Needs –

Continue to support the inclusion of children with special needs in all child care programs and empower parents and guardians to understand rights and resources for their children.

Continue to educate parents and guardians about 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.

Revised 9/25/06

**NIH Child Care Board  
2006-2007 Work Year**

### **Summer 2006**

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

### **September 2006**

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

### **October 2006**

Elect Chair and Vice Chair  
Child Care Subsidy Pilot Program Report and Presentation by FEEA  
Update on Legislative Proposal  
Discussion of new ideas and resource development

### **December 2006**

Presentation and Discussion of Child Care Centers and Waiting List Service  
Advise Division of Employee Services on Priorities related to FY 08-09 budget  
Work Force Development Issues- needs assessment and benchmarking

### **January 2007**

Report from NICHD on Work Life Project  
Back-up Child Care Options- invitations to other interested agencies/employers  
Waiting List Update

### **March 2007**

Present Parenting Festival Plans  
Appoint Membership Committee  
Subsidy Program Design- Report to NIH Director

### **April 2007**

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

### **June 2007**

Approve Board Recommendation and Priorities for Annual Report  
Appoint Annual Report Committee  
Approve Priorities for 2007-2008