

NIH DAY CARE BOARD MEETING MINUTES

February 15, 2001

Building 45 (Natcher) / Conference Room C1-C2 (lower level)

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

Members in Attendance: Deborah Henken, Corliss Taylor, Sharice Abdillahi, Lee Ettman, Mary Haas, Susan Huntley, Pamela Jenkins, David Lankford, Kim Plascjak, Tracy Rankin, Qin Ryan, Mary Ellen Savarese, Anne Schmitz, Barbara Thomas, Wendy Thompson, Tim Tosten

Guests: Kelvin Lawson/DES representing Juanita Mildenberg, Jonathan Auerbach/ChildKind, Inc., Beth Levy/ECDC

- I. **Approval of Minutes:** Minutes from the November 2, 2000 meeting were approved through electronic voting by members via e-mail. Minutes from the December 14, 2000 meeting were voted upon and approved by members.
- II. **Introductions:** Guests were welcomed to the meeting. Debbie H. officially welcomed Susan Huntley and Qin Ryan as newly appointed voting members to the Board.

III. Open Discussion - Charter Revisions:

(Prior to the meeting, members received a DRAFT red-lined copy of the Board's current Charter reflecting the proposed language revisions that were discussed at the December 14, 2000 meeting)

Debbie H. reminded members that the goal for the meeting was to review the revisions proposed in the DRAFT, discuss and reach a consensus, and then vote upon the changes to the Charter language. Once the Board has reached an agreement on its mission, objectives and the logistics of how it will function, the Board will then begin developing an action/work plan to outline how the Board would accomplish its new goals. The plan will span a two-year timeline and will address recruitment of new members.

Specific discussion included:

Board Name: Members voted and approved changing the Board's current name from the "NIH Day Care Board" to the "NIH Child Care Board" and solely direct its efforts toward child care issues.

Vision Statement: Members voted and approved the suggested language from the first paragraph noted in the Board's 2000 Annual Report to the NIH Director be used to as its Vision statement with the following revisions:

- Change the phrase "acts to ensure" to "will strive to enable".
- Include language that shows that the Board's Vision statement supports the NIH's Mission statement.

Mission Statement: Members voted and approved to rename the "Purpose" statement in the current Charter as its new Mission statement with the inclusion of the words "affordable and accessible" after the word "promote".

Objectives: Members voted and approved to rename its current "Functions" noted in the Charter as its new "Objectives" with the following revisions:

- Replace the bullets with numbers.
- Include the word "and" after services in Objective #3.

Appointment: Members voted and approved replacing the word “Structure” in the current Charter with “Appointment”. Members felt that language should be included to clarify the Board role in the process of appointment of new members.

- WEPB will rewrite this language to provide more clarity.
- The language noted on the NIH Child Care web site will be revised accordingly.

Voting Members: Members voted and approved the following:

- The elimination of Co-Chair position.
- Not to identify a specific timeframe for the elections of Chair and Chair-elect positions in the Charter. The language was revised from “in the spring” to “annually”. This information will be defined in the Board’s action/work plan.

Terms and Vacancies: Members voted and approved the following:

- Retain the current 3-year terms for voting members.
- Not to identify a specific start date for membership terms in the Charter. This information will be defined in the Board’s action/work plan.
- Additional language regarding incomplete terms and vacancies.

Ex-Officio, Non-Voting Members and Liaisons: Members voted and approved the following:

- The NIH Child Care Program Specialist will hold the standing position of Vice-Chairperson.
- The Director of the Office of Equal Opportunity will be offered a standing position on the Board.
- Extending memberships to representatives from the Women’s Scientific Advisors and any other NIH campus organization that have an interest in child care issues.

Meetings and Attendance: Members voted and approved the following:

- Board meetings will occur a minimum of six times a year. The Chair and Vice-Chair have the authority to call additional meetings as necessary.
- The Board will appoint Ad Hoc subcommittees when needed.
- The Board may request a member’s resignation if the member fails to attend three consecutive meetings.
- Retain the phrase “but official votes may not be taken unless a quorum is present” in the Charter.

Records and Reports: Members voted and approved that the submissions of its Annual Report to the Director of NIH will continue via ORS.

Termination Date: Members voted and approved to retain the Charter termination timeframe of five years in order to encourage the Board to revisit the Charter and amend the language as needed to reflect any changes in its roles and responsibilities.

New Membership Recruitment Program: Mary Ellen Savarese reported that Steve Ficca, Associate Director for Research Services, has offered to send a letter to IC representatives requesting Child Care Board membership participation. Prior to accepting his offer, a small group of members will meet to identify a cross-mix of representation in the professional and non-professional fields within the NIH community that should be targeted for recruitment.

To assist Board communication and outreach to the NIH community, WEPB has created a NIH Day Care Board web site that will be revised to reflect changes in the Board Charter and has prepared a Child Care Fact Sheet that members may distribute.

Working Relationships – (Child Care Centers/WEPB/WFLC): Discussion was postponed on this subject until the Board begins to develop its work/action plan.

Board Work/Action Plan: The following tasks were identified by members for inclusion in its action/work plan:

- New Member Recruitment Program
 - Developing a timeline and cycle for membership.
 - Conducting interviews for potential candidates.
 - Having membership terms begin in September.
 - Providing an orientation and information packet about the Board.
 - Having current members serve as mentors for new members.
 - Touring the local NIH child care centers.
- Recognition for Outgoing Members
 - Certificates of Appreciation
 - Letters of Appreciation to outgoing member's supervisors.
- Raising the Visibility of Child Care Throughout the NIH Community
 - Partnering with the QWL in its annual fair.
 - Partnering with the WFLC in child care seminars.
- Assisting with a WEPB Needs Assessment/Survey of the NIH Community
 - Assist in identifying available sources of data that provides relevant demographic and employment information related to need for child care services.
 - Identify the purpose and goal of a survey.
 - Identify specific questions to be included on a survey.
 - Identify what types of information and data is to be collected from the survey results.
- Serve as an advisory group to WEPB and the NIH Child Care Program Specialist to discuss ideas being considered for policies and procedures, or changes in how the NIH approaches child care. This may include looking beyond the boundaries of the NIH campus for resolutions to the current child care needs and identifying alternate resources, e.g., contracting with area and other County child care centers.
- Further discussion on the Board's work/action plan will continue at the next meeting.

IV. Round Robin:

- WFLC announced an upcoming seminar on fatherhood scheduled for March 7.
- WEPB distributed copies of its Child Care Fact Sheet to members and announced that regular meetings with the Center Directors and the Child Care Program Specialist will begin in March. The Child Care Program Specialist has also been attending each Center's Board of Directors

meetings to establish working relationships. Center Boards were reminded of the importance in maintaining compliance with the terms and responsibilities in their Use Agreement with the NIH. WEPB will ensure that NIH responsibilities are also met. A new Use Agreement will be written for POPI when they move to the new facility and that may be a good time to re-examine the other two center's Use Agreements for possible revisions. Each Center's Board of Directors will be asked to provide feedback on the current Use Agreements.

ChildKind, Inc.:

- Staff participated in First Aid training.
- The Board is funding for staff to participate in an exercise and nutrition class.
- Scheduling in-house spring training for staff.
- Waiting for new replacement carpet to be installed.

POPI:

- The center is excited with the progression in the construction of the new East Child Care Center and will be meeting with the playground vendor today to select the new outside playground equipment.

ECDC:

- The center will reach a point once again come September of not being able to accommodate its current population. Will be preparing a letter to WEPB on its need for additional space.
- The center passed its annual Child Care Administration (CCA) inspection.
- The center had its annual GSA Environmental Safety inspection.
 - GSA has installed portable duress buttons at the center.
- On 02/28, the center will undergo inspection for its National Association for Education of Young Children (NAEYC) re-accreditation.
- Tuition increases will become effective on February 26.

V. Meeting adjourned at 12:00 p.m.

Prepared by:
Pamela Jenkins
March 2, 2001