

## **NIH DAY CARE BOARD MEETING MINUTES**

April 6, 2000

Building 45 (Natcher) / Conference Room B (lower level)

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

**Attendees:** Deborah Henken, Sharice Abdillahi, Isabel Ellis, Lee Ettman, Mary Haas, Gerald Hines, Pamela Jenkins, David Lankford, Kim Plascjack, Barbara Thomas, Anne Schmitz, Wendy Thompson

**Guests:** Clarence Dukes/DES, Beth Levy/ECDC

**I. Approval of Minutes:** Minutes from the February 24 meeting were reviewed and approved by the Board.

**II. Introductions:** Guests were welcomed to the meeting.

**III. Center Reports:**

### **ChildKind, Inc.**

- A professional photographer took individual and group pictures of the children on March 17.
- The vendor providing the play shades started installing the poles on April 6. The soft surface repairs will be performed the week of April 10.
- Brown & Root along with DES are continuing to evaluate the HVAC system.
- The center will be closed on May 5 for a Staff Professional Day for training. Staff will be treated to lunch.
- The annual picnic is tentatively scheduled for June 15 at Cabin John. The center's Board is considering combining the Staff Appreciation Day along with the annual picnic.

### **Parents Of Preschoolers, Inc. (POPI)**

- Staff completed their first aid training on April 5.
- There will be a parent education workshop scheduled for April 12 titled Kindergarten Readiness. Mrs. Debbie Phelps, Director of NIST child care center will be the speaker.
- Staff is participating in continuing education workshops provided by the Montgomery Child Care Association. Mary H. has participated in a leadership workshop titled Child Center Curriculums.
- A dental hygienist from NIDCD came to the center to talk to the children. The children saw a video and received a goody bag along with a new toothbrush.
- On St. Patrick's Day, someone came to the center and played the bagpipes for the children.
- The center's spring event is scheduled for June 1.
- The next Board meeting is scheduled for April 27 at the center, starting at 5:30.

### **Executive Child Development Center (ECDC)**

- Continuing staff training – currently the center has a total of 400 hours in staff training.
- Parents have shared their expertise with staff and have offered training – one workshop encompassed asthma and diabetes training. Another parent spent time teaching staff how to use a computer.

- A dental hygienist from NIDCD came to the center to talk to the children.
- Summer and fall programs enrollments are full.
- The center's Board was unsuccessful in finding the type of space required in the neighboring area to continue its first grade program. The program will be discontinued at this time. The center's Board will continue to seek available space for future implementation of this program.
- Monies collected from the Scholastic Book Fair will be divided amongst the classrooms to purchase scientific-related resources for the children.
- Developing its program proposals for the additional space being provided at the center. Proposals may include services such as drop-in care and temporary care. Current activities will be compiled and presented to the NIH Day Care Board as well as ideas how to increase these services.

#### **IV. Updates/Coordination Efforts:**

##### **GSA FPS Inter-Agency Agreement:**

- Gerald H. informed members that the meeting with FPS to review the procedures and forms for obtaining criminal background checks is scheduled for April 11. From the outcome of this meeting, a start date will be identified and the center directors can begin using this new process.

##### **Staff Training Issues:**

There was no discussion on this subject.

##### **Unified Wait List:**

- Barbara T. met with the center directors to discuss the possibility of a unified wait list. She provided members a hand out which listed the advantages/disadvantages, components necessary for a unified wait list and database entries (please refer to handout for more detailed information).

##### **Access to Clinical Center Efforts:**

- Debbie H. informed members that it is NIH's policy that contractors can not use the Clinical Center for services such as obtaining flu shots and TB tests. Interestingly, the Clinical Center acquires these services through an outside contractor. She suggested that the centers could pool their monies together and obtain these services through the same contractor outside of the NIH. Debbie H. will find out if the contractor can provide these services to the centers.

##### **Additional Space at ECDC:**

- Gerald H. indicated that there has been no commitment date provided by the current occupants on the second floor at 6006 as to when they will be moving out. The last timeframe provided was sometime late summer. A meeting will be scheduled in the near future with REMB and ECDC to discuss the center's requirements for the additional space.

**V. Round Robin:**

- Gerald H. mentioned that the Child Care Program Specialist announcement will be closing on April 10. Human Resources Branch will have 2 weeks to review the applications and then forward the qualifying resumes to DSFM.
  - Gerald H. will need to establish a selection panel/board within the next 2 to 3 weeks. The group should consist of at least 5 or 6 people and include representation from the Board, DSFM and possibly GSA.
  - Sharice A. indicated that she noticed there were two announcements listed. Gerald H. will investigate whether there was a double entry or a second announcement was included by mistake.
- Gerald H. informed members that the proposed date for the groundbreaking for construction of the northeast child care center scheduled for mid-April has been postponed due to the unresolved budgetary issues. DES is currently negotiating with the contractor on the price for construction of the facility. A new date has not been identified at this time. The Board felt that it would be important to make the ground breaking a very visible event. Once DES places the construction sign on site and a date is set, we will work with ORS to put together some formal event.
- Wendy T. provided members with an updated on the proposed child care subsidy legislation. A selected group out of Building 1 is currently identifying how NIH can implement this subsidy service in the upcoming fiscal year. Areas being reviewed include eligibility requirements, implementation within each IC in administrating the subsidies – internally or contract with an outside service.
- David L. updated members that there has been no changes in the regulations pertaining to before tax dollars for child care.
- Debbie H. distributed a copy of the Building & Space Program Project Justification document for the Northwest Child Care Facility. Clarence D. will incorporate this information into the project write-up to help validate the scope and cost of the project which is now included in the FY2001 President's Budget for the NIH. The document emphasizes NIH's need to obtain funds to design and construct a permanent facility for the occupants of ChildKind, Inc. Clarence D. will meet with Gerald H. within the next 2 weeks to complete the remaining sections of the Project Justification the facility.

**VI.** Meeting was adjourned at 11:40 AM.

**VII.** Next meeting has been scheduled for June 1, 2000 – location EPN/Conf. Rm. J

Prepared by:  
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May 5, 2000  
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