

NIH DAY CARE BOARD MEETING MINUTES

April 19, 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, David Lankford, Juanita Mildenberg, Kim Plascjak, Mary Ellen Savarese, Anne Schmitz, Wendy Thompson, Tim Tosten, Martina Vogel-Taylor

Guests: Beth Levy/ECDC, Susan Reider, OD/OHRM

- I. **Introductions:** Guests were welcomed to the meeting.
- II. **Approval of Minutes:** Members voted and approved the minutes from the February 15, 2001 meeting.
- III. **Approval of New Charter:** Members voted and approved the new Charter. Debbie H. and Corliss T. signed the letter to Dr. Ruth Kirschstein, Acting Director, NIH requesting approval of the revised Charter.

Prior to beginning their open discussions, Tim T. read a letter from Mr. Stephen Ficca, ADRS to Dr. Yvonne Maddox, Acting Deputy Director, NIH expressing his appreciation of Debbie H.'s many contributions toward improving the quality of child care provided at NIH while serving on the NIH Day Care Board. Debbie H. was presented with a certificate of appreciation and a bouquet of flowers. She thanked members for their show of admiration and indicated that she would continue to offer her assistance where necessary.

IV. Open Discussion

New Member Recruitment and Board Membership – Membership Chart: A small group of members met after the 02/15/01 meeting and developed a DRAFT chart that identified when each of the current members' terms expired. Given the numerous crossovers in job description classifications, the Board needs to make sure that a cross-mix of representation in the professional and non-professional fields within the NIH community are targeted for recruitment. Members agreed that the minimum number of members should remain as (7) and that the optimum number of members should be either (11) or (12).

Board Timeline: A DRAFT NIH Day Care Board Timeline was shared with members. The timeline identifies specific activities/tasks/objectives that the Board will work on each month throughout the calendar year. Members approved the DRAFT timeline and were asked to review and determine if any additional items should be included.

Outreach Efforts: Some members commented that the clipart graphic currently used for the NIH Day Care Board logo needed to be more family/child oriented and more reflecting of the Board's mission. Members discussed the development of a NIH Day Care Board information card that can be distributed and used as a recruitment tool. A small group of members will work on identifying a new clipart graphic for the Board's logo and developing a NIH Day Care Board information card. The Board will also seek participating/partnering in upcoming NIH and QWL related fairs/seminars to promote its visibility.

Report from Data Work Group: A small group of members met after the 02/15/01 meeting and worked on gathering several types of statistical data from various areas, e.g. current waiting lists from each child care center, WFL Resource and Referral Services, MD State Child Care Resource and Referral, etc. The next step will be to review the data collected. The Board will need to determine what other types of statistical data needs to be collected in order to conduct a needs assessment.

Work/Action Plan: At the 02/15/01 meeting, members identified 5 action items for inclusion in their initial Work/Action Plan. In conjunction with the development of the Board's Timeline, the Work/Action Plan outlines the specific steps necessary to complete each activity/task/objective.

Definition of a "NIH Employee" and Implication for Child Care Centers: This discussion was postponed until the next meeting.

Sibling Policy: This discussion was postponed until the next meeting.

V. Round Robin:

- WEPB informed members that there will be no June or August Board meetings. During these months, the subcommittees will meet. Members approved the proposed alternate meeting dates of July 12th, September 13th, and November 8th. Meetings will still occur from 10:00 a.m. – 12:00 p.m. Members will be notified of meeting locations upon receipt of scheduling confirmations. Literature was offered to members on upcoming child care information sessions offered at the Children's Resource Center, events occurring in the Month of the Young Child, and two articles recently published in the Washington Post and National Association for the Education of Young Children.
- Sharice A. announced that she would be attending the UDC in Chapel Hill School of Public Health, Health Policy and Administration this summer for two years. Members wished Sharice much success in her academics.
- Juanita M. informed members that the construction of the East Child Care Center was at 65% complete. DPS and DS are conducting weekly and monthly inspections during construction. On April 23rd, the employee parking lot in front of the site will be closed. Starting in May, DES will begin conducting daily cleaning inspections using the GSA cleaning standard checklist at the ECDC child care center.
- On May 11th, the first installation phase of ChildKind Inc.'s new carpet will occur. The second phase will occur the following weekend.

VI. Meeting adjourned at 12:00 p.m. The next meeting will be scheduled for July 12th location TBD.

Prepared by:
Pamela Jenkins
May 3, 2001