

NIH DAY CARE BOARD MEETING MINUTES

September 7, 2000

Executive Plaza North / Conference Room G

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

Attendees: Deborah Henken, Sharice Abdillahi, Lee Ettman, Mary Haas, Gerald Hines, Pamela Jenkins, David Lankford, Juanita Mildenberg, Kim Plascjack, Tracy Rankin, Anne Schmitz, Corliss Taylor, Barbara Thomas, Wendy Thompson

Guests: Tim Tosten/DSS, Margery Sher/Fried & Sher Inc., Beth Levy/ECDC, Ann Nucci/POPI

I. Approval of Minutes: Minutes from the April 6, 2000 meeting were approved through electronic voting by members via e-mail. Minutes from the June 1, 2000 meeting were reviewed and approved by the Board.

II. Introductions: Guests were welcomed to the meeting. Gerald H. announced that this would be his last meeting as the Acting Vice-Chair under the auspices of DSFM. With the disbanding of DSFM, he informed members that the oversight responsibilities surrounding the day care programs will now reside under the newly created branch titled the Worksite Enrichment Programs Branch (WEPB), of the Division of Support Services (DSS). Gerald H. introduced Mr. Tim Tosten, WEPB/DSS, who is currently the Acting Supervisor of this branch and will be taking over the Vice-Chair duties. Pamela J. has transitioned to WEPB and will be the Quality Assurance Specialist for the child care programs. Gerald H. did imply that he might consider coming back to the Board in the future as a voting member. The Board wished both gentlemen the very best in their new jobs and positions.

III. Center Reports:

ChildKind, Inc.

- Recruiting for new Center Board members and Officers.
- Planning a Back-to-School night for mid-October.
- Arranging for an in-house training in early November.
- A field trip to Butler's Orchard is scheduled for October.
- Replacement carpet was selected for the center. Gerald H. indicated DES might have funds to cover the cost for the new carpet. Carpet would be replaced in intervals over the course of several weekends to minimize the impact on the center's operations.
- There has been a significant improvement with the HVAC system.

Parents Of Preschoolers, Inc. (POPI)

- Children went swimming twice a week during the summer.
- Field trips were taken to Lake Neadwood and Cabin John Park.
- The center's Happy Trails Party was held last week to say goodbye to the children who have graduated from the program and will begin Kindergarten this year. Twenty-five new children began on September 5. Twelve of the new children were from ChildKind, Inc.
- A teacher from the Levine School of Music will soon begin instructing the center's music program.
- Continuing its art program for the 4-5 yr. olds with a Chinese art teacher once a week.
- Will be starting a library visiting program in October with the older children.
- New parent orientation is scheduled for September 14.
- New Center Board elections will take place the second week of October.

- Groundbreaking ceremony for the new child care center was held on June 30. An article from the NIH Record was shared with the Board. Gerald H. indicated that the site for the center had been staked-out and the contractor is seeking to complete construction by July 2001. A meeting was held last week between DSFM, DES, DSS and the ORS Budget Office to identify/allocate funds to take care of the cost overruns in FY2001.

Executive Child Development Center (ECDC)

- In the process of re-accrediting the center with NAEYC. The re-accreditation packet has to be submitted by October 31.
- The center has obtained over 1,000 hours of staff training currently this year.
- Gail Becker, DPS, will be providing a workshop for the staff on crime prevention awareness.
- Dan Walther, DPS is preparing a whole curriculum program for the center called “Risk Watch”. The program is designed for children ages preschool through elementary and teaches them how to become players in the prevention of crimes.
- GSA will have the exterior windows of the center glazed to protect occupants from explosions/implosions.
- Staff is up to date on obtaining their Tuberculosis shots.
- In the process of finishing out their Hepatitis B series.
- Kindergarten Open House is scheduled for the second Tuesday of October. Open House for other programs will be scheduled in the fall.
- Contracts for extra curricular programs have been completed.
- Gerald H. provided the following updated on the classroom expansion project:
 - A copy of the block design and scope of work was forwarded to the Lessor’s architect to prepare a floor plan. Upon review of the floor plan, the architect included 4 additional bathrooms as well as a smaller computer room. The restrooms were included after contacting the MD State Child Care Licensing office to validate the requirement. The computer room was retained at the request of ECDC. With these changes, the scope of work has now expanded from the original concept. Additional plumbing and electrical services will be required. The next course of action will be to confirm the code requirements and then meet with ECDC to revisit the classroom designs. A meeting will be scheduled in the near future with all parties involved.

IV. Updates/Coordination Efforts:

Child Care Program Specialist

- Tim T. announced that Mrs. Mary Ellen Savarese was selected and hired as the new Child Care Program Specialist and will be brought on board October 2. Mrs. Savarese formerly worked in the Maryland Child Care Administration. The ORS Personnel Officer received 36 applications, the Quality Review Board reviewed 14 of those applications.

Child Care Needs Assessment

- Tim T. indicated that ORS intends to conduct an NIH-wide ORS Services Survey and there may be a possibility to include some child care questions. One of Mary Ellen’s tasks will be to work on this project.
- Juanita M. suggested incorporating some child care questions into the NIH Master Plan 5-Year Projection Questionnaire which is distributed to the ICs.

Status Background Checklist

- Pamela J. mentioned that the Center Directors need to remember to forward a copy of the cover letter that is sent to the Federal Protective Services, GSA , when submitting potential employees' criminal background checks. This letter is needed by WEPB in reconciling the charges for these services.

Presentation of Final Management Assessment Report by Margery Sher

- Mrs. Margery Sher, Fired & Sher provided the Board a brief overview of the management assessment report (for more detailed information, please refer to the complete report). Mrs. Sher indicated their findings could be summarized in two sentences:
 - Children are receiving wonderful early childhood education at all three centers.
 - Current operation tactics at each center are successful. This is seen in the centers maintaining their accreditations and their reputations.
- Mrs. Sher spoke upon how there is a bit of confusion in the current system for new employees seeking child care and mentioned that there were opportunities to increase efficiency and consistency amongst the centers.
- She felt that the issue surrounding whether or not the centers should be Board-run or vendor-run, was quickly dispatched. The analogy used was “You don't fix what isn't broken”. The centers are working very well as is being all Board-run operations.
- Two of the report's recommendations have already been implemented. These are:
 - The hiring of a Child Care Program Specialist (CCPS).
 - Having the child care programs placed in an administrative line rather than just facilities. This has occurred with the establishment of the Worksite Enrichment Programs Branch, DSS, which will focus specifically on employee amenities.

Other recommendations included:

- The NIH Day Care Board changing its name to an advisory counsel and clarifying its mission to raise its profile.
- Conducting a child care needs assessment so that projected enrollments is based on a NIH-wide assessment, and possible future expansions can be determined by the data that would be collected.
- Developing a child care tuition plan to address affordability that is consistent among the centers. This would take into account the Morrella Bill and how is NIH will respond to it.
- Address the issues surrounding affordability and availability.
- Devise a procedure to collect best practices from each the center. Increase communication. See if they can be implemented to make the centers be more consistent.
- Validate waiting lists and centralize task. This would allow a new/old employee who needs child care could have a one-stop-shop.
- Increase communication among the three individual Center Boards.
- Tuitions are different, tuition assistance is not consistence, training plans are different, salaries are different, food/supply procurement processes are different. Identify what areas should remain unique and what areas should be consistent.

- Mrs. Sher concluded her overview by explaining the two child care management structure models at the end of the report. The first model illustrates where the NIH is right now by keeping separate Board-run centers and the CCPS working with the Boards and Center Directors to make things more consistent. The second model illustrates having one Center Board with parent representatives from each center. This would provide for better communication and more consistency. This management structure could be considered in the future. Debbie H., Corliss T., and Kim P. will prepare a draft response letter to Mr. Ficca, Associate Director, ORS, on behalf of the Board stating that the assessment has been reviewed collectively by members and will have the newly appointed Child Care Program Specialist utilize this document to define specific goals within their first year of employment.

V. Nomination of Board Vice Chair Position

- Debbie H. recommended to the Board that Corliss T. be considered for nomination as Co-Chair. The Board unanimously voted on her recommendation and commended Corliss T. for accepting this position.

VI. Round Robin

- Tracy R. announced that she would be stepping down as Center President of ChildKind, Inc.
- Wendy T. informed members of the three upcoming events at NIH; on September 19 will be the NIH Orientation Day; Oct. 5 will be the Quality of Work Life Fair; and on Oct. 11 – 13 will be the Research Festival. WEPB will represent the Board and the child care programs at the NIH Orientation Day and the NIH Research Festival. The Center Directors will have one table at the Quality of Work Life Fair. Pamela J. will attend on behalf of WEPB.
 - She provided members with an update on the Resource and Referral Services; for FY00, there were 498 R&R telephone calls received (80% were child care related – 20% were elder care related). Additional information will be provided on the succession rate of the services.
 - Wendy T. also apprised members on the status of the NIH work group who is identifying how the newly legislated child care subsidy program will be implemented. If the legislation is extended into the next fiscal year, NIH will have a program in place come January 2001.
 - A copy of the upcoming QWFL seminar series was distributed.
- David L. reminded members that there would be legal issues surrounding changing the Board's name to an Advisory Board. He has offered to provide guidance to the Board on selecting a new name if this decision is made to move forward.
- Tim T. mentioned that Mary Ellen S. would be asked to review the current NIH Day Care Board Charter and make recommendations for changes.
 - He also indicated that all web page information formerly noted under DSFM would now be relocated under WEPB/DSS's web pages. Pamela J. provided copies of the current web pages information to the Center Directors to review and update.
 - Debbie H. indicated that at the next meeting the Board would have a general discussion on defining its mission statement as it relates to the current Charter.

VII. Meeting adjourned at 11:40 a.m.

VIII. Next meeting has been scheduled for November 2, 2000 – Location TBA

Prepared by:
Pamela Jenkins

September 29, 2000