

## NIH DAY CARE BOARD MEETING MINUTES

November 2, 2000

Executive Plaza North / Conference Room J

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

Attendees: Deborah Henken, Corliss Taylor, Sharice Abdillahi, Lee Ettman, Mary Haas, Pamela Jenkins, David Lankford, Juanita Mildenberg, Mary Ellen Savarese, Anne Schmitz, Barbara Thomas, Wendy Thompson

Guests: Gerald Hines / DES, Bob Ryan / ChildKind Inc. President, Qin Ryan / ChildKind Inc. parent, Martina Vogel / ChildKind Inc. Treasurer

**I. Approval of Minutes:** Minutes from the September 7, 2000 meeting were reviewed and approved by the Board.

**II. Introductions and Recognition:** Guests were welcomed to the meeting. Debbie H. presented Gerald H. with a certificate of appreciation for his contributions and dedication toward improving the quality of child care at the NIH. Gerald H. commented that during his tenure with the child care programs and the Board, he feels that the Board has made significant accomplishments in bringing awareness to NIH of quality child care needs and sees many more successes in the future. The Board again acknowledged Gerald H. and wished him the very best in his new job.

### **III. Center Reports:**

#### **ChildKind, Inc.**

- October 25 - Back-to School Night.
- October 26 - Field trip to Butler's Orchard.
- October 31 - Halloween party.
- New Center Board members and Officers have been elected.
- Lee E. met with Mary Ellen S. to familiarize her with ChildKind Inc.'s program.
- November 15 - International Thanksgiving Feast.
- December 5 - In-house workshop "Winter Indoor Activities for Infants & Toddlers" with Ms. Hazel Osborn.
- December 8 - Staff Christmas Party.
- Center is fully enrolled.
- Tentatively waiting for the construction to begin on the new Northwest Child Care Center.
  - Debbie H. mentioned that NIH has ear-marked \$500K dollars of its FY01 funds to be approved for the design costs associated with this new facility.

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

- Children went to Homestead Farm in Poolesville, MD. and went pumpkin and apple picking.
- The older children went to Oxon Hill Farm, which is a working farm.
- The week before Halloween the children had their Halloween party and parade. Children also participated in a disco party in the center's large shed.
- November 17 - Thanksgiving Pot Luck Dinner will take place in the Building 35 dining room.
- Continuing with music classes once a week.
- Continuing art programs for the 4-5 yr. olds.
- New Center Board members and Officers have been elected.
  - This Board will be working on business plan for new child care center.
  - Parents are anxious to know when the new center will be completed especially the parents of children expected to start in the Kindergarten program.
    - Mary Ellen S. shared with the Board that she and other WEPB representatives met with the Project Officer to discuss the construction schedule. Mary Ellen S. indicated that if the Project Officer cannot guarantee that the construction of the building will be completed by August 1, 2001, they would need to notify Mary H. so that she can notify parents to consider alternate arrangements for Kindergarten.

The Project Officer will provide WEPB with an update by January 2001 on the construction schedule. Mary H. will be very involved in the discussions.

- Mary Ellen S. will be attending an upcoming POPI Board meeting and will address any other concerns or issues surrounding the construction schedule.

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

- Open Houses for all age groups have taken place.
- Children have gone to various pumpkin patches.
- School age staff hosted a Halloween dance for the older kids and set up its annual haunted house.
- November 15 - Re-accreditation packet for NAEYC will be submitted.
  - Completed its annual report. The report identified a 5% turnover rate in staff. This is down from 10% reported last year. There are approximately 110 employees who circulate through the center. The national norm is anywhere from 30 - 40% turnover.
  - In reviewing its sliding scale for tuition, which consists of three levels; above cost of care; cost of care; and below cost of care, 40% of people are in below cost of care and 60% are either in the cost of care or above cost of care.
  - The center has identified an increase in child care needs by Post Docs for the 3-5 year old programs as well as the school-age programs.
  - Hired an ESOL teacher and will also plan to have classes for parents with the ESOL teacher.
- Anne S. has met with Mary Ellen S. to familiarize her with the ECDC program.
- Will be re-evaluating its policy regarding computer games and Internet access.
- November 17 – Board meeting @ 5:00 p.m.
- Anne S. indicated she still has concerns with the level of cleaning being provided at the center.
  - Mary Ellen S. and Pamela J. will contact the Facility Manager to further discuss this issue with Anne S. Juanita M. indicated she would assist if necessary.

### **IV. Items:**

#### **Annual Report**

- A draft copy of the annual report was sent to members via the e-mail to review. The draft report was reviewed and approved for final by the Board.
  - Members discussed possibly including graphs, charts and pictures in next year's annual report.
  - Mary Ellen S. and Pamela J. will explore ways to improve communications and the Board's involvement with the child care center located in Research Triangle, NC.

#### **Child Care Program Specialist**

- Mary Ellen S. shared with members her child care background experience.
  - Worked in school age care as direct service delivery – a very long history with Anne S., both were providing school age care in Montgomery County before there were any regulations for this type of care being offered.
  - Was a Licensing Specialist with the Montgomery County Department of Health and the State of Maryland Department of Health – very familiar with the child care regulations and has just recently concluded a two-year tour of duty on a committee at the State that re-wrote the child care regulations for the State of Maryland.
  - For the last 10-12 years has been in charge of delivery resources to Montgomery business and individuals who want to become child care providers, either family child care or child care centers.
  - Performed a lot of outreach with business in Montgomery County.
  - Assisted in writing zoning regulations, modifying fire code regulations, and use and occupancy regulations – very familiar with the regulatory aspects of child care.
  - Assisted in designing and opening of about a dozen child care centers that Montgomery County Government has built with capital funds over the last 10 years.

She concluded by mentioning that she was very fortunate to personally get to know each of the three child care centers sponsored by NIH through her prior employment. She is familiar with the ChildKind Inc. program since its inception at Suburban Hospital and has known Lee E. for a long time through a professional organization in Montgomery County; she was also the person who licensed the new room at the POPI program over 15 years ago; and has known ECDC's program prior to its relationship with NIH. The Board is very encouraged to have Mary Ellen S. on board to assist with the NIH child care programs.

### **Worksite Enrichment Programs Branch (WEPB)**

- Mary Ellen S. apprised members of the recent re-organizational changes within the Office of Research Services (ORS) that includes a newly created branch within the Division of Support Services (DSS) titled the Worksite Enrichment Programs Branch (WEPB). The creation of this branch was to bring more awareness to the types of service-delivery programs provided to NIH. She distributed to members a brochure outlining all of the services offered by DSS and highlighted a few of the services that are offered within WEPB. Under this new branch will include the child care programs. Mary Ellen S. indicated that Ms. Laurie Bullman, DSS is the acting Branch Chief, and DSS is in the process of conducting interviews for a new Branch Chief. Mr. Tim Tosten attended the last Board meeting on Ms. Bullman's behalf.
- She and Pamela J. are preparing a work plan/action plan for child care coordination that will outline all issues and priorities surrounding the child care programs and present it to the new Branch Chief for approval. If the new Branch Chief agrees with the plan, a copy will then be shared with the Board. Mary Ellen S. has noted that the first priority for WEPB will be to open the new East Child Care Center to maintain credibility for employees and child care providers.
  - Further discussion regarding the new East Child Center included:  
Mary Ellen S. indicated that the original cost estimated for the construction of the new facility was extremely over budget and many essential items, e.g. playground equipment, were taken out and placed as bid alternates. She indicated that there have been additional funds allocated for this year to pay for as many of the bid alternate items as possible. The original Program of Requirements will be referenced to identify which bid alternate items are funded.
- Another priority will be to elevate people's awareness of child care as an issue – Mary Ellen S. will begin working closely with Wendy T. and the staff of the Work and Family Life Center (WFLC) to increase the advertising of the Resource and Referral Service and to begin looking into other similar projects.
- WEPB will be seeking the Board's assistance in raising people's awareness about child care as an issue and exploring other solutions for child care needs.

### **Child Care Web Pages**

- Mary Ellen S. informed the Board that within our new branch, Pamela J. has been working on updating the child care web pages. One of the goals will be to create a NIH Day Care Board web site that will be a link from the WEPB's web site. The NIH Day Care Board site will note the Board's mission, Charter, membership, history, etc., and can actually be used as a recruitment tool for new members. We anticipate that this will help to increase the awareness of the Board and its purpose. Each center director was asked to provide any additional information they would like to have noted on their individual web sites.
  - A proposed logo was shared with members to consider using on the NIH Day Care Board web site.
  - Consideration may still be given in the future to implement an electronic enrollment application on the Child Care Programs' web site.

### **FY2001 Meeting Dates**

- Pamela J. provided members with tentative dates for FY2001 meeting dates. The meeting will still be held on Thursday mornings from 10:00 a.m. to 12:00 p.m.  
The tentative meeting dates are:  
February 15; April 19; June 14; August 9; October 11; and December 6.

**V. Discussion – Roles and Mission of Board:**

- Debbie H. began the discussion by providing members with a synopsis of the Board's original oversight role and recently within the last 2 years, has changed to a somewhat of an advisory role. The Board receives input from the NIH community and makes recommendations to the NIH Director in terms of child care needs. As a result to the recent management assessment, a specific recommendation was that the Board needs to redefine and rethink what are its roles and mission as they relate to the child care services at NIH. This is also in concert with the recent organizational changes within the ORS.
  - For the last 2 years in her tenure as Chairperson, Debbie H. has undertaken activities to promote the visibility of child care needs and issues and has attempted to move the Board toward functioning as an advocacy group. In the past, the Board acted as a forum with the three child care centers, this task will now be undertaken by Mary Ellen S. to coordinate these efforts.
  - Debbie H. commented that the Board's title should be changed to the NIH Child Care Board. Having the title "Day Care" suggests that this includes other services such as elder care and dependent care. She would like to see the Board focus more on child care issues and utilize the resources available through the Work and Family Life Center to address elder care and dependent care needs.
- Mary Ellen S. referred back to the Board's Annual Report which it notes that the Board's three primary functions are to: 1) promote and serve as an advocate for quality child care; 2) to communicate child care information; and 3) to advise the NIH with regard to child care issues and policies. She felt that the Board's roles were already defined as noted in its Charter and that the next steps would be to create an action plan.
- Two areas that Debbie H. would like to see the Board become involve with are the needs assessment and the pending child care subsidy legislation.

Further discussion regarding the child care subsidy legislation included:

- Wendy T. indicated that the Executive Officers are currently split in their decision to proceed with developing guidelines to appropriate funds. Garnishments for the subsidies would be obtained through an IC's Salaries and Expenditure Funds. Each IC's population would determine the dollar amount appropriated. Every IC would have to participate.
  - The Executive Officers are contemplating allowing these funds to be utilized for other venues such as retention bonuses.
  - The subsidy program is being promoted as a recruitment and retention tool; the working group does not see how a subsidy for lower income Federal employees is going to help them recruit and retain the people they are concerned about employing who are at higher-level grades.
    - Wendy T. suggested that the Board might consider writing a letter advocating the need for a child care subsidy program for the recruitment and retention for all levels of employees.
  - To implement such a program will be very labor intensive to administer; NIH will contract out for this service.
  - The working group has been attempting to get a consensus from the Executive Officers to advise the NIH Director to proceed with moving forward with the program.
- Anne S. shared with the Board that other Government agencies use their Recycling Funds for child care subsidies and questioned if NIH has such funds and where do they go.
  - Mary Ellen S. will investigate and report back to the Board on her findings.
- Debbie H. suggested that the next meeting scheduled for December 14, will be solely devoted on developing the Board's mission statement, how the Board can be instrumental in advocate for the child care subsidy program and assisting with the needs assessment.

**VI. Round Robin:**

- Pamela J. shared with the members two publications – the October 17 edition of the NIH Record and the October edition of the ORS News: to Use, which contained an article soliciting members for the NIH Day Care Board.

- Wendy T. will send out the article through the WFLC's internal Listserver in an effort to solicit members.

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- Wendy T. distributed to members an updated Resource and Referral brochure.
  - The Board congratulated Wendy T. on her appointment as a voting member.
- Barbara T. mentioned she is a member of the Tenure Track Investigators Committee who have expressed a grave need for child care assistance in their recruitment and retention of employees.
- Juanita M. indicated that the Office of Facilities Planning, ORS is amenable to including some child care questions in a parking survey that is being developed - Mary Ellen S. will be the liaison in preparing the questions.

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

**VIII.** Next meeting has been scheduled for December 14 – Building 45 (Natcher) Conference Room H

Prepared by:  
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