

## NIH DAY CARE BOARD MEETING MINUTES

December 14, 2000

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

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

Attendees: Deborah Henken, Lee Ettman, Pamela Jenkins, David Lankford, Juanita Mildenberg, Tracy Rankin, Martina Vogel-Taylor, Mary Ellen Savarese, Wendy Thompson, Tim Tosten

Guests: Mark Headings / PMI, Qin Ryan / NCI

**I. Approval of Minutes:** Minutes from the November 2, 2000 meeting were reviewed and unofficially approved by the Board, as not enough voting members were present.

- Pamela J. will e-mail these minutes to all voting members and ask them to approve and vote electronically.

**II. Introductions:** Guests were welcomed to the meeting. Debbie H. officially welcomed Mary Ellen S., NIH's new Child Care Program Specialist, to the NIH Day Care Board. Members expressed their enthusiasm about working with Mary Ellen as they begin to redefine roles and responsibilities as they relate to the NIH-sponsored child care programs.

- Tim T. announced that he was officially appointed as the new Chief of the Worksite Enrichment Programs Branch (WEPB), DSS.

### **III. Discussion: Board Mission Statement - Board Work/Action Plan**

Using the questions that were sent to members via the e-mail as a guide, the following was discussed. Since there were not enough voting members and since the co-chair was absent, no official recommendations were made at this meeting. Each of the issues discussed will be put to a vote when the revised materials are reviewed by the entire Board.

#### **What is Board's mission and vision?**

- The Board's current Charter notes "day care services" to include elderly or disabled day care programs. It was recommended that the Board solely direct its efforts toward child care issues and consider changing its name to the NIH Child Care Board.
- It was suggested that the Purpose statement identified in the current Charter be renamed the Board's Mission statement with the following changes "The National Institutes of Health *Child Care Board*, hereinafter referred to as the Board, will promote quality *child care* for NIH employees and advise the NIH with regard to NIH *child care services and policies*".
- It was suggested that the first paragraph noted in the Board's Annual Report "*Employer sponsored child care is critical to organizations that wish to attract and maintain a high quality workforce. The productivity and performance of parents in the workforce is enhanced when their children are in quality care, and children are helped to grow and thrive when they are nurtured in a safe and appropriate learning environment.*" be utilized as the Board's Vision statement.

#### **What specific goals are there to accomplish the mission and the vision?**

- It was suggested that the Functions statement identified in the current Charter be reclassified as the Board's Objectives with the following changes:  
The Board will:
  - Serve as an advocate for *affordable, accessible and quality child care for the NIH community.*
  - *Serve as a forum for NIH child care issues and policies.*
  - Advise the NIH with regard to *child care issues and policies, e.g., status of existing programs, quality of care, need for modification of existing services or development of new services.*
- Tim T. and Mary Ellen S volunteered to incorporate the discussion and suggestions into a revised charter. A draft will be provided to members to review prior to the next meeting.

**What are the limits on the Board?**

- There was discussion as to the role of the Board concerning its involvement in the resolution of center grievances. Clearly the current procedure when a specific concern is raised needs to be reexamined and the newly created Child Care Specialist needs to be included. While, specific center issues related to program, facilities and procedures are the responsibility of the Child Care Coordinator position, the Child Care Board still may play a role should resolution not be reached within the current framework.

**Is Board membership inclusive enough to represent the entire NIH community regarding child care needs?**

- It was suggested that the Board conduct an outreach approach to solicit for members in an attempt to recruit a cross-mix of representation in the professional fields within the NIH community. This type of approach might be less intimidating than the current self-nomination procedures.
- It was suggested that a letter be sent to targeted areas/groups within the NIH community to obtain representation on the Board.
  - Debbie H. and Mary Ellen S. will develop a list of areas/groups to be considered based on the following categories:
    - Professional series
    - Male / Female representatives
    - Single parent / Married couple
    - Special interest groups
- It was suggested that a representative from the Office of Equal Opportunity have a standing position on the Board.

**What is an ideal size for a Board? Can there be Ad Hoc members?**

- It was suggested that the Charter retain its current structure of a minimum of seven voting members with no maximum limit.
- It was suggested that the member terms change from 3 years to 2 years with an optional 2-year reappointment. Members would need to submit a letter to the Board requesting reappointment.
- It was suggested that there be a set date for terms to begin and end.
- It was suggested that if a vacancy occurs during the middle of a term, a new member could be appointed to complete that term. When the term is over, if this individual was interested in staying on the Board, they would apply for a new term along with any other new members.
- It was suggested that Board meetings would occur every other month for a total of 6 scheduled meetings per year. The time will remain between 10:00 a.m. to 12:00 p.m. and Thursdays will continue to be the day of the week meetings will be scheduled. The chair, (co-chair (if there is one)) and vice-chair retain the authority to call additional ad-hoc meetings as deemed necessary.
- It was suggested that the Board would appoint Ad Hoc subcommittees when needed.

**What is the relationship of the Board to ORS/WEPB?**

- There was discussion about the role of the Board as advisory to WEPB and the Child Care Coordinator, as well as directly to the Director, NIH. Tim T. and Mary Ellen S. would like to use the Board as a forum for discussion of NIH Child Care issues and for input and advice on child care policies and procedures. This relationship would be incorporated into a child care work plan prepared by the WEPB.

- It was recommend that Mary Ellen S. hold the position of Vice-Chairperson. This will be a standing position.
- It was recommended that the submission of the Board's Annual Report to the Director of NIH continue via WEPB and ORS.

**What is the relationship of the Board to the individual Center Boards?**

- The Board did not discuss this question.

**How can the Board elevate, publicize, etc. the issue of Child Care at NIH?**

- It was suggested that the Board consider conducting interviews for potential members.
- It was suggested that the Board consider having new membership orientations.
- It was suggested that Mr. Ficca, Associate Director, ORS attend the new membership orientation and briefly talk about his vision for the Board as it relates to child care.
- It was suggested that the Board investigate the status of the Women Scientific Advisors' efforts to develop a child care chat room.

**IV. Round Robin:**

- Mary Ellen S. shared with the Board that a draft of the child care work/action plan has been completed and will be shared with the Board at the next meeting, if time permits.
  - She also mentioned that the child care web pages are in the process of being finalized and Pamela J. will notify members once the web sites are online.

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

Prepared by:  
Pamela Jenkins  
December 29, 2000