NIH Child Care Board Meeting Minutes  
April 16, 2015  
Building 45, Room D

Members in Attendance: Julie Berko, Deborah Coelho, Eric Cole, Caroline Lewis, Sybil Philip, Reaya Reuss, Heather Rogers, Suzanne Ryan, Sheri Schully, Erin Williams, Richard Wyatt, Jennifer Boylston, Joanna Bergmann, Eva Chen, Kristin Dupre, Tonya Lee, Ivan Locke, Julie Pelletier, Jennifer Plank, Mary Ellen Savarese

Center Liaisons Attending:  
POPI: Jacco de Zwart  
ChildKind: Emily Place  
ECDC: Andrea Brush

Guests:  
Susan Cook DATS, Dan Cushing ORF, Christopher Gaines DATS, Victoria Gudeman ORS, Stephanie Hixon ORF, Jane Jacobs NCI, Toni Peterson OD, Tim Tosten ORS, Jennifer Guimond NICHD

Members Absent: Jason Levine, Christine Moretto Wishnoff

I. Welcome and Introduction of Board Members and Attendees - Chair Schully called the meeting to order and welcomed everyone.

II. Approval – Minutes from January 15, 2015 - Chair Schully asked for approval of the minutes from January 15, 2015. A motion was made, seconded and approved.

III. Chair Updates:

- Evaluation Fund - Ms. Lee announced, that at this time there are no plans for evaluation funds to be available for a repeat Benchmark Project. Chair Schully added that the Board really feels this is an important issue, as this is 2015 and the previous study was conducted in 2008. She asked the Board to think of ways to address this topic in the 2014-2015 Annual Report.

- Board Leadership - Ms. Philip announced there is a need for a new Vice Chair, as Ms. Andrea Cimino, the previous Vice-Chair, has left the Board. There has been a nomination submitted for Vice-Chair: Ms. Reaya Reuss. A motion was made, seconded, and approved. Ms. Reuss will begin her duties as Vice-Chair next month.

- Membership Committee - Ms. Philip asked for anyone interested in joining the committee to notify Ms. Lee. The committee will begin recruitment efforts for replacing Mr. Jason Levine, Ms. Andrea Cimino, and Ms. Julie Berko. The Membership Committee asks all Board members to review their commitment and notify Ms. Lee, by May 1, 2015, if they feel they can no longer fulfill their Board duties.

- Northwest Child Care Center (NWCCC) - An update of the NWCCC was provided by Mr. Cushing and Ms. Hixon. NIH allowed the previous contract to expire. ORF is working closely with OGC and Acquisitions to develop a new
Statement of Work. Mr. Cushing shared parts of the project that has been completed, issues still being worked on, and the new project work schedule. He is much more confident that the project will progress without further delays.

- There are logistics issues to resolve without diminishing the design of the building.
- Dr. Schully would like the Board to assist in any way possible to speed the process along. She suggested the Board draft a letter to leadership.
- Ms. Rogers shared the frustration of the families in the NIH community not knowing what is happening with the project.
- Dr. Schully suggests drafting an article for the NIH Record.
- Mr. Cushing mentioned this project is number one on the ORF’s radar.
- Ms. Reuss wondered why the Board had not been communicated with in regards to the delays. Much of the lack of communication was due to legal constraints regarding the contract.
- Ms. Coelho inquired of the safety of T46, as it will remain in use for an additional two years. Ms. Lee stated that the building has been assessed by ORF and meets all safety and health requirements. The facility does however need some cosmetic work. Ms. Pelletier is working with ORF to address work on the building.
- Ms. Rogers shared concerns regarding the set back of the parking lot, as it pertains to parents dealing with young children, weather elements, bags, etc. Mr. Tosten reminded the Board that these are Government regulations and not ORF’s. It is ORF’s intention to make the walk safe, easy, and convenient.

Action Items:
1. Have NWCCC on the Agenda for every meeting until the facility opens.
2. Partner with ORF to draft an article for the NIH Record

IV. Subsidy Committee- Ms. Philip provided an update of the work being done by the Committee and recommended action items.

- The Committee requested additional data from OHR, and has received the information from Ms. Berko. The data shows number of participants in each of the GS levels. Strategies are needed to improve marketing to meet the needs of this population and what barriers are present to prevent usage.
- The Committee also requested data from FEEA, subsidy contractor. The Committee explored increasing the percentage of subsidy reimbursement from 60% to 70%. Upon consideration the Committee felt this action could cause a waitlist and deter members of the community to apply.
- There was also discussion of putting a Calculator Wizard on the Subsidy webpage to assist people in determining their Total Adjusted Household Income. However, it was determined an individual needs to look at certain lines on their tax forms to know if they qualify. Therefore, tax form information will be put on the website and flyer.
- The Committee worked with the Strategic Outreach Committee to revise the Subsidy Flyer and increase visibility of the program. A new flyer will be presented to the Board in May.
A discussion took place regarding opening the program to Fellows. Dr. Wyatt explained his understanding of employee vs. Fellows and would like to know the Boards understanding of the difference. Ms. Berko elaborate it has to do with an employee as defined in Title 5. A legislative proposal to categorize Fellows as Federal employees was sent forward, but was not approved. Ms. Mary Ellen Savarese provided a historical perspective. She described the steps previously taken by the Board. She suggested the Board look at how an Amendment to the NIH budget allowed for Fellows to receive Transportation Subsidies.

If anyone on the Board is interested in joining this Committee, please notify Ms. Lee. The commitment is only two meetings per year.

V. Strategic Planning Committee-

- **Outreach and Marketing Committee**- Ms. Berko presented an update of the undertaking of the Committee. The Committee met on February 24, 2015. They discussed the outline of the Strategic Plan, materials, and channels currently being used.
  - The Committee is pulling everything together and will have more to share next month. By September, all the materials and the communication plan will be ready for implementation.
  - The Committee did raise the issue of a budget for design and printing. It may be possible to partner with OHR.

- **Data Committee**- Ms. Reuss described how the Strategic Planning Committee was segregated into two working groups. The tasking for this group was to determine what data they had and what data they need to pursue.
  - It was determined there was a need for a Benchmarking Study using set aside funds. This group would input suggestions for the study.
  - The Committee reviewed the Life@NIH Survey data and comments, OHR data, and the 2014 Federal Employee Viewpoint Survey.
  - The Resource and Referral Service contract will be ending soon. This may be an optimal time to ask ORS to consider adding language to the contract about collecting additional data.
  - The Life@NIH Survey comments section spotlighted three basic trends:
    1. Thing are great. Thank you for offering these programs.
    2. I never heard about these programs.
    3. These are great programs, but have you considered providing…
  - With all the workplace flexibility available to the NIH community it is the Committee’s recommendation that an OHR representative join the Child Care Program at various Outreach events. This will allow a subject matter expert with workplace flexibilities expertise to be available to answer questions.
  - It may also be beneficial to co-host webinars with the Health and Wellness Council on workplace flexibilities.
  - The Life@NIH Survey also gave us insight that we should anticipate a higher need for Dependent Care services. We should enhance awareness of the existing programs and highlight the Employee
Assistance Program (EAP).

- Additionally, the Life@NIH Survey emphasizes a need to secure additional child care options for the NIH community. Whether that is accomplished through changes to the Trible Amendment, by looking at community acquired services or completion of the NWCCC.

- The Federal Employee Viewpoint Survey data provided many insights and trends which coincide with the Board’s position on child and family related topics. It may be beneficial to compare the Federal Employee Viewpoint Survey data from year to year to monitor trends.

- It would be interesting to have the ability to suggest some new or updated questions to the Federal Employee Viewpoint Survey.

- The committee feels the Resource and Referral Services data should be addressed by individual committees with expertise in specific topics.

- The Dependent Care Committee is finding a need for expanding Resource and Referral Services to include Legal and Financial referrals, so these may be additional services added to the new contract.

- Since Evaluation Funds are not available at this time, the Committee recommends DATS pursue a Benchmarking Study with available funds.

- The intention of creating this committee was to advise on the development of a Benchmarking Study. The Committee will suspend activity until Benchmarking Study funds are available, unless other committees have specific data needs.

- Mr. Tosten added that ORS is currently looking at the FY 2016 budget. DATS can ask for additional funds. There is no guarantee, but the Board can ask DATS to request funding for the study.

- Dr. Wyatt suggests determining the risk of not doing the Benchmarking Study. The risk could be an impact on recruitment and retention.

- Ms. Cook interjected with a deadline for submitting the request for funds; Tuesday, April 21, 2015 at noon.

- Since the Board already has the application for Set Aside Funds available, Chair Schully feels the Board could have a request completed by the deadline. A motion to vote on submitting a request for DATS to request funds from ORS was made; it was seconded, and approved. Ms. Julie Berko, OHR, will be assisting with writing the justification.

VI. Dependent Care Committee - Ms. Erin Williams shared that the Committee had been working on a final recommendation. They have presented the following for discussion:

1. A designated operational and organizational space within ORS to provide focused attention on adult dependent and elder care, without any financial impact to the Child Care Program.

2. A Trans-NIH Dependent Care Committee is established that will operate independently from the NIH Child Care Board and is supported by ORS.

3. The Dependent Care Resources are expanded to meet the needs identified by the NIH workforce, by providing education to the NIH community regarding the existing Employee Assistant Programs (EAP).
4. A NIH ListServ for Dependent Care is established.
5. Offer more webinars and speakers targeting Adult Dependent and Elder Care.
6. Educate the NIH Community about the Wellness@NIH Website.
7. Offer targeted outreach events.

- A concern for decentralization was voiced and an idea of a name change may be something to consider. The Board has discussed this topic for several years. The Board is concerned that resources will be taken away from the current Child Care Programs.
- Dependent care is a very demanding, and growing concern within the NIH community.
- Ms. Reuss stated that Ms. Colleen Barrows recommended the Board look into the issues surrounding Dependent Care and feels the Board has completed that task. They have research the issues and come up with various recommendations.
- Ms. Coelho suggested the Board articulate why a separate committee is needed for Dependent Care.
- The NIH Child Care Board makes recommendations based on best interest for the NIH Community as a whole.
- Chair Schully stated that this topic will be on next month’s agenda, so come prepared to discuss.


- NWCCC – action item is to write an article informing the NIH community of the construction status. June 2015
- Back up Care- Action item was to participate and advise ORS in the selection of a service provider- Accomplished
- Child Care Subsidy- Action item is to explore how Transhare is utilized by Fellows and maybe see if it can be a recommendation for subsidy as well.
- Dependent Care- the Board will follow up in May
- Legislative Options- Action item is to reconvene group with OGC representative in attendance.
- Strategic, Marketing, and Communication has ongoing needs requiring continued work.
- Chair Schully discussed the development of the 2014-2015 Annual Report and invites everyone to be involved in this project. This is a time to showcase the work the Board does and make recommendations to the NIH Leadership. If you are interested in being on the Annual Report Committee, notify Ms. Lee. Chair Schully, Ms. Coelho, Dr. Ryan, Dr. Boylston, and Ms. Reuss all volunteered to assist with compiling the report.
- Each Committee will submit a report on the work accomplished by the committee. There are past Annual Reports on the Child Care Program website if you would like to see examples.
- The Report is worked on over the summer and submitted to Dr. Collins by September.
VIII. Announcements and Adjourn-

- Ms. Lee distributed the proposed dates for 2015-2016 Child Care Board meetings. Chair Schully asked for approval of the proposed dates. A motion to vote was made, seconded and dates were approved. Ms Lee will send out calendar invites to Board members.
- A Bullying Webinar will take place April 29, 2015. A flyer was distributed.
- The Wellness Council will be hosting a Webinar focusing on E-Cigarettes. This presentation will take place either in June or July.
- The Child Care Program will also be hosting a Webinar on Family Legal Matters in May.
- Ms. Berko has sent two articles Ms. Lee. One was about a single mother who cannot afford child care but refuses to quit working. The other article is about lab work and woman scientist and how they have to juggle their jobs with work demands. Ms. Lee will forward the articles to the Board members.
- Ms Lee distributed a new DATS marketing tool for posting.
- Mr. Tosten highlighted the Take Your Child to Work Day events. He mentioned bags can be picked up at the R&W shops. There will also be a Twitter Scavenger Hunt. Pre-order box lunches are available through Eurest.
- Ms Berko announced that OPM published a guide to implement the Modernizing Leave Policies for Child Birth, Adoption, and Foster Care. Ms. Berko will provide further information at the next Board meeting.
- Mr. Tosten mentioned that NIH received the World of Work Alliance for Worklife Progress, Seal of Distinction Award.
- Ms. Jane Jacobs spoke about the Wellness@NIH website (http://wellnessatnih.nih.gov/Pages/default.aspx). It is a great resource to keep in your favorites.

The meeting was adjourned at 12:00.

The next Board meeting will be May 28, 2015