



Meeting Minutes

January 21, 2026

31C – 6th Floor (A & B Suites) and MS Teams

10:00 a.m.

Members, Liaisons and Guests in Attendance: Ms. Jackie Franco, Dr. Tuba Fehr, Ms. Jessica Meade, Dr. Joe Bonner, Ms. Angelina Williams, Dr. Katie Baker, Dr. Kristin Brethel-Haurwitz, Ms. Heather Rogers, Dr. Jay Day, Ms. Tammie Edwards, Ms. Susan Borst, Ms. DeAnna Knox, Mr. Leon Reynolds, Ms. Kenesha Dudley, Ms. Destany Jackson, Ms. Anne Schmitz, Ms. Barbara Acquaviva, Ms. Wendy Kales, Ms. Jennifer Rooms, Dr. Astrid Haase, Dr. Judith Walters, Ms. Sarah Williams, Ms. Megan Vaughan, Ms. Vivian De Alvarenda Guedas, Mr. Ivan Locke, Ms. Margaret Fletcher, Ms. Ruth Fraley,

I. Welcome: Co-Chair Ms. Jackie Franco opened the meeting and welcomed board members, guests, and liaisons to the second NIH Child Care Board (CCB) meeting of the 2025–2026 term. She wished members a happy new year and thanked them for their continued commitment to supporting NIH families and advancing accessible, high-quality child and family resources.

Ms. Franco acknowledged the recent government shutdown pause and expressed appreciation for members' ongoing dedication during uncertain times.

She also announced that Ms. Colleen McGowan retired on December 31, 2025, after more than 20 years of service as Director of the Office of Research Services (ORS). Ms. Franco recognized Ms. McGowan's long-standing support of child and family programs.

Dr. Jay Day, currently serving as Acting Director of ORS, greeted the board and expressed his commitment to continuing strong support for child and family services at NIH.

II. Approval of Minutes: Co-Chair Dr. Tuba Fehr called for approval of the September 24, 2025 meeting minutes. A motion to approve was made, seconded, and approved by a quorum of voting members.

III. ORS Updates:

Ms. Tammy Edwards, Acting Associate Director for Program and Employee Services (PES), provided updates and reaffirmed leadership support for the work of the CCB.

Ms. Edwards noted that NIH Director Dr. Bhattacharya has expressed interest in meeting with CCB leadership, and discussions are underway to coordinate a future meeting with the board's co-chairs.

She also shared highlights from the recent reopening of the POPI playground, describing it as a state-of-the-art facility and a model for future playground design. The reopening event allowed children and families to experience the new space, which has been enthusiastically received by the community.

IV. Child & Family Programs Updates & Center Director Reporting

Child & Family Programs: Ms. Susan Borst reported that the CCB charter renewal was presented in December and is currently being routed for approval, with a target completion date of February 8, 2026.

She thanked the Communications Committee, particularly Ms. Jessica Meade, for drafting revisions and incorporating board feedback.

Executive Child Development Center (ECDC): Ms. Anne Schmitz reported that:

- An Open House will be held on January 26 at 10:00 a.m.
- Planning is underway for the summer camp program, with school-age registration beginning in early February.
- The center is undergoing a comprehensive safety survey conducted by MABBETT and Associates.
- Staff are evaluating classroom environments using national Environmental Rating Scales (ECERS, ITERS, and SACERS) to assess program quality and develop improvement plans.

Upcoming activities include celebrations such as Chinese New Year and the Valentine's Day dance.

Northwest Child Care Center (NWCCC): Ms. Wendy Kales shared several updates:

- The center will host an Open House on January 28 at 10:30 a.m.
- Families participated in Holiday Spirit Week, which included themed days and a PJ Day celebration.
- Children visited the NIH fire station and attended the Gingerbread House exhibit on campus.
- Winter enrichment programs such as karate, Power Tots, and soccer have resumed.
- The center has introduced room parent liaisons to strengthen communication between families and staff.
- A vision screening program is scheduled for February.

Parents of Preschoolers, Inc. (POPI): Ms. Kenesha Dudley reported that the center successfully hosted its Winter Wonderland event in December, themed "Holidays Around the World." The event included interactive learning stations and family photo opportunities.

Enrollment updates included:

- 17 new enrollments between October and December
- 2 additional enrollments in January

The center continues to manage classroom transitions to accommodate children aging into new groups and to offer openings to families on the waitlist.

Ms. Dudley also announced that Ms. Destany Jackson recently joined POPI as Assistant Director, supporting waitlist management, enrollment tours, tuition processing, and family engagement.

Waitlist Program Management: Ms. DeAnna Knox provided an overview of the transition of the NIH Child Care waitlist from LifeWork Strategies to internal management by NIH Child and Family Programs.

Key updates include:

- Implementation of a Microsoft Teams platform to maintain a real-time, shared waitlist across all centers.
- Parents submit an interest form, followed by a secure waitlist application.
- Applications are reviewed to confirm eligibility and immediate need for care within 90 days.

Since the transition:

- 34 new waitlist applications have been accepted.
- 17 applications were declined because the requested start date exceeded the 90-day eligibility window.

The board discussed policies related to:

- Sibling priority
- Infant care demand
- Preschool enrollment exceptions
- Tracking declined placement offers
- Data collection for future childcare needs assessments

The waitlist system is currently operating successfully and will continue to evolve as feedback is gathered.

Child and Family Program Initiatives: Ms. Borst also shared updates on broader Child and Family Program initiatives:

- Collaboration **with Kaiser Permanente to offer 11 webinars in 2026** focused on family and well-being topics.
- Continued operation of the childcare subsidy program.
- Progress on improvements to the Nursing Mothers Program, including updated signage and outreach materials across NIH locations.

Upcoming webinars include topics such as financial planning and work-life balance.

V. Work Committees & Work Plans: Ms. Jessica Meade reported that committees will meet prior to February 6 to develop 2026 work plans, with each committee identifying 1-3 key goals for the year.

Committee goals will be submitted by February 13, followed by an electronic vote by mid-February.

Completed work plans will be finalized by March.

VI. Announcements and Adjournments: The board was reminded of upcoming programming and webinars offered through Child and Family Programs.

With no additional business, Ms. Franco adjourned the meeting.

The meeting was adjourned at 10:55 a.m.

The next CCB meeting will be held on March 26 at 10:00 a.m. in person and MS Teams.