



**Meeting Minutes
November 21, 2024**

31C – 6th Floor (A & B Suites) and Zoom
10:00 a.m.

Members, Liaisons and Guests in Attendance: Dr. Seema Nayak, Ms. Jackie Franco, Dr. Joe Bonner, Ms. Molly Cluster, Dr. Helena Gabor, Ms. Colleen Labbe, Dr. Mary Rooney, Dr. Angelina Williams, Ms. Jessica Meade, Dr. Katie Baker, Dr. Kristin Brethel-Haurwitz, Ms. Heather Rogers, Ms. Maggie Fletcher, Dr. Carl Hashimoto, Ms. Wendy Kales, Ms. Jennifer Rooms, Ms. Sheena Malone, Ms. Briana Barnes, Ms. Anne Schmitz, Ms. Barbara Acquaviva, Ms. Jennifer Lee, Ms. Tammie Edwards, Mr. Gregg Nelson, Ms. Susan Borst, Ms. DeAnna Knox, Ms. Linda Owen, Mr. Leon Reynolds, Dr. Judith Walters, Ms. Rebecca Hommer, Ms. Sarah Williams, Ms. Megan Vaughan, Farheen Akbar, Ms. Debra Harding.

- I. Welcome:** Chair Ms. Jackie Franco called the meeting to order and welcomed voting members, liaisons, and guests. She provided the opportunity for guests to introduce themselves. Guests who attended were Ms. Debra Harding, Farheen Akbar, Ms. Megan Vaughn. MS. Franco thanked members, liaisons, and guests for their incredible level of dedication to the Child Care Board (CCB). She addressed that the continuing focus would remain on the work plans and to continue serving as the guiding vision for the future of NIH families.
- II. Approval of Minutes:** A motion to approve the September 19, 2024, meeting minutes was made, second, and approved by a quorum of voting members.
- III.** Dr. Seema Nayak welcomed and introduce Mr. Gregg Nelson, Amenities Branch Chief. Mr. Nelson expressed the renewed partnership in terms of support to the CCB and its committees for the new year. With the fully staffed Child and Family Programs team, to include, Ms. Susan Borst, Ms. DeAnna Knox, and Ms. Linda Owen, full support can be provided to the CCB. Ms. Nelson presented the goals of the Division of Amenities and Transportation (DATS)/Child and Family Program (CFP) team which include the commitment to work and be timelier in the active support of the CCB and the committees but providing material assistance if needed and to provide a stronger partnership and leveraging the access to communication tools to help promote the activities and messages developed by the CCB and committees. Mr. Nelson addressed the delay in the 2023 Annual Report and vowed to review the process to ensure timeliness and efficiency moving forward.
- IV.** CCB Committee Work Plans: Dr. Nayak thanked the committees who met over the last few months to formulate and approve their work plans. The work plans went out for full CCB review and were approved.
- V. Committee Reports**
 - **Communications and Outreach:** Ms. Jessica Meade reported out the Child and Family Program website analytics from March-November 2024 to include page view comparisons over a two-year period. She also informed the CCB of the NIH Waitlist Peak Enrollment that will begin in January 2025 and the discussion of the CCB about drafting a survey. She requested for each committee co-chair to present questions at the next CCB meeting that they would like to include in the survey.

- Website Analytics Two Year Comparison
 - Pageviews 2024 = 35,059 (Centers-4,550; Child and Family Programs Homepage-6,180; Work and Family Month-5,181; NIH Subsidy-2,420; NIH Back-up Care-2,949.
 - Pageviews 2023 = 25,519 (Centers-5,476; Child and Family Programs Homepage-3,786; Work and Family Month- 2,809; NIH Subsidy- 2,081; NIH Back-up Care-1,893.

- **Back-up Care:** Dr. Nayak reviewed the Back-up Care Work Plan. She explained that the Back-up Care Committee examines the trends and program usage across contract years and work to increase program awareness and utilization. She reported out the utilization, fill rate, and usage data provided by Bright Horizons.

- Analytics (September 2023-September 2024)
 - Total Number of Registrants: 1,648
 - Back-up Care Utilization: 467
 - Days Saved from Back-up Care Use: 395
 - Use by Organization Status: 87% Employees; 13% Fellows
 - Largest Percentage of Use by Age Range and Care Type: School-Age-44%; Bright Horizons Center Care-49%
- Ms. DeAnna Knox reported that Sarah Ryoo, LifeWork Strategies (LWS) Waitlist Administrator will be stepping down effective November 20 as she has accepted a new position outside of LWS. She assured that the transition will be smooth and seamless, and all CFP will keep everyone abreast of any updates. During the transition and until LWS fills the positions, the LWS team will take over the waitlist management.
- Ms. Susan Borst provided updates to the POPI playground renovation and provided pictures of the progress being made. She also provided updates of the SRLM construction and reported that they continue to make significant weekly progress.
- Ms. Borst also reported on the Quarterly Director's meeting. Topics discussed included the September enrollment reports, special guests from Project SEARCH, Open House dates from the Centers, challenges of the NIH Waitlist, and team building.
- Ms. Borst thanked the CCB support at the Resource Fair and provided statistics of the Work and Family Month website.

Center Director Reporting:

- **ECDC:** Ms. Anne Schmitz thanked LTC Angelina Williams for bringing LTC Abigail (dog) to the center to visit the children. She also reported on a new Spanish program that is being offered as part of the center's core program. She provided an update on the financial fitness program they are offering in conjunction with Edward Jones; it has been a success for both families and staff. Ms. Schmitz addressed the Fall events that took place at ECDC which included their Halloween pizza and dance party, Back to School Night, and the preschoolers visit to Sharps Farm to learn about local farming.
- **NWCCC:** thanked LTC Angelina Williams for bringing LTC Abigail (dog) to the center to visit the children. She addressed the events that took place at NWCCC which included the Fall Scholastic Book Fair, Fall Festival, Halloween Parade. She reported on the upcoming Open House scheduled for December 11 and their upcoming parent/teacher conferences scheduled in December.

- **POPI:** Ms. Sheena Malon reported out that POPI has finished their parent/teacher conferences and that parents have enjoyed visiting their children’s classrooms and meeting with the teachers. She reported that POPI started a sock drive for the children and families at the Children’s Inn.

VI. Announcements and Adjournment: Ms. Franco provided information on the following upcoming events:

- o Innovative Programs and Subsidy to report out at next CCB meeting in January 2025.
 - o Lunch and Learn Webinar: November 21 from 1:00-2:00 pm, “Sensory and Emotional Regulation: Part 2 Practical Tools for Navigating Big Feelings in Children.
 - o September 10- CFC kick-off
 - o October 30- NEI 5K Run (POC- Leslie Pont)
- Ms. Jackie Franco closed the meeting by providing a special “thank you” to LTC Abigail for visiting the NIH Childcare Centers and to LTC Angelina Williams, a voting member, for her continued creativity and excitement around the centers. She also thanked everyone for their continued participation and work with the CCB and wished everyone the best in 2025.

The meeting was adjourned at 11:02 a.m.

The next Board meeting will be held on January 23, 2025, 10:00 am, in-person and on Zoom.