



Meeting Minutes

April 22, 2026

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

10:00 a.m.

Members, Liaisons and Guests in Attendance: Jackie Franco, Tuba Fehr, Joe Bonner, Katie Baker, Kristin Brethel-Haurwitz, Ila Flannigan, Helena Gabor, Mary Rooney, Heather Rogers, Jay Day, Tammie Edwards, Gregg Nelson, Susan Borst, Leon Reynolds, Kenesha Dudley, Sheena Malone, Wendy Kales, Jennifer Rooms, Ms. Ruth Fraley, Ms. Debra Harding, Dr. Astrid Haase, Ms. Marie Kanu, Ms. Virginia Salo, Ms. Sarah Williams, Ms. Megan Vaughan, Ms. Lynn Rosam, Ms. Hillary Flowers, Ms. Yujun Wang

I. Welcome: Co-Chair, Ms. Jackie Franco opened the meeting and welcomed board members, guests, and presenters. Special recognition was given to Ms. Alex Rosa from the NIH Employee Assistance Program (EAP) and Ms. Hillary Flowers from NIMH for joining the meeting.

Ms. Franco provided an overview of the Child Care Board (CCB), including its mission, committee structure, and recent charter renewal. She noted that the board includes voting members, emeritus members, liaisons, and guests who work collaboratively to advance affordable, accessible, and high-quality childcare and family support services for NIH employees.

Highlights included:

- The Child Care Board charter was recently renewed for another five years.
- The board currently includes 11 voting members representing diverse Institutes and Centers.
- The board continues to support NIH families through committee initiatives, partnerships, and advocacy efforts.
- Appreciation was extended to organizers of the upcoming Take Your Child to Work Day event.

II. Presentation by the NIH Employee Assistance Program: Ms. Lynn Rosa from the NIH Employee Assistance Program provided an overview of EAP services available to NIH employees.

Key Information Shared:

- EAP services are free and confidential for NIH federal employees.
- Employees are eligible for up to six counseling sessions per issue per year.
- Services are available in person, by telephone, or virtually via Teams.
- EAP provides:
 - Individual counseling and consultation
 - Supervisor support and workplace consultation
 - Trainings and workshops for Institutes and Centers
 - Critical incident stress response services
 - Addiction support and referrals
 - Resource referrals for long-term care and mental health services

Ms. Rosa emphasized the confidential nature of the program and described how EAP staff support employees experiencing stress, grief, caregiving challenges, workplace concerns, or mental health needs.

Ms. Rosa announced the launch of new six-week support group sessions beginning in May 2026, focused on:

- Community support
- Wellness and coping strategies

Additional Caregiving Support Circles are planned beginning June 11 (and available 2nd Thursday of the month) from 12 – 12:30 PM. (EAP)

Board members thanked Ms. Rosa for the presentation and recognized the value of EAP services for NIH employees and families.

III. Approval of Minutes: Co-Chair, Dr. Tuba Fehr called for approval of March 26, 2026, meeting minutes. A motion to approve was made, seconded, and approved by a quorum of voting members.

IV. ORS and Child & Family Programs Updates: Ms. Tammie Edwards provided updates regarding Take Your Child to Work Day scheduled for April 23, 2026.

Highlights Included:

- More than 3,000 children had registered for the event.
- Over 200 activities were scheduled across campus and virtual platforms.
- Additional registrations remained open through the event date.
- Off-campus and virtual participation opportunities were expanded this year.
- Shuttle transportation, food trucks, and cafeteria accommodations were coordinated for participants.
- Student volunteers can receive service learning hour documentation.

Safety and security reminders were emphasized due to the large, anticipated campus attendance and concurrent Earth Day activities.

Ms. Susan Borst added:

- Student learning hour forms could also be signed by parents if needed.
- Event signage and shuttle maps were available throughout campus.

Board members expressed enthusiasm for the return and expansion of the event.

V. Committee Reports:

A. Innovative Programs Committee: Dr. Katie Baker presented updates from the Innovative Programs Committee. Dr. Baker referenced prior NIH survey data indicating that approximately 25% of NIH employees are balancing childcare and eldercare responsibilities simultaneously.

Summary of Committee Efforts:

- Continued evaluation of caregiving needs among NIH employees.
- Ongoing monitoring of local and state childcare policy developments.
- Focus on supporting “sandwich generation” employees caring for both children and aging parents.
- Exploration of partnerships with the Aging and Adult Dependent Care Committee (AADCC).

Outreach and Communication Efforts:

- Global announcements
- NIH parenting listservs
- Supervisor engagement
- Collaboration planned with the Communications and Outreach Committee.

Take Your Child to Work Day Innovations: The committee highlighted the increased availability of virtual activities for the 2026 event and discussed plans to further expand virtual participation opportunities for 2027 to better support:

- Off-campus employees
- Teleworking staff
- Children with special needs
- Families unable to travel to campus

Future Priorities:

- Expand virtual engagement opportunities
- Continue discussions with OHR regarding workforce data
- Strengthen partnerships with NIH well-being ambassadors and caregiving support group

B. Communications Committee: Ms. Franco noted that the Communications Committee, co-chaired by Ms. Jessica Meade and Dr. Tuba Fehr, will provide a full report during the June meeting.

C. Membership Committee: Dr. Joe Bonner provided updates regarding the ongoing Child Care Board membership campaign. Board members encouraged interested employees to apply and emphasized the importance of diverse representation across NIH.

Membership Campaign Highlights:

- Two informational Q&A sessions were scheduled:
 - April 22, 2026
 - April 30, 2026
- Applications for the 2026–2029 membership cycle are due May 1, 2026.
- Applications are available through the ORS website.
- Supervisor approval is required for submission.

VI. Child Care Center Reports

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

Highlights Included:

- Spring soccer sessions began for children.
- Spring portraits scheduled with Lifetouch photography.
- Gymnastics showcase planned for May 6.
- Parent-teacher conferences scheduled for May.
- Teacher Appreciation Week planning underway.
- Gardening projects expanded throughout the center.
- Summer programming and pool trips being coordinated.
- Preschool graduation planned for June 12.

Week of the Young Child Activities Included:

Music Monday, Tasty Tuesday, Work Together Wednesday, Artsy Thursday, Family Fun Field Day Friday

highlights included.

- Week of the Young Child celebrations featuring:
 - STEM and cooking activities
 - Gardening projects
 - Music concerts
 - Art showcases
 - Annual Trike-a-Thon
- Spring picture days and retake opportunities were offered.
- “Coffee with the Directors” event was held to strengthen family engagement and communication.
- Teacher Appreciation Week and Mother’s Day activities will focus on self-care and wellness.
- Upcoming field trip planned to Imagination Stage.
- Participation opportunities were expanded to include younger children with parental accompaniment.

VII. Board Committee Participation Updates: Ms. Franco reviewed updated committee membership opportunities following approval of the revised board charter.

Highlights included:

- Non-voting members may now serve as committee co-chairs (excluding the Membership Committee).
- Appreciation was extended to Ms. Megan Vaughan for assuming a co-chair role on the Subsidy Committee.

VIII. Announcements and Adjournment

Upcoming Meetings:

- June 3, 2026 – Final meeting of the 2025–2026 board year
- September 24, 2026 – First meeting of the 2026–2027 board year

Upcoming NIH Events:

- Take Your Child to Work Day – April 23, 2026
- Membership Application Deadline – May 1, 2026
- Bike to Work Day – May 15, 2026
- Take a Hike Day – June 4, 2026
- Safety, Health and Wellness Day – June 10, 2026
- Juneteenth Holiday – June 19, 2026

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

The meeting was adjourned at 11:10 a.m.

The next CCB meeting will be held on June 3, 2026, at 10:00 a.m. in person and MS Teams.