

NIH Child Care Board Meeting Minutes
September 26, 2019
Building 31A, 11th Floor, Conference Room 1

Members and Liaisons in Attendance: Dr. Andrew Bremer, Ms. Deborah Coelho, Dr. Theresa Cruz, Dr. Kristin Dupre, Mr. Daniel Fogarty, Dr. Chao Jiang, Ms. Olivia Kent, Mr. Daniel Lonnerdal, Dr. Seema Nayak, Dr. Suzanne Ryan, Ms. Kate Winseck, Dr. Richard Wyatt, Ms. Heather Rogers, Ms. Anne Schmitz, Ms. Barbara Acquaviva, Ms. Debbie Washington, Ms. Christina Segura, Dr. Alexandra O'Sick, Ms. Julie Margel, Dr. Idalia Yabe, Ms. Eva Chen, Dr. Melissa Conti Mazza, Mr. Ivan Locke, Ms. Susan Cook, Ms. Tonya Lee, Ms. Linda Owen. **Guests:** Ms. Colleen McGowan, Ms. Mallory McCormick, Ms. Melissa Porter

- I. **Welcome and Introduction of Board Members, Liaisons and Guests** - Chair Theresa Cruz called the meeting to order and welcomed everyone. Introductions were made.

Dr. Cruz reported that she plans to complete her tenure as Chair at the end of this Board year and will move into the role of Immediate Past Chair. Vice Chair Deborah Coelho will leave the Board at the end of this Board year. Two leadership positions will be available next year (2020-2021). Dr. Cruz encouraged others to consider leadership positions on the Board.

- II. **Board Orientation** – Ms. Tonya Lee, Program Manager, NIH Child and Family Programs walked Board members through the orientation, directing them to their handouts, including the NIH Child Care Board Charter, Position Descriptions, Conflict of Interest Waiver, and the Board Work Plan (see attached PowerPoint slides).

- III. **Work Plan 2019-2020 – Review, Identify Timeline, and Committee Assignments**
Chair Theresa Cruz reviewed the work plan. The goal is to cover topics in committee work. Some committees will start work this fall, and others may meet as needed. A motion for approval of the 2019-2020 Work Plan was made by Dr. Suzanne Ryan, seconded by Dr. Drew Bremer, and approved by all.

The Board Committee assignments were reviewed; some members and liaisons volunteered for new committee assignments; the list will be revised and circulated before the next meeting.

- IV. **Welcome from Ms. Colleen McGowan, Director, Office of Research Services** – Ms. McGowan introduced herself, mentioning that she has been in her position for seven months. She has acquainted herself with the workings of the Board from the recent Office of Research Services Advisory Committee (ORSAC) presentation, as well as from reading the 2018-2019 Annual Report. She referred to the following:
1. The need for additional staff resources within the Division of Amenities of Transportation Services to support the evolution of the NIH Child and Family Programs. She noted that the Annual Report recommended additional staff resources to keep the momentum of the NIH's success in delivering high quality work-life initiatives.
 2. The Board will be exploring alternative back-up care contract models that better meet the needs of the NIH community when regular child/adult care arrangements are not available and employees need to be at work.

3. ORS will be implementing another Life@NIH Survey in 2020 in order to gauge progress since 2012 in educating the NIH workforce of the many ORS work-life programs and to identify areas for future improvement. Ms. McGowan acknowledged the need to establish a cohesive framework and consistent branding for work-life initiatives and programs within the ORS and OD.

Finally, Ms. McGowan thanked people for their service, including those involved in the Child Care Board, the Child and Family Programs staff, and the administrators and employees of the child care centers. Chair Theresa Cruz mentioned the upcoming Work and Family Month Campaign, featuring over twenty events throughout the month of October including the Work-Life@NIH Information Fair on October 22 in the South Lobby of the Clinical Center. Dr. Cruz also reminded Ms. McGowan that the Child Care Board is willing and available to speak to any interested group at any time about its initiatives and recommendations for future programs.

V. **Updates:**

- A. **Approval of May 30, 2019 Minutes** – A motion was made by Ms. Olivia Kent, seconded by Dr. Kristin Dupre, and approved by all.
- B. **2018-2019 Annual Report** – Chair Theresa Cruz thanked the committee chairs for submitting their sections of the report. The 2018-2019 Annual Report was approved by the Board and submitted to Dr. Collins. The response from Dr. Collins will be communicated at the next meeting.
- C. **NWCCC Update** – Chair Theresa Cruz reported that 134 children are currently enrolled at the Northwest Child Care Center; it is anticipated that there will be 153 children enrolled by December 1.

VI. **Innovative Programs Report** – Dr. Kristin Dupre reported that the Innovative Programs committee requested from ORS that permission be given for a Child and Family Programs employee to serve on the advisory board of the not-for-profit organization, Montgomery Moving Forward. With supervisory permission, Ms. Linda Owen will serve on the committee. Ms. Owen reported on the progress of the development of the MMF Early Care and Education Toolkit (see attached PowerPoint slides). Dr. Dupre also added that the Innovative Programs committee will be considering child care options and needs at other NIH sites, e.g., North Carolina and Rocky Mountain Labs.

VII. **Work and Family Month** – Communications Committee Co-Chairs Kate Winseck and Olivia Kent reported on the work being done to promote the upcoming Work and Family Month Campaign, including the website [<https://www.workfamilymonth.ors.nih.gov>] that includes a comprehensive calendar; posters, flyers, and interfacing with the IC Well-being Ambassadors. The NIH Blueprint for Neuroscience Research is the co-sponsor of this year's Work and Family Month Campaign, in conjunction with ORS and OHR. The NIH Child Care Board will host a Meet & Greet on Wednesday, October 9 to promote the activities of the group. Ms. Kent will provide data analytics from the website at the next meeting.

VIII. **Announcements and Adjournment:**

1. NIH Combined Federal Campaign (CFC) Kickoff – October 16
2. Work-Life@NIH Information Fair – October 22
3. NIH CFC Halloween Charity Fair – October 31

4. From June through September, the Child and Family Programs team have engaged in 47 outreach events, including monthly outreach at NCI/Frederick and NCI/Shady Grove.
5. OHR Benefits Fair/Bethesda – November 19
6. OHR Benefits Fair/Baltimore – November 21

The meeting was adjourned at 12:00 p.m.

The next Board meeting will be held on November 14, 2019 in Building 35, Room 640.