



**June 3, 2021**  
**10:00 AM to 12:00 PM**  
**WebEx**

**Members, Liaisons, and Guests in Attendance:** Dr. Theresa Cruz, Dr. Kristin Dupre, Dr. Chao Jiang, Ms. Olivia Kent, Mr. Dan Lonnerdal, Dr. Seema Nayak, Ms. Nicole Ray, Dr. Suzanne Ryan, Dr. Gilman Toombes, Ms. Kate Winseck, Ms. Heather Rogers, Dr. Joe Bonner, Dr. Tuba Fehr, Ms. Jaclyn Franco, Ms. Melissa Porter, Ms. Julie Margel, Ms. Jen Rooms, Ms. Debbie Washington, Dr. Sila Ataca, Dr. Carl Hashimoto, Dr. Mary Kearney, Mr. Ivan Locke, Mr. Rusty Mason, Ms. Mallory McCormick, Ms. Linda Owen, Dr. Pragya Prakash, Ms. Anna Verschoore, Dr. Judith Walters, Dr. Michael Grigg, Dr. Daniel Melters, Ms. Sheila Verges-Osuna

- I. Welcome and Introductions** – Chair Kristin Dupre called the meeting to order, welcomed everyone, and asked guests to introduce themselves in the Chat Box.
- II. Updates -**
  1. Approval of Minutes - A motion to approve the April 15, 2021 meeting minutes was made, seconded, and approved by all.
  2. Child and Family Programs Update – An offer for the program specialist position has been made and accepted, although no official start date has yet been set. Recent global emails were sent encouraging applications to the Waitlist and the Subsidy program.
- III. 2020 FEVS Results re: Work-Life/Childcare Questions** – Dr. Sheila Verges-Osuna, Employee Engagement Section Chief, NIH Office of Human Resources presented an overview of the 2020 FEVS Survey. Almost half of the core questions were removed from the 2020 survey, and 29 questions pertaining to the COVID-19 pandemic were added. In response to the question on which work-life programs respondents had participated in or used within the last 12 months, 5% used childcare programs (e.g., childcare center, parenting classes and support groups, back-up care, subsidy program). Respondents indicated a 54% satisfaction level with the childcare programs. In addition, 38% of employees had childcare responsibilities. Of those who did, school closures (67%) and childcare changes (71%) were disruptive to their ability to do work. Board members asked if there is a plan to include trainees/fellows, contractors, and Pathways employees in the FEVS. More detailed information is included in the PowerPoint slides attached to the meeting minutes.
- IV. Membership Committee** – Co-chairs Dan Lonnerdal and Olivia Kent reported on the successful completion of the 2021-2024 Membership Campaign. Twenty-three applications were received; nine applicants were interviewed; four appointments were recommended and appointed by Dr. Alfred Johnson effective September 1, 2021. offered. In addition, Ms. Ila Flannigan was appointed to a full 3-year term following completion of an interim 1-year term on the Board. The co-chairs welcomed the four new voting members, Dr. Joe Bonner (NICHD), Dr. Tuba Fehr (NICHD), Ms. Jaclyn Franco (NIMH), and Ms. Melissa Porter (NCI), and they each introduced themselves. Also, on behalf of the entire Board, Vice Chair Olivia Kent expressed gratitude to the voting members who completed their full terms and are departing from the Board: Dr. Theresa Cruz (NICHD) – Chair, Waitlist Committee; Dr. Chao Jiang (NIAID) – Chair, Subsidy Program Committee; Mr. Dan Lonnerdal (CC) – Chair, Membership Committee; and Dr. Suzanne Ryan (CSR) – Chair, Back-up Care Program Committee.

- V. Innovative Programs Committee** – Dr. Kristin Dupre reported on the four initiatives of the committee. (1) Linda Owen continues to participate in meetings of Montgomery Moving Forward that is focusing on establishing an Early Childhood Education Coordinating Entity in the county. (2) The Life @NIH Survey has been put on hold indefinitely. However, the ORS Work-Life Coordinator wants Board input on the survey (questions and implementation) when the project is revived. (3) A work group of representatives from the Innovative Programs committee, the WSA, and NCI (Melissa Porter and Carolyn Keesman) met to review the Childcare Feasibility Study at NCI/Frederick and Shady Grove that was prepared by an outside consultant a couple of years ago. The work group is planning to address the recommendations found in the feasibility study report, and it was suggested that the Communications and Outreach Committee of the Board assist with compiling childcare resources for investigators/employees with children at NCI/Frederick and Shady Grove. (4) Regarding the work plan item focusing on OIR and childcare support for fellows, a formal recommendation is being formulated for inclusion in the Annual Report to Dr. Collins. More detailed information is included in the PowerPoint slides attached to the meeting minutes.
- VI. Waitlist Committee** – Co-chairs Theresa Cruz and Heather Rogers provided updates, 2020-2021 workplan accomplishments, and proposed 2021-2022 workplan items in their report, including:
1. An announcement was made that the Board’s recommendation to ORS, that an NIH Contractors’ Waitlist be established, was approved and will be implemented once the new contract commences.
  2. The childcare waitlist, resource and referral service, and family education program is currently being re-competed. The new contract will be awarded to commence on October 1, 2021, for a five-year period. Both the Board’s Waitlist Committee and the Child and Family Programs team are hoping that access to real-time data related to the contract services will be enhanced in the new contract.
  3. Summer and fall enrollment at all three of the childcare centers has commenced. A child’s desired date of enrollment has had the greatest impact on the waitlist data, as many employees have pushed their child’s enrollment date out into the future, beyond 2021 into 2022. The childcare center director expressed great concern about filling their empty spaces in light of the current decline rate (as high as 70% this quarter) and need to staff classrooms in the face of the current worker shortage crisis.
  4. In addition to the proposed 2021-2022 committee work plan items that can be found in the attached PowerPoint slides, the co-chairs urged (a) Board members and liaisons (new and old) to join the Waitlist Committee, and (b) a voting Board member to volunteer to assume the co-chair role.
- VII. Communications and Outreach Committee** – Co-chairs Kate Winseck and Olivia Kent reported on the committee’s 2020-2021 work plan accomplishments and ongoing work plan items. In presenting data analytics regarding the Child and Family Programs webpages, it was reported that this year’s traffic was not substantially different from the prior year, even with efforts to put COVID-19 information on each page. The committee provided comprehensive updates for every Child and Family Programs webpage, which will be an ongoing project. A new initiative was contributing a childcare-related article to the Health and Wellness Council newsletter as well as participating in Work and Family Month activities, which will also be ongoing projects.
- VIII. Back-Up Care Committee** – Co-chairs Suzanne Ryan and Seema Nayak provided information on this year’s exciting contract change that expanded the program to include trainees/fellows. Registrations experienced a large jump following the global email announcing the expansion of the program to trainees/fellows. Unfortunately, but not surprising, program utilization is down by more than 50% from the prior year. The Board had a discussion of the support for back-up care for fellows overlapping with the innovative programs effort to identify mechanisms to support childcare for fellows.

- IX. Board Leadership Report** – Chair Kristin Dupre and Vice Chair Olivia Kent shared the following:
1. 2020-2021 Annual Report preparation – Committee sections are written by the committee co-chairs and are due to Kristin by Friday, July 2. The goal is to distribute the Annual Report to voting members at the end of August/early in September for approval, and routing to NIH leadership.
  2. Committee Work Plans for 2021-2022 – Committees should start now to draft and begin to refine their individual work plan items for the upcoming Boar year.
  3. Board Leadership for 2021-2022 – Olivia reviewed Committee assignments, responsibilities, time commitments and need for new members. All members are urged to join two or three committees.
  4. Finally, both chairs expressed their sincere thanks and a fond farewell to departing Board members.

- X. Announcements and Adjournment**
1. (Virtual) Take A Hike Day – June 10
  2. Lunch and Learn Webinar – “Helping Families Rebound from the Pandemic” – June 17 @ 1:30 PM

**The next Board meeting will be Thursday, September 23, 2021 at 10:00 AM**