



**January 20, 2022
10:00 AM to 12:00 PM
WebEx
Minutes**

Members, Liaisons and Guests in Attendance: Dr. Joe Bonner, Dr. Kristin Dupre, Dr. Tuba Fehr, Ms. Ila Flannigan, Mr. Dan Fogarty, Ms. Jackie Franco, Ms. Olivia Kent, Dr. Seema Nayak, Ms. Melissa Porter, Ms. Nicole Ray, Dr. Gilman Toombes, Ms. Kate Winseck, Ms. Heather Rogers, Ms. Julie Margel, Ms. Anne Schmitz, Ms. Christina Segura, Ms. Debbie Washington, Dr. Sila Ataca, Dr. Carl Hashimoto, Mr. Ivan Locke, Ms. Mallory McCormick, Dr. Pragya Prakash, Dr. Judith Walters, Ms. Susan Borst, Ms. Tammie Edwards, Mr. Rusty Mason, Ms. Linda Owen

- I. **Welcome:** Chair Kristin Dupre called the meeting to order, welcomed everyone and focused her opening comments on the importance of mental health, self-care, and well-being during these challenging times of COVID and the Omicron surge.

In addition, it was announced that Board member, Dr. Blake Warner (NIDCR), is resigning from the Board due to increased demands of his research. Dr. Warner joined the Board in 2017 as a FelCom representative and was appointed as a voting member in 2019. His three-year term was expiring in June 2022. The vacant voting member position will be included in the upcoming Board Membership Drive. Kristin thanked Dr. Warner for his service and commitment to the Board.

- II. **Approval of Minutes:** A motion to approve the October 28, 2021 meeting minutes was made, seconded, and approved by voting members.

III. Committee Reports:

A. **Innovative Programs Committee** – Co-chair Joe Bonner reported that two objectives have been identified by the committee: (1) meeting with Dr. Sharon Milgram, Director, Office of Intramural Training and Education to discuss NIH Trainee/Fellow childcare supports and resources and (2) meeting with the director of Montgomery Moving Forward to discuss opportunities for and the future of childcare services, especially as related to Montgomery County.

1. The committee plans to collect more data on childcare use by Trainees/Fellows and develop talking points for an upcoming meeting with Dr. Milgram, Director. They hope to: (1) have an open dialogue about trainee needs for child and family programs, (2) brainstorm how to better communicate about childcare resources and services available for trainees, and (3) explore increasing childcare supports to meet family needs.
2. The committee is also hopes to engage with Montgomery Moving Forward to fully understand their efforts in relation to childcare in Montgomery County. Ms. Linda Owen reported that the Montgomery County Council is meeting on January 20 to discuss the formation of an Early Childhood Entity, which will be a cabinet office within the County Executive's Office. County leaders are interested in childcare (and early childhood) and link it to economic development in the county, which might mean allocating more funds to early care and education. Linda also reported on the Build Back Better Act, which has the support of the President, and both sides of Congress,

and if it moves forward, it has implications for more funding for childcare.

<https://www.ffyf.org/wp-content/uploads/2021/12/Build-Back-Better-Child-Care-PreK-FAQ-12-16-21.pdf>

- B. **Membership Committee** – Co-chair Olivia Kent reported that Ms. Jackie Franco has volunteered to join the leadership team of the Child Care Board and will shadow the Board chairs throughout the remainder of the year. Olivia also shared exciting personal news that she has accepted a new opportunity working with HHS on its COVID Media Campaign. She will continue to serve the NIH Child Care Board when she is able and will be rotating off the board in June 2022.

The Membership Committee will initiate its annual membership campaign, seeking to fill two to four vacancies on the Board.

1. A global announcement will go out in late February/early March, with an application deadline of March 25 and interviews to be held in April.
2. Dr. Tuba Fehr recommended establishing CCB Virtual Office Hours for Q & A opportunities with current Board members during the upcoming NIH Child Care Board application process in March.

- C. **Communication and Outreach Committee** – Co-chair Olivia Kent reported that the committee has developed a one-pager informational flyer that highlights NIH child and family programs, leave flexibilities, wellness and life management opportunities. The flyer will be distributed to ICs and can be used in recruitment efforts. The flyer will be presented to and reviewed by OHR before being published. Another flyer that targets parents and guardians interested in enrolling children in the NIH childcare centers, “What’s Next Now That We Have Been Offered a Space?” is in development as well.

DATS Division Director, Tammie Edwards, voiced support in developing these resources in order to (1) increase visibility of programs and (2) create attractive and creative informational formats that can be shared with other communities. Other ideas currently being considered include:

- (a) Parent Ambassadors-aimed at supporting new parents who accept offers at childcare center
- (b) Informational vignettes showing uniqueness of centers, differing operations and cultures
- (c) NIH Back-Up Care Program and benefits to employees, trainees/fellows
- (d) NIH Childcare Subsidy Program and benefits to lower-income federal employees

- D. **Back-Up Care Program Committee** – Co-chair Seema Nayak reviewed the NIH Back-Up Care Program utilization statistics and graphs for current contract year, shared usage by fellows and trainees, and examined trends in program usage across contract years. Program utilization in 2019 was 320 uses, with demand for care at almost double that number. In 2020, there were only 200 uses with demand for care also running double the number of actual uses. In 2021, utilization was similar to the previous year with 153 uses through September and demand at 320 requests through September.

The committee met with the Bright Horizons account manager to review the utilization data and discuss trends. Use of Instant Booking on the Bright Horizons Back-Up Care app by NIH users has increased significantly and is the fastest and easiest way to reserve care. We learned that NIH users are contacted about cancelations or changes in the way they requested at time of original registration, e.g., by email, by telephone, by mobile phone. This information will be added to the website to eliminate confusion; users will only be notified by cell phone or text if that form of contact information is specified in their family profile. Finally, a recommendation was made to post an updated informational webinar on the website.

- E. **NIH Childcare Waitlist Committee – Co-chair** Heather Rogers reported the committee met again to review the issue of accepting ICs’ signed Letters of Intent as a means of activating a child’s registration date on the NIH Childcare Waitlist (for purposes of being eligible for offers of enrollment in an NIH childcare center). Heather presented background information, metrics, considerations (both human resources and logistics), analysis and discussion points, and recommendations. (Please refer to PowerPoint slides for detailed information.) A robust and lengthy discussion followed with shared perspectives from guests, board members, and attendees.

The recommendations of the committee to the Office of Research Services (ORS) are as follows:

- (1) ORS maintain its current policy of requiring an official offer letter/letter of hire from the Office of Human Resources HR in order to activate the eligibility of a child on the NIH Childcare Waitlist to receive an offer of enrollment.
- (2) In collaboration with the Communications and Outreach Committee, the Board will create materials with specific messaging for NIH candidates explaining the waitlist process and providing helpful information about childcare subsidies, resources, and referrals.

IV. Announcements and Adjournment:

- A. Thursday, Jan. 20 @ 1:00 p.m.: Lunch and Learn Webinar - “Thinking About Temperament- How It Informs Your Parenting”
- B. Tuesday, Jan. 25 @ 10:00 a.m.: Next and Final Parenting Support Group - Register at: <https://form.jotform.com/212774385266060>
- C. Thursday, Jan. 27 @ 1:00 p.m.: 9th Virtual NIH Town Hall - Click on webinar link to join: <https://nih.zoomgov.com/j/1608628217?pwd=bIFMZlJwaWVJM0tGV0wwUVRtSm83dz09>
- D. Thursday, Feb. 17 @ 1:00 p.m.: Lunch and Learn Webinar - “Helping Children Develop Life Skills and Independence”
- E. Monday, Feb. 21: Presidents’ Day Holiday - NIH Childcare Centers closed
- F. Thursday, Feb. 24 @ 2:00 p.m.: NIH Health and Wellness Council Meeting

Meeting adjourned at 11:45 AM.

Next meeting of the NIH Child Care Board - Thursday, March 3, 2022, 10:00 AM