



**Meeting Minutes
September 21, 2023**

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

Members, Liaisons and Guests in Attendance: Dr. Katie Baker, Ms. Molly Cluster, Dr. Tuba Fehr, Ms. Ila Flannigan, Ms. Jackie Franco, Dr. Helena Gabor, Ms. Jessica Meade, Dr. Seema Nayak, Dr. Mary Rooney, Dr. Angelina Williams, Dr. Kristin Dupre, Ms. Heather Rogers, Ms. Venus Thomas, Ms. Rukshana Muthaliff, Ms. Alicia Cross, Ms. Jennifer Rooms, Ms. Brianna Barnes, Ms. Marie Renzo, Ms. Debbie Washington, Dr. Anneliese Norris, Ms. Ruth Fraley, Ms. Soncheray Hall, Dr. Carl Hashimoto, Ms. Jazzlin Mouton, Ms. Chikeia Boykin, Dr. Leslie Ramsey, Ms. Althea Treacy, Mr. Timothy Tosten, Ms. Tammie Edwards, Mr. Russell Mason, Ms. Susan Borst, Ms. Linda Owen

- I. Welcome:** Chair Jackie Franco called the meeting to order and welcomed voting members, liaisons, and guests. Ms. Franco thanked the outgoing Board Chair, Dr. Kristin Dupre, for her years of service to the Child Care Board and announced that Dr. Dupre will assume the role of Member Emeritus. Newly appointed Board members, Dr. Katie Baker and Dr. Angelina Williams, were introduced. Dr. Helena Gabor was welcomed back from leave and the commencement of Dr. Mary Rooney’s first full term on the Board was acknowledged. Dr. Seema Nayak was introduced as Vice Chair. A successful Orientation to the Child Care Board was held with new members and liaisons on September 14, 2023.

Special Guests: Mr. Timothy Tosten, Associate Director for Program and Employee Services, was introduced and thanked Board members and liaisons for their commitment to the Board as it considers the needs of the NIH workforce and their families. Mr. Tosten acknowledged the Board’s unflagging support of the Child and Family Programs Team in the decision to change childcare operators at the Northwest Child Care Center, thanked the members of the Team for their efforts, and added that he hopes to see increased enrollment at each of the NIH childcare centers and possible increased income thresholds for the NIH Childcare Subsidy Program in the next year.

Ms. Tammie Edwards, Director of the Division of Amenities and Transportation Services (DATS) was introduced and thanked all Board members for their work on behalf of the NIH workforce and their families. Ms. Edwards announced that Mr. Rusty Mason, Amenities Branch Chief is moving to another federal agency at the end of the month and thanked him for his years of service at the NIH. Ms. Edwards also addressed:

1. Playground improvement projects at each of the three childcare centers scheduled to start next month.
2. Consulting with the Division of Occupational Health and Safety to update COVID protocols that may affect the childcare centers as we prepare for possible increased numbers of cases this fall and winter.
3. If the federal government does shut down, the NIH childcare centers will remain open and operating as usual. The Back-up Care Program, the ORS Resource and Referral Services Program, and the Childcare Subsidy Program will not operate during a federal government shutdown.

- II. Approval of Minutes:** A motion to approve the June 2, 2023, meeting minutes was made, seconded, and approved by a quorum of voting members. Vice Chair Seema Nayak thanked all Board members

for their contributions to the Annual Report, which was unanimously approved by the Board and routed to Dr. Lawrence Tabak, Acting NIH Director, after review by Ms. Colleen McGowan, ORS Director, and Dr. Alfred Johnson, NIH Deputy Director for Management. New member appointment letters were approved and signed by Dr. Johnson and distributed to the appointees and their supervisors.

- III. Child & Family Programs Updates and Centers' News:** Ms. Susan Borst reported on recent outreach efforts regarding child and family programs, updates regarding the SRLM building project and its impact on NWCCC, ongoing communication with center directors and families regarding the possible government shutdown, and ORS Appreciation Day.

Centers' News:

POPI –

1. Underwent their annual state Licensing inspection.
2. NAEYC Accreditation – submitting their Candidacy by October 15.
3. Open Houses – holding their first Open House for prospective families on October 5.
4. Upcoming Events: Back to School Night, pumpkin patch field trips, Trike-A-Thon on September 29.

ECDC@NWCCC –

1. New Toddler classroom slated to open.
2. Extracurricular activities, e.g., soccer, karate, are in full swing.
3. Classrooms offering Back to School information to parents; parent-teacher conferences scheduled next month.
4. Upcoming Events: Fire Prevention Week field trip, pumpkin patch field trips.

ECDC –

1. Picture Day is scheduled.
2. Preparing for Back to School Night.
3. Upcoming Events: Pumpkin patch field trips.

- IV. Child Care Board Work Plan Draft 2023-2024:** Vice Chair Seema Nayak presented the draft 2023-2024 work plan for review. Each committee's objectives were discussed. Two immediate suggestions were made: (1) Consider initiating the annual Membership Drive a month or more earlier. (2) Eliminate all references to the Life@NIH Survey as ORS has deferred the survey for the time being. The committee chairs were asked to convene the committees in the next six weeks to review and make any necessary changes. The revised Work Plan will be distributed by email to voting members for approval before the November Board meeting.

- V. Child Care Board Committee Assignments 2023-2024:** Chair Jackie Franco shared the Board Committee assignments and encouraged new and old voting members as well as liaisons and regular guests to volunteer to serve on committees that hold an interest for them. The update Committee Assignment will be revised and circulated before the next meeting.

VI. New Business:

1. ECDC Lease Options and Recommendations - Rusty Mason raised the issue of the expiration of the 6006 Executive Blvd. Childcare Center Lease and suggested that an ad hoc committee be formed to work with the Child and Family Programs team as options are considered and recommendations made. Ms. Linda Owen reminded all attending the meeting that confidentiality must be exercised regarding discussions held by the Board. In this case, we do not wish parents and others to be alarmed by prematurely receiving information that is incomplete at this time. More information must be gathered to fully inform the discussion and any recommendations of the Board.
2. New Waitlist Policy Changes – Chair Jackie Franco encouraged interested voting members and others to volunteer to serve on the Board's Waitlist Committee. The topic of changes to current

Waitlist policies as well as creating new policies and/or procedures will be taken up by the Waitlist Committee this year.

3. Subsidy Committee Recommendation – This year the Childcare Subsidy Committee of the Board will formalize its recommendation to ORS that an increased AGI/income threshold be instituted in hopes of increasing the number of eligible participants in the NIH Childcare Subsidy Program.
4. Board Committee Report Out Schedule – Chair Jackie Franco reported that she is working to establish a schedule for Board Committees to make their reports to the entire Board. The comprehensive timeline of reporting for the year will be emailed to members as soon as possible.
5. Trello Board – The Board co-chairs are interested in creating a Trello Board, a visual project and task management tool. More information will follow.
6. Microsoft Teams Channel – The Board co-chairs want to encourage Board members, liaisons, other interested parties, and the Board Committees to use the NIH Child Care Board Teams channel. There will be more discussion of how to maximize use of the Teams channel at the next Board meeting.

VII. Announcements and Adjournment:

1. Lunch and Learn Webinar – “Back to School – Putting Your Best Foot Forward” – September 21, 1:00 pm – online.
2. Feds Feed Families Campaign – ends September 30
3. Foil the Flu Campaign – starts September 26 through November 4. Schedule appointments at the Foil the Flu website
4. October is Work & Family Month – “You and Your Family’s Mental Health & Well-Being”
 - a. Work & Family Month Resource Fair – Wednesday, October 25, 10:00 a.m. to 1:00 p.m., Building 10 South Lobby. Please try to attend.
5. November 16 Child Care Board Meeting – This meeting will be a Zoom meeting only.

The meeting was adjourned at 11:30 a.m.

The next Board meeting will be held on November 16, 2023, 9:15 a.m. to 10:30 a.m.