

NIH Child Care Board Meeting Minutes
January 28, 2021
WebEx

Members, Liaisons, and Guests in Attendance: Dr. Theresa Cruz, Dr. Kristin Dupre, Ms. Ila Flannigan, Mr. Dan Fogarty, Dr. Chao Jiang, Ms. Olivia Kent, Mr. Dan Lonnerdal, Dr. Seema Nayak, Ms. Nicole Ray, Dr. Suzanne Ryan, Dr. Gilman Toombes, Dr. Blake Warner, Ms. Kate Winseck, Ms. Heather Rogers, Ms. Julie Margel, Ms. Tracy Carrico, Ms. Christina Segura, Ms. Anne Schmitz, Ms. Barbara Acquaviva, Ms. Debbie Washington, Dr. Melissa Conti Mazza, Dr. Carl Hashimoto, Dr. Mary Kearney, Mr. Ivan Locke, Ms. Katrina Matten, Ms. Mallory McCormick, Ms. Melissa Porter, Dr. Pragya Prakash, Ms. Anna Verschoore, Dr. Judith Walters, Ms. Tammie Edwards, Mr. Russell Mason, Ms. Linda Owen. Guest: Dr. Quan Yuan

- I. Welcome and Introduction of Board Members, Liaisons and Guests:** Chair Kristin Dupre called the meeting to order, welcomed everyone, and asked guests to introduce themselves.
- II. Updates:**
- A. Approval of December 3, 2020 Minutes** – A motion to approve the December 2020 meeting minutes was made by Dr. Suzanne Ryan, seconded by Dr. Seema Nayak, and approved by all.
- B. NIH Child Care Board Charter** – The Charter, set to expire on February 19, 2021, was reviewed and updated by voting members, and a motion to approve the re-chartering was made by Mr. Dan Fogarty, seconded by Mr. Dan Lonnerdal, and approved by all.
- C. Childcare Centers** – All three childcare centers are open and operating under state-mandated restricted capacities. The center directors were invited to report on their centers’ weekly attendance numbers and classroom closures as a result of positive COVID cases in the center.
- i.** Ms. Anne Schmitz, Executive Director, Executive Child Development Center, Inc. (ECDC) commented on her teachers’ commitment to the children and families in their care. She also shared that curbside drop-off (due to state and county-mandated health and safety protocols) has had a mostly positive effect on children’s separation anxiety. Enrolled: 138 children; attending regularly: about 125 per day.
 - ii.** Ms. Christina Segura, Executive Director, Parents of Preschoolers, Inc. (POPI) talked about her teachers’ flexibility over the past six months. She praised the cooperative attitudes of her staff and the center’s parents and added that the children have been quite resilient throughout. Enrolled: 110 children; attending regularly: about 90 per day.
 - iii.** Ms. Julie Margel, Site Director, Rockville Daycare Association, Inc.-Northwest Child Care Center (NWCCC) talked about the drop off and pick up procedures put into effect at the center and communication strategies her teachers and staff have put into place to remain in touch with parents about their children. Enrolled: 106 children; attending regularly: about 100 per day.
 - iv.** Ms. Tammie Edwards, Acting Director, Division of Amenities and Transportation Services reported on the effort to prioritize vaccinations of the staff of all three childcare centers. To date, all badged staff members were offered to be vaccinated, and 76% have received their first doses. Tammie thanked the Office of Medical Services and Clinical Center staff in their efforts to assist the childcare center staff.
- III. Back-up Care Committee Report** – Committee Co-chairs, Dr. Suzanne Ryan and Dr. Seema Nayak recapped the Committee’s 2020-2021 Work Plan. The total program utilization for CY2020 was 200 uses, a 37.5% decrease from the previous year (320 total uses in 2019). The number of employees registered for care increased by 6.4% in 2020; committee members are anxious to see if expanding the program to trainees/fellows will result in greater increases in 2021. Committee focus for remainder of the year will be increasing program awareness and utilization.

- IV. Childcare Subsidy Program Report** – Committee Co-chairs, Dr. Chao Jiang and Dr. Blake Warner are scheduling a committee meeting with the FEEA program manager to review CY2020 utilization data. While reimbursements paid from the program have been significantly affected by the pandemic, the number of individuals enrolled in the program has increased by 16% over the calendar year. The contract was extended until June 30, 2021 and is expected to be re-competed in the next month. Committee focus for remainder of the year will be increasing program awareness (e.g., post-April 15th global email) and maximizing utilization.
- V. Communications and Outreach Committee Report** – Committee Co-chairs, Ms. Kate Winseck and Ms. Olivia Kent recapped the Committee’s work so far this year including contributing to (1) the communication plan for the expansion of the Back-up Care Program and (2) the Health and Wellness Council Winter Newsletter that featured NIH stakeholder groups. Committee focus for remainder of the year will be assisting the Membership Committee with the spring membership campaign and the Subsidy Committee with outreach materials following Tax Day.
- VI. Innovative Programs Committee Report** – Committee Co-chairs, Dr. Kristin Dupre and Mr. Dan Fogarty reported on (1) its recent collaboration with the Communications and Outreach Committee on the Health and Wellness Council Winter Newsletter, and (2) Ms. Linda Owen reported on recent efforts of Montgomery Moving Forward to develop a public-private early childhood care and education coordinating entity in the County. If successful, the entity would report directly to the County Executive and influence legislation regarding early childhood education in the county schools as well as private childcares. Discussion arose concerning the childcare feasibility studies at the Frederick and Baltimore satellite campuses of the NIH. The Innovative Program Committee will further discuss these studies during their next committee meeting, and Board liaisons from the WSA and OIR will work to gather more information to share with the Board.
- VII. Membership Committee Report** – Committee Co-chairs, Mr. Dan Lonnerdal and Ms. Olivia Kent outlined the spring membership campaign (to fill four expected vacancies) that will be conducted in March and April. A global email will be released in mid-March recruiting interested applicants; interviews will be held in April.
- VIII. Waitlist Committee Report** – Committee Co-chairs, Dr. Theresa Cruz and Ms. Heather Rogers followed up on their committee report from the December meeting, confirming that a memorandum was drafted proposing that registration on the NIH Childcare Waitlist be opened to preschool-age children (3- to 5-year-olds) of NIH contractors. Following discussion, a motion to approve the memorandum was made by Dr. Kristin Dupre, seconded by Ms. Olivia Kent, and approved by all. The memorandum will be sent to the DATS Acting Director, who will then engage her team and ORS to determine if the recommendation can be implemented.
- IX. New Business** – WSA Liaison to the Board, Dr. Mary Kearney, raised the question of allowing waivers of the NIH Childcare Waitlist registration policy that requires an official offer letter from the NIH Office of Human Resources (OHR) for an individual’s child to be eligible for enrollment at an NIH sponsored childcare center. Dr. Kearney suggested that a signed Letter of Intent be accepted in the interim while the candidate awaits OHR action. Following discussion, the Waitlist Committee co-chairs indicated that the topic will be taken under consideration at their next committee meeting.
- X. Announcements and Adjournment:** Ms. Linda Owen was promoted to the Child and Family Program Manager position and starts on February 1. The meeting was adjourned at 11:45 a.m. The next Board meeting will be held on March 11, 2021 at 10:00 a.m. by WebEx.