



Meeting Minutes
November 16, 2023
Virtual Meeting via Zoom
10:00 a.m.

Members, Liaisons and Guests in Attendance: Dr. Katie Baker, Dr. Joe Bonner, 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. Brianna Barnes, Ms. Anne Schmitz, Ms. Barbara Acquaviva, Ms. Debbie Washington, Dr. Anneliese Norris, Ms. Ruth Fraley, Dr. Rebecca Hommer, Ms. Emma Kaufman, Dr. Jennifer Lee, Dr. Leslie Ramsey, Ms. Shaniqua Thomas, Dr. Althea Treacy, Dr. Judith Walters, Ms. Tammie Edwards, Ms. Linda Owen

- I. **Welcome:** Chair Jackie Franco called the meeting to order and welcomed voting members, liaisons, and guests. Ms. Franco announced that all Board Committees have met to work on finalizing work plans. She also announced, with regret, that Mr. Dan Fogarty has left the NIH to join another federal agency and is stepping down from the NIH Child Care Board. Ms. Franco and other Board members expressed gratitude for Mr. Fogarty’s four years of service to the Child Care Board.
- II. **Approval of Minutes:** A motion to approve the September 21, 2023, meeting minutes was made, seconded, and approved by a quorum of voting members.
- III. **NIH Child Care Board 2023-2024 Work Plan:** Chair Jackie Franco presented the finalized 2023-2024 work plan; each committee’s objectives were reviewed, and updates highlighted. A motion to approve the NIH Child Care Board 2023-2024 Work Plan was made, seconded, and approved by a quorum of voting members.
- IV. **Communications and Outreach Committee** – Co-chair Tuba Fehr reported that the committee decided to remove from their Work Plan the objective to support the design and implementation of a survey to understand the lasting impacts of the COVID-19 pandemic on NIH parents/caregivers and families until ORS initiates the survey project. In addition, the committee will work to develop a framework for advertising/marketing ORS and the NIH Child Care Board child and family programs; the committee hopes to use changes to the Childcare Subsidy Program as a pilot. Co-chair Jessica Meade presented recent Child and Family Programs website analytics, including the webpages most frequented and an overview of June through November 2023 data compared to the same period last year.
- V. **Child & Family Programs Updates and Centers’ News:** Ms. Linda Owen reported:
 - (1) SRLM Construction Site and Impact on NWCCC - Soil sampling revealed some contamination, but not at levels that are considered harmful; remediation efforts are underway over next 4-6 weeks; daily air sampling continues outside the childcare center; NWCCC parents have been notified.
 - (2) ECDC – 6006 Executive Lease – DATS/ORS has requested that NIH ORF Real Estate Contracting exercise the 60-month option term on the existing lease at 6006 Executive Blvd.; lease will now extend until March 31, 2030, at least; discussion will be opened with the Lessor of the building to add an additional three months so that childcare services can be provided through June 2030. Child and Family Programs team currently preparing childcare requirements

to be presented to GSA Childcare to explore options for off-campus childcare center, either at current location or new, after June 2030. Ongoing information will be provided to the Board.

- (3) OPM Call for Data from Federal Agencies regarding Childcare Subsidy Programs – completed and sent to OPM on November 13, 2023.
- (4) Work & Family Month Fair – Thank you to those who joined the Child and Family Programs staff at the WFM Fair: center directors, our partners from LWS and FEEA, AADCC co-chairs, and CCB members, Ms. Melissa Porter, Dr. Angelina Williams and Ms. Jackie Franco.
- (5) Centers’ News:

POPI –

1. NAEYC Accreditation – on track to submit their Candidacy by November 30, 2023.
2. Joint ORS-ORF Playground Renovation Project has begun with construction meetings to be held monthly. Expected to start site work by March 1; installation of new equipment starting June 1; expected delivery of new playground by September 1, 2024.
3. Successful Trike-a-Thon fundraiser held last month. Currently holding Sock Drive and Tiny Treasures Card-making to benefit the Children’s Inn (through December 11). Holding Harvest Lunch for families tomorrow.

NWCCC –

1. Thank you to Child Care Board member, Dr. Angelina Williams, for bringing her K-9 partner to the center.
2. Successful Open House was held on November 8 – 55 individuals RSVPed; 45 attended.
3. Classrooms held an exciting pumpkin decorating contest.
4. Ms. Rukshana has stepped up to be the music teacher for both ECDC centers; children and teachers are enjoying her classes.

ECDC –

1. The Fall season included successful field trips to Sharp’s Farm, an exciting pumpkin decorating contest featuring “Trumpkin,” and the Family Dance attended by 260 children and adults!
2. The Scholastic Book Fair is currently in full swing.
3. In December, all staff will be re-certified in CPR/AED/First Aid.
4. There have been no recent reported cases of COVID in the center, but 4 cases of RSV.

VI. Announcements and Adjournment:

1. Lunch and Learn Webinar – “Unlocking the Teenage Brain: How Parents Can Use Science to Guide, Support, and Connect with Your Teen” – November 16, 1:00 pm – online.
2. The Back-up Care Committee will report out at the January 18, 2024 Board meeting.
3. Thank you for your participation and continued work with the NIH Child Care Board. Wishing you all a happy and peaceful Holiday Season. See you in the New Year!

The meeting was adjourned at 10:30 a.m.

The next Board meeting will be held on Thursday, January 18, 2024, 10:00 a.m. to 12:00 p.m.

Meetings will be held in hybrid format, with in-person space and using a virtual Zoom platform. Join us in Bldg. 31 C Wing - 6th Floor, A & B Suites, for in-person conferencing.