



Meeting Minutes

June 1, 2023

31C – 6th Floor (F&G) and Zoom

10:00 a.m. to 12:00 p.m.

Members, Liaisons and Guests in Attendance: Dr. Joe Bonner, Ms. Molly Cluster, Dr. Kristin Dupre, Dr. Tuba Fehr, Ms. Ila Flannigan, Mr. Dan Fogarty, Ms. Jackie Franco, Dr. Helena Gabor, Dr. Seema Nayak, Ms. Melissa Porter, Dr. Mary Rooney, Ms. Kate Winseck, Ms. Heather Rogers, Ms. Venus Thomas, Ms. Rukshana Muthaliff, Ms. Althea Treacy, Ms. Alicia Cross, Ms. Jennifer Rooms; Ms. Marie Renzo, Dr. Katie Baker, LCDR Angelina Williams, Dr. Sila Ataca, Ms. Jennifer Lee, Dr. Anneliese Norris, Ms. Ruth Fraley, Ms. Soncheray Hall, Ms. Chikeia Boykin, Ms. Fettina Bryant, Ms. Lindsay Clements, Ms. Anitra Fitzgerald-Monroe, Mr. Xavier Gonzalez, Dr. Rebecca Hommer, Dr. Veer Keizer, Ms. Tammie Edwards, Mr. Rusty Mason, Ms. Susan Borst, Ms. Linda Owen

- I. Welcome:** Chair Dr. Kristin Dupre called the meeting to order and welcomed voting members, liaisons, and guests. Dr. Dupre acknowledged guests and attendees interested in the workings of the Child Care Board, noted the large number of applicants during this year's membership campaign, and reminded attendees they are welcome to serve on board committees and to attend the six meetings scheduled annually.
- II. Approval of Minutes:** A motion to approve the March 2 and April 13, 2023, meeting minutes was made by Ms. Melissa Porter, seconded by Ms. Jackie Franco, and approved by a quorum of voting members.
- III. ORS Updates:** Ms. Tammie Edwards enthusiastically announced that Executive Child Development Center received the Office of Child Care license to operate at the Northwest Child Care Center (Building 23), will be known as "ECDC@NWCCC," and re-opens on Tuesday, May 30, 2023. Ms. Edwards thanked the DATS Child and Family Program Team, the ECDC leadership team and staff, the NIH Child Care Board, ORS Communications, our very supportive NIH Leadership, and the MSDE Office of Child Care for their tireless efforts in bringing about this transition of childcare operators. On behalf of ORS, Ms. Edwards expressed gratitude to the ECDC@Rockville staff for their hard work and dedication setting up the new on-campus classrooms and common areas. In addition, Ms. Edwards shared that a renovation of the POPI childcare center playground has been funded by ORS and ORF, for completion in FY 2024; improvements to the ECDC@NWCCC playground soft surfacing as well as classroom furniture procurement will take place this fiscal year. Finally, she thanked the departing Child Care Board members, Dr. Kristin Dupre, Ms. Nicole Ray, and Ms. Kate Winseck for their years of service on the Board in support of NIH working parents and their children.
- IV. Child & Family Programs and Centers News:** Ms. Susan Borst reported on recent successful meetings with vendors that administer the NIH Childcare Subsidy Program, the NIH Childcare Waitlist Program and Resource and Referral Services, and the NIH Back-up Care Program. She also introduced the new ECDC@NWCCC center director, Ms. Venus Thomas and assistant center director, Ms. Rukshana Muthaliff.
Centers' News:
ECDC – Children and staff have been busy with late spring activities, preparing for the end of the academic year and beginning of summer. All ECDC staff members pitched in to clean and set-up the classrooms at the

new on-campus center, armed with bulletin board decorations, toys and manipulatives, and can-do attitudes and energy. Ms. Anne Schmitz relayed her gratitude to Ms. Barbara Acquaviva and Ms. Lesley Klein for their steady management of ECDC at Rockville during the opening of ECDC on-campus.

ECDC@NWCCC – In preparation for re-opening, ECDC@NWCCC staff participated in several substantive training sessions. A pictorial Open House offering a glimpse of the center classrooms, playground, and teachers was provided in lieu of an in-person event. The center re-opened on Tuesday, May 30, complete with welcoming teachers and staff and excited children and parents. Ms. Venus Thomas returns to NWCCC from the FDA childcare center where she was the assistant director. Ms. Rukshana Muthaliff comes to NWCCC from the FDA childcare center where she was a classroom teacher for the past 5 years.

POPI – The proposed playground renovation will address drainage and erosion issues while preserving natural elements of the large play area located at the back of the childcare center. Parent engagement activities, including story reading in classrooms and a family picnic, have been well attended; the recent Scholastic Book Fair was a big success, providing new books for each classroom. Classroom teachers are currently implementing the “Trees” study section of the *Creative Curriculum*. Teachers and administrators are working on their NAEYC Accreditation self-study and classroom documentation. The Board of Directors has been involved in both short- and long-term strategic planning, including budgetary, staffing, and enrollment elements.

V. **Committee Reports:**

- A. **Membership Committee** – Co-chair Ms. Ila Flannigan reported that, for this year’s membership campaign, 23 applications were received, 9 applicants were interviewed, and 2 applicants have been recommended for appointment to the Board, Dr. Katie Baker (CSR/Health Services and Systems Branch) and LCDR Angelina Williams, DVM (OD/Office of Laboratory Animal Welfare). Ms. Flannigan believes the committee achieved its goal of adding to the diversity of thought within the Board with the addition of Ms. Baker and Dr. Williams. In addition, the Membership Committee plans to streamline procedures, including a scoring rubric, before next year’s membership campaign. Ms. Flannigan thanked her co-chair, Dr. Joe Bonner, and all the members of the committee for their time and efforts. Special thanks to departing committee members, Dr. Kristin Dupre and Ms. Kate Winseck.
- B. **Childcare Subsidy Committee** – Co-chair Dr. Tuba Fehr reported on the calendar year 2022 data obtained from the contractor, FEEA. More than 55% of program participants had adjusted household incomes of less than \$60,000 per year, and 86% of program participants were unmarried or head of household. Current utilization similar past years, with 42 employees and 44 children participating. The committee recommends finding new ways to market and advertise the program; consider again increasing the Adjusted Gross Income used to determine eligibility; and monitoring President Biden’s Executive Order on Increasing Access to High-Quality Care and Supporting Caregivers (April 18, 2023) and its impact on the NIH Childcare Subsidy Program. The order directs the federal government to conduct a review of childcare subsidy policy and consider setting standards for when and how federal agencies should provide childcare subsidies to federal employees.
- C. **Wait List Committee** – Co-chair Ms. Jackie Franco reported on the committee’s progress and future efforts to complete its work plan, including (1) reviewing quarterly waitlist data; (2) examining the effect on the waitlist from the change in childcare providers at the NWCCC; (3) reviewing enrollment of preschoolers in all three centers during the peak enrollment period; (4) gathering information on the average wait times of each waitlist age group; (5) brainstorming how the children with “immediate need” can be better served; and (6) editing the Waitlist FAQs found on the Child and Family Programs webpages. Co-chair Ms. Heather Rogers presented recent Waitlist data provided by the NIH Childcare Waitlist program manager, including an explanation of children with immediate need, the decline rate and its impact on enrolling children in the centers, and the limited number of preschool children currently registered on the Waitlist. The co-chairs thanked all the members of the committee for their time and efforts, expressing special thanks to departing committee members, Dr. Kristin Dupre and Ms. Nicole Ray.

D. **Back-up Care Committee** – Co-chair Dr. Seema Nayak reported on recent contract year (July through June) data, which shows only 3% of registered users are NIH fellows. The Back-up Care program was opened to NIH fellows in the last three years and while registrations have grown each year, renewed efforts will target informing fellows of the program and their eligibility. Year to date utilization is currently at 393, way ahead of the 237 uses reported for the entire prior contract year. Demand continues to run about 40% higher than actual utilization. New to the program: registrants can now reserve care 90 days in advance, (up from 30 days in advance). The committee was asked to investigate the reasons for unfilled requests and report their findings to the Board in the fall.

VI. **2022-2023 Annual Report and Board Leadership** – Chair Dr. Kristin Dupre requested that committee reports and recommendations for the Annual Report be submitted no later than Friday, June 30 (email to Dr. Kristin Dupre, Ms. Jackie Franco, and Ms. Susan Borst). Voting members of the Board will have the opportunity to review and vote to approve the Annual Report later in the summer. The goal is to submit the Annual Report to the NIH Director by the end of July.

Dr. Dupre noted the leadership framework under which the Board has been operating and noted she will be rotating off the Board this year. Ms. Jackie Franco and Dr. Seema Nayak have stepped forward to assume Chair and Vice Chair positions for the coming Board year. Voting will occur in the fall.

Please contact Ms. Susan Borst with interest in joining Board committees. In particular, the Communications and Outreach Committee Co-Chair position is vacant, and Voting Members of the Board are needed to join the Waitlist Committee.

VII. **Announcements and Adjournment:**

- A. Take A Hike Day – Thursday, June 15, 11:30 a.m., Starts at front lawn of Building 1
- B. Safety, Health and Wellness Day – Thursday, June 29, 10:00 a.m. to 2:00 p.m., South lawn, Building 10
- C. Lunch and Learn Webinars – July 20 and August 17, 1:00 p.m., online

The meeting was adjourned at 11:45 a.m.

The next Board meeting will be held on September 21, 2023, 10:00 a.m. to 12:00 p.m.