



**Meeting Minutes – November 3, 2022
10:00 AM to 12:00 PM**

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, Ms. Jessica Meade, Dr. Seema Nayak, Ms. Melissa Porter, Dr. Mary Rooney, Ms. Kate Winseck, Ms. Heather Rogers, Ms. Julie Margel, Ms. Althea Treacy, Ms. Anne Schmitz, Ms. Barbara Acquaviva, Ms. Debbie Washington, Dr. Carl Hashimoto, Ms. Ruth Fraley, Ms. Jennifer Lee, Dr. Tish Murphy, Ms. Nadia Shelby, Dr. Judith Walters, Ms. Tammie Edwards, Ms. Susan Borst, Mr. Rusty Mason, Ms. Chikeia Boykin, Ms. Rebecca Hommer

I. Welcome: Chair Kristin Dupre called the meeting to order and welcomed voting members, liaisons, and guests. Dr. Dupre extended a warm welcome to all in attendance and expressed her enthusiasm to hold our first hybrid meeting of the year. She offered snacks and water to those attending the meeting in-person and noted the joyful Halloween photos of children from recent center parades and festivities.

II. Updates:

- **Approval of Minutes:** A motion to approve the September 15, 2022, meeting minutes was made by Dr. Tuba Fehr, seconded by Dr. Mary Rooney, and approved by voting members.
- **2022 – 2023 Work Plan was voted and approved.**
- **Child & Family Programs Update – Ms. Susan Borst**

Ms. Susan Borst reported that the “Optional” Masking Policy Update went into effect on October 1, 2022, at all child care centers. During low and medium community transmission exposure, children and staff are no longer required to wear facial mask coverings. In the event of high community transmission exposure, center directors will communicate to their center communities an immediate return to masking procedures. Most families were happy with this optional masking decision and were happy to see mask-free smiling faces. For families who prefer for their child to continue masking, their wishes will be honored upon notification from parents.

Ms. Borst discussed the Child Care Board memo dated July 17, 2022, recommending a change in the current subsidy policy. The NIH Child Care Board requested that ORS update the NIH Childcare Subsidy Policy to the utility of the of the program by 1) immediately providing the maximum \$5000 reimbursement to as many active qualified users as possible, and 2) implementing new threshold/percentage adjustments to the program as soon as possible to account for increases in GS pay levels and child care costs. These recommendations will support federal employees of lower income earnings and target those with the greatest financial challenges who qualify for the program. NIH partners with Federal Employee Education and Assistance (FEEA) Childcare Services, Inc. Ms. Borst has been in contact with FEEA’s Childcare Program Manager, and they will need 30 days to implement any new changes for subsidy support and will notify all current participants of the Subsidy Program once a decision has been finalized.

Finally, Ms. Borst shared a transition of two new managers with our current Resource and Referral and FEEA contract and updated the NIH CCB on Child Care Center Updates. She also mentioned that Quarterly Enrollment Reports were received from the three child care centers for the period of July – September 2022.

III. Committee Reports / Work Plan Review:

- **Membership Committee** – Ms. Illa Flannigan reviewed the Work Plan and encouraged members to consider co-chairing this committee. Much of the committee work is done in the early spring during membership. Please consider joining the committee to select new members across all ICs for this appointed role on the NIH Child Care Board.
- **Child Care Subsidy** – Dr. Tuba Fehr welcomed new co-chair, Molly Cluster and new member, Leslie Ramsey to the committee. Dr. Fehr reviewed the Work Plan goals and mentioned that we are awaiting a response from the memo submitted to ORS. She mentioned the hope of greater utility of this program with the new increased AGI.

Ms. Tammie Edwards added that we need to maximize pay-off of these funds so they will not be lost. The proposal of increasing the proposal from \$80 K to \$120K was a large increase and ORS prefers to hold at \$100K and re-evaluate the utility and cost. Ms. Edwards mentioned the recommendation is in review and ORS is expected to send forward an approval very soon.

- **Back-Up Care** – Dr. Seema Nayak and Ms. Melissa Porter will co-chair the committee. Dr. Nayak reviewed the Back-Up Care Plan and shared slides on Back-Up Care Registration (10/21 – 9/22) showing an increase in registrations, Back-Up Care uses, saving employees 301 days. This program is used most by school aged children (31%), toddlers (27%), preschoolers (23%), and infants (16%). The demand for Back-Up Care was highest in the month of August, and its use has increased with 801 requests with a fill rate of 90%.

Ms. Tammie Edwards mentioned that with return to work we need to continue to work on increased visibility to promote Back-Up Care services. Ms. Melissa Porter mentioned the NIH Wellness Meeting is a great outlet for sharing information, along with listservs. Ms. Porter encouraged us to think of how we can promote these services to “non-wired” users who do not have access to computers/email access. Rusty Mason contributed that we have recently changed the eligibility file so that we can collect demographics across users by ICs, position, location, etc. These demographics will help ensure eligibility and the captured demographics should help us better communicate to groups about services.

- **Waitlist Committee** – Ms. Jackie Franco and Ms. Heather Rogers thanked new members, Ms. Jessica Meade, and Dr. Mary Rooney for joining the committee. They updated the CCB that the committee is excited about work with the Communications and Outreach Committee to continue awareness about Other Feds and Contractor registration availability. Also mentioned, a new policy allowing (new and existing) child care staff the opportunity to enroll their children (>infant) at NIH child care centers. This new policy was requested by center directors to help with retention of current staff and recruitment of new staff. The policy stipulates that a Waiver must be submitted to ORS for approval and available spaces cannot exceed 5% of current enrollment.

- **Communications and Outreach Committee** – Ms. Kate Winseck announced she is happy to co-chair with Ms. Jessica Meade. She also welcomed Molly Cluster to the committee. The 2021-22 Work Plan was discussed, and the 2022-2023 work plan goals were shared by Ms. Jessica Meade. They are eager to work collaboratively with the Innovative Committee to support development and distribution of a Life@NIH Survey and to meet as a committee in 2023.

The Work-Life @ NIH kick-off will commence in 3-6 months. Ms. Tonya Lee mentioned a new survey is being discussed and welcomes collaboration.

- **Innovative Programs** – Mr. Dan Fogarty and Dr. Joe Bonner will co-chair the committee and reviewed the work plan for the year. A focused effort to bring awareness of the challenges NIH intramural trainees/fellows experience and to partner with others, including Dr. Sharon Milgram, and seek opportunities to speak with scientific directors to be sure they are aware of trainee/fellows' unique needs. This committee also expects to work closely with ORS on the ECDC Lease Renewal and to learn more about the Child Opportunity Alliance.

Dr. Dupre and Dr. Walters shared their excitement over a recent meeting with NIH staff and the National Academies of Sciences, Engineering, and Medicine (NASEM). NASEM will conduct a study on caregiver needs and responsibilities of researchers and scientists, its impact on their careers and research, and the importance of supporting the scientific community.

IV. Announcements and Adjournment

- Work & Family Month was a success. Recordings can be reviewed throughout this month.
- Peer Circles Support Groups (Sponsored by EAP/Tonya Lee)
- ORS Town Hall – Nov. 17, 10:30 – 12 Noon
- Lunch & Learn Webinar – Fostering Kindness – If Kindness Was a Color – Nov. 17th (1-2 PM)
- NAEYC Conference in Washington, D.C. – Nov. 16-19th
- Lunch & Learn Webinar – Teaching Youth Financially Responsible Practices – Dec. 15th (1-2 PM)

V. Meeting adjourned at 11:15 AM

VI. Closed Session for Voting Members

- Discussion and Adjournment at 11:25 AM

Next meeting of the NIH Child Care Board - Thursday, January 12, 2023 - 10 AM to 12 Noon.
(Building 31/C-6th Floor, Suites F & G, and via ZOOM Link)