The NIH Child Care Board

Meeting Minutes
April 13, 2023
10:00 AM to 12:00 PM

Members, Liaisons and Guests in Attendance: Ms. Molly Cluster, Dr. Kristin Dupre, Dr. Tuba Fehr, Ms. Ila Flannigan, Mr. Dan Fogarty, Ms. Jackie Franco, Ms. Jessica Meade, Dr. Seema Nayak, Ms. Melissa Porter, Ms. Nicole Ray, Dr. Mary Rooney, Ms. Heather Rogers, Ms. Jamie Brown, Ms. Julie Margel, Ms. Althea Treacy, Ms. Alicia Cross, Ms. Debbie Washington, Ms. Ruth Fraley, Ms. Soncheray Hall, Dr. Anneliese Norris, Ms. Tammie Edwards, Ms. Susan Borst, Mr. Rusty Mason, Ms. Linda Owen, Ms. Chikeia Boykin, Dr. Rebecca Hommer, Ms. Elisabeth Abessolo, Ms. Renee Adeola, Mr. Riley Brands, In-Hye Cho, Ms. Monica Donerson, Dr. Grace Edwards, Dr. Veer Keizer, Dr. Natalie Trzcinski, Ms. Jessie Wallace

I.   **Welcome:** Co-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 and reminded them they are welcome to serve on board committees and to attend the six meetings scheduled annually. Board members and the Child and Family Programs team introduced themselves to all.

II. **Approval of Minutes:** Co-Chair Ms. Jackie Franco suggested that approval of the March 2, 2023, meeting minutes be set aside until the June meeting to give Board members the opportunity to fully review the minutes before voting. A motion to approve the March 2, 2023, meeting minutes will be made at the next meeting, scheduled for June 1, 2023.

III. **ORS Updates on Northwest Child Care Center (NWCCC):** Ms. Tammie Edwards thanked her team who has been working on the transition operations at NWCCC, and childcare operators from Rockville Day Care Association (RDCA) and Executive Child Development Center (ECDC) for their cooperative and professional work. Ms. Edwards acknowledged Ms. Jamie Brown, RDCA Executive Director, Ms. Maureen Bartkow, RDCA HR, Ms. Julie Margel, NWCCC Site Director, and the RDCA-NWCCC staff members for their efforts over the past few months to facilitate the transition of childcare providers at the NWCCC. Ms. Edwards announced that RDCA will operate through May 12, 2023, moving out of the facility on May 13-14, 2023. There will be an interruption of service for issuance of the MSDE Child Care License to Operate Certificate and we are still projecting a May 30 ECDC@NWCCC opening date, pending issuance of the license. A letter from Dr. Alfred Johnson, NIH's Deputy Director for Management, to the MSDE Branch Chief for Licensing has been sent requesting support in expediting the issuance of the license for ECDC to operate at the NWCCC location. ECDC@NWCCC will open initially with five classrooms, which we anticipate will be fully enrolled and furnished by the time of opening. Finally, Ms. Edwards addressed some concerns raised around the SRLM construction; additional signage to aid pedestrians and drivers through the NWCCC parking lot are in progress.

IV. **Child & Family Programs Update**: Ms. Susan Borst highlighted the many happenings at the NIH childcare centers:
NWCCC – Celebrated the Week of the Young Child with daily events involving the children and parents.

They recently hosted a successful Picture Day and parents thanked the teaching and administrative staff with Teacher Appreciation Week events.

POPI – The Week of the Young Child was celebrated with daily events, including a gallery showing of constructions from "Work Together Wednesday," an "Artsy Thursday" fundraiser, and a picnic for "Family Friday." They also recently hosted a successful Picture Day.

ECDC – Recently sponsored a successful Scholastic Book Drive as well as daily events around the Week of the Young Child. Their summer camp programming for children ages 5-12 years is fully enrolled. Children learned about the Hindu Festival of Colors, Purim, Passover, and Easter traditions over the past month.

V.   Committee Reports / Work Plan Review:

Membership – Co-chair Ms. Ila Flannigan reported that the Q&A Sessions in March were well attended and interest in the Child Care Board voting member position is high with ten (10) applications received as of today; the deadline for applying is tomorrow by 5 pm. The committee will convene to review applications and then invite some candidates to interview. The committee will recommend appointment of up to four (4) new voting members, all of whom must be NIH federal employees. The goal of the committee is to finalize the process in early May to facilitate introductions of new members at the June 1, 2023, Board meeting.

Innovative Programs – Co-chair Mr. Dan Fogarty announced that Dr. Joe Bonner is drafting the Child Care Board's response to the Request for Information (RFI) of the NIH ACD Working Group on Re-Envisioning NIH-Supported Postdoctoral Training. The deadline for RFI submissions is tomorrow, April 14, 2023, at 11:59:59 p.m. Child and family care issues can be a critical part of a post-doc's experience.

- Dr. Kristin Dupre also spoke to recent symposia hosted by the National Academies regarding policies and practices for supporting those working in STEM fields who are also family caregivers. NIH's child and family programs were highlighted during one of the symposia. For those interested in learning more, please refer to the following link: https://www.nationalacademies.org/our-work/policies-and-practices-for-supporting-family-caregivers-working-in-science-engineering-and-medicine, which includes links to the recordings of the recent symposia. Notably, during the second public symposia, the recent CHIPS and Science Act was discussed, which includes a first-of-its-kind childcare provision.
- Dr. Anneliese Norris, FELCOM Liaison to the Board, requested that the Child Care Board propose an NIH-wide policy that meetings take place during the core working hours of 10:00 am to 4:00 pm on weekdays in order to accommodate working parents, especially working women. This type of proposal to the Office of the Director aligns with the mission of the Child Care Board to advocate for working parents at the NIH. Dr. Norris suggested that the Board respond to the RFI referenced above to include the suggested policy proposal.

Communications and Outreach – Co-chair Ms. Jessica Meade reported that the committee's highest priority is to update the webpages of the Child and Family Programs. She welcomed input from interested attendees.

Waitlist – Co-chair Ms. Jackie Franco reported that the committee will meet in May to review progress on the committee's work plan. Ms. Franco and co-chair Ms. Heather Rogers recently attended a training session on the NIH Childcare Waitlist Management Program with the program manager, Ms. Bernice Richmond, and other childcare administrators. The NIH Childcare Waitlist is currently open for all the centers, who are preparing up for Peak Enrollment starting on May 1.

VI. Announcements and Adjournment
- Food Trucks have returned to Building 10, Lot 10H, Tuesdays and Thursdays, 11:00 a.m.-2:00 p.m. Stay up to date on the food trucks at https://govemployee.com/nih/food-trucks/
- NIMHD 5K Walk/Run/Roll: April 18, 11am to 1pm, front lawn of Building 1. Click here to register and learn more about this event.
- Lunch and Learn Webinar (CFP presents in collaboration with the Aging and Adult Dependent Care Committee): Understanding and Advocating for School-Age Children with Special Accommodations: April 20, 1pm to 2pm. Click here to register for this webinar.
- All NIH Staff and their children are invited to attend the 2023 NIH Earth Day on the Bethesda campus: April 27, 10am to 2pm, front lawn of Building 1.
- "Take Your Child to Work" Day – again, NIH Staff and their children (grades 1 to 12) are invited: April 27, 9am to 4pm. Click here to register.

The open session of the meeting was adjourned at 11:00 a.m. The next meeting of the NIH Child Care Board is scheduled for Thursday, June 1, 2023, at 10:00 a.m. in Building 31C, 6th Floor Conference Rooms and by Zoom.

VII. Closed Session for Voting Members – Discussion, including a brief Membership Committee check-in, and adjournment at 11:25am.