NIH CHILD CARE BOARD MEETING MINUTES
April 6, 2006
Building 31 – Conference Room 7
10:00 a.m. to 12:00 p.m.

Members in Attendance:
Janet Austin, Christie Baxter, Valerie Durrant, Monica Ellerbe-Scott, Hilary Fitilis, Jayne Lura-Brown, Lynn Hudson, Angela Magliozzi, Richard Morris, Henry Primas, Mary Ellen Savarese, Lisa Strauss

Members Absent: Juanita Mildenberg, Kim Plasjak, Tracy Waldeck

Liaisons Attending:
POPI: Paulina Alvarado, Nicole Queen
ECDC: Anne Schmitz, Beth Levy
Childkind: Michael Difilippantonio (Liaison)
OGC: none
Work/Life Center: none

Board Staff: Joy Gaines

I. **Welcome and Introductions**: Board President Janet Austin welcomed members and liaison. Richard Morris presented each child care center with a large stuff Dalmatian, donated by the Combined Federal Campaign Committee.

II. **Approval of Minutes:** Janet asked for a motion to approve the January 2006 Board minutes. All approved and the minutes were accepted into the Board record.

III. **Child Care Board Charter:** Mary Ellen Savarese reported that the charter transmittal correspondence had been approved to go to Dr. Zerhouni via Coleen Barros within the next week. The Board will be updated as soon as it is approved.

IV. **Subsidy Pilot Program:** Mary Ellen announced that the subsidy program is fully funded through 2006. On April 15th FEAA will ask current recipients to reapply. ORS is currently looking for an additional $100,000 to add to the $100,000 already earmarked for 2007. Currently the subsidy helps to support employees primarily in lower grade levels. 55 NIH families and 65 children currently benefit from the pilot program.

V. **Policy Changes to the Child Care Waitlist:** Mary Ellen spoke on the meeting with LWS and the NIH Child Care Center Directors and the Child Care Board Waitlist committee. It was decided that the two strikes declination policy for enrollment will be per child and not per Center as before. Everyone on the waitlist received a letter to this effect. Parents are challenged to more careful consider what Center they would most like their child to be enrolled and what the desired date of enrollment should be. Beth Levy prepared a script to share with parents regarding the mechanics of the waitlist. In addition, the FAQs are been revised and will be posted to the website soon.

VI. **Emergency Committee Issues:** Angie distributed the emergency preparedness brochure that the Board emergency preparedness committee is working on for distribution to the NIH community. Janet praised the committee for their dedication and hard work and asked after the roundtable discussion that they committee continue to work on fine tuning the information presented in the brochure to make the objective clearer. The Center Directors will provide suggested questions on this topic that parents should ask their child care providers. The meaning of shelter in place and signage in place was also discussed.

VII. **Parenting Festival Committee:** Jayne passed out the flyer and volunteer sign-up sheet for the 4th Annual NIH Parenting Festival. Board members were encouraged to get the word out and volunteer to help out during the festival on May 10, 2006.

VII. **Communications Committee:** Valerie informed the Board that the Council for Excellence in Government Fellows Project has volunteered to improve the NIH website for child care as a template for other Federal agencies. The project is expected to be completed over the summer. They will ask the NIH Child Care Board for comments and suggestions as the development process gets underway.

VIII. **Trible Amendment Update:** Mary Ellen reminded the Board that Patricia Brandt from OLPA recommended that the Board get OGC to render an opinion on back-up child care and priority placement contracts with local Centers for NIH employees. OGC reviewed the question and relevant legislation and forwarded comments to the Board. Those comments did not preclude back-up care entirely but did not find regulatory support for the expenditure of appropriated funds for purchasing community based child care. The Board will address these issues in their annual report.

IX. **Board Priorities and Recommendations for Annual Report:** Board members brainstormed a list of priorities and recommendations for the annual report. (See attachment). These will be finalized and formally approved at the June Board meeting.

Announcements: Mary Ellen told Board members that the end of the board year is fast approaching. Those Board members whose terms were ending in June need to consider whether they will renew for another term and requested that all members consider their commitment to the Board.
Joy announced that the March 29 Wellness Seminar Series on Family Fun and Fitness was a success.
Lisa suggested that the Board consider a cyber crime and teens seminar.

Meeting adjourned at noon.
The next meeting is scheduled for June 8, 2006 Building 45/Conference Room B
Prepared by: Joy P. Gaines 04/25/06

Attachment

NIH Child Care Board 2005-2006 Annual Report

Recommendations:

- Make NIH Child Care Subsidy Pilot a permanent program with funding to meet demand

- Contract for Back-Up child care for NIH employees

- Build or lease space for an additional NIH Child Care Center

- Involve the Child Care Board in NIH morale efforts

Priorities for 2006-2007:

- Subsidy- Evaluate Pilot and recommend final program design

- NIH Waiting List for Child Care- Continue to monitor, evaluate and refine data

- Execute the Board Communication Plan, to include: expand Board member liaison list, revise child care web site and written materials, promote all NIH child care resources, and link Institute web pages to all parents via events, articles.

- Explore realistic back-up care resources

- Subsidy Plan for non-Federal staff?

- Study NIH workforce changes and their impact on child care needs/issues.
  NIH demographics, child care survey results. Share with NIH leadership the need to "keep pace with needs"

- Emergency Planning for Parents

4/20/06