NIH Child Care Board Meeting Minutes
April 17, 2008
Natcher Conference Center, Room C

Members in Attendance:, Christie Baxter-Espinoza, Hillary Fitilis, Jayne Lura-Brown, Susan Persons, Kim Plascjak, Heather Rogers, Lisa Strauss, Tracy Waldeck, Rachel Weinstein Shanil Haugen, Conrad Farina for Robert McDonald, Tom Hayden, Mary Ellen Savarese, Tonya Lee.

Members Absent: Valerie Durrant, Angela Magliozzi, Henry Primas,

Center Liaisons Attending: POPI: Paulina Alvarado, Nikolay Nikolov ECDC: Barbara Aquaviva, Child Kind: Amy Cliber, Jim Pickel

I. **Welcome and Introductions -** Vice-Chair Jayne Lura-Brown welcomed guests.

II. **Approval - Minutes for January -** Vice-Chair Lura-Brown called for a vote to approve the minutes from the March 2008, meeting. Minutes were approved.

III. **NIH Child Care Board Communications Plan: Review, Discuss and Approval -** Tracy Waldeck presented the April 2008 NIH Child Care Board Communication Plan to the Board.
   Comments/Suggestions:
   - Documents that support the plan should be archived and posted on Child Care Web site
   - Include a schedule of accomplishments with target dates
   - Design and create a guide about leave and options and distribute to AO's, timekeepers, employees, and supervisors
   - Lunch time seminars – Q & A's format
   - Create Case Studies on how to use leave
   - Pre-telework worksheet
   - Elderly care – how to have that conversation and information
   - Mission Statement: include educating for change
   - Target Audiences: Expand on the history of the NIH Child Care; Who were the change makers? What allowed this to happen? Include staying proactive and not reactive approach
   - Core Messages**:** Retention needs to stay in the forefront
   - Strategies and Tactics: Create a Blog, add integrated generation research, ensure we are 508 compliant, link Parenting Seminars to Child Care Web site, include grandparents, explore the impact of the Base Realignment and Closure will have on creating new centers and demand existing child care, change Legislative group to Office of Legislative Policy and Analyst, include Human resources and employee to establishing links/liaisons/communication, include child care programs information to vacancy announcements and pursue Human Resources (HR), Request HR include child care program information in the global email sent to employees.
   - The Communication Plan was complimented for plain language.

The NIH Child Care Board Communication Plan April 2008 was approved with some changes. Many of the recommendations will be discussed for inclusion in the Board Work Plan for 2008-2009.

IV. **Child Care Board Recommendations and Priorities - Draft for Annual Report**
Discussion was separated in to 3 areas: Barriers, Recommendations, and Priorities.

Barriers
➢ Space- lack of
➢ Collaborating? Lack of?
➢ Cost of Care - subsidy to Fellows
➢ Access to Care - Legislation and Funding for community based resources
➢ Lack of Information - about all the wonderful things that exist (policies, procedures, services, & resources)

Recommendations
➢ More Child Care spaces - on and off campus
➢ Legislative proposal to access community child care resources
➢ Pilot of Back-Up Care
➢ Support for Flexible/family friendly policies by leadership
➢ Raise income cap for subsidy

Priorities for 2008-2009
➢ Expand seminars/parent sessions
➢ Create "How to talk to Your Supervisor" for parents
➢ Create documents re: parent issues (maternity leave, guide to leave, NIH resources) and distribute
➢ Collect data on non-traditional hour care need/demand
➢ Explore viable back-up care options in Montgomery County
➢ Emergency issues - explore appropriate role of Board
➢ STEP Program of Children's issues - Board role?
➢ Support for Board projects - budget for Camp Fair, Parenting Seminars, Resource and Referral
➢ Waiting List - study new data and report to Board and NIH community
➢ Subsidy - evaluate program and report to ORS and NIH leadership

V. **Parenting Festival May 7, 2008 -** Flyers and sign up sheet for volunteers were passed out. Child Care Safety Seats and Foster Care are new additions to this year's exhibitors. The April 1st Parenting Seminars for Infants and Toddler had 48 participants, 56 viewed it live on the webcast, and 37 have viewed it from the archives. The Preschool group on April 7th had 37 participants attend the seminar and 35 viewed it via webcast.

VI. **Report from the Child Care Programs Office- Mary Ellen Savarese**
   • **The NIH Record**, March 7, 2008 had an excellent article summarizing the NIH Child Care Program Needs Assessment and Benchmarking Study that was presented at the January Board meeting.
   • **Board Membership** schedule for 2008-2009 was given out for review. Mary Ellen will contact the members whose terms are expiring to see if they would like

to seek another term. The Membership Committee will be contacted on the number of vacancies and potential candidates.

- **Child Care Subsidy** program has changed the reimbursement amounts from five possible levels to three levels to help those who are in the most need. Currently there is no waitlist. The new levels were advertised in January 2008. A point to consider: Other federal agencies are increasing the total family income cap in order not to penalize participants in the program due to increases in COLA or raises. The Board may wish to recommend raising the total family income cap after collecting data for two full program years. **Child Care Waitlist Update** - As of March 31, 2008 there are 1,100 active children waiting for space in the NIH Child Care Centers. Data from the Waitlist Management Report, Service Period: January 1, 2008 to March 31, 2008 was distributed for review. The Montgomery County Report Child Care Demographics 2008 was also distributed to attendees for information.

- **Gateway Visitors Center** - Nikolay Nickolov, Liaison for POPI presented the situation concerning the Gateway Visitor Center location in relation to the POPI Child Development Center. Pictures of the Gateway Visitors Center location were distributed. Nikolay stated that the POPI Board was meeting tonight to discuss the position the POPI Board would be taking. Mary Ellen requested that Nikolov report back to the NIH Child Care Board at the June meeting on any additional information the POPI Board would like to have presented to this Board.

- **All Day Child Care Staff Training** - On May 9, 2008, the three NIH Child Care Centers will be closed to allow the staff to attend all day training. The training is provided by NIH and assists the staff in meeting their Maryland requirements for annual continuing training. This year the training organization is Project Act from Abilities Network and will include special emphasis on children with special needs and inclusion. Mary Ellen invited members of the Board to attend if interested.

VII. **Announcements -** NIH Transportation News flyer were distributed to attendees.

VIII. **Adjourn -** The meeting was adjourned at 12:00 PM.

The next meeting will be June 5, 2008
Building 31/C Wing 6th Floor/Conference Room 10