

Aging and Adult Dependent Care Committee (AADCC)
June 17, 2025, Minutes, 2:00 – 4:00 PM
Microsoft Teams

Attendees:

Melissa Porter
Kathel Dunn
Valerie Gregorio
Mike Lindquist
Jessica Mack
Dan Xi

Susan Borst
Gregg Nelson
DeAnna Knox
Leon Reynolds

Jenny Jones
Maggie Fletcher
Patricia Fletcher
Alicia Chou
Quandra Blackeney

I. Welcome and Introductions

Ms. Melissa Porter opened the meeting welcoming members, guests, liaisons, and announced some special guests, including Dr. Patricia Fletcher, Maggie Fletcher, and Alicia Chou to our quarterly meeting. Ms. Porter discussed the many recent changes to our membership due to those who have ended their terms in December 2024 (7) and those exercising the “Fork in the Road” and early retirement options in 2025 (4). Expressing appreciation for their involvement and service to the AADCC committee, Ms. Porter updated attendees that we are currently operating with six voting members, which is short of the 9 required members established in our Charter. Mr. Mike Lindquist has graciously agreed to serve as Co-Chair to this stakeholder’s group. Thank you, Mike!

Ms. Porter reminded voting members to participate in committee work and offered invitation to all attendees that they can join committee work as attendees.

II. Approval of February 18, 2025 Minutes – A motion to approve meeting minutes was made by Mr. Mike Lindquist and seconded by Ms. Jessica Mack. Minutes were approved with majority vote.

III. ORS Updates– Gregg Nelson

Mr. Gregg Nelson, DATS Branch Chief, expressed appreciation for supporting the mission and importance of this group. A growing AADCC Membership is important for this committee’s solvency. NIH leadership has received from ORS explaining the different stakeholder group we support and is aware of their existence, mission, and vision so they can support stakeholders’ efforts. New Leadership structure was discussed at Building One, Mr. Nelson mentioning that Dr. Bhattacharya office has two new staff, Chief Operations Officer, Eric Schnabel and Chief of Staff, Seana Cranston and reporting roles have shifted with this new administration. We have inquired who will be responsible for signing the Annual Reports and Appointment letters, formerly held by Dr. Alfred Johnson.

With respect to NIH resources and contracts, NIH was directed to cut 30% of overall FY 25 & FY 26 budgets which has the potential to impact current contracts. It was a difficult and painful exercise, and all our contracts have had some form of descope. At the same time as this exercise, the acquisitions team fell victim to reduction of workforce further confusing the status of recommendations to contracts. Relative to this AADCC group, the LifeWork Strategies contract could be impacted. We are waiting for more information from the CO’s regarding partial or full cuts to this contract. Mr. Nelson asked for patience as we will share information just as soon as it is provided to us.

Ms. Melissa Porter thanked Gregg and his team for everything ORS is doing to support the NIH Community and Stakeholder Groups. Mr. Nelson announced the Back Up Care Program, Virtual Tutoring and Steve and Kate Camps were casualties of budget cuts and will be discontinued as of July 31, 2025.

Mr. Mike Lindquist asked whether FY 2026 will be impacted and might some cut services be re-instated. Budget negotiations are sitting within Congress, but it is suggested that NIH will need to further cut operating budgets by 40%.

IV. CFP Updates – Susan Borst

Ms. Susan Borst shared that she will be sending out a notice regarding discontinued services to all AADCC and would appreciate members of this committee to post this information on NIH internal listservs. The re-compete for this contract was never put forward in January, so these services are indefinitely suspended into the future.

Ms. Borst wanted to thank Dr. Patricia Fletcher and Ms. Stephanie Bradley for sharing Assistive Technology for Daily Living Resources with this group. Ms. Bradley was unable to join us today to present Communications, Hearing, Vision, Memory & Cognition, Mobility & Physical Support, Home Accessibility Resources. Ms. Borst spoke of her personal caretaking role with her aging parents and the importance of providing resources so they can be fully engaged and find greater purpose in life. Many of these adapted resources are available through Medicare and Medicare assistance. Ms. Borst encouraged the Communications Committee to share these resources in the July News2Use publication.

Ms. Melissa Porter asked Dr. Patricia Fletcher if these resources are available on their Caregiving platform or can they be posted to the AADCC webpage. Dr. Fletcher gave permission to put these resources on the AADCC website. Ms. Borst suggested the importance of a stronger connection with NIA, and invited each AADCC members to share AADCC committee work with 3 different personal contacts. If you have contacts at NIA, please share their contact information with committee co-chairs.

Mr. Mike Lindquist shared that they created an NIH Caregiver Team site. Although it has a limited population, this information would be great to include on this site. Ms. Porter agreed that Teams is a great vehicle to share information and resources. Ms. Jessica Mack, continued that this type of information would be great on this page, but we need to be cautious about recommending specific brands to our NIH community. We might need to include a statement that “these resources have been suggested by users but have not been endorsed by NIH”.

Finally, Ms. Borst informed the committee that Child & Family Programs was represented at the Safety, Health, and Wellness Fair on June 10, 2025. We distributed information for eldercare issues: Recognizing Tick Bites, Signs of Heat Stroke, the importance of using Grab Bars, using ramps, removing throw rugs from high traffic areas, having good bright lighting and installing handrails at front and back doors. We also distributed a knowledge puzzle which we thought would be fun for seniors.

We will be reaching out to AADCC members to record Meet & Greet video for use during Work & Family Month in October. We are planning a modified month of activities and a robust calendar. Ms. DeAnna Knox reminded all committee members to take a look at the website for changes so we can keep the site current. Please send her any items (links, content, hyperlinks, etc.) needing attention. A flyer, Stress and How it Affects the Body was shared on behalf of Ms. Jen Tortorella, NIH Wellness Specialist.

V. Work Groups Updates

- **Membership-** Ms. Melissa Porter emphasized the need for a successful recruitment membership campaign and will start sending out information to listservs in late July/early August. Mr. Mike Lindquist and Valerie Gregorio will lead the membership effort.

- **Communications Work Group-** Ms. Jessica Mack has reached out to individual institutes to share information. Mike Linquist and Jessica Mack will work on planning for the fall. Listserv Calendar is in place and it is suggested you ask an open-ended questions to promote additional discussion. The purpose of the Listserv Calendar is to exists is to share information and connect to one another. News2Use publication deadline date is July 9, October 25, January 16, April 24. Please consider submitting an article.
- **Collaborative Resources and Webinar Group** – No updates to report. Lunch and Learn webinars are discontinued until further notice. Archived webinars can be featured on listservs to highlight these resources are available. Mr. Mike Lindquist mentioned posting other useful links to community related resources and mentioned posting to IC bulletin boards or newsletters, or re-directing to other listservs. Many of the members who were AADCC members are currently listed on the calendar, please visit the calendar and sign-up to post listserv messaging.

VI. Open Space for Comments/ Contributions –

Ms. Melissa Porter was able to attend the Caregiving Event featured on PBS. It was a wonderful and moving event. Thank you, Dr. Fletcher for including us in this focus group. Such an impactful evening. Closing thoughts: “There are four kinds of people in the world: those who have been caregivers, those who are currently caregivers, those who will be caregivers, and those who will need caregivers.” Rosalynn Carter

VII. Announcement and Adjournment

Meeting ended at 3:04 PM. Ms. Melissa Porter reminded all attendees of the next meeting scheduled on Tuesday, September 16, 2025, from 2:00 – 4:00 pm. She wished everyone good health and seek support services as we navigate the many new challenges in our workforce environment.

2025 AADCC Meeting Dates, 2-4pm

February 18, 2025
June 17, 2025
September 16, 2025
December 16, 2025