

**Aging and Adult Dependent Care Committee  
(AADCC)  
June 18, 2024 Minutes, 2-4 PM  
Microsoft Teams**

**Attendees:**

Louie Brennan	Martina Lavrisha	Melissa Porter
Susan Borst	Debbie Henken	Cooper McLendon
Mark Rubert	Mike Lindquist	Sharon Giles
Tammie Edwards	Jessica Mack	Dan Xi
Leon Reynolds	Gregg Nelson	Wanda Williams (Guest)
Shilpa Amin	DeAnna Knox	Jacquelyn Pace (Guest Speaker)
Linda Owen	Maggie Fletcher	
Augustyn Turner	Leslie Pont	

**I. Welcome and Introductions**

**II. February Minutes Approval**

A. Debbie Henken motioned to approve the February minutes. Jessica Mack seconded. The February 2024 minutes are approved.

**III. OHR NIH Retirement Information – Wanda Williams and Jacquelyn Pace**

- A. Wanda Williams and Jacquelyn Pace are with the Office of Human Resources in the Retirement Employee Benefits Branch. They presented a brief overview of the federal pension and retirement application process. FERS retirement eligibility is based on age first and years of service, but there are penalties for retiring early. Currently there is no phased retirement in place.
- i. Since 1987, eligible federal employees have been covered under Federal Employee Retirement System (FERS). Prior to 1987, the program was known as the Civil Service Retirement System (CSRS).
  - ii. Employees are automatically enrolled into FERS and cannot opt out. Contributions are based on your salary. Annuity is based on defined factors such as service, salary, and age. Under the FERS system, there are different contributions. Social Security is a mandatory 5% to start and raised to 6.2%. Thrift Savings Plan (TSP) is a desired amount.
    - a. FERS is 8%
    - b. FERS-RAE with an EOD after 1/1/2023 is 3.1%
    - c. FERS-FRAE with and EOD after 1/1/2024 is 4.4%
  - iii. Federal Employee Health Benefits (FEHB)
    - a. Benefits remain if you have been covered for 5 years.
    - b. Benefit deductions are monthly verses bi-weekly.
  - iv. Group Life Insurance
    - a. Covers all ages after 65.
    - b. Reduce or waive coverage at any time. You do not need a qualifying event.
    - c. No cost for a reduction to 75% at age 65.

- v. Thrift Savings Plan (TSP)
  - a. Acts as a 401k savings and separate from FERS.
  - b. Traditional TSP is pre-taxed.
  - c. Roth TSP is post-tax.
  - d. Agency does match up to 5% but must be vested for 3 years.
  - e. Catch-up contributions are for 50 plus. Allowing you to contribute additional percent.
- vi. Preparing for retirement
  - a. 5 years or less
    - Review your benefits and finalize deposits.
  - b. 1 Year or less
    - Decide when you want to retire.
    - Decide survivor benefits and life insurance elections.
    - Contact your retirement specialist.
    - Attend a three-day retirement course.
- vii. Request a Retirement Estimate
  - a. Submit a request at <https://hr.nih.gov/benefits>
  - b. Schedule a meeting with a retirement specialist.
  - c. Submit retirement application 2-3 months before retirement date.
  - d. Requests should be made 1-5 years before retirement.
  - e. Self-estimates can be done on <https://hr.nih.gov/hr-systems/grb>
- viii. Apply for retirement
  - a. Notify benefits office at [askbenefits@nih.gov](mailto:askbenefits@nih.gov)
  - b. Use the employee retirement checklist on the <https://hr.nih.gov/retiring-employees>
  - c. Complete required forms and submit documents.
  - d. You have up to 48 hours to withdraw or postpone your retirement application.

#### IV. ORS/DATS Updates

##### A. Child & Family Program – Susan Borst and DeAnna Knox

- i. Gregg Nelson has been named the new DATS Amenities Branch Chief replacing Rusty Mason. Gregg started as the DATS Food Program Manager before being elevated to DATS Branch Chief. Congratulations and Welcome Gregg!
- ii. Safety, Health & Wellness Day took place today and was well attended. Martina and Melissa attended to showcase the AADCC and talk to people about serving on the committee.
- i. Upcoming Lunch & Learn Webinars are offered the third Thursday of every month from 1pm-2pm.
  - a. June 20 “Sensory vs. Emotional Regulation”
  - b. July 18 “Infants 101”
  - c. August 15 “Supporting Sensory Loss in Aging”
  - d. You can find a full list on the [Child and Family Website](#)
  - e. Webinar planning begins in July for the following year. DeAnna will be looking for topics as well key points.
- ii. [Work and Family Month](#) will take place in October 2024. Event will feature Meet and Greet video clips of the various stakeholder groups including AADCC. Please contact

Susan Borst if you would like to film a short video. Susan is also looking for volunteers to assist with planning of this month-long event.

- iii. Tammie Edwards also wanted to thank the group for attending Safety, Health & Wellness Day. She also stated that members from OPM attended and that many of our ORS services are used as a benchmark.

**B. AADCC Letter to Dr. Johnson** – Martina Lavrisha and Melissa Porter

- i. Data was requested from the Office of Equity, Diversity, and Inclusion (EDI).
  - a. 49.6 is the average age of NIH employees, with the average male age at 51.1 years and average female age at 48.6 years.
  - b. 2.4% of NIH employees have retired since 2015.
  - c. 1.4% are projected to retire in the next 10 years.
  - d. 6.38 years is the average years employee works past retirement date.
- ii. NIH Director Doctor Monica M. Bertagnolli, M.D. will be extended an invitation to attend future AADCC meetings.

**V. AADCC Subcommittee Reports** – All Subcommittee Members

**A. Communications** – Cooper McLendon, Gary Morin, Jessica Mack, Jill Bartholomew, Shilpa Amin, Sharon Giles, Martina Lavrisha

- i. Drafted a Communications Project Plan which will establish priorities from the beginning to the end of the year.
- ii. Listserv weekly postings.
- iii. Flyers, bookmarks, and social media posts.
- iv. Drafting articles including “Aging Gracefully: Social Connectedness and Engagement in a Post-Pandemic Era”
- v. Partnership with EDI, NIA, as well as other stakeholder groups, including the NIH Wellbeing Ambassadors and NIH Child Care Board. Continue interfacing with existing working groups including Management Analyst Working Group (MAWG), and iCAP working groups.

**B. Webinars & Resources** – Dan Xi, Mike Lindquist, Deb Henken, Melissa Porter

- i. Dr. Patricia Fletcher – Primary Portfolio Aging Strategist – meeting in July – requesting topic recommendations for collaboration as Employee Resource Group (ERG) Partnership, EDI.
- ii. Subsidy for eldercare services with the Cares Act of April 2023 as eldercare services are now covered under FSA up to \$5000. Talking with NIH Child Care Board Subsidy Subcommittee to see if it is worth considering a pilot program and discuss the hurdles involved. Melissa will set a meeting up.
- iii. Senior Services Project update have been sent to Dr. Bernard, NIA Director and she has agreed to complete the questionnaire. Dr. Collins will be the next person the team will reach out to as well as suggestions for others.
- iv. Mike mentioned that some of the archived webinar videos are older and could be updated with newer information. Susan will investigate actual view counts of these videos. Susan will also provide the numbers of registrants attending the 2022-2023 webinars. Possibly using playlists to make finding similar subject videos easier.
- v. Calculating adult care costs could be a potential webinar offered in the future.

**C. Membership** – Mark Rubert, Mike Lindquist, Martina Lavrisha

- i. Minimum of 9 members
  - a. Cooper, Jill, and Martina membership terms are expiring, along with Gary Morin announcement of retirement on July 31.
- ii. New co-chair position will open in January 2025 as Martina's term will end this December.
- iii. Recruiting new members aside from listservs, NIH events, and other committees.
  - a. Mike will continue to recruit from adult caregiver peer circles.
  - b. Q&A sessions were used in the fall.
  - c. Informational two-minute video for Work and Family Month, NIH Resource Fair, and website.

**D. Charter**

- i. The [AADCC charter](#) expires at the end of 2024. The charter must be reviewed for changes and submitted to leadership for approval. Committee members are asked to review the charter in advance of the September meeting so that edits can be made and submitted in December.
- ii. The current charter lasts for 5 years and will terminate unless approved by Dr. Johnson. The initial committee was a pilot that had a term of three years.

**E. Peer Group Support Continuation – Mike Lindquist and Jessica Mack**

- i. Mike shared that about 10 to 15 people have shown up. He thinks it would be better monthly versus two rounds of six sessions. Jessica said that there have been more new people. There is a group that meets without a facilitator called Caregiver Support Group.

**F. Website Updates**

- i. Dr. Johnson annual letters have been uploaded.

**VI. Open Discussion**

- A. Shilpa thought that it may be out of the scope of the committee but a potential partnership with local school systems resources to help inform curriculum in educating students on adult, dependent care to conceptually introduce on life course changes, disabilities, caregiving. Cooper mentioned that NIA has a healthy aging campaign in terms of community engagement practices. This is something that can also be discussed with Dr. Fletcher. Martina brought up an [AARP video](#) that was an interesting view with millennials. Mark thinks it is beyond what the group is supposed to be doing but sticking within the confines of NIH but agrees that working with NIA is a great start and promoting things that NIA is doing is feasible.
- B. Dan spoke about an interest of a ping pong, pickleball, and Tai Chi. Gregg said the new pickleball court is open behind the Cloisters. R&W is working on equipment, scheduling and rules. Leslie is working with Medical Arts on signage.

**VII. Adjournment – The next meeting will be September 17, 2-4 PM.**