

**Aging and Adult Dependent Care Committee  
(AADCC)**

**June 20, 2023**

**Microsoft Teams  
2:00 PM to 4:00 PM**

**Attendees:**

Lisa Oganissian  
Louie Brennan  
Susan Borst

Martina Lavrisha  
Debbie Henken  
Mike Lindquist  
Jessica Mack

Melissa Porter  
Dan Xi  
Rusty Mason

**I. Welcome and Introductions**

**II. Presentation- MS Teams and AI – Ms. Lisa Oganissian, CC IT**

- A. Lisa is a Microsoft IT Specialist in the Department of Clinical Research Informatics at the Clinical Center. She gave an interesting presentation on Microsoft Teams and Bing AI. The power point that Lisa used is also available.
- i. Useful Microsoft Teams Features
    - a. You can use the calendar feature to schedule meetings but is better for meetings that include only internal persons.
    - b. Saving meeting materials including recordings, attachments, and attendance can be accessed from the calendar invite.
    - c. Another feature when you share your presentation is PowerPoint Live which gives the presenter more features including notes and other tools like a highlighter and laser pointer. Attendees can also view slides at their own pace.
    - d. There is also a real time live captions feature that can be used for meeting attendees.
  - ii. AI
    - a. What is AI? Artificial Intelligence (AI) is a theory and development of computer systems that make computers, software, or robots think or act like humans. Examples of AI that you are likely familiar with are Siri, Alexa, Netflix, Amazon, Pandora, Tesla, Nest. All of these use computer algorithms to respond or anticipate what you may want to hear, purchase, drive or regulate your home environment.
    - b. GPT, Generative Pre-trained Transformer, which is trained on millions of online texts is the latest AI development. The program produces work that has perfect grammar, punctuation, and spelling. The program captures the style of writing based on users' input, i.e. write the text in an adult professional style or write it comically. The program plans sentences and paragraphs using natural language processing techniques. The created text is original and plagiarism-free. Examples of GPT are Open AI ChatGPT and Microsoft Bing.
    - c. To use a GPT program, you simply chat with it in a conversational tone, as you would talk to a friend, colleague or personal assistant. The GPT program is forgiving so no need to worry about your spelling or grammar. In Chat Mode you don't need to repeat yourself if you want it to expand or rewrite its previous answer as

- it's conversational and can remember the context of the conversation. In the work setting, one needs to be mindful of privacy and data security as the content goes in to a cloud. You would also want to check the accuracy of the responses.
- d. Be mindful of sensitive or confidential information. The GPT will save information for an undetermined amount of time.

**III. February Minutes Approval**

- A. Debbie Henken motion to approve the February minutes. Melissa Porter seconded. The February 2023 minutes are approved.

**IV. ORS /DATS Updates – Ms. Tammie Edwards, Mr. Rusty Mason**

- A. Wellness Council
  - i. Yearend reports and upcoming membership drive.
- B. Child Care Center
  - i. The NWCCC is now being operated by ECDC.
- C. Safety, Health & Wellness Day – TH, 6/29 (10:30 – 1:30 PM)
  - i. Volunteers needed for the AADCC information table. Let Martina and Melissa know if interested.
- D. Feds Feed Families
  - i. No physical donations. Will only be virtual donations.  
<https://ors.od.nih.gov/FedsFeedFamilies/Pages/default.aspx>
- E. Work & Family Month – Oct.2023 – information/topics due to Tonya Lee by 8/15
  - i. Will be a Child and Family, Fitness, and Wellness portion. The month will be centered around mental health and mental health topics. Let Martina and Melissa know of topics or a speaker the group is interested in.

**V. Goals for 2023**

- i. Partnering with other stakeholder groups.
- ii. Service Evaluation – Senior Services Project
- iii. AADCC Organization – Use of MS Teams for meetings, document filing, correspondence.

**VI. AADCC Website Updates – Ms. Martina Lavrisha & Ms. Melissa Porter**

- A. Working Database to record needed website changes – Volunteer needed to update changes to AADCC webpage.
  - a. Ongoing. Committee members are asked to review the website and links and put updates that need to be made on the teams site spreadsheet [AADCC Website Updates.xlsx](#) and let Susan and Louie know.

**VII. Other Updates and Announcements**

- A. FEVS Survey – Debbie Henken
  - i. There are minimal questions that relate to the committee. One question on accommodations related to working remotely. The other question was related to work and family resources. Other surveys specific to NIH like the Work Life survey could be more helpful but unsure when that survey will release again. Debbie thinks that having data from HR on the exit surveys that are done for staff would be helpful but difficult to get. It's not clear if that data is NIH wide or specific to

the various institutes. Melissa/Martina will reach out to an HR contact to see the process.

- B. AADCC Membership – Minimum is 9 members, with rolling membership.
  - i. The committee had an Information Day in the fall. Mike Lindquist met the committee that way and was able to get a lot of information and have his questions answered. Other options are listservs, NIH Record, Clinical Center News, Webinar slides. Let Melissa or Martina if you have any other suggestions.
  - ii. Dan Xi and Debbie Henken have membership terms ending this year but will be re-enrolling. Four persons membership ends next year.
  - iii. Other events that DATS supports that can also have an information table could be the NEI 5k taking place on Wednesday, October 18.
- C. AADCC Project Listing – Status and updates
- D. Adult Care List Serv – Martina Lavrisha
  - i. Persons are being great about posting. Leading to great conversations and information.
- E. Senior Project – Melissa Porter
  - i. Discussed Dr. Lowey/Dr. Gray from NCI. Dr. Hodes from NIA, and Dr. Bernard from COSWD. The group has not reached out but working on a draft email that is in teams. A decision has not been made on who will send that out and were to publish the results. Melissa and Dan will finalize the email and will reach out to them.
- F. Wellness@NIH Newsletter Submissions & Deadline Dates – Susan Borst
  - i. Need Submissions from AADCC
    - a. Submit articles to Michael Bruins and copy Susan.
  - ii. Deadline Dates – July 5, 2023 (Summer), October 2, 2023 (Fall), January 8, 2024 (Winter), April 8, 2024 (Spring).
  - iii. Submit content that enhances or promotes the work you are doing, announcement for events and changes in policy, health tips, new initiatives, write-ups on new programs being implemented, highlight different team members, survey announcements, renovated spaces and new facility availability.
  - iv. Melissa thought that using the AI chat to create an article would be an interesting idea. Possible to have a chat with AI.
- G. Stakeholder Engagement & Benchmarking- Wellness Ambassador Meeting 3/28/2023
  - i. Attended the Wellness Ambassadors Meeting in March.
  - ii. The Child Care Board discussed issues with changing providers. The subsidy increased and webinars every third Thursday.
  - iii. The Health and Wellness Council are promoting wellbeing initiatives across the 27 institutes.
- H. Lunch & Learn Webinars – Susan Borst
  - i. April 20, 2023, Webinar- “Advocating for School Aged Children with Special Accommodations” (71 Registrants/29 Participants)
    - a. August 17, 2023, Webinar (1-2 PM) “Eldercare- Stimulating Mind Growth, Well-Being & Creating Purpose” (117 Registrants/ 198 Participants. Could be a great webinar to repeat in October for Work and Family Month.
  - ii. Promotion

- a. Staff are asked to help promote as much as possible. Since NIH Global emails are very limited. Staff are asked to share through the various listservs and other ambassador groups to promote as much as possible.
- b. Persons are asked to register for the webinars even if there is a calendar conflict. Those that are registered will receive the recording of the meetings.

**VIII. Open Discussion (virtual vs hybrid meetings)**

- A. Due to committee members being in different locations and on-site different days. The committee will continue to meet virtually.

**X. Announcements and Adjournment**

**The next meeting will be September 19, 2023**