

Aging and Adult Dependent Care Committee (AADCC)
September 16, 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 and welcomed members, guests, and liaisons. She recognized special guests including Dr. Patricia Fletcher, Maggie Fletcher, and Alicia Chou.

Ms. Porter discussed recent membership transitions, noting that seven members ended their terms in December 2024 and four members elected early retirement options in 2025. She expressed appreciation for their service and informed attendees that the committee is currently operating with six voting members, below the nine required by the Charter.

Mr. Mike Lindquist agreed to serve as Co-Chair. Ms. Porter thanked him for his leadership and encouraged both voting members and attendees to actively participate in committee work

II. Approval of Minutes

The June 17, 2025 meeting minutes were reviewed, with a motion to approve, and passed by a quorum of voting members.

III. ORS Updates– Gregg Nelson

Mr. Gregg Nelson, DATS Branch Chief, provided an extensive update regarding contract and budget impacts resulting from federal Contract Review Efficiency (CERD) processes and Department-level efficiency reviews.

Contract Impacts and Budget Reductions

- Federal directives required agencies to reduce budgets by approximately 30–35% for FY25 and FY26.
- Several NIH contracts were terminated or descope.
- DATS experienced significant losses on the amenities side, including termination of three contracts and three BPAs.
- The Bright Horizons Back-Up Care Program, Virtual Tutoring, and Steve & Kate’s Camps were discontinued effective July 31, 2025.
- The LifeWork Strategies (LWS) contract was significantly impacted.

Mr. Nelson explained that contract descoping required action by Contracting Officers (COs), many of whom were affected by workforce reductions. Injunctions temporarily reinstated COs, but ongoing legal and workforce instability delayed contract modifications and funding approvals.

The LifeWork Strategies contract (Period of Performance: September 29, 2021- September 28, 2026; IDIQ structure with annual task orders) faced partial funding challenges due to Continuing Resolution limitations. Funding memos were delayed, and services were ultimately suspended effective September 1, 2025.

Paused services include:

- Elder coaching
- Financial and legal consultations
- Identity theft consultations
- Webinars
- Eldercare referrals

NIH listserv support and the Nursing Mothers Program remain operational.

Mr. Nelson emphasized transparency and expressed ORS's continued commitment to supporting NIH employees' physical, emotional, and mental well-being. He acknowledged the significant efforts of Tammy Edwards, Dr. Jay Day, Colleen McGowan, and Susan Borst in navigating these challenges.

Discussion followed regarding the importance of using service utilization data to strategically determine priorities for any future task orders. ORS noted that funding requests must be carefully scoped, as additional requests may not be feasible once approvals are finalized at the HHS level through the Presidential Approval and Department Efficiency Review (PAA-DER) process.

Community Day Announcement

Ms. Jan Tortorella shared information about the 1st Annual Community Day and 40th NIH Relay scheduled for September 25, 2025 (10:00 AM – 3:00 PM). Events will occur across campus locations including the Clinical Center South Lobby, FAES Terrace, and Building 60.

She emphasized the importance of connection and reducing isolation, referencing public health research on loneliness and well-being.

Child and Family Programs & Outreach Updates – Susan Borst

Ms. Susan Borst reported on outreach efforts during the NIH Research Festival, where informational materials were distributed on:

- Long-Term Care Planning
- Aging Parent Warning Signs
- Home Safety Tips
- Emergency Preparedness Tools
- NIH Listserv Information

She also reminded attendees of:

- Foil the Flu Campaign (September 29 – November 7, 2025)
- DATS Office relocation to Building 31C, Room 3C36
- News2Use article submission deadline (October 16, 2025)
- AADCC webpage membership updates will be posted in January 2026.

Leadership & Organizational Updates

Mr. Nelson discussed new NIH leadership structures, including:

- Dr. Bhattacharya's office additions:
 - Chief Operations Officer: Eric Schnabel
 - Chief of Staff: Seana Cranston

Reporting roles have shifted under the new administration. ORS is awaiting clarification on who will sign Annual Reports and Appointment Letters previously signed by Dr. Alfred Johnson

IV. CFP Updates – Susan Borst

Ms. Borst announced that formal notice regarding discontinued services will be distributed to AADCC members for sharing on NIH listservs. The LifeWork Strategies recompetes was not submitted in January; therefore, services remain indefinitely suspended.

Dr. Patricia Fletcher and Ms. Stephanie Bradley provided Assistive Technology for Daily Living resources covering:

- Communication
- Hearing
- Vision
- Memory & Cognition
- Mobility & Physical Support
- Home Accessibility

Dr. Fletcher granted permission for these resources to be posted on the AADCC webpage. Members discussed including appropriate disclaimers when referencing specific products or brands.

Ms. Borst highlighted the importance of strengthening collaboration with NIA and encouraged members to recruit new contacts and share committee information broadly.

She also reported that Child & Family Programs participated in the June 10, 2025, Safety, Health, and Wellness Fair, distributing eldercare safety materials and educational resources.

Plans are underway to record Meet & Greet videos for Work & Family Month in October.

V. Working Group Updates

Membership

Ms. Porter emphasized the need for recruitment efforts. Mr. Mike Lindquist and Ms. Valerie Gregorio will lead the membership campaign beginning in late July/early August outreach cycles.

Communications

Ms. Jessica Mack reported outreach to individual Institutes. A Listserv Calendar has been implemented to encourage structured engagement.

Upcoming News2Use submission deadlines:

- July 9
- October 25
- January 16
- April 24

Collaborative Resources & Webinars

Lunch and Learn webinars are discontinued until further notice. Archived webinars may be promoted through listservs. Members discussed posting relevant community resources and utilizing IC bulletin boards and newsletters for outreach.

VI. Open Discussion

Ms. Porter shared reflections from attending a PBS Caregiving event, expressing appreciation to Dr. Fletcher for including the committee in related discussions.

She concluded with a quote from Rosalynn Carter:

“There are four kinds of people in the world: those who have been caregivers, those who are currently caregivers

VII. Announcement and Adjournment

Meeting adjourned at 3:17 PM.

Next AADCC meeting is December 16, 2025 from 2:00– 4:00 PM.