

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

**May 7, 2019
Building 1, Wilson Hall
2:00 PM to 4:00 PM**

Attendees: Ms. Jill Bartholomew, NCI, Ms. Agustina Boswell, NCI, Ms. Lynn Cave, NCI, Ms. Brittany Dixon, OD, Dr. Deborah Henken, NICHD, Ms. Shuntrice Holloman, ORS, Dr. Chao Jiang, NIAID, Ms. Linda Kiefer, ORS, Ms. Martina Lavrisha, CC, Dr. Dawn Lea, NHGRI, Ms. Tonya Lee, ORS, Ms. Lisa Poe, NHGRI, Mr. Russell Mason, ORS, Ms. Cooper McLendon, NIA, Mr. Roy Wheat, NINDS, and Dr. Dan Xi, NCI, Susan Cook, ORS

Guests: Ms. Colleen McGowan, ORS Director and Mr. Chris Gaines, ORS

I. Welcome and Introduction of Members, Liaisons and Guests

II. Special Guest: Ms. Colleen A. McGowan, Director, Office of Research Services

Ms. McGowan (named ORS Director in March) introduced herself and applauded the committee's work, noting our early formation and explicit focus on aging and adult-dependent issues makes us "trailblazers" among similar groups in HHS and throughout the US government. She specifically commended the Communications Work Group and the execution of the 2018 Nurses' Survey. Ms. McGowan offered her support in advocating for financial assistance for the committee and connecting us to NIH leadership. She also thanked the committee for submitting our annual report, which she found to be a helpful resource to understanding our recommendations and to become energized to share our work with other NIH leaders.

III. NIA Video

Chair Cooper McLendon shared a new NIA video as inspiration for what brings many of us to the committee. [Watch the video here.](#)

IV. Research Workgroup Report

Chair Jill Bartholomew reported on various activities, including the committee's opportunity to submit input on up to 20 questions for the 2020 Life @ NIH Survey (draft due July 1). She mentioned that the Communications Workgroup will be useful in spreading the word about the survey once it is rolled out in 2020.

Chair Bartholomew also mentioned Ms. Sarah Crowell will be evaluating the NIH IC Exit Survey for opportunities to include aging and adult-dependent care topics. Chair Bartholomew also reported the workgroup is reviewing the Work-Life@NIH: A Supervisor's Guide to Enhancing Workforce Well-being training survey data. The workgroup will deliver their findings at our next full group meeting on August 13, 2019.

A partnership with the Office of Human Resources (OHR) was also discussed, including promotion of the NIH Workforce Resource Eligibility Matrix, developed in 2013 and available online. The matrix is given to supervisors during the Work-Life@NIH supervisor training.

Chair Bartholomew reported that Yvonne Bennett is reaching out to other U.S. government agencies such as DOD – Walter Reed and the VA to see what programs they may have pertaining to aging and adult dependent care and will also deliver a progress report on August 13.

The 2020 Life@NIH Survey sub-group met on May 1, 2019 to review aging and adult-dependent care questions from 2017 OPM Work Life survey and 2012 Life@NIH survey. The sub-group identified questions to keep and developed new questions to add – due July 1, 2019.

The NIH work life policies sub-group met on April 23, 2019 to compile and review current resources and external resources. The sub-group determined that policies well-established and documented through OHR benefits office and the Matrix document.

V. Communications Workgroup Report

Ms. Martina Lavrisha presented a recap of the 2018 Nurses' Survey and shared a draft article on the results has been submitted to *CRN News* and the *Clinical Center News*. She also shared the NIA's Dr. Felipe Sierra will be presenting a Geroscience webinar in honor of National Older Americans Month at 2:30 pm on May 15.

Ms. Lavrisha discussed the group's task matrix. Various upcoming tasks include a work-life services promotion at a Nurses Week event on Friday, May 10, weekly postings to the Adult-Care Support Listserv and a global promotion email for Dr. Sierra's webinar. Mr. Rusty Mason, ORS reported global email notifications greatly increase website traffic by up to 480% by users in previous instances on the Child and Family Program website. The ORS Resource and Referral Services infographic has been created and is in the final stages of printing by Medical Arts.

Ms. McGowan reminded the committee that many NIH staffers who most need ORS resources—including kitchen workers, police officers and facilities staff—do not have the opportunity to check email throughout the day. She recommended the workgroup brainstorm ways to reach this population. Ms. Lavrisha mentioned that obstacle is one reason the committee focused on reaching out to nurses, who interact with many other NIH staffers and can help spread the word.

VI. Announcements and Adjourn

Chairs reminded the committee that October is National Work and Family Month. The committee will be participating in several outreach events planned for the month.

Chairs also reminded the committee that the AADCC charter expires in December 2019. The Chairs will be working with ORS to revise the charter and have a signed copy by December. Current voting members appointments also expire in December. Members were asked to start considering if they will be applying for another appointment with the committee. The committee will begin a new membership campaign in the fall. Currently, AADCC has 18 voting members.

Mr. Chris Gaines, ORS announced Safety, Health and Wellness Day will take place on June 26 with activities in the Building 10 South Lobby from 10:30 am to 1:30 pm.

Ms. Shuntrice Holloman reminded the committee Take A Hike Day is June 12

Next Meeting: Tuesday, August 13, 2019