Aging and Adult Dependent Care Committee
(AADCC)
October 6, 2020
WebEx
2:00 PM to 4:00 PM

Attendees:

Cooper McLendon	Carla Mells	Shuntrice Holloman
Virgilio Bundoc	Mark Rubert	Anna Verschoore
Lynn Cave	Alexandra Ratie	Ryan Gonzales
Elka Scordalakes-Ferrante	Susan Cook	Jill Bartholomew
Chao Jiang	Sonia Marable	Martina Lavrisha
Linda Kiefer	Dawn Lea	Christopher Gaines
Melissa Porter	Dan Xi	Alisha Sutton
Brittany Patterson	Rusty Mason	Quandra Blackeney
Deborah Henken		

I.   **Welcome and Introductions**

II.   **Special Guest Presentations**

A. Anna Verschoore, NIH Employee Assistance Program (EAP)
NIH EAP is a free, voluntary and confidential program that helps employees (including trainees, family members and supervisors) work through various challenges that may adversely affect job performance, health, or personal well-being to optimize NIH's success.

EAP anticipates challenges of the workforce as "return to work" evolves which includes; increased substance abuse, increased relationship stress, prolonged caregiver stress, ongoing anxiety for those worried about exposure, financial struggles with limited resources and physical and emotional health consequences. Signs that you may need EAP support includes; difficulty with concentration and decision-making, isolation, feelings of helplessness, decreased mood regulation (irritation and/or excessive worry), headaches or digestion problems, insomnia with daytime fatigue and increased use of substances.

The NIH EAP process includes the following steps; call the EAP main number and EAP Staff will be able to assist you in setting up an appointment, speak to a licensed mental health professional and you will be asked for demographic information and a brief description of your concerns, and an appointment date and time will be identified.

B. Alie Ratie, Leave Bank
The NIH Leave Bank is a leave sharing program that covers personal and family medical emergencies. The definition of a family member includes; spouses, parents, children, grandparents, siblings, cousins/aunts/uncles, in-laws and domestic partners. Employees must first become members to receive leave from the Leave Bank. Membership requires an annual leave contribution. The Leave Bank differs from VLTP in this regard but has the benefit of

recipients not needing to wait for direct donations. The Leave Bank yearly cap for a personal medical emergency is 480 hours and 720 hours for a family medical emergency.

To become a member of the Leave Bank an employee may enroll in ITAS or via paper membership form during Open Enrollment (Nov 9 – Dec 14) or within 60 days of EOD. To receive leave from the Leave Bank the recipient is required; to be a member for current leave year, projected to be in LWOP for at least 24 hours, complete the Leave Bank application packet in full, including medical documentation that clearly demonstrates a medical need for Leave Bank hours.

Employee are encouraged to donate to the Leave Bank because without donations to the Leave Bank it would not be able to assist NIH employees in their time of need. Employees are encouraged to donate their "Use or Lose," hours to the Leave Bank. The leave donated to the Leave Bank never expires and will roll over from one year to the next.

III. Updates
A. AADCC Membership Status

Discussion of AADCC Membership status. When the new AADCC charter was signed, the committee decided to stagger membership to maintain continuity of knowledge and to ensure the work of the committee continued. It was set up so that members could serve a partial term (one year), followed by two three-year terms. Three voting members currently have expiring terms in December 2020. Dan Xi and Debbie Henken will remain for an additional three-year term. Linda Kiefer will not, but will continue to participate in AADCC meetings as a guest (See as a separate attachment)

B. AADCC Priorities
High priorities the AADCC will address include; support and fund existing aging and adult-dependent care programs for the entire NIH workforce, include the AADCC in the ORS Website Redesign and initiate the development of a single webpage for NIH services, and expanding existing aging and adult/elder-care resources, such as providing a Geriatric Caseworker to assist with caring for an adult. Medium priorities the AADCC will address include; offering work-life trainings and collect data from NIH supervisors on the awareness of aging and adult-dependent care issues.

Low priorities the AADCC will address include; supporting and implementing the 2020 Life@NIH Survey, provide staffing and funding to develop an aggressive communications plan highlighting aging and adult/elder care issues and provide resources to coordinate a mini conference showcasing the NIH research and how to "Take Our Own Best Advice" related to caregiving, aging, and adult/elder care.

C. Work & Family Month
National Work and Family month will include over 50 virtual activities during the month of October to assist employees with any stage of their life or career. Highlighted events for the month include; Work-Life@NIH: A Supervisor's Guide to Enhancing Workforce Well-being workshop, ORS and OHR subject matter experts will provide information about policies and programs the NIH offers to promote well-being, especially during the coronavirus pandemic to supervisors, team leads, PIs and AOs.

D. Letter to Dr. Johnson
In lieu of submitting a 2020 annual report, the AADCC will submit a letter to Dr. Johnson summarizing the committee's accomplishments and goals.

IV.   **Communications Workgroup**
The Workgroup has worked on the strategic communications plan including; reviewing goals, reviewing objectives, identifying opportunities to disseminate resources and set timelines. The Workgroup is currently waiting to receive feedback on its website redesign on hold until a template is received. The workgroup has set up a calendar for NIH Adult Listserv postings and has assigned members to post weekly. The Workgroup is continuing its efforts to identify opportunities to disseminate aging/adult dependent care information and partnering with ICs to sponsor or participate in events/webinars. In addition to collaborations with NINR/NIA Collaboration and onboarding materials for new employees.

V.   **Research Workgroup**
The research group met on July 30th and discussed an 'environmental scan' consisting of a compilation of websites, dependent-care resources and a booklist on a variety of topics related to the AADCC these topics include; learning about illnesses, disorders, dealing with emotions and being a caregiver. The list will be used as a starting point for content on the new website. The AADCC was asked to give any suggested websites or books to Melissa Porter (porter@mail.nih.gov).

VI.   **Open Discussion**
ORS is revamping their website and is requesting content from the AADCC. The committee inquired if the resource and referral "800" number would change with a new vendor. ORS stated that the number could potentially change but they would request that the vendor keep the same telephone number.

VII. **Next Steps**
Research and Communications Workgroups will schedule November meetings and provide feedback to co-chairs prior to Dec 1 full committee meeting. Communications workgroup is coordinating a webinar on Nov 16 with guest speakers from NIA who will discuss palliative and hospice care.

VIII. **Announcements and Adjournment**
October is Work and Family Month. This month will feature virtual events to help employees at every stage of their career.

Next Meeting:
Tuesday, December 1, 2020