

December 10, 2019

NIH Aging and Adult-Dependent Care Committee

welcome

The word "welcome" is rendered in a playful, 3D font. Each letter is a different color: 'w' is pink, 'e' is light green, 'l' is orange, 'c' is blue, 'o' is yellow-green and features a sun icon with rays, 'm' is purple, and the final 'e' is green. The letters are arranged in a slightly staggered, overlapping manner, giving a sense of depth and movement.

Dj hggd

- **Welcome and Introduction**
- **Approve September Minutes**
- **Updates**
- **Partnership Workgroup Report**
- **Research Workgroup Report**
- **Communications Workgroup Report**
- **Membership Campaign**
- **Work and Family Month**
- **Annual Report**
- **Appreciation, Announcements and Adjourn**



2020 Meeting Dates

January 14 – Orientation

February 11 – Kick-off 2020

May 19

July 28

October 6

December 10

**NATIONAL INSTITUTES OF HEALTH
AGING AND ADULT-DEPENDENT CARE COMMITTEE
January 2020**

MISSION

The NIH Aging and Adult-Dependent Care Committee, (AADCC) will research, promote and recommend effective actions to meet the aging and adult-dependent care needs of the diverse NIH workforce. The AADCC will advise the NIH Director on targeted programs and policies to support the productivity and performance of employees with adult-dependent care responsibilities and an aging workforce. Employer-sponsored resources and support systems related to adult-dependent care and an aging workforce are effective components of recruiting and retaining a skilled dedicated workforce.

OBJECTIVES

The AADCC will:

- Serve as an advocate for the availability of aging and adult-dependent care information, resources, and services to the NIH workforce.
- Serve as a forum for discussion and exploration of aging and adult-dependent care issues affecting the NIH workforce.
- Promote and advertise programs and policies that support employees when they have roles as caregivers or care managers in addition to maintaining their work roles.
- Collaborate with other NIH organizations to achieve its vision and mission.
- Develop an annual action plan to direct AADCC efforts to meet these objectives.
- Prepare an Annual Report to the NIH Director on the status of NIH aging and adult-dependent care programs, areas of concern and/or opportunity, and any related recommendations.

APPOINTMENT

NIH federal employees interested in serving on the AADCC as a voting member will submit a Membership Application form (including supervisor approval) to the Child and Family Program Manager, Division of Amenities and Transportation Services (DATS) in the NIH Office of Research Services (ORS). The program manager will then forward a copy to the AADCC Membership workgroup for review and consideration. After review of all applications and conducting selected interviews, the Membership workgroup will provide to the AADCC a list of potential members. The AADCC will vote on the list and provide its recommendation in writing to DATS. The DATS Director will forward to ORS Director for approval and appointment. The ORS Director will forward the nomination packet to the NIH Deputy of Management for appointment consideration. The Deputy Director of Management will then notify appointees in writing of their appointment to the Board.



Partnership Workgroup

Co-Coordinator: Dr. Dan Xi and Ms. Linda Kiefer

Jill Bartholomew

Dawn Lea

Dan Xi

Annette Price

Chao Jiang

Lynn Cave

Roy Wheat

Cooper McLendon

Agustina Boswell

Highlights

- Enhanced Existing Partnerships – EAP, OHR, NIH Federal Credit and Health and Wellness Council
- Resources – Provided over 100 links to the provided on the Wellness@NIH website.
- Outreach Events - Coordinated three webinars and supported the participation of five (5) ICs at the Work-Life@NIH Information Fair
- Research – Top five (5) ICs
 - Aging:** NIA, NHLBI, NCI, NINDS and NEI
 - Caregiving:** NIA, NINR, NCI, NIMH and NICHD
 - Elder Care:** NIA and NINR – 50% on dementia, Alzheimer’s and cognition

Recommendations

- Support the development of a single webpage for various NIH services assisting employees with well-being, work-life, aging and family responsibilities.
- Collaborate with the Deputy Director's Intramural Research (DDIR) web board and listserv
- Collaborate with the Trans-NIH GeroScience Group (GSIG)
- NIH Leadership to elevate aging and adult-dependent/elder care issues to a high priority of the agency and provide funding for bold initiatives



Communications Workgroup

Co-Coordinator: Ms. Lyn Cave and Ms. Martina Lavrisha

Judith Lavelle	Heather Rogers
Julie Townshend	Jill Bartholomew
Cooper McLendon	Yvonne Bennett
Eva Chen	Augustina Boswell
Linda Kiefer	

Highlights

- Publications – Global emails, *CRN NEWS*, *Clinical Center News*, *Catalyst* and Adult Care Support listserv
- Outreach Events – NIH Clinical Center Nurses Week, Safety Health and Wellness Day, Membership Campaign, Work and Family Events
- Marketing Materials - Printed and distributed the ORS Resource and Referral Services Infographic, increased posting on Adult Care Support listserv, and created posters for the Work and Family Month
- Adult Care Support Listserv – Increased weekly postings

Recommendation

- Provide resources (staff and funding) to support an aggressive communication plan highlighting aging and adult-dependent/elder care issues and the NIH support programs that are available
- Support the development of a single webpage for various NIH services assisting employees with well-being, work-life, aging and family responsibilities
- Continue to support and include the AADCC in the ORS Website Redesign project



Research Workgroup

Co-Coordinator: Jill Bartholomew and Cooper McLendon

Yvonne Bennett
Deborah Henken
Linda Kiefer
Lisa Poe
Julie Townshend

Sarah Crowell
Chao Jiang
Sandra Loether
Elka Scordalakes-Ferrante

Highlights

- 2020 Life@NIH Survey – submitted questions
- Surveys – review and analyze data from the following surveys: NIH Clinical Center Nursing Survey, NIH IC Exit survey and NIH FEVS
- Policies - reviewed the following: NIH Work Life Policies and DOD/Walter Reed/VA/other Govt programs & policies
- Workforce Data – review and analyze the NIH FTE Population Data

Recommendation

- Support surveys that focus on the aging and adult-dependent/elder populations
- Continue to leverage data to support the existing aging and adult-dependent care services
- Continue to support and implement the 2020 Life@NIH Survey
- Continue to offer and collect data from NIH supervisors on the awareness of aging and adult-dependent care issues

2020 – 2022 Membership Chart

Term Ends 2020	Term Ends 2021	Term Ends 2022
Deborah Henken (NICHD)	Jill Bartholomew (NCI)	Joe Balintfy (NIA)
Dan Xi (NCI)	Cooper McLendon (NIA)	Virgilio Bundoc (NIAID)
Linda Kiefer (OD)	Martina Lavrisha (CC)	Carla Mells (OD)
	Dawn Lea (NHGRI)	Melissa Porter (NCI)
		Mark Rubert (CSR)
		Diana Rutberg (NIDCR)

<https://www.workfamilymonth.org.nih.gov>

work&family month@nih



Join us in October as we celebrate
with these special events!

“As the nation’s biomedical research agency, we are committed to improving health for all Americans. Science has shown that our family relationships have an important effect on our physical well-being. I am proud of the substantial work-life resources available to the NIH workforce, and I encourage each of you to participate in Work and Family Month so you can take advantage of the resources that are most helpful to you.”

-Dr. Francis Collins, NIH Director, October 2019







2019 AADCC Annual Report




Recommendations

- Support the development of a single webpage for various NIH services assisting employees with well-being, work-life, aging and family responsibilities.
 - Collaborate with the Deputy Director's Intramural Research (DDIR) web board and listserv
 - Collaborate with the Trans-NIH GeroScience Group (GSIG)
 - NIH Leadership to elevate aging and adult-dependent/elder care issues to a high priority of the agency and provide funding for bold initiatives
- 


Recommendations

- Provide resources (staff and funding) to support an aggressive communication plan highlighting aging and adult-dependent/elder care issues and the NIH support programs that are available
 - Continue to support and include the AADCC in the ORS Website Redesign
 - Support surveys that focus on the aging and adult-dependent/elder populations
- 

Recommendations

- Support surveys that focus on the aging and adult-dependent/elder populations
 - Continue to leverage data to support the existing aging and adult-dependent care services
 - Continue to support and implement the 2020 Life@NIH Survey
 - Continue to offer and collect data from NIH supervisors on the awareness of aging and adult-dependent care issues
- 

Other Ideas To Consider

- Aging – how do we address what needs to be done
 - Subsidy Assistance for Elder Care
 - Expand existing resources – Geriatric Caseworker to assist with handling caring for an adult
 - Mini-conference to showcase the NIH research and how to “Take Our Own Best Advice”
- 



Appreciation

Announcements and Adjourn

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

**December 10, 2019
Building 1, Wilson Hall
2:00 PM to 4:00 PM**

Attendees: Ms. Jill Bartholomew, NCI, Ms. Lynn Cave, NCI, Ms. Susan Cook, ORS, 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, Ms. Annette Price, OD, Mr. Russell Mason, ORS, Ms. Cooper McLendon, NIA, Dr. Dan Xi, NCI, Judith Lavelle, NIAID, Ms. Heather Rogers, NIDDK, Eva Chen, ORS

Guests: Ms. Jenny Jones, NIAID, Chris Mauer, NCATS, Linda Owen, ORS, Sonia Marable, NIAID

I. Welcome and Introduction of Members, Liaisons and Guests

II. Approval of the September Minutes

The committee approved the September minutes.

III. Updates

A. 2020 Meeting Dates

Co-Chairs Cooper McLendon and Jill Bartholomew presented the committee with the 2020 Meeting Dates: January 14 (Orientation), February 11 (Kick-off 2020), May 19, July 28, October 6, and December 1.

B. Charter Update

Susan Cook reported that the AADCC Charter has been elevated to the Deputy Director for Management, Dr. Alfred Johnson, and the charter is now for five years. The charter has been sent to Dr. Alfred Johnson for his signature.

IV. Partnership Workgroup

Co-chair Cooper McLendon reported highlights of the work completed by the Partnership Workgroup. The workgroup increased engagement with NIH stakeholder groups such as EAP, OHR, NIH Federal Credit and the Health and Wellness Council. The workgroup provided over 100 links to the Wellness@NIH website.

The workgroup provided recommendations for the 2019 AADCC Annual Report. The workgroup recommended the development of a single web presence for various NIH services assisting employees with well-being, work-life, aging and family responsibilities. The workgroup also recommended collaboration with the Deputy Director's Intramural Research (DDIR) web board and listserv in addition to the Trans-NIH GeroScience Group (GSIG). The workgroup lastly recommended NIH Leadership to elevate aging and adult-dependent/elder care issues to a high priority of the agency and provide funding for bold initiatives.

V. Communications Workgroup

Co-chair Cooper McLendon reported highlights of the work completed by the Communications Workgroup. Highlights discussed were publications such as global emails, CRN NEWS,

Clinical Center News, Catalyst and the Adult Care Support listserv, in addition to outreach events such as NIH Clinical Center Nurses Week, Safety Health and Wellness Day, AADCC membership campaign, and Work and Family Month events. The workgroup printed marketing materials and distributed the ORS Resource and Referral Services Infographic, increased postings on Adult Care Support listserv, and created posters for the Work -Life@NIH Information Fair.

Recommendations offered by the Communications Workgroup included provide resources (staff and funding) to develop, implement and evaluate an aggressive communication plan highlighting aging and adult-dependent/elder care issues and the NIH support programs that are available to all NIH employees and contractors. The plan should highlight that NIH is in the top 10 of government agencies on the CDC Wellness Check. In addition, to support the development of a single web presence for various NIH services assisting employees with well-being, work-life, aging and family responsibilities and to involve the AADCC in the ORS Website Redesign project.

Ms. Susan Cook, ORS Liaison, stated the AADCC's input on the ORS Website Redesign project was welcomed and encouraged.

VI. Research Workgroup

Co-chair Jill Bartholomew reported highlights of the Research Workgroup. Workgroup highlights included submitting questions to the 2020 Life@NIH Survey and development of the NIH Clinical Center Nursing Survey. The workgroup reviewed and analyzed the NIH IC Exit surveys and the NIH FEVS data. The workgroup reviewed and compared the NIH Work-Life Policies and DOD/Walter Reed/VA programs. The workgroup reviewed and analyzed the NIH FTE population data.

Recommendations offered by the workgroup included to support surveys that focus on the aging and adult-dependent/elder populations, continue to leverage data to support the existing aging and adult-dependent care services, support and implement the 2020 Life@NIH Survey and continue to offer and collect data from NIH supervisors on the awareness of aging and adult-dependent care issues.

VII. New Membership Campaign

Co-chair Jill Bartholomew announced there are 13 members moving forward with the new charter in 2020. The new membership is composed of seven members from the existing membership and six are new to the AADCC. The new membership represents a range of ICs, talent, employment categories, and experiences with aging and adult-dependent care. An orientation meeting will be held January 14 for new members, and optional, but encouraged, for existing members. Any existing member who would like to continue on the 2020 AADCC as a guest, should send an email to Ms. Shuntrice Holloman.

VIII. Work and Family Month

Tonya Lee gave the committee a recap of Work and Family Month. The month included weekly events and activities offered related to work and family. Events offered during Work and Family Month included a Supervisor Worklife Panel videocast, weekly meet-and-greet sessions sponsored by NIH Stakeholder groups (including the AADCC), webinars and free fitness classes. The Work-Life@NIH Information Fair featured 47 information tables including participation of five ICs: NIA, NINR, NIAID, NICHD, and NHLBI. It was shared

that Tonya Lee was invited to complete an interview with OPM to highlight the programs and services NIH offers related to work and family, including adult-dependent care. Details on the interview will be forthcoming.

IX. Annual Report

Co-chair Jill Bartholomew thanked co-coordinators for submitting their sections for the 2019 Annual Report. The goal is to have the final report to the ORS Director by the first week in January 2020.

A. Recommendations

The AADCC will be submitting the following recommendations:

- Support the development of a single webpage for various NIH services assisting employees with well-being, work-life, aging and family responsibilities.
- Collaborate with the Deputy Director's Intramural Research (DDIR) web board and listserv
- Collaborate with the Trans-NIH GeroScience Group (GSIG)
- NIH Leadership to elevate aging and adult-dependent/elder care issues to a high priority of the agency and provide funding for bold initiatives
- Provide resources (staff and funding) to support an aggressive communications plan highlighting aging and adult-dependent/elder care issues and the NIH support programs that are available
- Continue to support and include the AADCC in the ORS Website Redesign
- Support surveys that focus on the interests and needs of the aging and adult-dependent/elder populations at NIH. Continue to leverage data to support the existing aging and adult-dependent care services
- Continue to support and implement the 2020 Life@NIH Survey
- Continue to offer and collect data from NIH supervisors on the awareness of aging and adult-dependent care issues

X. Appreciation, Announcements and Adjourn

Ms. Tonya Lee presented certificates of appreciation to all members and liaisons. It was announced that voting member Ms. Martina Lavrisha received the NIH Clinical Center CEO Award. Ms. Tonya Lee announced that ideas for the 2020 AADCC Work Plan should be sent to her.

**Next Meeting:
Tuesday, February 11, 2020**