

**Aging and Adult Dependent Care Committee
(AADCC)
September 20, 2022
WebEx
2:00 PM to 4:00 PM**

Attendees:

Quandra Blackeney	Cooper McLendon	Melissa Porter
Louie Brennan	Chris Gaines	Mark Rubert
Maggie Fletcher	Martina Lavrisha	Leon Reynolds
Jill Bartholomew	Jenny Jones	Trinidad Morales
Tamara Bruce	Tammie Edwards	Dan Xi

I. Welcome and Introductions (welcome Michon Bunch & Shilpa Amin)

A. Michon Bunch is replacing Sonia Marble from NIAID who retired in April. Shilpa Amin is a physician and geriatrician working for the Office of Research on Woman's Health.

II. Special Guest: Jackie Franco, Child Care Board Co-Chair

A. Jackie Franco is a Child Care Board Co-Chair. The Child Care Board has had successful membership drives recently and she shared some of what the Child Care Board does and their campaign. Jackie works in data science on the intramural side of National Institute of Mental Health (NIMH) for 11 years and has been with the Child Care Board for just over a year. There are six subcommittees with 14 current voting members. They work closely with the three NIH Childcare Centers, Office of Research Services (ORS), and Division of Amenities and Transportation Services (DATS) staff.

The membership campaign is annual with board members serving an initial three years and can renew for another three years. The group meets as a full board approximately seven times a year and subcommittees meet as needed. The group strives for diversity on the board. Some of their membership campaign tasks are listed below.

- They work with ORS communications to create global emails that are sent out along with word of mouth through the members.
- The group held two Q and A sessions so that proposed applicants could speak with current board members.

They use a standardized application form asking a variety of questions. Applicants must also have supervisor approval since it can be part of the board member's PMAP as part of their official duty and that members can devote time to board activities. AADCC committee members are invited to join the Child Care Board meetings since they are open to guests.

III. June 2022 Meeting Minutes Review and Approval

A. Cooper McLendon approved of the minutes, and Debbie Henken seconded.

IV. Letter from Dr. Johnson

- A. Thank you to Cooper and Jill for writing the 2021 AADCC Annual Summary Report to Dr. Johnson. Dr. Johnson sent a very nice response back. The letter can be found on the teams site.

V. **Updates – AADCC Project Teams**

A. **Stakeholder Engagement/Collaborations & Analytics- Chris/Melissa/Martina**

- i. Chris shared a detailed Google analytics report regarding hits to the website after the AADCC Eldercare event that took place on August 18, 2022. The event was shared to all NIH staff via a global email, posted on the Wellness@NIH Facebook group, and advertised on various listservs. Unique page views are when an individual clicks the actual page. Page views are multiple views by the same user.
 - a. August 10-12 (global announcement) 70 page views and 40 unique views.
 - b. August 15-18 (listserv announcement) 305 page views and 222 unique views.
 - c. August 18-26 (date of event and week after) 413 page views and 311 unique views.
 - d. AADCC listserv has gained 15 new subscribers as of the meeting.
 - e. 458 registered for the event and 228 attended.

The event brought a lot of traffic to the website as well as increasing the listserv numbers to get the word out in other areas. Chris the group should look at ways to develop and market more webinars in the future.

B. **Webinars/Speakers – Chris/Melissa/Martina**

- i. AADCC collaborated with NIH on a webinar August 12 “Caregiving: Supporting Yourself While Supporting Others”
- ii. The group will be working with Tonya Lee to present a webinar for October Work and Family Month. A title is TBD, but it is but planned to be around finances and elder care. Let Martina or Melissa know if you have any ideas.
- iii. Chris connected the group with Resilience through Wellbeing campaign. The group was given five minutes at the end of the webinar to share the website and referral services.
- iv. Looking for protentional topics for 2023 Lunch and Learn Webinars. There were topics that were shared on the slide and also available on the teams site.

C. **Newsletter & Social Media- Melissa**

- i. There will be an article on the fall Wellness Newsletter that will cover items below. The new NIH calendar allow a daily digest of events. This calendar replaces the yellow sheet.
 - a. AADCC Membership
 - b. Social Media
 - c. Collaborations
 - d. Elder Coach
- ii. Melissa created some social media cards. If anyone else has experience developing social media items. Let Melissa know.

D. **Upcoming AADCC Membership Drive**

- i. There are four seats available to fill. At least four volunteers are needed for the membership committee and helping for the membership drive. Martina thinks at least one Q and A mid to late October will be helpful. Sharing via the listserv as well as an NIH wide email can be done. Using an old email that was created by Tonya would be helpful to update. Committee members sharing with their individual divisions will be helpful. A folder has been added to teams for applications to be places so the committee can review. Melissa shared the membership application that is available on the website. There have been two applications submitted already.
 - a. Timeline
 - o Begin advertising – Sept/Oct 2022.
 - o Deadline for applications – November 4, 2022.
 - o Committee reviews applications and interviews candidates – Nov/Dec 2022.
 - o Present new members to full committee at December meeting.

E. Senior Staff Project - Dan

- i. Dan discussed a Senior Staff Project for NIH staff that are over the age of 70. It would be possible to interview and get feedback from these staff members and get their input regarding a standard list of questions.
 - a. What do you think NIH can do better and why?
 - b. Looking back at age 55. What would you do different?This feedback can be used on the annual report. Only 15-20 minutes would be needed. Senior staff like Dr. Tabak and Dr. Fauci or his wife can be reached out to regarding these interviews. Martina thinks the age group should be lowered to age 60-65 since those are the ages you have thought about retiring. Melissa thinks emailing them directly may speed up the process. Dan will work on a draft message that will be sent to them. Plus, even with an informal request. The interview will need to be formal regarding their position. Written questions and written responses verses an actual interview could be an option.

VI. Announcements and Adjournment

- A. Martina wanted to thank everyone that is posting on the AADCC Listserv weekly. Posting links to former webinars on the listserv or via social media will be a help to keep persons up to date.

The next meeting will be December 13, 2022