

Aging and Adult Dependent Care Committee (AADCC)

February 11, 2020

**Building 45, Natcher Conference Center, Conference Room D
2:00 PM to 4:00 PM**

Jill Bartholomew, NCI
Joe Balintfy, NIA
Virgilio Bundoc, NIAID
Susan Cook, ORS
Eva Chen, EAP
Annie Franco, OHR
Chris Gaines, ORS
Ryan Gonzales, NIDDK

Deborah Henken, NICHD
Chao Jiang, NIAID
Dr. Alfred Johnson, OD
Jenny Jones, NIAID
Linda Kiefer, ORS
Martina Lavrisha, CC
Dawn Lea, NHGRI
Tonya Lee, ORS

Sonia Marable, NIAID
Cooper McLendon, NIA
Carla Mells, OD
Brittany Patterson, OHR
Melissa Porter, NCI
Mark Rubert, CSR
Dede Rutberg, NIDCR

I. Welcome and Introduction

II. Special Guest: Dr. Alfred C. Johnson, Deputy Director for Management

Dr. Alfred Johnson, the Deputy Director for Management, attended the meeting to address the group. Dr. Johnson signed the AADCC charter and the committee will report work and recommendations to Dr. Johnson.

The AADCC started under Dr. Johnson and was born out of the 2012 Life@NIH Survey and the NIH Child Care Board. The NIH has benefited from the research of the ICs. Dr. Johnson stated that the life expectancy of adults is now longer, and the committee should investigate longevity and the quality of life as we age. The major task that was given to the committee was to find out what are the needs of the aging population and what does the NIH need to do to assist its workforce. Dr. Johnson asked the committee for recommendations for leadership so that leadership could be proactive and not reactive to issues. He also suggested that the committee look at issues from a positive perspective and to be persistent about ideas that will help make a profound difference. Dr. Johnson informed the committee that he will offer any support and resources where possible. He encouraged the committee to think outside the box and be bold with ideas.

Dr. Johnson stated that his vision for the committee was that they will discover what the NIH population needs and provide recommendations to leadership. He also stated that the idea of an adult subsidy program was an idea to push forward but something like that would have to be cleared through OGC.

III. Membership

Chairs Jill Bartholomew and Cooper McLendon discussed the roles and responsibilities of the voting members, liaisons, well-being ambassadors and guests. Members are requested to attend meetings and

be prepared to actively participate and volunteer for workgroups. Members are also requested to be knowledgeable of the committee and the Aging and Adult-Dependent Care services.

The responsibility of the AADCC co-chairs is to provide overall guidance to the committee in developing a 2020 workplan, facilitate workgroup progress and written reports, and consolidate input from workgroups into an annual report with recommendations to leadership. Co-chairs will work with the committee to enhance partnerships with other NIH stakeholders and engage ORS leadership in AADCC decisions and activities. Also, consolidate and finalize meeting slides and send meeting reminders.

The role of ORS is to provide overall program guidance and to connect the AADCC with NIH offices, programs and services for aging and adult dependent care. ORS will provide meeting support (take meeting notes, obtain conference room, phone, WebEx, copy materials, provide handouts, as needed, etc.) send meeting invites, send out meeting minutes for review and approval and arrange for webinar logistics. ORS will also post minutes, meeting presentations/slides to SharePoint site and website. In addition, ORS will post new aging and adult dependent care content to ORS Website. ORS will coordinate AADCC participation in ORS outreach events such as Safety Health and Wellness Month, etc.

The Co-chairs Jill Bartholomew and Cooper McLendon were voted in by the committee; Dawn Lea raised a motion that the current co-chairs be voted in as co-chairs for a two-year term. Melissa Porter second the motion and the committee brought the motion to a vote.

Susan Cook discussed the ORS flow of leadership available to support the committee and her role as the ORS advisor. As the ORS advisor, Ms. Cook serves as a liaison between the committee and ORS leadership. She has also expressed that there may be resources available to the committee. Previous resources provided to the committee were used to create an infographic and other marketing materials. Communication resources are also available to the committee; twitter, global emails and newsletters.

IV. 2020 Work Plan Discussion

The 2020 work plan draft was discussed. Chair Cooper McLendon commented that the work plan is a living document that could change. Committee members discussed several ideas that could be added to the workplan.

Melissa Porter suggested that the committee investigate using a contractor to conduct a study to identify what the true needs are and what the committee can do to support the needs of the NIH population. The committee also discussed other ways to use social media for marketing and targeted outreach. Additionally, the committee discussed reviewing findings from exit surveys. It was also discussed that the committee focus on the aging component of the AADCC to address needs of employees aging in the workplace. The Fitness and Wellbeing Program can assist with the aging component.

V. Workgroups

The committee currently has two active workgroups - Communications and Research. The committee will convene a Membership workgroup September through November for the recruitment of new committee members. Potential tasks to be completed by the Communications workgroup include: developing a comprehensive communications plan; providing content for the AADCC webpage; providing input for the ORS website redesign and posting to the NIH Adult listserv. Potential tasks to

be completed by the Research workgroup include; reviewing feedback to aging and adult dependent care questions for the 2020 Life@NIH Survey; reviewing Work-Life@NIH Supervisor training feedback data and the reviewing FEVS data pertaining to NIH.

Committee members in attendance selected the workgroup in which they wanted to participate. Workgroup co-coordinators will be selected at the first workgroup meetings in March; work plans for 2020 will be developed during the March workgroup meetings.

A summary of suggestions presented at the meeting will be provided to AADCC members by March 1 for consideration and discussion in workgroup meetings.

Meeting invites for workgroups to meet in March will be sent out by ORS.

VI. Announcements and Adjournment

Co-chairs thanked AADCC members and charged the committee to attend March workgroup meetings prepared to develop workplans for the year.

The next meeting will be May 19, 2020.