

**DISTRICT OF COLUMBIA
LACTATION COMMISSION**

The District of Columbia Lactation Commission held a public meeting on Monday, October 23, 2017 at 6:00 pm, at the Department of Health, 899 North Capitol St., N.E., Room 306, Washington, D.C., 20002. Below are the minutes for the meeting.

Questions about the meeting may be directed to angela.mcclain@dcbc.dc.gov.

MEETING MINUTES

I. Call to Order

The meeting was called to order at 6:15 PM by Commission Chair, Commissioner McClain.

Roll Call:

In person:

Commissioner Noelene Jeffers – Lactation Expert
Commissioner Emily Woody – Department of Health (DOH) Representative
Commissioner Angela McClain – Chair and Community Outreach Expert
Commissioner Jenny Tender – Pediatrician/Neonatologist
Commissioner Paulette Thompson – DOH Representative
Dr. Sharon Lewis – Senior Department Director from Health Regulation and Licensing Administration (HRLA)
Dr. Brandi Jones, DO – Obstetrician/Gynecologist

By Phone:

Commissioner Sahira Long – Pediatrician/Neonatologist
Ms. Judy Campbell – Consumer Member
Commissioner Amira Roess – Public Health Expert
Commissioner Lauren Propst Riddick – Consumer Member
Commissioner Gwendolyn West – Lactation Expert

Absent:

Commissioner Chibu Anyanwu – DOH Representative
Commissioner Kanika Harris – Public Health Expert
Commissioner Quamiece Harris – Department of Human Services (DHS) Representative
Commissioner Gina Caruso – Community Outreach Expert
Commissioner Colleen Sonosky – Department of Health Care Finance Representative

II. Adoption of the Agenda

The Commission discussed the proposed contents of the agenda. One change was made to the agenda:

- Given the absence of Commissioner Anyanwu, the Commission will table the OSSE's Breastfeeding-Friendly Rating Systems for Daycare Centers for a later time after discussion with Commissioner Anyanwu.

Commissioner Woody will make the changes to the agenda and re-post. Commissioner Tender moved to adopt the change, Commissioner Jeffers seconded. The motion was passed unanimously.

III. Approval of August Minutes

Commission Chair McClain reviewed the minutes from the September 2017 meeting. The Commission discussed necessary amendments to the minutes, including:

Human Milk Donation Section:

1. Commissioner Long shared that the Academy of Breastfeeding Medicine (ABM) is preparing a position statement on milk sharing.
2. Commissioner Tender shared that the human milk fortifier costs more than \$127 per ounce.

Pacify Section:

1. Commissioner Long encouraged her to link with the Commission's subcommittee on Lactation Services and Hotline.

Throughout the minutes:

2. The minutes will be amended so that any acronyms are spelled out prior to reposting the minutes on the website or a legend is placed in the minutes.

Commissioner Tender moved to approve the minutes. Commissioner Jeffers seconded. The motion was passed unanimously.

IV. Special Presentations:

- a. Dr. Sharon Lewis, Senior Department Director from the DOH Health Regulation and Licensing Administration presented to the Commission
 - i. Mission of HRLA is to protect the health of the residents of DC and those that do business here. Responsible for all licensure and health regulations within the District.
 1. HRLA provides regulatory and licensing oversight for over 19 professional boards and it licenses over 16 professions.
 - ii. HRLA is drafting Human Milk Bank Regulations in response to DC Act 20-340 passed May 2014. DC Act 20-340 gives authority to adopt a new Chapter 7 of Title 22B, entitled Human Breast Milk Banks. Dr. Sharon Lewis outlined the purpose of the regulations, the licensure process, the process for approval of the regulations and the contents of these proposed regulations:
 1. Purpose
 - a. Provide regulations on operating standards for human breastmilk banks
 2. Licensure Process
 - a. Provisional License after a visit
 - b. Full License
 3. Process for Approval

- a. Dr. Sharon Lewis expects that some additional revisions will be made within the next few weeks and then the following individuals need to review it in the following order:
 - i. Dr. LaQuanda Nesbitt, the director for the Department of Health
 - ii. The Deputy Mayor of Health and Human services
 - iii. The Office of Policy and Legislative Affairs
 - iv. The Attorney General's Office
 - 1. Review for legal sufficiency
 - v. DC Counsel
 - b. Once all of the above people review the draft document, it then moves forward to the Office of Documents and is then posted in the DC Register. Once it is posted to the DC Register it is open for 30 days for public comment. Comments from the Lactation Commission are welcome at this time. The DC Counsel then has to review the comments and provide each comment with a response.
4. General Provisions
- a. Based on the Human Milk Banking Association of North America (HMBANA)
 - i. Licensee must be a member of HMBANA
 - b. Facilities must be licensed
 - i. Hospitals
 - ii. Maternity Centers
 - iii. Individual Donors and Personal Use
 - c. Regulations around Ensuring Appropriate Donor qualifications
 - d. Certification of Health Required by Physicians or APRNs
 - e. Exclusion of Individuals with Certain Positive Serology Tests
 - i. For example, including but not limited to: HIV and syphilis
 - f. Other Exclusion Criteria (this is not a comprehensive list)
 - i. Excessive alcohol consumption shortly prior to donation
 - ii. Marijuana
 - iii. Tobacco use
 - iv. Rhogam
 - g. Temporary Exclusion Criteria
 - i. Temporary Infections
 - h. Medical Direction of Breastmilk
 - i. Medical Director – physician or APRN with experience of four years in neonatology, pediatrics, blood banking or a related field
 - ii. Policies and Procedures Manual
 - i. Collection and Storage Procedures and Policies
 - j. Physical Facilities and Equipment
 - i. Maintenance
 - ii. Equipment
 - iii. Monitoring of Refrigerators
 - k. Maintenance of Records

- i. Donor Records
 - ii. Tracking from whom and to whom
 - l. Dispensing of Milk
 - m. Defrosting and Pooling
 - i. Milk shall be pooled from no more than six donors
 - n. Bacteriological Testing
- b. OSSE's Breastfeeding-Friendly Rating Systems for Daycare Centers (Commissioner Anyanwu)

As Commissioner Anyanwu was absent, this topic was tabled for a future meeting.

V. Old Business

- a. By-laws: review template

Emily Woody reviewed a by-laws template drafted by interns that work with the WIC program. Template was based off of a general by-laws template for nonprofits. The sections of the template were reviewed as below:

1. Article I: Name and Purpose
2. Article II: Membership
 - a. Section 1 Public Members
 - b. District of Columbia Government representatives
 - c. Section 3 Compensation
 - d. Section 4 Quorum
 - e. Section 5 Open Meetings
 - f. Section 6 Meetings
 - g. Section 7 Notice of Meetings
 - h. Section 8 Electronic Meetings
 - i. Section 9 Minutes of Meetings
 - j. Section 10 Agenda of Meetings
 - k. Section 11 Resignations
 - l. Section 12 Removal for Non-Attendance
3. Article III: Officers
 - a. Section 1 General
 - b. Section 2 Terms of Office
 - c. Section 3 Vacancies
 - d. Section 4 Duties and Responsibilities of the Chairperson and Public Members
4. Article IV: Committees
5. Article V: Execution of Documents
6. Article VI: Parliamentary Authority

Suggestions:

- Commissioner Jeffers made Commissioner Woody aware of absence of a "Section 2" within Article II of the draft by-laws. The contents skip from "Section 1" to "Section 3"
- Commissioner Thompson made suggestion to change wording of draft by-laws from "public members" to "Eleven Public members"

- Commissioner Woody to include information on DC residency requirements of specific Public Members.
- Commissioner Thompson suggested to specify that the schedule of meetings be written so that it does not require a by-laws change if the schedule of the meetings changed.
- Commissioner Long suggested that the Commission's establishing act requires a minimum of quarterly meetings.
- Commissioner Thompson noted that recording meetings is not mandatory if detailed minutes are published. She suggested some research from the Open Meetings Act and rewording of that section to reflect this.
- Commissioner Woody will remove #3 of Section 9. There will be no specific requirement for subcommittee minutes.
- Commissioner Thompson suggested that, per the Open Meetings Act, agendas need to be posted to the Department of Health website 72 hours in advance. Commissioner Woody will verify this information with the Open Meetings Act.
- Commissioner Chair McClain suggested that members or non-members will provide proposed agenda items for consideration no later than 7 business days prior to a meeting.
- Commissioner Woody to research if there is standard language in Mayor's Office of Talent and Appointments (MOTA) for minimum number of minutes.
- Commissioner Chair McClain led a discussion about whether or not there might be other reasons for removal such as conflict of interest, professional misconduct, or other ideas. Commission Long notes that the Commission's Act outlines specific reasons for non-removal. Commissioner Woody to reference these reasons in the by-laws.
- Commissioner Woody to add in language from MOTA about role of the Commission's Chairperson from MOTA into the by-laws.
- Commissioner Woody to add in language about duties of public members.
- Commissioner Long suggested that the language in the committee section state that the commission may establish committees and sub-committees as needed.

General Discussion Prompted from Discussion about the By-laws

- Commissioner Jeffers suggested that a schedule of minute-takers be distributed electronically to the Commission members and that volunteers are reminded about assignment prior to the meeting. Chairperson McClain stated that reminders will be included in distribution of the draft agenda. The Commissioners discussed whether or not the lack of a Secretary was appropriate for the future. There was general agreement that a rotating schedule for minute-taking was sufficient at this time. Chairperson McClain discussed that a new schedule of minute-taking would have to be developed for 2018.
- Commissioner Chair McClain and Commissioner Thompson will verify the term length of individual Commission Public Members with MOTA.

Next Steps: Commissioner Woody will send edited draft of by-laws within 10 days of tonight's meeting. All Commissioners will need to provide comments by November 20, 2017.

b. Report to Mayor: review template and schedule

Commissioner Thompson clarified that our report should be submitted on an annual basis.

Chairperson McClain led a discussion about the draft template of the 2017 Annual Report to the Mayor. Chairperson McClain presented a draft outline of the 2017 Annual Report. Chairperson McClain stressed the need to include gaps in knowledge and financial needs to implement recommendations. Chairperson McClain will send out sample reports to help guide the Sub-Committee Reports. Chairperson McClain suggested that we add a section on resources and literature to the outline. Commissioner Woody suggested that sub-committees could also request a fiscal impact report from the Mayor's office.

Chairperson McClain presented a draft schedule for the development of the 2017 Report. Chairperson McClain will circulate the draft report and draft schedule by 10/24/17. Sub-committees to work on their draft sections of the report and send by 10/27/17. Chairperson McClain requested biography and photo from each member by 10/27/17. By 11/1/17, Chairperson McClain will compile a first draft and circulate it to the Commission members for comment.

Please note post the meeting, the schedule has been modified to include:

- Sub-committee meetings held and draft section completed from Oct 26 – Nov 1
- Bio and photos to be sent by Nov 1
- First Draft Report will be circulated for review on Nov 3
- Comments on Draft Report will be shared by Nov 6

The goal is to have the first draft for Department of Health review by November 13th with the hope that DOH will be able to return the draft with comments by our next meeting on November 27th. Chairperson McClain proposes breakouts with the subcommittee breakouts between November 28th – December 1st (Post meeting this had been changed to Nov 28 – Dec 5) to edit report. The Final Report to be submitted by Commissioner Thompson on December 13th (Post meeting this has been changed to Dec 12) to DOH.

Next step: Angela McClain to revise the draft schedule and send to the Commission for review and approval.

VI. New Business

a. Reports of Sub-Committees

- Breastfeeding Education and Library (Commissioner Tender): update on book reviews; DOH decision on hosting virtual library
- Human Milk Bank (Commissioner Caruso): update on human milk law
- Lactation Support Services and Hotline (Commissioner Jeffers)

This agenda item was tabled due to lack of time.

VII. Opportunity for Public Comment

Dr. Brandi Jones thanked the Commission for welcoming her participation in today's meeting.

VIII. Review of Acton Items

This agenda item was tabled due to lack of time.

IX. Items to Continue for Next Meeting

Items to Continue for Next Meeting include review of the Draft Report to the Mayor and the Draft Bylaws.

X. Adjournment

Chairperson McClain adjourned the meeting 7:53 PM.