

DISTRICT OF COLUMBIA LACTATION COMMISSION

The District of Columbia Lactation Commission held a public meeting on Monday, November 27, 2017 at 6:00 pm, at the Department of Health, 899 North Capitol St., NE, 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

FINAL MEETING MINUTES

I. Call to Order

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

II. Roll Call

In Person:

Commissioner Paulette Thompson - Department of Health (DOH) Representative
Commissioner Emily Woody - DOH Alternate Representative
Commissioner Jenny Tender - Pediatrician/Neonatologist
Commissioner Sahira Long - Pediatrician/Neonatologist
Commissioner Angela McClain - Chair and Community Outreach Expert
Commissioner Gwendolyn West - Lactation Expert
Commissioner Lauren Propst-Riddick - Consumer Member
Ms. Judy Campbell - Public Attendee
Ms. Leah Shoal - Public Attendee

By Phone:

Commissioner Noelene Jeffers - Lactation Expert
Commissioner Chibu Anyanwu - Office of the State Superintendent of Education (OSSE) Representative

Absent:

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
Commissioner Amira Roess - Public Health Expert

III. Adoption of Agenda

The Commission discussed the proposed contents of the agenda. One spelling error was identified. Item VIII should be changed from Review of Acton Items to Review of Action Items. Commissioner Long moved to approve the agenda, Commissioner West seconded. The motion was passed unanimously.

IV. Approval of Minutes from October 2017 Meeting

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

Roll call Section:

- Commissioner Chibu Anyanwu should be changed from DOH Representative to OSSE Representative.
- Commissioner Quamiece Harris should be changed from absent to present by phone.

Special Presentations Section 3(a)(v) Change “Counsel” to “Council.”

General Provisions Section 4(h)(i) APRN should be spelled out as Advanced Practice Registered Nurse.

Section VIII: Change “Review of Acton Items” to “Review of Action Items”

Commissioner Long moved to approve the edits pending Dr. Lewis’ approval of the summary of her special presentation. Commissioner Propst-Riddick seconded. The motion was passed unanimously.

V. Old Business

a. Bylaws: Final Review

Commissioner Woody reviewed the second draft of the bylaws for the Lactation Commission. The sections of the second draft bylaws were reviewed as below:

Article 1: Name and Purpose

1. Name: District of Columbia Lactation Commission

2. Purpose:

- Make recommendations to the Mayor of District of Columbia on ways to support breastfeeding and lactating mothers.
- Produce a report to include, but not limited to:
 - Recommendations for a library of current breastfeeding and lactation education material.
 - Recommendations for a process to collect and store donated breastmilk.
 - Provide outreach and education regarding lactation services in DC.
 - Guidance on the establishment and staffing of a breastfeeding support hotline.

Article II: Membership

1. Number of Members and Qualifications:

- 1. Eleven Public Members
- 2. Five District of Columbia Government Representatives

2. Compensation

3. Quorum
4. Open Meetings
5. Meetings:
 - Minimum of 4x a year.
 - All meetings shall be held in the District and shall be open to the public
6. Notice of Meetings:
 - Written notice stating place, date, and hour shall be delivered to each public member within a minimum 72 hours or three business days prior.
 - All meeting notices shall be posted on DOH website 72 hours or three business days prior.
7. Electronic Meetings:
 - Public members or any other participants may attend meetings via conference telephone or similar communications equipment.
8. Minutes of Meetings:
 - Detailed meeting minutes shall be kept with each meeting.
 - Chair will certify accuracy.
 - Public Members shall rotate responsibilities of taking minutes.
 - Chair shall maintain schedule and send a reminder to assigned Public Member prior to meeting.
 - Draft copy of minutes will be sent to the Chair and DOH representative within 72 hours.
 - Second draft will be sent to Public Members for review at least 72 hours prior to next scheduled Commission meeting.
 - Approved Commission meeting minutes will be posted on the DOH website
9. Agenda of Meetings:
 - Chair will send draft agenda to Public Members and DC Government Representatives within 1 week prior to meeting.
 - Proposed agenda items must be sent to Chair prior to 1 week to the meeting.
 - Draft agenda will be posted to the DOH website 72 hours prior to meeting.
 - Final agenda will be posted to the DOH website 72 hours after meeting.
10. Resignations:
 - Must be submitted in writing and received by the Mayor.
11. Removal for Non-Attendance
 - Mayor may remove, after notice and hearing, of any member of the Commission for neglect of duty, incompetence, misconduct in office.
 - If member does not regularly attend Commission and committee meetings or provide a response that adequately explains special circumstances that cause non-attendance, Public Members shall recommend the member's removal to the Mayor's Office of Talent and Appointments.

Article III: Officers

1. General:
 - The only officer of the Commission shall be the Chairperson, appointed by Mayor.
2. Terms of Office:

- Public Members shall serve 3-year terms, with the exception of the members that were first appointed.
 - Members of Commission may be reappointed.
3. Vacancies:
- Shall be filled in the same manner the original appointment was made. Vacancy shall serve only for the unexpired term of the original appointment.
4. Duties and Responsibilities of Chairperson and Public Members
- a. Chairperson Duties:
- Comply with all Mayor's Orders of the commission.
 - Convene and preside at all meetings of the board.
 - Prepare and set, in consultation with other members, the agenda of board meetings.
 - Ensure that each board member is respected, and is permitted an opportunity to speak, or to have his or her say, on matters.
 - Maintain order and decorum at all meetings.
 - Ensure that the agency staff liaison maintains a record or minutes of all proceedings.
 - Interact with agency director and agency staff liaison on behalf of the board.
 - Serve with fairness and impartiality.
 - Serve as the chief spokesperson of the board for board actions.
 - Ensure that all individuals appearing before a board proceeding shall be treated with respect, dignity, fairness, and impartiality.
 - Provide written testimony, if required, before the Council.
- b. The Public Members shall:
- Attend established meetings.
 - Be active and participating members of the Commission.
 - Serve on at least one sub-committee.
 - Other duties as assigned.
- c. The District of Columbia Government representatives shall:
- Serve as an advisor of their respective agency.
 - Attend established meetings.

Other Notable Items

- The Commission may establish sub-committees as necessary.
- The designated fiscal year of the Commission shall be October 1st to September 30th of the following year.
- Commission shall review bylaws annually.
- Notice of proposed amendments shall be announced at least one week prior to the vote on the proposed amendment and requires 2/3 of vote of Public Members.

Suggestions for revisions to the second draft include:

- Commissioner Long suggested under Article I Name and Purpose, Section 2 that "produce a report" be changed to "produce an annual report"
- Commissioner Long suggested that the bylaws should specify which commissioners are required to be District of Columbia (DC) residents.

- Commissioner Thompson stated that the consumer members need to be DC residents and that DC residency is preferred for all other positions.
- Judith Campbell suggested we specify what to do with regards to meeting in case of inclement weather. Commissioner Woody suggested to state that if the DC government is closed on the day of a regularly scheduled meeting, the Lactation Commission meeting will be rescheduled. It was suggested that this should be placed under Article II Membership, Section 6 Notice of meetings as the last sentence.
- Commissioner Long suggested that we include under Article II Membership, Section 2 that the members of the Commission may be reappointed by the Mayor.
- Commissioner McClain suggested including under Article II Membership, Section 5 Meetings that the meeting shall be held “in person” a minimum of 4 times a year.
- Commissioner Thompson suggested that under Article II Membership, Section 8 Minutes of Meetings that the approved Commission minutes shall be posted on the Board of Ethics and Government Accountability (BEGA) website as an “and/or” to the Department of Health website.
- Commissioner Propst-Riddick suggested that the note taker be reminded of their duties 72 hours or 3 business days prior to meeting.
- Commissioner Tender suggested that under Article II Membership, Section 9 Agenda of Meeting that the draft agenda be posted on the Board of Ethics and Government Accountability as well as the Department of Health website.
- Commissioner Thompson suggested that Under Article II Membership, Section 10, Resignations shall also be submitted to the Chair of the Commission, the Department of Health Representative and to Mayors Office of Talent and Appointments. Commissioner Thompson will check with Steven Walker if resignations should go only to the Mayor or also to the Mayor’s Office of Talent and Appointments.
- Commissioner Thompson suggested the Commission clarifies what would constitute “non-attendance” under Article II Membership, Section 11. The Commission suggested that non-attendance should be defined as not attending at least 50% of the meetings either in-person or on the phone.
- Commissioner Thompson suggested that under Article III Officers, Section 4 b and c that the Public Members and the District of Columbia Government representatives shall attend “established” meetings should be changed to “regular” meetings.
- Commissioner McClain suggested that under Article II, Membership, section ??—that it should be stated that “All members will undergo Mayors Office of Talent and Appointments’ (MOTA) training and comply with the Board of Ethics.”
- Commissioner Long suggested that “board” be changed to “Commission” throughout the document.
- Judy Campbell suggested we change “lactating mothers” to “lactating person” in order to remain gender neutral. Chair McClain stated that this could not be changed in the Purpose of the Commission section as this was dictated by the Mayor’s office but the Commission will be cognizant of using “lactating person” terminology for other communications and reports.
- Commissioner Long suggested that Article V: Execution of Documents be removed as there are no operation policies.

Commissioner Woody will circulate an electronic copy of the draft bylaws for final comments.

b. 2017 Annual Report: Draft Review and Revised Schedule

Chair McClain apologized for the delay in sending out a draft of the annual report as she had a family emergency. Chair McClain used examples from previous reports as an outline for the Commission's report.

Chair McClain shared the outline for the report as follows:

- I. Introduction
- II. Commission Members
 - a. Overview of the Commission
 - b. Commission Members' Biographies
- III. Sub-Committee Reports and Recommendations
 - a. Breastfeeding Education and Library
 - b. Human Milk Bank
 - c. Lactation Support Services and Hotline
- IV. Next steps

Appendices

- Appendix A 2017 Speakers and Special Presentations
- Appendix B Helpful Resources on Breastfeeding and Lactation

Chair McClain made the following comments

- The introduction is taken from the draft establishment and may be outdated.
- There were no recommendations from the Human Milk Bank Committee.
- Several people have not submitted bios.
- The Reports and Recommendations by the sub-committees should include a background section, recommendations and next steps. The formatting for the different sub-committee reports is not consistent.

Comments from Commissioners:

- Commissioner Woody questioned if she should be listed as a Department of Health Representative as this is Commissioner Thompson's role. The Commission decided that Commissioner Woody will be named as a Department of Health alternate.
- Commissioner Tender recommended including a summary of current breastfeeding support, statistics and promotion in DC. Chair McClain and Commissioner Long commented that they did not want to duplicate information in the Lactation Support Services section. Commissioner West suggested the introduction include current breastfeeding rates and statistics which will highlight the breastfeeding disparities.
- Chair McClain mentioned that vacant positions are mentioned in the report.
- Commissioner McClain commented that the terms for commissioners are not listed, but may be found on the DC Board and Commissions website.
- Comments about the Breastfeeding Education and Library Sub-committee

- Chair McClain will change “we” to “sub-committee.”
- Commissioner Tender stated that she submitted changes regarding current online libraries, why the Department of Health would be ideal to serve as a host for the website and that if the Department of Health cannot host the website, the Commission recommends that the Commission goes through a competitive bidding process.
- Commissioner Propst-Riddick recommended that the sub-committee include the rationale for why the website should target information to African American families and adolescent parents.
- Commissioner Tender asked if the report should include a budget. Chair McClain suggested that this be included in next year’s report. Commissioner Thompson said that there would be no charge if the website was hosted through the Department of Health.
- Comments about the Human Milk Bank Sub-committee:
 - Chair McClain suggested that more work needs to be on this section and that the background should include an overview of the bill and why the government wants to open a government milk bank.
 - Commissioner West would like the report to explain the standards used by the Human Milk Bank of North America Association.
 - Commissioners Thompson and Woody would like to serve as technical advisors to make sure the language is correct as the bill calls for the Department of Health and the Health Regulations and Licensing Administration to operate the milk bank. DOH would support the sub-committee to explore the feasibility of a partnership for operation.
 - Commissioner Tender provided a written summary of the DC Breastfeeding Coalitions’ efforts to have the Department of Health Care Finance cover Donor Human Milk and human-based human milk fortifier. Commissioner Tender will email this summary to members of the Human Milk Bank committee.
 - Commissioner Long recommended that a medical professional join the Human Milk Bank committee as the Academy of Breastfeeding Medicine just passed a protocol on milk sharing stating that it is not recommended without the guidance of a physician. Commissioner Tender will join the Human Milk Bank Committee.
- Comments on Lactation Support Services and Hotline Sub-committee
 - Chair McClain commented that this section was very well-written.
 - Leah Shoval recommended adding Healthy Start and home visiting programs in DC.
 - Commission Woody would like to provide technical support and include OSSE.
 - Chair McClain suggested that we look at priorities for next year.

The Annual report is due to the Mayor’s Office of Talent and Appointment by December 29, 2017. A draft will be sent to the Department of Health by December 12th for review. A draft will also be sent to Dr. Talwalker.

Chair McClain would like all comments in 3 days.

V. New Business

a. Member Terms and Vacancy Updates

Chair McClain mentioned that the pediatrician/neonatologist terms are for one year, but according to the bylaws these commissioners can be reappointed. Although the Commission was sworn in by the Mayor in December, it did not start meeting until April.

Of the current members, the terms for each Commissioner are as follows:

- Commissioner Chibu Anyanwu: 2 years, ends January 2, 2019
- Commissioner Gina Caruso: 2 years, ends April 30, 2019
- Commissioner Kanika Harris: 3 years, ends April 30, 2020
- Commissioner Quamiece Harris: 2 years, ends January 2, 2019
- Commissioner Noelene Jeffers: 3 years, ends April 30, 2020
- Commissioner Sahira Long: 1 year, ends April 30, 2018
- Commissioner Angela McClain: 3 years, ends April 30, 2020
- Commissioner Lauren Propst-Riddick: 3 years, ends April 30, 2020
- Commissioner Amira Roess: 2 years, ends April 30, 2019
- Commissioner Colleen Sonosky: 2 years, ends January 2, 2019
- Commissioner Jenny Tender: 1 year, ends April 30, 2018
- Commissioner Paulette Thompson: 2 years, ends January 2, 2019
- Commissioner Gwendolyn West: 1 year, ends April 30, 2018

These terms may also be found on DC Boards and Commissions website at <https://octo.quickbase.com/db/bjngwr9pe?a=q&qid=-1079992&isDDR=1>.

b. Roster and Alternative Contact Information

The roster and alternative contact information sheet was updated.

c. 2018 Meeting Schedule and Note takers

Commissioners signed up for being note takers in 2018. The December meeting will be held on December 18th instead of the 25th.

VII. Opportunity for Public Comment

The Commission thanked the public attendees for participating in the meeting.

No comments from the public were provided.

VIII. Review of Action Items

- Commissioner Woody will revise the October 2017 meeting minutes and post on BEGA and DOH websites.
- Commissioner Thompson will check with Steven Walker if resignations should go only to the Mayor or also to the Mayor's Office of Talent and Appointments. Commissioner Thompson

will also inquire about the next date for the Board Ethics Training and if commissioners can participate remotely or by phone.

- Commissioner Woody will circulate an electronic copy of the draft bylaws for final comments.
- Commissioner Tender will email summary of donor human milk and human-based human milk fortifier to members of the Human Milk Bank committee.
- Commissioner McClain will revise the annual report and reach out to Commissioners/Sub-committees for specific inputs.

IX. Items to Continue for Next Meeting

No items were tabled for the next meeting.

X. Adjournment

The meeting was adjourned at 8:20 pm.