

BOSTON PUBLIC HEALTH COMMISSION

BOARD MEETING

NOVEMBER 13, 2008

1010 MASSACHUSETTS AVENUE

HAYES CONFERENCE ROOM

MINUTES

**Board Members Present:**

Paula Johnson, MD, MPH, Chair  
Hortensia Amaro, PhD., Vice Chair  
Celia Wcislo, Harold Cox, Ruth  
Ellen Fitch

**Board Members Absent:**

Elaine Ullian, Jack Cradock

**Administration & Staff Present:**

Nancy Norman, MD, MPH  
John Townsend, Maia BrodyField, Pam  
Jones, Christine Hayes, Phyllis Sims,  
Nakisha Skinner, Catherine Saltus, Sara  
Helen Ayanian, Raia Warfield, Cindy  
Engler, Ellen Coletti, Catherine Fine, David  
Pia, Snehal Shah, Sharyn Imonti, Samatha  
Panati, Nicole Daley, Anita Barry,  
Julie Webster, Rob Abromson

**Guests:**

Ellen Hatch, Thomas Dolan, Sharon  
Connolly

Paula Johnson, MD, MPH, Chair, called the meeting to order at 4:13 PM on Thursday, November 13, 2008.

Dr. Johnson spoke regarding the Primary Care Task Force and stated that there was an issue around lack of access to the meeting but it was well-attended and the group did an amazing job.

**Executive Director's Report – Nancy Norman**

Nancy Norman, MD, MPH gave the Executive Director's Report on behalf of Dr. Ferrer. Dr. Norman reported on some new changes within the Commission: Anita Barry is now the new Bureau Director of CDC and HIV. Dr. Norman also announced that Beth Grand L'Heureux and Carol Fabyan-Takki are now the new co-directors of Homeless Services.

Dr. Norman spoke regarding the election campaign and thanked Maddie Ribble for all of his help especially in helping to get people out and registered to vote. Dr. Norman announced that December 6, 2008 is the Mayor's special campaign for children's influenza day which will be sponsored by various health centers.

Dr. Johnson asked Pam Jones (Director of Policy and Planning) to give a brief update regarding the Community Meetings. Ms. Jones said that there will be three meetings which will all be held in the month of December.

1. A citywide meeting for the elderly to be held at the Boston Teachers Union on 12/09/08 from 1:00 – 3:00 PM.
2. A youth meeting which will be held in Charlestown at the Knights of Columbus Hall on 12/09/08 from 5:00 – 7:00 PM.
3. A meeting targeting men in Dorchester is to be held on 12/10/08 from 6:00 – 8:30 PM at the Boys and Girls Club on Talbot Avenue in Dorchester.

Ms. Jones stated that several partners will be engaged in the meetings as well and that the Commission is trying to keep data and allow for interaction.

Dr. Johnson requested that the meeting information be distributed to the Board.

Dr. Norman invited the Board to the Employee Awards Celebration to be held on December 17, 2008 at the Copley Westin Hotel.

Dr. Norman spoke regarding opioid deaths in Massachusetts and reported on the 2007 data. Dr. Norman said that the increase is not as great as previous years and the Commission is working with the state to get more data.

Board member Cox commented on the opioid death data and said that it is one of the biggest results of Narcan. Board member Cox stated that he is looking forward to the data.

**Acceptance and Approval of Minutes**

Dr. Johnson, MD, MPH, Chair invited a motion to accept the October minutes. The motion was made, seconded and approved.

**STI's (Sexually Transmitted Infections) Among Youth – Nancy Norman**

Dr. Norman, Medical Director, spoke regarding sexually transmitted infections and stated that in the spring of 2008 the data was reviewed and presented to the Board. Dr. Norman said that the Commission developed a cross commission working group. The group will meet twice a month and will be charged

with developing a comprehensive plan that would improve health outcomes for teens in the Commission's programs.

Dr. Norman stated that the goal of the cross commission working group is to review data that is evidence-based to see which curriculum is being used within the community. Dr. Norman spoke regarding the curriculum for prevention education efforts which are as follows:

- Postponing sexual involvement for young teens;
- Basic family planning;
- Teaching sexual health and;
- Reducing the risk.

Dr. Norman said that the biggest form of education is the condom distribution.

**STI's (Sexually Transmitted Infections) Among Youth – Cindy Engler**

Cindy Engler, Director of School Health, also spoke regarding sexually transmitted infections and said that all school based health centers will follow CDC guidelines for STI risk which will include assessment, screening, education and referral. Ms. Engler said that Department of Public Health Infertility Prevention Projects will be at all sites and that data will be presented monthly for testing.

Ms. Engler said that a pilot for HIV testing was started in September 2008 and there was an immediate improvement with more males being screened. There will be prevention education efforts in the schools with additional outreach to males.

Dr. Norman spoke regarding the creation of the Commission's comprehensive reproductive and sexual education guidelines and stated that all Commission programs that provide educational services would be responsible for submitting their existing education to the reproductive and sexual education committee to evaluate the curriculum based on the Commission's guidelines. Dr. Norman said that Massachusetts has no mandate for sex and/or STI/HIV education.

Board member Wcislo inquired about the training component when dealing with young children and asked about the referral for young children. Dr. Norman replied, CHEC and community centers deal with young children.

Board member Amaro said that this is an important effort because kids are at risk and programs haven't worked with young children before. Board member Amaro suggested that the Commission try something to appeal to the parents in relation to the topic.

**Board Vote Regarding the Signatory Authority for John M. Townsend**

Dr. Johnson invited a motion to vote regarding the signatory authority for John M. Townsend. The Motion was made, seconded and approved.

Yeas 4                      No's 0                      Absent 3

**Board Vote Regarding the Signatory Authority for Nakisha Skinner**

Dr. Johnson invited a motion to vote regarding the signatory authority for Nakisha Skinner. The Motion was made, seconded and approved.

Yeas 4                      No's 0                      Absent 3

**Budget Process Update – John Townsend**

John Townsend, Director of Administration and Finance, gave a brief update on the new improved budget process. Mr. Townsend said that the only 9C cuts effecting the Commission are a \$20,000 reduction in

funding for substance abuse programs. The Commission has implemented a freeze on the hiring of non-essential personnel and on non-essential spending.

Mr. Townsend spoke regarding the change to the Commission's budget process and stated that all budgets will be zeroed out and the program target numbers will be set by the Bureau Directors with all budgets being project based.

Board member Wcislo asked whether the target number is a dollar amount. Mr. Townsend replied, yes.

Mr. Townsend said that all programs will have a mission statement and projects should be SMART (specific, measurable, achievable, realistic and time bound). Mr. Townsend explained the definition of a project as a major initiative of the program which is directly related to the mission of the program and supports the priorities of the Commission. Each project should have goals/objectives and a time-frame in which they should be met or accomplished.

Board member Amaro has some concerns around the whole budgeting process in terms of grants and whether there will be a mechanism in place for programs in reporting.

#### ***Update on the Commonwealth Compact – David Pia***

David Pia, Director of Human Resources, gave an update regarding the Commonwealth Compact. Mr. Pia said the initiative is to make Massachusetts a location of choice for people of color. Mr. Pia stated that the pledge was launched in May of 2008 with 126 signers. The pledge is to increase the representation of people of color and women throughout our organizations.

Mr. Pia said that there are six key areas of diversity and spoke regarding the six area benchmarks, indicators and recommendations. The key areas of diversity are CEO commitment, board/governance, workplace/personnel, customers/consumers/services, suppliers/vendors and community engagement.

Mr. Pia said that the Commission will be having a college fair for all Commission employees to be held on Wednesday, November 19, 2008 at 35 Northampton Street from 11:00 AM to 2:00 PM. There will be fourteen colleges participating and all employees are encouraged to attend.

#### ***Update on the Commonwealth Compact – Pam Jones***

Pam Jones, Director of Policy and Planning also spoke regarding the Commonwealth Compact. Ms. Jones said the mission is to serve the most vulnerable and many are people of color. Ms. Jones said that the next step is for the Anti-Racism Advisory Committee to review, revise and prioritize recommendations.

#### ***Violence Intervention Prevention (VIP) Update – Catherine Fine***

Catherine Fine, Director, Violence Intervention Prevention, gave a brief update regarding VIP funding for neighborhood coalitions. Ms. Fine stated that the role of the VIP coalitions is to develop a coalition that is 51% resident-led.

Ms. Fine said that a VIP Coalition Coordinator has been hired and will be starting on December 15, 2008. The VIP coordinator will provide technical assistance to each coalition and assist with the development of a violence prevention plan for each community.

Ms. Fine spoke regarding the four (4) community coalitions which will receive funding allocations. The four (4) communities are Orchard Gardens, Grove Hall, Morton/Norfolk and Bowdoin/Geneva. Each community will receive \$30,000 each and contracts were started in September and October.

Ms. Fine stated that the Commission would like for the coalitions to be resident-led and the Commission will be working with programs to be strategic over the funding project.

Dr. Johnson adjourned the meeting at 6:03 PM.