

MEMORANDUM OF UNDERSTANDING

TO: James L. Sullivan, City Manager, Cambridge
FROM: Melvin H. Chalfen, M. D.
DATE: May 20, 1981
SUBJECT: Position of Commissioner of Health and Hospitals

The ordinance governing the duties of a Commissioner of Health and Hospitals defines the position as full-time and I will treat it as such. Nevertheless, as a practicing physician, I have professional responsibilities to a small group of patients who are members of the M.I.T. community, and as well have had the experience of full-time management responsibilities while continuing to care for this group of patients.

I wish to continue to care for my private patients at M.I.T. and therefore must retain a relationship with the M.I.T. Medical Department. It would be a hardship for professional, financial, and personal reasons to sever completely this M.I.T. relationship. Inasmuch as the City Solicitor has given his opinion that continuing to care for my own patients at M.I.T. would not present a conflict of interest, I will continue as a part-time salaried M.I.T. employee to care for this group of M.I.T. patients I have taken care of for many years. This activity is strictly patient care of private patients.

The amount of time necessary for this care of private patients is in the range of 13 - 15 hours a week spread over different days of the week. In my opinion, this time will not interfere with the execution of the responsibilities of the role of Commissioner of Health and Hospitals.

In order to avoid any conflict of interest, I will resign my other responsibilities as follows: Physician in Charge of the M.I.T. Environmental Medical Service, Director of the M.I.T. Radioactivity Center, Chairmanship of the M.I.T. Committee on Assessment of Biohazards, membership on other M.I.T. Health and Safety Committees. In addition, I will resign from a non-M.I.T. Medical Director position I now hold. I will also resign as an Incorporator of the Mt. Auburn Hospital.

I will continue to serve as a Councillor of the Massachusetts Medical Society, retain my affiliation with the Mt. Auburn Hospital as a member of the Medical Staff, and as a member of the Board of Directors of the Cambridge Chapter of the American Red Cross and Cambridge Unit of the American Cancer Society, as professional affiliations.

Further to avoid conflict of interest, issues which involve laws that affect M.I.T. in areas such as sanitation and code ordinances will be referred directly to the City Manager for his consideration and, when necessary, consultations with competent public health personnel.

MHC:ee

approved
James L. Sullivan
5-21-81

Melvin H. Chalfen MD

City of Cambridge

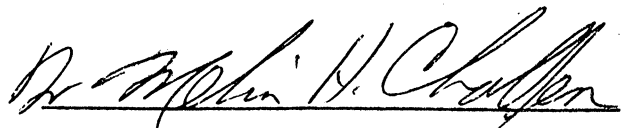
Cambridge *May 28*, 19*81*

I, Dr. Melvin H. Chalfen, do solemnly swear, that I will bear true faith and allegiance to the Commonwealth of Massachusetts, and will support the Constitution thereof.

So help me God.

I, Dr. Melvin H. Chalfen, do solemnly swear and affirm that I will faithfully and impartially discharge and perform all the duties incumbent on me as Commissioner of Health and Hospitals according to the best of my abilities and understanding, agreeably, to the rules and regulations of the Constitution and the laws of the Commonwealth.

So help me God.

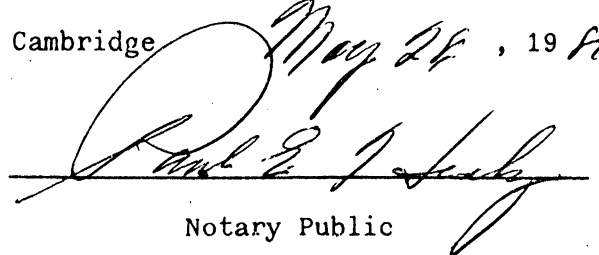


Dr. Melvin H. Chalfen

Middlesex, SS.

Sworn to before me

Cambridge *May 28*, 19*81*



Notary Public

City of Cambridge

Cambridge *May 28*, 19 *51*

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Middlesex, SS.

Sworn to before me

Dr. Melvin H. Chalfen

Dr. Melvin H. Chalfen

Cambridge *May 28*, 19 *51*

Paul E. J. Leahy
Notary Public



RECEIVED BY
CITY OF CAMBRIDGE
MAY 21 4 24 PM '81
CAMBRIDGE, MASSACHUSETTS 02139
Tel. 498-9011
CAMBRIDGE, MASS.

EXECUTIVE DEPARTMENT
JAMES L. SULLIVAN
City Manager

May 21, 1981

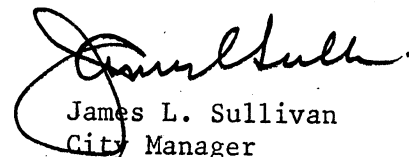
Paul E. Healy
City Clerk
City Hall
Cambridge, Mass. 02139

Dear Mr. Healy:

In accordance with requirements of the Ordinance establishing the position of Commissioner of Health and Hospitals, I have entered into a Memorandum of Understanding with Dr. Melvin H. Chalfen to commence his duties as Commissioner of Health & Hospitals on June 1, 1981.

I am enclosing a copy of this memorandum to be placed on file in the office of City Clerk so that there will be no question on conflict of interest or the details of the duties and responsibilities provided.

Very truly yours,


James L. Sullivan
City Manager

JLS/b

C U R R I C U L U M V I T A E

Melvin Howard Chalfen, M.D.

Address: Office - 77 Massachusetts Avenue, Cambridge,
Massachusetts
Home - 31 Bates Street, Cambridge, Massachusetts

Date and Place
of Birth: August 30, 1926, Cambridge, Massachusetts

Marital Status: Married, three children

Education: Harvard College (cum laude) 1950
Tufts University School of Medicine, 1954

Medical Intern-
ship and
Residencies: 1954-1959
Hartford Hospital, Hartford, Connecticut
New England Center Hospital, Boston
Boston City Hospital, Boston

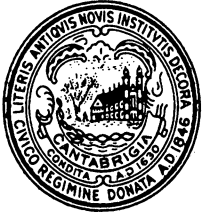
Medical School
Appointments: Clinical Instructor in Medicine, Tufts University
School of Medicine, 1959-1966
Assistant in Medicine, Harvard Medical School, 1959-1966
Clinical Instructor in Medicine, Harvard Medical
School, 1966-to 1980..

Hospital
Appointments: Courtesy Staff, New England Center Hospital, 1959-1966
Courtesy Staff, Cambridge Hospital, 1972-present
Active Staff, Assistant Physician, Department of
Internal Medicine, Mount Auburn Hospital, Cambridge,
1959-present

Private Practice: Cambridge, Massachusetts, 1959-1966

Experience: M.I.T. Medical Department, 1966-present
Assistant Medical Director, Physician in charge of
Environmental Medical Service, 1976-present
Director, Radioactivity Center, 1972-present
Member various Institute Health and Safety Committees,
Chairman, Committee on Assessments of Biohazards,
1976-present
Polaroid Corporation, Medical Consultant, 1966-1974
Microwave Associates, Medical Director, 1974-1976
Electronics Corporation of America, Medical Director,
1976-present

Memberships: Massachusetts Medical Society, Councilor, 1969-present
 New England Diabetes Association
 Health Physics Society, American Occupational Medical
 Association
 Cambridge Medical Improvement Society
 American Red Cross, Cambridge Chapter, Board of
 Directors, 1970-1976, 1978-present
 American Cancer Society, Board of Directors, Cambridge
 Unit, 1978-present
 City of Cambridge Health Policy Board, 1977,
 Chairman, 1979



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 498-9011

EXECUTIVE DEPARTMENT
JAMES L. SULLIVAN
City Manager,

June 1, 1981

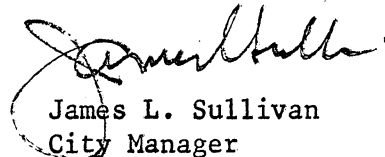
To the Honorable, the City Council:

Please be advised that I have appointed Dr. Melvin H. Chalfen as Commissioner of Health and Hospitals effective June 1, 1981.

As you are aware, Dr. Chalfen has been the Chairman of the Health Policy Board for the past two years and is intimately familiar with the health policies and programs existing in the City of Cambridge. Dr. Chalfen is a Cambridge native having lived all his life in this City. His current address is 31 Bates Street and his resume is attached.

In my judgment the community could not get a more qualified individual to serve in this capacity.

Very truly yours,



James L. Sullivan
City Manager

JLS/b

Appointment of Dr. Melvin H. Chalfen as
Commissioner of Health & Hospitals



City Treasurer
JAMES F. GUFFIN
EXECUTIVE DEPARTMENT

CITY OF CAMBRIDGE

City Manager
CIVIL SERVICE COMMISSION
CITY OF CAMBRIDGE

In City Council,

~~June 1, 1981~~

June 8, 1981

Placed on File