



DRAFT
Region 4A Medical Reserve Corps

MEETING MINUTES
Tuesday, June 10, 2014, 10:00 A.M- 1:00 P.M.
Wayland Town Hall, Selectmen Meeting Room
41 Cochituate Road. Wayland, MA 01778

Call to order and quorum by Board Chair Ruth Mori **10:00 AM**
Attendees: Ruth Porter, Robin Chapell, Heidi Porter, Linda Callen, Susan Rask, Archana Joshi, Cathy Corkery, Luisa Santiago, JoAnne Petro.

Administrative Business:

Motion to approve MRC AB Minutes for November 2014 by Linda Callan, and second by Heidi Porter. All in favor, motion approved as presented.

Steering Committee meeting, May 27, 2014, Ruth Mori attended.

- MRC deliverables for BP3 should be released soon.
- Capability 15, Volunteer Management discussed, Ruth will send out notes.
- First meeting in next Fiscal Year, will work on short and long term goals.
- Massachusetts Medical Society (MMS) will not offer the training in May due to budget cuts, however, they will try to conduct some type of event for volunteers.
- Data collection will become increasingly important, this is the way to speak to members of the legislature, ex. capture volunteer hours to show cost savings (Cathy Corkery will work on the process to do this for all training and events.) This is a working year to prepare, next year this information will be expected.

Statewide MRC Meeting, June 4, 2014, Heidi Porter and Cathy Corkery attended.

- Similar information to what was presented at Steering Committee meeting (notes above).
- Cathy will create policy/procedure on how to capture data and maintain rosters from training.
- Cathy will develop form to collect data (ex: type of event, emergency versus non-emergency response, date, time, number of volunteers, role of volunteers)
- Regan Checchio (Regina Villa) is looking into a standard form to help capture deliverables and also using information from the federal website (DCVMRC).

New Business

MRC Coordinator Update and Discussion

- Training-discussion of ideas for fall
 - Training program: ICS 100/NIMS 700, Social Media, Behavioral Health (Adult and Pediatric), EDS exercise for functional needs
 - Regional Speaker: National Guard Medical Personnel, Behavioral Health, Stress Reduction
- MA Responds – Region 4A wants to have as many administrators as we need, this was promised by Lindsay Tallon at General Coalition meeting in February. When the next class is offered to be an administrator for MA Responds, Cathy will send the information out to the Region. The MRC



Advisory Board believes that all Region 4A towns should be on MA Responds, we need to market it better.

- Website – Cathy Corkery and Ryann Bresnahan have done some research on websites.
 - Cathy contacted the contractor, Aciron, who created the website and database for both Region 4B and Worcester MRC, a ballpark number for the website that includes calendar of events and registration process (will depend on specific functionality) could be up to \$20,000 - \$30,000. At this time, this would not be the best option.
 - Ryann met with Sam Wong, Hudson, who has extensive website development knowledge, Sam suggested using Square One and that Ryann and Cathy could develop it together. The MRC Advisory Board agreed this would be the best option.

MRC Budget (MDPH and NACCHO Funds) Review and Discussion

- Discussion about trainer for Lexington First Aid Class (June 4, 2014), due to miscommunication, the planned trainer did not come, however, Mr. Joe Fratto, a retired EMT, was there and able to teach the class. **Motion by Robin Chapell and second by Linda Callan to pay Joe Fratto up to \$225.00 for the course (\$49 from MRC for certificates from American Heart Association, \$176 from NACCHO for training). All in favor, motion approved as presented.** Cathy will call Joe and work with him to create one bill, and itemize the about 2 amounts.
- Kitty Mahoney, Framingham MRC, requested funds to pay for a MRC Orientation Training being held on June 11, 2014 for new members. **Motion by Robin Chapell and second by Heidi Porter to pay \$501.88, Kitty will submit invoice to IIGL. All in favor, motion approved as presented.**
- Luisa Santiago, IIGL, will contact Doris Moore to ensure she submits all bills through the end of June 2014 so they can close out this fiscal year.
- **Motion by Robin Chapell and second by Heidi Porter to purchase coloring books for children from Channing Bete with any funds left over at end of fiscal year (June 30, 2014). All in favor, motion approved as presented.** Cathy will send order information to Joanne Petro, IIGL to order.
- Discussion about funds maintained in Weston, by June 30, 2014, it seems there will only be about \$1,000.00 left in the account. MRC Advisory Board agreed to implement new policy that all requests for Weston funds must come through the MRC Advisory Board for approval.
- MRC Advisory Board will meet on June 24, 2014, to discuss the budget for the upcoming year, to include the contract for Cathy Corkery. Susan Rask will work on evaluation for Cathy and send it to other Advisory Board members for discussion at the meeting on June 24.

Additional Member Concerns/Issues

- Term for some of the MRC Advisory Board Members will expire at end of fiscal year, June 30, 2104, to include the role of Chair/Executive Director. This must be brought to the General Coalition meeting on June 19 for discussion and approval of a new Advisory Board.

Adjourn

1:00 PM