



Region 4A Medical Reserve Corps

MEETING MINUTES

Tuesday, July 22, 2014

10:00 A.M- 12:00 P.M.

Wayland Town Hall, Selectmen Meeting Room
41 Cochituate Road. Wayland, MA 01778

Call to order (no quorum) by Board Chair

10:00 AM

Attendees: Heidi Porter, Susan Rask, Ann Loree, Ruth Mori, Cathy Corkery.

Administrative Business:

Board member roles and responsibilities:

- New term for the MRC Advisory Board Members began July 1, 2104. The Executive Director and Assistant Executive Director will serve for a period of 18 months. General Coalition meeting on July 19 discussed and approved Ann Loree as new Advisory Board member.
- Motion to nominate Heidi Porter for Executive Director by Susan Rask, second by Ann Loree. All in favor, motion approved as presented.
- The MRC Advisory Board will provide the General Coalition with a recommendation for the following candidates:
 - Executive Director/Chair: Heidi Porter- attends State steering committee.
 - Assistant Executive Director: Susan Rask-approves contractor invoices, oversees NACCHO and any other grant process.
 - Secretary: Ann Loree-set agenda, review minutes, ensure proper posting.
 - Members may tag team meetings and share responsibilities.

Approval of past MRC Advisory Board Meeting Minutes:

- Motion to table MRC AB Minutes for June 2014 by Susan Rask, second by Heidi Porter. All in favor, motion approved as presented.

Statewide MRC Meeting/Steering Committee/ Other Committee meetings

- Next meeting: Wednesday, August 20, 10:00 a.m.-1:00 p.m.

New Business:

MRC Coordinator Update and Discussion

- Training-discussion of ideas for Fiscal Year 2015
 - Training program: ICS 100/NIMS 700, Social Media, EDS and Sheltering exercise for functional/cultural needs.
 - Regional Speaker: Active Shooter, Behavioral Health/Mental Health First Aid, (followed at a later date by Psychological First Aid), SMART, National Guard Medical Personnel, Stress Reduction, Plan for Children in Disasters.
 - MRC Coordinator will schedule the fall courses now.



- Capabilities: MRC Coordinator will tie training and other events to capabilities and ensure we follow and complete deliverables. We are federally approved MRC, all communities who receive funding must follow the conditions of funding and report information needed for federal and state.
- 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 MA Responds administrator class is offered, MRC Coordinator will send information 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 demonstrated both Square Space and Wild Apricot at General Coalition meeting, who voted to approve using Wild Apricot and approved up to \$2,000 for a contract to provide start up. Cathy will send time line for making website live MRC Advisory Board by Friday.
- Goals for Fiscal Year 2015: Discussion about goals developed by the Advisory Board for the MRC Coordinator, the first two priority goals are to develop clear deployment protocols for all towns and conduct a drill. Also discussed ideas about how to best accomplish obtaining information from the communities. MRC Coordinator will update MRC Advisory Board every couple of weeks.
- All communities must CORI/SORI prior to giving out badges, must be re-done every 3 years.

MRC Budget (MDPH and NACCHO Funds) Review and Discussion

- Discussion about funds maintained in Weston, there is approximately \$1,500.00 in the account. General Coalition voted on July 19 to implement new policy that all requests for Weston funds must come through the MRC Advisory Board for approval.
- Woburn requested \$500 for recruiting items. Motion to approve \$200.00 by Ann Loree, second by Susan Rask, Heidi Porter opposed. Motion approved at \$200.00.
- Discussion about funding with HMCC coming, looks like we will continue the same process for at least a couple of years and when HMCC's are created, all money will go to fiscal agent of HMCC, decision will have to be made about governance.
- Coloring books for children were purchased, decision to equally distribute at next meeting.

Potential Grant Applications: no information at this time, should be out within the next couple of months.

Additional Member Concerns/Issues

- Discussion about creating a strategic plan on making the region more cohesive. Some ideas:
 - Combine town MRC's or create sub-regional MRC's.
 - Combine flu clinics, continue to use them in accordance with Emergency Dispensing Site procedures, this will train us to respond to larger emergencies.

Adjourn

1:00 PM