



**Region 4A Medical Reserve Corps  
MEETING MINUTES  
Wednesday, August 20, 2014  
10:00 A.M- 1:00 P.M.  
Wayland Town Hall, Selectmen Meeting Room  
41 Cochituate Road. Wayland, MA 01778**

**Call to order by Board Chair**

**10:00 AM**

Attendees: Susan Rask, Ann Loree, Robin Chapell, Linda Callan, Archana Joshi, Cathy Corkery, Luisa Santiago, JoAnne Petro.

**Administrative Business:**

Reorganization: New AB Roles and Responsibilities –

- Short review of roles and responsibilities of Director/Chair (Heidi Porter), Deputy Director (Susan Rask) and Secretary (Ann Loree)
- Ann Loree gave brief application of open meeting law (OML)

Approval of past MRC Advisory Board Meeting Minutes

- Tabled MRC AB Minutes for 10 June 2014 and 22 July 2014.

Statewide MRC Meeting/Steering Committee/Other Committee meetings

Susan Rask attended state wide Steering committee meeting by phone.

- Discussion regarding funding for MMS annual training events- due to budget cuts at MDPH, no money in coming year - past cost has been approximately \$7-8,000.
  - Question raised at Steering Committee and LSAC, would each MRC kick in money, issue was left unresolved. Not great values to western part of the state, too far. Unsure if people would attend it as a webinar.
  - Would we entertain giving money? Could we charge each MRC by the amount of volunteers we send?
  - Other ideas, very expensive, dinner, could we do it without dinner?
- Continuing questions about how MRC will fit into HMCC. Sandy Collins stated that MRC's are local assets and should not be available for deployments through HMCC process, no resolution.
- Steering Committee will be developing short and long term priorities, work plan for new year

**New Business**

MRC Coordinator Update and Discussion

- Review Fiscal Year Goals
  - Template form for gathering Towns' Deployment Preference- Cathy will revise "town deployment preference document" for discussion at GC meeting on August 28 and will complete after GC meeting.
  - Wrap up deployment SOP (for leadership) by October and create Volunteer document.
  - Create draft plan on how to run a drill then conduct drill, late October.
  - Template form for gathering Towns' Communication Preference from MRC
- Coordinator-Cathy is continuing work on this.



- Training Schedule Review – continued discussion. Coordinator to present speakers and locations for first two events.
- Capabilities and Direction of MRC Volunteer Training – Coordinator to present updated training schedule showing course distribution across the region
- MA Responds/Website Update –
  - Website update - contract signed by contractor, will send to Luisa.
  - MA Responds – Cathy will make list of who is on MA Responds from Region 4A.

#### NACCHO Funds Distribution Requests –

- Discussion to stop requests for direct submittals from towns to spend money from Weston.
- Motion by Susan, second by Robin, to recommend to General Coalition to use remaining funds in Weston to increase money to each town by \$25 to add to the \$200 already allocated for total of \$225. All requests will go to IIGL, they will monitor that each town does not exceed \$225 expenditure. IIGL will forward first \$800 in requests to Weston for payment so the Weston funds will be spent down. IIGL will pay remaining \$225 per town through state MRC funds. All in favor, motion approved as presented.

Potential Grant Applications- NACCHO, non-competitive grant has not been sent out, should be within next month or two.

#### **Additional Member Concerns/Issues**

Fiscal update by Luisa Santiago, IIGL:

- Money spent should be tied back to capabilities, Capability 15, Volunteer Management.
- General Coalition has not voted the MRC budget for FY 2015. Ann will present the budget at the next meeting on August 28, Susan will email Gerry to get on agenda.

Motion to adjourn by Ann Loree, second by Linda Callan. All in favor, motion approved as presented.

**Adjourn**

**12:45**