



**Region 4A Medical Reserve Corps
MEETING MINUTES
Tuesday, September 9, 2014
10:00 A.M- 12:30 P.M.
Wayland Town Hall, Selectmen Meeting Room
41 Cochituate Road. Wayland, MA 01778**

Call to order and quorum by Board Chair

10:00 AM

Board Attendees: Heidi Porter, Susan Rask, Ann Loree, Robin Chapell,

Other attendees: Archana Joshi –MDPH, Cathy Corkery –MRC Coordinator, Ruth Mori past Chair
Luisa Santiago and JoAnne Petro – IIGL, fiscal agent.

Administrative Business:

Approval of past MRC Advisory Board Meeting Minutes: 7/22, 8/20 – postponed until next meeting.

Statewide MRC Meeting/Steering Committee/Other Committee meeting – no meetings attended since last Advisory Board meeting.

Fiscal Budget Update from Fiscal Agent IIGL/NACCHO Funds or Distribution Update – IIGL has funds. For any sub-regional training, MRC Coordinator will research prices in that area then contact IIGL for purchase.

New Business

MRC Coordinator Deliverables Update and Discussion

- 1) Review and Finalize Deployment Documents, SOP, after action survey – discussion and final comments on revisions. MRC Coordinator will send out Excel spreadsheet with explanation to towns.
- 2) Plan Deployment Drill – MRC Coordinator will conduct a deployment drill on 8th of October using the Deployment SOP, audience will be members of the Advisory Board and their staff/MRC personnel.
- 3) Volunteer Handbook – discussion on contents, include revised deployment documents.
- 4) Regional Trailer Plan – update on Acton Regional Trailer visit, discussion about creating a protocol for storage/use, ideas about what to include. MRC Coordinator will draft a document. The Board will do needs and function assessment of those towns that store the regional trailers. Plan to put all items stored in the trailers on MIMS.
- 5) MRC Volunteer Training Update – discussion about training schedule and confirmed venues –All venues are confirmed, continuing to work with IIGL on contracts.
- 6) Website Update – new information on website development.
 - a) Wild Apricot. Meeting on 5 September with CSSI about website, what it should look like and what information should be on it, they are working on it.
 - b) IIGL will contact Civic Plus to get copies of old documents from that website.



Potential Grant Applications –NACCHO-information should be out around end of month. Advisory Board would like to consider possible Challenge Award grant as well as the Capacity Building Award. MRC Coordinator will look into the options. Potential uses for these grants are exercises and equipment.

Open Meeting Law – handout, and a brief discussion on the use of e-mails.

Additional Member Concerns/Issues – none

Motion to adjourn by Susan Rask and second by Ann Loree, all in favor, motion approved as presented.

Adjourn

12:30 PM