



**Region 4A Medical Reserve Corps
MEETING MINUTES
Tuesday, October 14, 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

10:30 AM

Board Attendees: Heidi Porter, Susan Rask, Linda Callen

Other attendees: Cathy Corkery –MRC Coordinator, Luisa Santiago – IIGL, fiscal agent.

Administrative Business:

Approval of past MRC Advisory Board Meeting Minutes: 7/22, 8/20, 9/9 – postponed until next meeting.

Statewide Steering Committee– update from Heidi Porter:

1) MDPH is going to talk more about statistic collection at coordinators state meeting in December.

2) HMCC- Mary Clark talked about HMCC's:

a. Fiduciary agent, we can't participate in selection process. Prospective bidders should meet with us as part of the application process to ascertain our needs. RFO will go out in Nov, award in Feb. Our PHEP (Public Health Emergency Preparedness) money will go to HMCC, not us. We will still have to meet deliverables.

b. Discussion about the MRC money and what is going to happen with it after the HMCC transition. IIGL has the existing contract.

c. At meeting between EC of both 4A and 4B, it was said that Cambridge Health Alliance will apply.

Fiscal Budget Update: Luisa Santiago, Fiscal Agent IIGL:

1) NACCHO Funds – 4 communities have submitted invoices, starting to bring down the amount of funds held in Weston.

2) iPads- Luisa will check with JoAnne Petro about iPad (switching to community accounts), once every iPad has been accounted for, IIGL will send a process on how payments will be done. Until then, Community will send bill to IIGL; they will continue to pay out of PHEP. There are 5 MRC iPads being paid by MRC, process is fine if IIGL remains as Fiscal Agent.

3) IIGL must update contract for Doris Moore, looking for a scope of work. Susan will look for a previous copy.

New Business

MRC Coordinator Deliverables Update and Discussion



- 1) Review and Finalize Deployment Documents – SOP: discussion about making some changes, MRC Coordinator will update and send out for final review. Heidi Porter stated that Mary Clark noted that MDPH are re-defining deployment protocols and they should have an update at State MRC Coordinators meeting.
- 2) Deployment Drill – MRC Coordinator conducted a deployment drill on 8 October using the Deployment SOP; audience was members of the Advisory Board and their staff/MRC personnel. This was a great tool to work through draft Deployment Documents and make improvements.
- 3) Volunteer Handbook – discussion on contents, include revised deployment documents.
- 4) Regional Trailer Plan – postpone to future meeting.
- 5) MRC Volunteer Training Update – discussion about training schedule and confirmed venues –All venues are confirmed, continuing to work with IIGL on contracts. Will start working on spring training plan.
- 6) Website Update – new information on website development.
 - a) Wild Apricot. Work is continuing, will have a demonstration at General Coalition meeting.
 - b) IIGL has copies of old documents from Civic Plus website.
- 7) Deliverable Document: MRC Coordinator will update form based on discussion (excel spreadsheet, highlight the fact that the information is required by the Federal/State, it is a deliverable), send out to General Coalition members for immediate use.
- 8) NACCHO Grant Applications -information is out, Advisory Board members discussed input, MRC Coordinator will put together documents for input to NACCHO.

Additional Member Concerns/Issues – none

Motion to adjourn by Susan Rask and second by Linda Callan, all in favor, motion approved as presented.
Adjourn **12:45 PM**