



Region 4A Medical Reserve Corps Advisory Board meeting

MEETING MINUTES

Thursday, December 18, 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

10:00 AM

Attendees: Heidi Porter, Susan Rask, Robin Chapell, Kitty Mahoney
Cathy Corkery, Luisa Santiago, JoAnne Petro

Administrative Business:

Upcoming Meetings: January 15, February 19, 10:00 a.m. – 1:00 p.m.

Approval of past MRC Advisory Board (AB) Meeting Minutes:

- November 20, 2014: Motion to approve MRC AB Minutes by Robin Chapell, second by Kitty Mahoney. All in favor, motion approved as presented.

Statewide MRC Meeting/Steering Committee/Other Committee meeting

- Cathy attended State MRC Coordinator Meeting, December 8, 2015. (see notes, page 4)

Fiscal Budget Update from Fiscal Agent IIGL/ NACCHO Funds

- NACCHO, only expenditure Joe Fratto (CPR, Lexington)
Luisa will check old paperwork to see if there is an old budget, need a loose idea.
NACCHO funds carry over year to year. Prior to 2012 could be used for food.
- **\$225 MRC allocation to each community:**
Weston Funds: Community sends request to Luisa, she send to Weston for payment.
November: looked like Weston should be almost out of money.
Sherborn request, didn't look like Weston had enough money. Luisa will continue to try to get actual report from Weston so she can match expenditures.
Luisa will continue to keep track of each Community allocation to show the people who haven't expended, and how much is left.
Motion by Robin, second by Kitty: Not later than Friday, 13 February 2015, all Communities are required to expend \$225 community allocations or have a definitive spend plan to IIGL. After that date funds will be re-allocated.
All in favor, motion approved as presented.
Joanne or Luisa will send requirement to region with spreadsheet of who expended what.



- NACCHO 2015, Capacity Building Award and Challenge Award were submitted. Approval should come out the first week in January 2015. Cathy will contact Marissa Garafano and Roberto Santamaria from Framingham, that if we receive the Challenge Award, to be prepared to brief the General Coalition in January, to include discussion about what communities the 2 trainers should come from. Cathy will request Gerry to put on agenda.
- **Lexington: Gerry Cody requested additional funds - \$132.**
Discussion - other communities use PHEP, he should too. He can reapply after due date to see if others have not used their allocation, MRC Advisory Board may authorize mini-grant opportunities.
Motion to deny the request by Susan, second by Robin, All in favor, motion approved as presented. Susan will notify Gerry of decision.
- **5 MRC iPad's:**
IIGL is using MRC funds to pay \$105.50 for a data plan for each MRC iPad. Want to be sure we know who has each iPad and if they are being used.
Believe they may belong to: 1-Susan Rask, 2-Heidi Porter, 3-Cathy Corkery, 4-Linda Callan, 5-Bob Landry/Bob Cooper? JoAnne Petro will search IIGL documents for original list, find out who each iPad was assigned to, and send email to verify owners.
If IIGL continues as fiscal agent for the MRC, we won't need to change accounts.

NEW BUSINESS:

- Eileen Sullivan will be interim Commissioner.
- Kitty announced CASPR/EPI strike team training on January 28, at Massachusetts Medical Society, Waltham, this will satisfy one of our deliverables. Connecticut used MRC volunteers to conduct survey throughout neighborhoods. Survey was about Nuclear power plant, do people know what to do in case of emergency.

MRC Coordinator Deliverable Update and Discussion:

- Review and Finalize Deployment Documents – SOP, reviewed by MRC Advisory Board, looks good, publish it and put on website.
- Volunteer Handbook – MRC Advisory Board members will review.
- MRC Brochure – Cathy will work with Kitty.
Ideas: Add under medical-EPI Strike Force, Behavioral Health, Add more Non-Medical types.
- You can participate in helping your community, we can provide training.
- Make it 4 fold (versus 3), and create it so it is easy to mail.



- MRC Volunteer Training Update – training schedule changes and confirmed venues – Cathy continuing to work on schedule.
- Wild Apricot Website Update – Website: Cathy will send link to MRC Advisory Board. Cathy will make website functional by Monday, 5 January 2015. Start slow, use website as information source, then add MRC Advisory Board as members, use and work out kinks. Add 4A General Coalition members in the future. Kitty will work with Cathy on Administration.
- Deliverable Document Update – Cathy will work on deliverable requirement – “Each unit that is not a member of MA Responds must submit a copy of its written procedures to meet this requirement for credentialing volunteers”.

Additional Member Concerns/Issues

- Discussion about Ebola and Personal Protective Equipment (PPE) training; we need updated training in many areas, PPE training, the state will not do it now, although studies show that our medical communities members are too slow. There are other legal issues, Quarantine vs isolation vs exclusion; Commitment requirements of Ebola, what if someone threatens to leave care. So much of the workforce has turned over, need refresher, it has been too long since last training, state tends to be too late. Susan stated that training has started for Regional Law Enforcement Teams (NERAC).

12:15: Motion to adjourn by Susan Rask, second by Robin Chapell, all in favor, motion approved as presented.



MRC Statewide Coordinators Meeting, December 8, 2014

DPH Updates by Mary Clark:

Introduced Donna Quinn, new State MRC Coordinator, background as MRC Leader/Public health.

Ebola:

- Ebola travelers watch, 4 countries/5 airports, assigned risk category, identify/isolate versus direct care, either DPH or local health department will monitor. Working on challenges with PPE; supplies, training, proper use. Working to put in national stockpile. Mass General doing a lot of training.
- CDC team came to MA in December to visit hospitals that agree to take Ebola patient, Mass General, Children's, UMass, Bay State,. Collaborative system, coordinate and share information between hospitals, EMS, others.
- Plan for MRC, not sure what the actual role of MRC would be, most likely education, support, will work with individual units if needed.
- Lisa and Katie prepared to give training if ok by DPH.

HMCC:

- RFR, due to holidays plus Ebola preparation, October RFR postponed, expected to come out in January, with 45 days to review/submit.
- MRC's should see no impact, funding will continue to come out of state match, don't anticipate change in funding or management. Want MRC's to be planning partners.
- MRC members concerned if MRC funds go through HMCC's, funds will be lost, Mary will certainly consider, but even if it is channeled through HMCC, DPH will give specific guidance so that does not happen.

Communication Protocol:

- No major changes, way of centralizing request process and coordinating through ESF 8. Mary has given ideas for improvement to Steering Committee (next meeting, March).

Badging: (MA Responds)

- Issue with badging, many units have not updated badges; most units have their own capability, would be very expensive to do it through MA Responds unless all units use it.

Data:

- Need more consistent process, state is working toward using federal system.

MA Responds:

- October they conducted a yearly drill, people are ready but need more advanced training.
- Will conduct Mission Manager Training on Thursday, February 5.