



Region 4A Medical Reserve Corps Advisory Board meeting

MEETING MINUTES

Thursday, January 15, 2015, 10:00 A.M- 12:00 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, Ruth Mori

Administrative Business:

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

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

- December 18, 2014: Motion to approve MRC AB Minutes by Kitty Mahoney, second by Robin Chapell. All in favor, motion approved as presented.

Statewide MRC Meeting/Steering Committee/Other Committee meeting

- No new meetings since last MRC AB.

Fiscal Budget Update from Fiscal Agent IIGL/ NACCHO Funds

- Luisa Santiago (IIGL) sent reports of who has used \$225 (nine communities have used at least part)
Winchester will not use this money (Jen Murphy).
IIGL will send another reminder email; use the funds by February 13, or send IIGL a very specific plan on how and when they will spend it.
If they don't use money by 13 Feb, IIGL will take it back. Communities will have the opportunity to request additional funds, (can be used for food or supplies); they must clarify specifically what they want to use it for to include any activities/expenses and when they will spend it. IIGL will send a notice to all communities that there are funds available with deadline selected by MRC AB.
- Weston funds: Luisa has sent emails to Weston asking for a report about how much money is left, no response. We would like an official printout of the final accounting information in order to close out this account.
Luisa should send request to the Weston Finance Director, Sarah F. Johnson-Johnson.s@westonmass.org, if no response, send to Weston Town Manager.



- NACCHO 2015, Capacity Building Award approved, Cathy Corkery will send contract information to Luisa Santiago, who will submit the contract. 2 copies of the contract (original signature on each) are due to NACCHO by April 17, 2015
NACCHO 2015 Challenge Award - we were not approved for this award.
- LSAC meeting - update on RFP, not coming out now, waiting for new Governor and Commissioner (who doesn't start work until February). There may be a 6 month extension (past June 30?)
- Heidi asked Mary Clark about MRC funds: Funds will be administered through HMCC host agent (fiscal agent)
We never received a response asking if the Fiscal Agent has to be from the region (ex, IIGL is not in our region).
- **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.
MRC iPads:
Susan Rask - does not want the phone/data plan, uses town plan/iPad, not MRC.
Heidi Porter - does not want the plan, uses town plan/iPad, not MRC).
Linda Callan - *IIGL will ask if she needs the plan.
Kitty Mahoney (yes)
Cathy Corkery (yes)
If MRC Funds go to new Fiscal Agent, may need to transfer - will need to discuss in future, okay to keep them as is under IIGL for now.
- Invoice from Kevin Kohrt (Whitehall Solutions) for MRC website.
Cathy/Luisa received an invoice for \$3,000-Web hosting (July 2013 - June 2014 \$2,000.00, July 2014 - January 2015 \$1,000.00
Invoice was previously paid from NACCHO funds held in Weston, about \$2,000 each year.
Ruth Mori talked to him summer 2013 to change the admin user name/password, and ask how to post information. Ruth gave the info to Cathy when she started October 2013, at that time Cathy did have minimal contact with Kevin for small changes. We have contacted Kevin for more detailed justification/accounting for work he did and/or hosting cost, we will bring that information back to the MRC AB when received.
Motion by Robin Chapell: IIGL will send a letter to Kevin Kohrt – we don't have capability to pay anything from previous fiscal year, no further work should be done. Thank you for providing your services. Second by Susan Rask, all in favor, motion approved as presented.



NEW BUSINESS:

- Kitty Mahoney announced CASPER/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:

- Volunteer Handbook – MRC Advisory Board members will review.
- MRC Brochure – Cathy will work with Kitty, 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.
Discussion about training for volunteers, we do not have mandatory training. All volunteers are encouraged to become trained in “Core Competencies” listed in Volunteer Handbook. Create a simple table of best practices for volunteers and add to Volunteer Handbook.
- Wild Apricot Website Update – Website is live, Cathy will re-send link to MRC Advisory Board for review and comments.
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”. CORI/SORI is essential element for volunteers.

Additional Member Concerns/Issues

- None.

11:15: Motion to adjourn by Susan Rask, second by Robin Chapell, all in favor, motion approved as presented.