



Region 4A Medical Reserve Corps Advisory Board meeting

MEETING MINUTES

Thursday, February 19, 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, Linda Callan
Cathy Corkery, Luisa Santiago, Ruth Mori

Administrative Business:

Upcoming Meetings:

- Thursday, March 12, 2015, 10:00 a.m. – 12:00 p.m.
- Wednesday, April 8, 2015, 10:00 a.m. – 12:00 p.m.
- Tuesday, May 12, 2015, 10:00 a.m. – 12:00 p.m.

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

- January 15, 2015: Table meeting minutes to next meeting.

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) towns working on spending \$225 allocation.
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 allocation by deadline, IIGL will take it back.
IIGL will send a notice to all communities that there are funds available with deadline selected by MRC AB. 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 date they will spend it.
MRC AB will review all requests and prioritize.
- Weston funds: IIGL -received report from Wendy Diotalevi from Weston, no balances, some community payments don't match what IIGL has.
Wendy stated that it is zero balance.
MRC AB wants printout from town software program that shows transactions and zero balance, this will allow IIGL to reconcile deposits and payments with their information.
Want to be prepared in the event that NACCHO requires confirmation of accurate accounting; don't want to have to send them directly to Weston as the fiduciary agency.
Discussion about requiring an audit for entire period.
IIGL will email town administrator and town finance officer, ask for official confirmation of zero balance, (printout form town software).



- 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.
IIGL will contact Kevin for more detailed justification/accounting for work he did and/or hosting invoice.
Funds must be from NACCHO, do not have capability to use PHEP (prior fiscal year closed, as of 30 Jun 2013, zero balance) and there is no formal contract and MA DPH approval.
Motion by Susan Rask: IIGL will send letter and check to Kevin Kohrt (\$1,000 - 1 July 2014-1 January 2015, plus \$210.00 - 7 months of Website Hosting) – we don't have capability to pay anything from previous fiscal year and do not have an approved contract, no further work should be done. Thank you for providing your services. Second by Robin Chapell, all in favor, motion approved as presented.
- CPR Instructors for Walpole: Robin Chapell has 2 CPR instructors who teach MRC Volunteers in the town, usually twice per year, spring and fall.
Contractors must be pre-approved through IIGL to MA DPH to become a vendor.
Need Name of person, proof of qualification, what they will be teaching, estimate of cost for the year.
Luisa will submit information for Kathi Garvin, will need more information from Ann.

NEW BUSINESS:

MRC Coordinator Deliverable Update and Discussion:

- **Volunteer Handbook** – Cathy will replace map of Region 4A and publish.
Forms in handbook will be available separately and fillable.
- **MRC Brochure** – Cathy will work with Kitty, change it to 3 fold (versus 4), and create it so it is easy to mail.
Must go through DPH for approval, should it have statement: "Brochure was provided by funds by DPH"
Research alternate suppliers and costs to print (schools: Keefe Tech, Minuteman Regional, and Southeast Regional)
- **MRC Volunteer Training Update** –
Cathy - continuing to work on schedule.
Don't schedule Psychological First Aid for May, too close to Mental Health First Aid (scheduled for April).
Try to align with National Health Observance (<http://healthfinder.gov/NHO/nho.aspx?year=2015>)
Schedule May course on: Personal Protective Measures, universal precautions, blood borne pathogens, (for example, measles scare in Framingham). Cathy will contact Lisa Crowner, DPH.



- **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 complete CPG document, send to MRC AB for comments, then to Archana Joshi.
Cathy will complete NACCHO Network profile, send to MRC AB for comments, input into NACCHO website.

Additional Member Concerns/Issues

- None.

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