



Region 4A Medical Reserve Corps Advisory Board meeting

MEETING MINUTES

Thursday, March 12, 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, Kitty Mahoney, Linda Callan
Archana Joshi, Cathy Corkery, Luisa Santiago,

Administrative Business:

Upcoming Meetings:

- 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 Meeting Minutes:

- Thursday, January 15, 2015, **Motion to approve MRC AB Minutes by Kitty Mahoney, second by Susan Rask with spelling correction Page 3, CASPER (not CASPR emergency response). All in favor, motion approved as presented.**
- Thursday, February 19, 2015, **Motion to approve MRC AB Minutes by Kitty Mahoney, second by Susan Rask with correction, add Linda Callan to attendees. All in favor, motion approved as presented.**

Statewide MRC Meeting/Steering Committee/Other Committee meeting

Susan Rask, attended MRC Steering Committee Meeting, Worcester Health Department

- Comments by Mary Clark:
RFR is out; there is a standard set of questions and clear standards each applicant must meet. Response requirements include, document of engagement and letters of support. Applicants must conduct outreach to both Region 4A and 4B; at a minimum must show local agencies are not opposed, don't need concurrence. Applicants must document when, who, details of meeting. We can request information on selection process. If there are competing agencies, DPH will decide.
MRC Funding will be distributed through HMCC Fiscal Agent, they will not deduct administrative fees but will be under our control (not another Fiscal Agent).
Tom Maguire at MDPH working on transition plan for fiscal agencies, hoping Fiscal Agents will be selected April, named early May, start July 1.
BP4 PHEP funds (July 1, 2015) can be spent for MRC if the region agrees (Region 4A currently does this). Region 4A and 4B currently allocates money differently.
BP4 funding should be stable.



- Comments/questions by Sandy Collins:
What role should MRC's play in disease surveillance / as we move into HMCC's is there a role for MRC's? (ex: Framingham had MRC on standby for measles last year and DOT (directly observed therapy) ex TB). Lot of discussion about role of MRC.
- Comments by Donna Quinn:
MA Responds-they are looking at best use of system, it was not used during Blizzard, there were some glitches.
Communication Drill, March 17-19, 2 communities in each region, Sharon and Woburn.
Reporting of MRC hours by state, trying to work numbers similar to Federal reporting. Cost calculator not working properly, cant' get info out of system to share with state.

Fiscal Budget Update from Fiscal Agent IIGL/ NACCHO Funds - Luisa Santiago:

Kevin Kohrt - case closed, he agreed to terms discussed at previous MRC AB meeting.

Weston funds, Weston Town Accountant - Received report showing account closed and email stating there is a Zero balance.

PHEP and MRC Reports sent to region. Communities have until today to spend funds or show any discrepancies, not all communities spent their allocations.

Balance \$3,750 as of right now

Our assumption is that BP3 funds will rollover to BP4 but it is not yet clear how it will be allocated with upcoming changes. We don't know how long the current fiscal agents will remain in place.

There are 5 IPad's in IIGL names

(Susan Rask, Heidi Porter, Linda Callan, Kitty Mahoney, Cathy Corkery). For ease of transition to HMCC's, IIGL will check on contract period and cancellation policy and, cancel service for all 5 IPads (we can still use them using Wi-Fi).

Motion by Susan Rask, second by Linda Callan, Cathy Corkery will plan for funds needed for training for remainder of FY, (3 regional trainings, CPR and any other), add to training spreadsheet and coordinate with IIGL. All in favor, motion approved as presented.

Kitty Mahoney received a request for training for Intradermal and Intranasal Flu Vaccination; about 30% are intradermal, bigger needle, have higher incident of local reaction, vaccinators are not holding needle properly. We should offer focused training for any towns receiving intradermal flu vaccines (prefilled), Sanifee is the only provider right now. Kitty will check with them about training.

Next LSAC meeting is Monday 16 March, Jim White will attend to represent Region 4A. Mary Clark, MDPH will be there to talk about RFR, we should forward our question to Jim White prior to the meeting. Express concern IIGL fiscal agent ends Jun 30, new HMCC fiscal agent starts 1 July, request brief extension of existing fiscal agent to finish accounting.



Plasticard Discussion-we received an invoice for \$1,176.60 from Plasticard, for a 2Yr Warranty, Enhanced Software, and a Service Agreement for One Year for the printer purchased on January 9, 2013, ZXP Series 3 Single Printer, Serial Number Z3J123600040. This printer is not being used at this time, therefore, the MRC AB decided not to purchase this agreement at this time.

Discussion about equipment purchased by region, what do we have, what do we do with outdated equipment? IIGL has list of what we bought. We do not have a policy of what to do with outdated equipment, IIGL will look at State policy and develop policy for our region.

New Business

MRC Coordinator Deliverable Update and Discussion:

- Volunteer Registration Process – Doris Moore and Cathy Corkery working on procedures.
- MRC Brochure-continuing to improve.
- MRC Volunteer Training Update, <http://www.region4a-ma.org/events>
- Website Update, Wild Apricot, <http://www.region4a-ma.org/>
- Deliverable Update
 - Communication Drill – conducted by MA DPH, March 17-19, 2 communities in each region, Sharon and Woburn will participate.
- MRC Coordinator Goals - MRC AB will review goals and begin discussing goals for upcoming year.
- MRC AB wants a better count of the number of MRC Volunteers, Clinical vs Nonclinical. Cathy will send a spreadsheet out quarterly, we understand this is a snapshot in time, but ask Towns to update with numbers of MRC Volunteers they think would actually show up.

Additional Member Concerns/Issues – none.

Adjourn

12:00 PM