



**Region 4A Medical Reserve Corps  
NOTICE OF OPEN MEETING  
Under the provision of M.G.L. c. 30A, The Region 4A Medical Reserve Corps  
Will conduct a MRC Advisory Board meeting  
September 28, 2017  
Natick Town Hall  
13 East Central Street  
Natick, MA**

Call to order/quorum by Chair/Executive Director

10:00 – 12:00 pm

Present: Kitty Mahoney, Phyllis Schilp, Amy Hansen, and Scott Moles.

**Meeting Minutes: (Phyllis Schilp)** August, 2017

*- Motion to approve by Phyllis Schilp, second by Scott Moles, all in favor, motion approved as presented.*

**Budget Report: (Kitty Mahoney)**

- Wild Apricot was paid.
- Amy Hansen was still not paid by CHA after 1 month of work, two pay period of submitted time sheets. Will address with Jendy.
- Boxborough, Ron Cisco submitted expenses in BP5 to Lisa Moulton. The expenses were not submitted to CHA. There is an email trail of correspondence to L. Moulton. CHA cannot pay due to BP5 past due date for invoices. Will consider reimbursement through NACCHO funds.
- Burlington Budget Clarification from Kitty that it is a regional training they are hosting in the second quarter. This is the same amount that they requested last budget period.
- Scott to present MRC Budget and concerns at the general coalition meeting.
- Supply list for Q2 items discussed.
- Reclassification of Q1 Budget in the consultant's line item clarification needed from CHA because Amy Hansen has not been paid.
- *A motion was made by Kitty Mahoney to reclassify consultant line item from Q1 to Q2, seconded by S. Moles, all in favor, motion approved as presented.*

**Additional Member Concerns/Issues:**

- Badge Machine is in Sudbury with CHA approval. Software provided by K. Mahoney from previous deputy VC.
- CHA has sent out a request to L. Moulton to have assets brought to BOH. If they cannot retrieve assets then they will send out state police to retrieve.
- Many Communities have still not received their Q1 PHEP checks.
- Kitty and Amy will review the template for credentialing towns not in MA Response which is due tomorrow for grant deliverables.



- Amy has completed two deliverables due this quarter
- Amy conducted the Q1 drill through MA Response and to communities not in MA Response. There were approximately 400 volunteers contacted with a 20% return rate for the drill.
- Amy has reached out to communities and started introductions and meetings, sending out monthly reporting requirements, Ma Response Training, training table tops to towns and Emergency planning presentation.
- Amy Hansen should attend the 4A Exec. Board meeting.
- Tyler Bonaccorsi region 4A planner needs to work with Amy Hansen to provide updates on the MRC 4A to the 4A region.
- Regional Supplies were brought to 4A PHEP meeting to be distributed.
- Amy Hansen provided MRC AB with a monthly activity report. Amy is progressing quickly with orienting herself to the new role.
- Reviewed the process of setting up a training with Amy Hansen.
- 24/7 contact information for Region 4A MRC are Amy Hansen and Kitty Mahoney
- Steering Committee alternate if Susan Luminello from Burlington cannot attend will be Amy Hansen.

Next meeting: Kitty will send out doodle poll.

*Motion to adjourn by: Kitty Mahoney, second by Phyllis Schilp, all in favor, motion approved as presented.*

Adjourn

12 pm