



**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
November 13th, 2017
Sudbury Board of Health
275 Old Lancaster road
Sudbury, MA**

Call to order/quorum by Chair/Executive Director

11:30am – 1:00 pm

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

Meeting Minutes: (Phyllis Schilp) September, 2017

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

Budget Report: (Kitty Mahoney)

- Amy Hansen reported that the budget does not need to be reclassified from first to second quarter if the funds are used in the same line as per Liz Foley. Will check with CHA to confirm.
- Will reclassify the balance of the VC salary due to the job vacancy in the first quarter at the March budget reclassification period.
- Ron Cisco will receive payment for supplies from NACCHO funds. Kitty to receive receipt.
- Amy has asked and followed up several times with CHA to clarify the purchasing process. Different forms have been sent. Meeting scheduled for Nov 20th or 27th to go over forms with CHA.
- OPEM clarified that clothing purchases can be made as long as the purchases are returned at the end of the event i.e. vests, wind breakers, reflective jackets.
- Amy has a list of supplies she wants to purchase. Once the purchasing process has been clarified she will start buying supplies for the region.
- Amy will formulate a list of lost supplies from Lisa Moulton to give to CHA for reimbursement of supplies.
- Clarification on what falls under each budget line item from Kitty and Scot to Amy.
- *Motion by Phyllis Schilp to age out the IPAD for K. Mahoney seconded by S. Moles all present in favor.*

Additional Member Concerns/Issues:

- Training process still needs to be reviewed with CHA. Amy to reach out to Jendy.
- Upcoming trainings: CPR/first aid, tourniquet training in Sudbury, Run Hide Fight for Congregational leaders.



- Amy Hansen cannot attend NACCHO conference. Advisory Board will consider sending an alternate.
- Kitty Mahoney to serve as the alternate for MA response back up administrator. Will check with Liz Foley to make sure that is acceptable because Framingham is not in MA Response.
- Kitty will apply for the region for the NACCHO Challenge Award for the CASPER Initiative.
- Kitty is looking for a grant for the run, hide, fight initiative for Congregational leaders. More to come.

Next meeting: December 5th.

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

Adjourn

1 pm