



**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  
March 1, 2018  
Framingham DOH  
31 Flagg Drive: Door 14  
Framingham, MA 01702**

Call to order/quorum by Chair/Executive Director

10:00am – 12:00pm

Present: Kitty Mahoney, Phyllis Schilp, Linda Callan, Scott Moles, Beth Duffey, Jendy Dunlop, Tyler Bonaccorsi and Amy Hansen (via Telephone).

**Meeting Minutes: (Phyllis Schilp)** January, 2018

- *Motion to approve by Kitty Mahoney, second by Linda Callan, all in favor, motion approved as presented.*

**Budget Report: (Scott, Amy)**

- Budget 3 modifications were submitted to CHA on March 2<sup>nd</sup>. Will continue to work on with Jendy to get them approved by the state. Jendy will call Amy tomorrow to discuss. OPEM still has to approve budget. Will be able to make some adjustments.
- April will be the final budget modification
- Amy Hansen sent modification and all related documents to AB Advisory Board
- Amy Hansen suggested shelter supplies for spending funds in quarter 4
- Go Daddy Annual fee will be added into Budget Modification 3
- Wild Apricot needs to be paid in next grant cycle
- CHA will update the Wild Apricot account with their credit card info
- Budget for CPR and First Aid was planned 6 events and used up
- Amy will update MRC AB Board/ CHA on the funds left for the end of the year for reclassification of unspent salary

**Process for when VC is out on maternity leave**

- Amy sent updated folders on MRC activities, budget, purchase summary, training requests and approval paperwork.
- Amy will submit all paperwork for food, and trainings to CHA before leave on all 5 upcoming events
- Process for submission of preapproved food while Amy is on leave:
  - Email to HMCC Mailbox of receipt, what for (training) and what community
  - Payment will be paid directly to the person who submits
- Jendy will work with the MRC AB if requests come in for supplies/events that may that were not preapproved



- Amy will submit for approval of instructors who are currently pending for upcoming trainings
- Delivery of purchases and supplies to communities
  - Incoming supplies must go through CHA accounts received and inventoried at Everett site. Since there is tracking of assets and supplies through documentation of the request and inventory received department at CHA we can pick up and deliver to communities.
  - Jendy and Tyler did bring supplies to Framingham to be stored in Framingham. Framingham will keep an inventory list.
  - Sudbury has the Lanyards, badge cards, badge hole punch and 25 Stop the Bleed kits. All other supplies are stored in Framingham.
  - Supplies obtained from L. Moulton need to be inventoried. Phyllis and Linda will inventory all those supplies at the next 4A meeting in Sharon. Tyler and Jendy to deliver supplies. Scott will take additional supplies not wanted by the communities to Framingham.
  - Communities will pick up supplies needed from Framingham and an Inventory list with community allocation of supplies will be maintained.
  - Amy will give rest of supplies to Phyllis (brochures, pens, hand sanitizers)
  - Table cloths/ office supplies for Woburn waiting on. Jendy will check.
  - May 1<sup>st</sup> deadline for purchasing orders. Food until June 30<sup>th</sup>.
- Drills/MA Response/ Deliverables
  - 2 state drills done for this year. Amy will ask Liz Foley how many drills are needed for this year
  - Amy will send list serve for MRC info
  - Consolidated reports for BP 3 is completed
  - Amy will send quarterly report to Regina Villa
  - Deliverable #7- Amy has been working on. Work in progress. Due at the end of the grant cycle
  - Report card MRC is in good standing
  - Jendy can help with quarterly reports and budget concerns
  - Phyllis will reach out to Liz Foley to see if she can assist with drills and deliverables if needed
  - Phyllis to be trained in mid March for MA Response Alternate

**Additional Member Concerns/Issues (all):**

- Request from PHEP 4A to post meeting minutes and agenda to 4A MRC website
- *A motion was made by Scott Moles seconded by Phyllis Schilp to give Tyler permission to post minutes and agendas to MRC website for 4A PHEP with the shared cost between PHEP and 4A MRC for the website, all in favor, none opposed, approved as presented.*

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

Adjourn

12:00 pm