



**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  
June 14, 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, Liz Foley, Regan Checchio, Amy Hansen and Jendy Dunlop via conference call.

**Meeting Minutes: (Phyllis Schilp)** May 24, 2018

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

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

- Budget and work plan due submitted for BP1X submitted 6/11/2018. Amy to send out email with unspent funds information.
- Liz Foley reported that quarterly installments of funding for the MRC Budget will not be reflective of the budget quarters but spread out equally through the four quarters.
- Budget for 4A should be \$5,000 less than the 4A Regional budget due to Burlington funding of said amount. Amy to check with budget numbers that this is reflective in the budget submitted 6/11/2018 to CHA.
- Jendy Dunlop recognizes challenges internally with CHA and reimbursement process. Meeting today at CHA to streamline the process and have a Vendor list to communities and MRC. Also planning on having a webinar for communities on the protocol and process for funding requests through CHA.
- CHA is working on a 3<sup>rd</sup> full time position of the HMCC role.
- Jendy sent scope of work to Amy for her contract renewal. Concerns over lapse in the beginning of July due to Contract approvals through OPEM. Jendy will get the contract in by early next week in order to decrease delay. Amy will review scope and send to Jendy ASAP.
- Decided at the meeting to contract with Amy for 6 months as we are looking to restructure the MRC through strategic planning with Regina Villa.

**Additional Items:**

- Liz and Regan presented information about strategic planning for the 4A MRC unit. 4A MRC AB recognizes the need for strategic planning for the 4A MRC region. We are hopeful to plan for a 6 month contract for the VC and follow plans



from 4B to request additional funding through PHEP to alleviate some of the needs within the 4A Regional MRC.

- Regan will develop a timeline for planning guidance for the Strategic Plan for Region 4A MRC.
- 4A MRC will look for a host community to hold the contract for 4A Regional MRC which will alleviate the need for CHA to hold the contract for the 4A MRC VC.
- Plan to work more closely with Burlington MRC. Amy will contact Burlington in the next two weeks to discuss conference call date:
  - Meeting as a Region on a regular Basis
  - Develop a funding formula for the region
  - Discuss moving forward with developing a strategic plan for the region including all communities willing to participate.
- Will table agenda items of shared website with 4B region, MRC statewide project and meeting with Region 4B MRC until after discussions with Burlington
- Lexington CPR date was rescheduled
- Narcan Training in Sudbury to be arranged.

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

Adjourn

12:00pm