



**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 Group meeting  
August 27, 2018  
Framingham DOH  
31 Flagg Drive, Door 14  
Framingham, MA 01702**

Call to order/quorum by Chair/Executive Director

10am – 12p

Present: Kitty Mahoney, Susan Lumenello (via phone), Amy Hansen, Liz Foley, Regan Checchio (Regina Villa)

**Meeting Minutes:** There were no minutes approved during this meeting

**MRC Strategic Planning Discussion:**

- Discussed upcoming September PHEP Coalition meeting, and how to proceed with planned presentation at MRC meeting to be held afterwards
- The Advisory Board should meet with the Coalition and ask, “What are the needs of the region?” “What gaps have been identified over the past year?”
- The best ways to include Burlington were discussed to include a Regional training calendar, and holding joint trainings
- When addressing the Coalition, the MRC AB should explain how additional funding could benefit the entire region. This should be based on feedback received to date (currently this collection of feedback has been informal)
  - Feedback has specifically included the fact that there are less opportunities now that there are no more monthly regional meetings to keep everyone updated with MRC happenings
  - Change to HMCC has shown that there are areas that are no longer managed, however this is an opportunity to update policies and procedures
- It may be best to wait to present a suggested budget until after we hear if there are other priorities that need to be addressed within the region
- The topic of creating a strategic planning subcommittee was discussed:
  - Committee would discuss best way to be set up as a region (i.e. are subdivisions something to be considered, or new Federally Recognized MRC Units?)
  - Subcommittee would include both Burlington and 4A along with AB representation
- Include in the presentation to the Coalition:
  - Overview of who the MRC AB members are



1. Review of bylaws (term-length and election process for AB members)
  2. Need for additional AB members
    - Overview of MRC Regional Coordinator position
    - Reminder of what funding is available and what communities can ask for from these funds
    - Summary of MRC deliverables
    - Gaps identified through feedback received to date (are additional resources needed to address these gaps)
      1. Regional communication issues
        - How would additional funds improve public health for the Region
- After presenting to the Coalition, a draft budget will be sent via email so everyone can weigh-in
  - What is the process for requesting PHEP funds – is there a procedure in place through CHA? Through the PHEP EC?
  - Branding within the Region: towns often identify themselves as the MRC (e.g. Framingham MRC...)
  - Would there be a Regional project that would require additional funding such as a recruiting event or closed PODS training?
    - This would need to be a project that would provide additional capacity for the Region beyond the current workplan and budget
    - This should be described in a separate memo if these funds are requested
  - Amy will work to create a draft PowerPoint PHEP presentation consisting of 10-15 slides with a brief overview of the items described previously. Specifically presentation should include:
    - Statement on increasing collaboration between 4A and Burlington
    - Slide describing Burlington's workplan and overview i.e. How does Burlington fit into this request
    - Slide showing that there are TWO MRCs within 4A
    - Description of how this strategic planning will benefit the entire Region and individual communities (e.g. assistance in organizing regional meetings, improving communications...)
    - How can 4A and Burlington MRC better meet the needs of the communities within the Region?
  - An agenda will need to be posted prior to the September 13<sup>th</sup> 12:15-1p MRC meeting to include:
    - Current structure overview
    - Strategic planning discussion
  - A meeting should be held in March with all communities involved in the 4A MRC to create next year's workplan and budget (perhaps this annual meeting should be an item added to the budget)

**Financial Allocation Deliverable:**



- The deliverable to determine a funding agreement within 4A may affect the request for PHEP funds
- Needs to be established and will be put into place for July 1, 2019
- Should be explained to the Coalition at the upcoming meeting that this was a previous deliverable and is now due September 2018
- An Advisory Group meeting will be held on September 11<sup>th</sup> to formally discuss determination of a formula for funding allocations
  - The Advisory Group (4A + Burlington) should meet quarterly at minimum
  - A schedule should be set up for the year to ensure this is done
  - The PowerPoint presentation (including slide from Burlington) should also be discussed at this September 11<sup>th</sup> meeting

Adjourn

11:30a