



Region 4A Medical Reserve Corps

**MRC Advisory Board meeting
May 11, 2015
12:30 P.M. - 2:30 P.M.
Wayland Town Hall
Selectmen's Meeting Room
41 Cochituate Road. Wayland, MA 01778**

Present: MRC AB Members Kitty Mahoney, Heidi Porter, Susan Rask and Linda Callan

Call to order and quorum by Board Chair/Executive Director

12:30 PM

Strategic Planning Discussion

Assess strengths and weaknesses of the current MRC program

Review Goals from Budget Period 3 (BP3)

Establish Goals for Budget Period 4 (BP4)

Review of Current Operations

Further review of the following:

1. Spreadsheet with volunteer numbers to include clinical/non-clinical, compiled in March. Archana had suggested that Cathy update this quarterly.
2. The version of the outreach flyer that Kitty and Cathy worked on.
3. A list of towns that Cathy has been working with which shows the meetings, phone calls, and emails going back and forth. Linda Callan suggested that Cathy use some form of tracking to capture more detail (also discussed at last MRC AB). Kitty and Cathy had discussed this and Kitty provided Cathy a form she uses. This month Cathy reported to have been working on keeping better track of all tasks.
4. MRC Handbook (with additions about volunteer discipline)
5. MA Responds: the following 4 communities are using MA Responds on a regular basis, they all participated in the fall communication exercise by MA DPH, as well as a recent call down
 - a. Framingham – Kitty Mahoney
 - b. Maynard – Stephanie Duggan
 - c. Natick – Leila Mercer
 - d. Woburn – Karen DeCampo
6. Reviewed the excel spreadsheet prepared by Cathy which shows how towns deploy. This coincides with the Deployment SOP.

Cathy reports to have been approved to conduct the CORI's, but has not tried it yet. For the next request that Doris receives she will walk Cathy through the process. Cathy reports having the badge machine up and running, we had some issues with



the software but I think we have worked out the kinks. I just bought some blank ID cards so I can try actually printing.

Budget Discussion/Questions/Concerns that we will ask IIGL:

- 1) When IIGL gets their BP4 Q1 payment from DPH on behalf of Region 4A, will they be allowed to take 15% for the MRC as they have in the past or will IIGL be required to follow the parameters that were set forth for the HMCC Sponsoring Organizations where NO fee is to be taken for MRC funds?
- 2) Can IIGL confirm the BP4 MRC budget is \$109,857?
- 3) Are the MRC BP4 deliverables available?

Discussion of MRC Program and Coordinator Position:

1. Discussion on the MRC Volunteer Coordinator (VC) Job Description as impacted by HMCC requirements, and merge of 4A and 4B on MRC still questioning with DPH.
2. Discussion on if MRC VC hours are reduced (due to impact of HMCC or realignment of deliverables), how communities can continue to recruit and retain.
3. Discussion on sending a survey to the GC members about recruiting/retaining and any funds that might be made available to them to do so.
4. Discussion on the MRC VC job description that must help communities recruit, communities doing this themselves and/or a mentor/mentee (communities sharing MRC VC efforts).
5. Discussion on providing funding for mentors of communities with large MRC activities assisting communities with small/no MRC activities.
6. Recommending to the GC that current MRC VC contract be renewed through 9/30/2015 pending DPH HMCC RFR. Too many variables for planning a meaningful strategic plan for 4A MRC other than guidance in the BP4 MRC deliverables for trainings (regional, local and partnering with 4B)

Adjourned

2:30 PM