



**Region 4A Medical Reserve Corps
Thursday, September 24, 2015, 10:00 A.M. - 11:30 A.M.
Wayland Town Hall, Hearing Room 2
41 Cochituate Road. Wayland, MA 01778**

Call to order and quorum by Board Chair/Executive Director

10:00 AM

Attendees: Kitty Mahoney, Susan Rask, Linda Callan, Heidi Porter, Cathy Corkery, Kelli Trainor (Hudson), Donna Quinn (MDPH), Luisa Santiago (IIGL)

Administrative Business:

Approval of past MRC Advisory Board Meeting Minutes:

Thursday, August 13, 2015 - **Motion to approve MRC AB Minutes by Susan Rask, second by Linda Callan. All in favor, motion approved as presented.**

Statewide MRC Meeting/Steering Committee/Other Committee meeting

Nothing to report.

Fiscal Budget Update from Fiscal Agent IIGL/ NACCHO Funds

- Budget/MRC work plan due 30 September

Motion to submit attached budget to MA Department of Public Health (MDPH) by Heidi Porter, second by Susan Rask. All in favor, motion approved as presented. MRC AB can adjust amounts as needed.

Budget Justification and Work Plan, Luisa Santiago and Cathy Corkery will continue to work on it and submit to MDPH.

In the past, money has been allocated for each community, IIGL tracks each individual community. If we continue to allocate funds this way (ex: \$300 per community), each community will have to do a justification and work plan to determine how they will use it.

Donna Quinn stated that this year MDPH is asking MRC's to provide justification to show that the budget supports the deliverables.

NACCHO funds: (these funds are not tied to the fiscal year, can be carried over).

Luisa Santiago and Cathy Corkery will bring copies of budgets that were submitted to NACCHO for future discussion by the MRC AB.

One idea for consideration: Use money to help regional cooperation, consider "sub-regional coordinators", grant proposals by sub-regions, possibly up to \$4,999.



Kitty will work on guidelines/parameters about “sub grant”. There are some large “anchor” towns that are very active, pair them with less active towns.

IIGL received the MRC contract last Friday.

New Business

MRC Coordinator Deliverable Update and Discussion:

- Volunteer Registration Process – see discussion below “MDPH – Donna Quinn”
- MRC Brochure – discussion postponed to next meeting.
- MRC Volunteer Training Update – discussion postponed to next meeting.
- New MRC Volunteer Core Competencies – discussion postponed to next meeting.
- BP4 Deliverables Update – discussion above in “Fiscal Budget Update”
MOU, Work plan and budget due 30 September

MDPH – Health Volunteer Program Coordinator, Donna Quinn

Donna Quinn - is the new Health Volunteer Program Coordinator (she has been at MDPH since December). Donna was most recently the Regional Public Health Administrator and Director of the Medical Reserve Corps program for the Public Health Network of Central New Hampshire, she has extensive experience working with public health preparedness, emergency planning and volunteer management program strategies.

Volunteer Registration Process / MA Responds discussion:

MA Responds is a database, it has a high level of security, it holds volunteer information, verification of training attended, verification of CORI/VSOS, and licenses.

Some volunteers belong to multiple units, including the “state unaffiliated”. If they do belong to the “state unaffiliated”, they may receive information directly from MDPH, including newsletters. However, MDPH will not message volunteers that belong to MRC’s without going through MRC Leaders.

Kitty Mahoney and Cathy Corkery met with Donna Quinn to discuss MA Responds, deliverables, and other options. Kitty Mahoney also met with Liza Martin, (administrator with MA Responds). We have some user concerns, login is clumsy, email that requires login vs. just email, often goes to people’s junk mail, not very “intuitive” (not easy to use).



Donna stated that the administrator can set up and send emails directly to member's email address so that the member will not have to log in. The MA Responds administrator can notify volunteers using phone calls, text, and/or email.

MA Responds now uses Verified Sexual Offender Search (VSOS), this is far more advanced, multiple levels of security, far more secure than Sex Offender Registry Information (SORI). The SORI requires the last 6 digits of an individual's social security number (SSN), this is not very secure (first 3 numbers identify a locality in the United States, therefore, very easy to find out where an individual lives/has lived and makes it more susceptible to identity theft). VSOS requires all 9 digits, the intent is that the individual will create their own profile on MA Responds and will input their own SSN, there would be no need to have it in writing. However, in order to conduct the Criminal Offender Record Information (CORI), MDPH must receive the CORI form (dated 9/1/2015) with 6-digit SSN and an original signature.

Kitty asked about using a roster input for training events that allows, Donna stated that an administrator can enter a roster and it will populate profile.

Kitty is looking for an interactive map where MRC Volunteers can choose which communities they would like to be a part of. Donna stated that this artificially raises the amount of volunteers in each community, and during a catastrophic event, we need people to be part of Region 4A MRC, not individual communities.

Region 4A MRC is considered a federally recognized regional unit. There are individual communities that are very strong, but they are not MRC's. There are too many hybrids, in future (winter storms, etc.) MDPH will only use volunteers that are in MA Responds, this way they know the bonafide credentials of the volunteers. It was too confusing last year to try to use various systems. This will only cause chaos in a real catastrophic event. We need to train with one system for efficiency and redundancy.

Donna - deliverables are more specific this year but not that much different than last year. Theoretically, in future, moving toward tying this to funding. Funding may be based on how many people are in system.

MDPH is working on cutting down on the number of administrators, so each town will not be able to have an administrator. Currently, the administrator can build "groups" in MA Responds, if the local Public Health/MRC Leader wants to send a message to their community, Cathy can do that for them. Presently, in Region 4A MRC, many communities use list serves only, some use both, some use MA responds only. Communities will probably still maintain a list of volunteers from their community that they can use to help with events within their community.

If we don't use MA Responds, we must develop our own CORI and SORI policy.



Also, deliverables require units to participate in 4 exercises – MDPH will conduct 4 exercises using MA Responds, they will plan, track, keep paperwork, conduct after action report (AAR) in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). If a unit is not in MA Responds, they must meet this deliverable.

Cathy knows who is on MA Responds, but does not have access to volunteer information from most communities within Region 4A MRC, this makes it tough to do her job efficiently.

Should we make MA Responds our official volunteer database? Communities whose MRC Volunteers are not on MA Responds will not be considered a Region 4A MRC volunteer. It will be understood that communities that are willing to put volunteer in MA Responds are okay with Cathy contacting them.

Technically it is Region 4A MRC that can deploy many people for larger events. The Region 4A MRC Standard Operating Procedure states that the MRC Coordinator will contact the Public Health/MRC Leaders first during an emergency to ask about volunteer availability, this may alleviate the fear that some communities have, they don't want to "give their Volunteers away" in case they are needed in their community.

Donna recommended, there are a lot of independent lists, Region 4A MRC can give people an opportunity to come to a meeting, we can notify them that we will be using MA Responds as the official database and we can give them training on what it is and how to use it. MDPH is working on a webinar also. Donna will come to meetings and/or help with documents. Cathy and Donna will work together, bring computers, and help people build their own profiles. We cannot put volunteers directly into MA Responds without their knowledge.

What is the enticement for volunteers and/or communities to use MA Responds? Kitty asked about Volunteer Liability, it has not been approved yet through the legislature. Some communities do have ways to cover their volunteers.

There was much discussion but no final determination, for future discussion.

Additional Member Concerns/Issues

Kitty Mahoney and Susan Rask were Region 4A representative to the MDPH meetings about MA Health and Medical Coordinating Coalitions (HMCC), Kitty has notes from these HMCC meetings, asked that Cathy Corkery scan and put on website for historical reference.

MRC AB would like to add information to website showing various supplies and/or resources that other communities have used (ex: vendor list from IIGL).

Adjourn

11:30 AM