



DRAFT

**Region 4A Medical Reserve Corps
Wayland Town Hall, Selectman Meeting Room
41 Cochituate Road. Wayland, MA 01778
Friday, January 15, 2016, 10:00 A.M. - 1:00 P.M.
Meeting Minutes**

Call to order and quorum by Board Chair/Executive Director
Present: Kitty Mahoney, Susan Rask, Scott Moles, Linda Callan
Cathy Corkery, Archana Joshi, Daniel Waters

10:00 AM

Administrative Business:

Approval of past MRC Advisory Board Meeting Minutes:

Thursday, November 12, 2015 - **Motion** to approve MRC AB Minutes by Susan Rask, second by Linda Callan. All in favor, motion approved as presented.

Thursday, December 14, 2015 - **Motion** to approve MRC AB Minutes by Susan Rask, second by Linda Callan, with minor adjustment, change "Meeting Minutes" to "Meeting Notes", because there was not a quorum. All in favor, motion approved as presented.

**Statewide MRC Meeting/Steering Committee/Other Committee meeting
See notes**

Fiscal Budget Update from Fiscal Agent IIGL/ NACCHO Funds

- Budget/MRC and PHEP

IIGL, Luisa Santiago and Cathy Corkery worked together to do budget.

Discussion: it is not in Cathy's job description, should they amend job description to reflect the budget? Demands from MDPH have increased significantly, more detailed. Don't change job description, MRC AB responsibility to do the budget, Cathy's responsibility to work within the budget. MRC AB needs work plan/deliverables from Cathy, budget must reflect those.

Question was asked; can we move line items? Yes, with MDPH approval.

There are no community allotments – training should be regional events. If any of the communities need funds for goods or services, can send request to MRC AB.

NACCHO Prep summit, Dallas TX:

Look at actual agenda, Cathy will try to print out learning sessions and workshops, send to MRC AB, look at me going and possibly 1 or 2 from the MRC AB.



Vote on it next meeting (11 Feb), if we decide to send people, send email out to see if anyone else from the General Coalition is going so we can get a group discount.

MAPHN conference, April 13 (evening) – 14 (full day), Cape Cod

It will have 50% or greater Emergency Preparedness track

Waiting for approval, it is being evaluated by MDPH, Mary Clark didn't anticipate issues.

Cost for Public Health nurse is \$159.

Motion to approve to pay for Registration plus hotel for Cathy Corkery; by Susan Rask, second by Linda Callan. All in favor, motion approved as presented.

- NACCHO (budget from previous years) – table to next meeting

New Business

MRC Coordinator Deliverable Update and Discussion:

- NACCHO Challenge Award (there is no Capacity Building Award)

We are not going to apply, we do we have the staff/capacity to compete, energy better spent for other operations.

- BP4 Deliverables Update and work plan

Look at expanding the work plan to add columns for budget, Linda Callan will work with Cathy to make it easier to use.

- State Quarterly report (activity reporting by communities)

Make it clear that receipt of funding is dependent on your response, money is tied to deliverables, report 0 if there is no activity.

- MRC Brochure (budget printing costs);

Kitty made the changes, will re-send to Archana for approval. Once approved, we should print 2,000 (approximately 50 for each community), bring them to General Coalition, and ask each community how many more they want.

- MRC Training Update: put on website calendar, list on excel – send to MRC AB.

- Volunteer Registration Process – resend to MRC AB

Additional Member Concerns/Issues

Strategic Planning 2015-2016 – Don't think there has been a strategic plan, we need to do one, it will give us a better map. Kitty and Susan will work on it. Need goals, tie it into Cathy's goals. Have them in writing to refer to each meeting.



Sub Regional MRC proposal – Kitty – resend to MRC AB.

MRC AB Terms and Duties

Look at GC Principles of Operation for guidance, update MRC bylaws dated 2013.

Ask for 2 new members, 1 now, Susan wants to come off in June.

Cathy ask: Kelli Trainor from Hudson, or Kathleen from Marlborough, Sue Elliot from Medfield (some ideas)

Or should we stay with 4 members (one Executive Director)?

Cathy make proposed changes, with Kitty and Linda, discuss at MRC AB then bring to the GC.

Deliverables: How do we drill region? One of our deliverables is to conduct a communications drill once per quarter. If we choose to participate, MDPH will conduct a drill, we can participate, or conduct our own drill (with AAR).

Cathy will send email to every health director explaining what we must do to comply, let them know what the MDPH expectations.

If they are not on MA Responds they have to drill their people and give me the statistics MRC funding is contingent on meeting these deliverables.

Need much stronger language

We drill quarterly on MA Responds, communities who are not on MA Responds must provide quarterly drill statistics.

Cathy will conduct a communication drill with just the PH leaders.

February: send email first to all directors saying we are going to do a drill on a certain day, require a response within 2 hours. This is a good time to re-send the Deployment SOP, (send this type of information out on a more regular basis).

MA Responds: If you choose not to use MA Responds, need mechanism to complete CORI, SORI, and credential verification. Also, how they deploy their volunteers.

Cathy will analyze MA Responds, see how many communities have volunteers on the system. Then Cathy will send email to all Public Health leaders, in February, asking if they are on MA responds.

Scott mentioned that we could ask at least 1 representative from each community to be on MA Responds.

Linda stated that it would be easier for her to transition their volunteers into MA Responds versus having to create their deployment process, CORI/SORI/Credential verification process. If you are on MA Responds, Cathy will do that for you.

Susan mentioned that Concord is on MA Responds, we did drill them last time.

Liza Martin and Johnna Coggins are available to come to the communities and do a presentation on MA Responds, as well as help volunteers create their profile. We have this presentation scheduled in Woburn.



Office 365: Cathy requested using Office 365 instead of Google/Gmail. Office products are more compatible with day to day business.

Motion to approve to subscribe to Office 365 for 1 or 2 users, test the system and see how it works; by Susan Rask, second by Linda Callan. All in favor, motion approved as presented.

We have a new Emergency Planner, Daniel Waters, we would like him to be an additional administrator for the Region 4A website. Cathy will send email to Gerry Cody, cc Daniel, requesting.

Always on agenda:

Budget

Deliverables

MRC Communication drills

Motion to adjourn by Susan Rask, second by Linda Callan. All in favor, motion approved as presented.

Adjourn

1:00 PM



**MRC Statewide Meeting Notes
MA Firefighters Academy, One State Road, Stow MA
5 January 2016, 10:00 am – 1:30 pm**

Mary Clark:

Slight increase in PHEP grant-federal, don't know if we will see it
We are in BP4 (4th year of 5-year cooperative agreement)
BP5 deliverables – work plan and measurable metrics will be more important

HMCC's

4AB, posting RFR end of January with 45-day response
Regina Villa, facilitating to help find ways to work together and find sponsoring organization.
MRC's will maintain local leadership, should partner together

Staffing: Lisa Crown new Region 5 PH Coordinator
Post Health Trainer position and Region 5 (and 3?)– Hospital and PH Coordinator

Donna Quinn:

Work Plan - Use federal/state reports as guide
February-progress report back to state
Goals - SMART objectives
Ex: look at PHEP deliverables, like Flu clinics/EDS, turn into MRC objective like #drills, using ___% MRC Volunteers
Activity, input, time frame, responsible person, output, progress

Communication Protocol- they have updated, will come out soon
Request for help, send in early with what you know, add as info becomes available.

Johnna – MA Responds:

Webinar on state website
Enhanced capabilities, especially messaging and reports that will help with deliverables
2 trainings coming up
Mini webinar Feb 3, more info to follow
MA Responds-might change state affiliated

MAY 18, 6-9pm: MMS training, "Be Prepared for the Unexpected"

State Survey – due on 15 Jan

Jennifer Frenette



Federal Website - We can change money amounts of certain

Ex: I can change the value of the labor (like nurse makes much more money)

National MRC office is now called: MRC PO (MRC Program Office) (no longer DVCMRC), now under ASPR, Office of Emergency Management, Department of Preparation

MRC Train-lots of great training, ok for Volunteers, make sure you have backup person

Budget cuts: 30% hit in 2015 and expect it again in 2016

Tech Assistance, process in review. Will do it by Jun 30, MA is planned for May

FFS (Factors for Success) may change a little, be sure to update that and profile

Well check seminar, will start archiving

Don't forget to add her call down/admin/etc. to updates

Feb 11 New leader Webinar

ASPR TRACIE – resource tool on web

Citizen Corps label exists but there is no admin component
CERT fall under DHS-they have taken cut also

Kitty Mahoney – Stand Down

Liisa – Shelter Strike Teams