



**Region 4A Medical Reserve Corps
Wayland Town Hall, Selectman Meeting Room
41 Cochituate Road. Wayland, MA 01778
Thursday, February 18, 2016, 10:00 A.M. - 1:00 P.M.
Meeting Minutes**

Call to order and quorum by Board Chair/Executive Director 10:00 AM
Present: Kitty Mahoney, Susan Rask, Scott Moles, Linda Callan
Cathy Corkery, Archana Joshi, Daniel Waters

Administrative Business:

Approval of past MRC Advisory Board Meeting Minutes:

Friday, 15 January 2016 - *Motion to approve by: Susan Rask (with minor grammar change - Sub Region MRC Proposal, page 3, change to "resend to MRC AB") 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 and PHEP
MDPH working on tool kit to send out for next grant year.
This year is transition, next year work plans will have to tie in directly with budget.
According to IIGL, we have \$12,379.04

Luisa tried to change the Headings to reflect the budget Cathy prepared, she will send Cathy the one she sent to Donna.

Purchase request is required for anything purchase over \$1,000 (more for equipment)

MRC AB is directing Cathy to purchase items for the region (see attached item list).
Cathy will put list together and send to MRC AB with cost estimate.
Planning for BP5 budget, Cathy will put list together to ask what communities need, use that to create budget.

NACCHO: \$7,500:

We cannot use for food.

How do we want to spend? Should we allow community mini grants?

Save for later, hold, spend other money first.



Regional Trailers, Marlborough and Acton

Difficult to request use, not being used.

What is in there?

Who moves it? Who has capacity to tow?

Should MOU's be with public works departments?

Acton is working to get trailer title.

Evan Carloni from Acton is working on getting a duplicate.

Badging Machine – Cathy had discussion with Linda Fantasia, Linda wanted to borrow the machine. Software must be loaded onto a computer and is not stable enough to try to load it on alternate computers. Cathy explained that communities can send pictures with personal information to either Doris or I and we can make the badges, or Cathy can come to the town and take the pictures and bring the pictures back and make the badges at office.

MA Responds, all communities not willing to use MA Responds must have a CORI/SORI/Credential Policy. Cathy will check with each community and report at next MRC AB. Can we purchase some items as incentives to entice volunteers to join?

New Business

MRC Coordinator Deliverable Update and Discussion:

- BP4 Deliverables Update and work plan:
CPG, PHEP Cap 15, Volunteer Management- Discussion: Kitty Mahoney completed the BP5 CPG, MRC AB agreed.
Archana-discussed that deliverables for next year will be similar since it is a closeout year. Budget will be tied to deliverables.
 - MRC Brochure (to Archana Joshi for MDPH approval)
Edits back and forth between Kitty Mahoney and Archana.
Discussion: should we have Region 4A MRC brochures or just use MA Responds brochure? Scott Moles stated he would like the Region 4A MRC brochure, MRC AB agreed, it will complement the MA Responds brochure.
 - MRC Volunteer Training Update
Cathy will put information on website, as well as links to ICS, FEMA, other available training.
- Kitty would like a presentation on MRC Orientation that students can take and possibly create a Survey Monkey “test” that new people can answer to evaluate their knowledge and get certificate.
- Volunteer Registration Process – Cathy will send with CORI/SORI/Credential report.



- Deployment SOP- Cathy will bring to next MRC AB.
- MRC Communication Drills, 4 quarterly drills are required by MDPH to meet deliverables. Cathy has completed first 2 drills (Sep 8 and Dec 1, 2015) using MA Responds Administrators and small group of volunteers. Will use larger group for 3rd quarter. 4th quarter, will use MA Responds plus email to those not on MA Responds.
- Volunteer Handbook – Cathy will see how it compares to Region 4B MRC.

Additional Member Concerns/Issues

- Strategic Planning 2015-2016 - Kitty will resend strategic planning documents. Kitty would like to discuss strategic plan, update list of goals and objectives, gaps. Ideas for future discussion: goals for Volunteer Coordinator, use of technology, social media, functional use of trailer - are they storage only?
- Sub Regional MRC proposal
Sub regional coordinators - Archana – will put it on agenda for next GC for discussion. Ask Susan to talk about new sub regional MRC leaders working together: Concord, Acton, Stow, Boxborough.
- MRC AB Terms and Duties
Kitty will work with Scott to update by-laws and make recommendations.
MRC AB terms; 1 vacancy now - 1 when Susan leaves in June
- Website: Kitty and Linda will work with Cathy
Discussion about the look, changing tabs, reducing revolving pictures
Website maintenance, will need to be revised to stay relevant.
We want it to be a destination site for both public health personnel and volunteers.
Should be part of our strategic plan, revise the vision of our social media so it captures needs of MRC AB as well as volunteers. Look at Website, Face Book, Twitter, how do we tie into deliverables, outreach? Needs to be mobile friendly.
- Office 365: Once IIGL pays, Cathy will set up alternate users for MRC AB.

Cathy will be away 20-28 February 2016; Kitty will be back up.

Motion to adjourn by: Linda Callan, second by Scott Moles. All in favor, motion approved as presented.

Adjourn

1:00 PM



MRC AB request for purchase of the following items:

Office 365
Go Daddy
Wild Apricot

Copier for training events, flu clinics, shelters, it will benefit the region and MRC AB.

MRC brochures (Scott would like some)

Scott would like to use pop ups and table top display for rabies clinics (April)

Can we purchase some items as incentives to entice volunteers to join?

Quick Series guides (ex: Family Preparedness)

Foul weather gear

Hats

Collapsible wheel chairs

Walkers

Cribs

Suitcase on wheels with kids' stuff (crayons, coloring books)

Collapsible trash receptacles (big and small) with bags

Bio hazard bags (~25 each, large)

Portable lighting for trailers (lanterns, flashlights)

Portable scales (by one for each town, old fashioned, not battery)

Gerry Cody has hired Loina Prime? Can we hire her to help organize?