



**Region 4A Medical Reserve Corps
Wayland Town Hall, Selectman Meeting Room
41 Cochituate Road. Wayland, MA 01778
Thursday, March 24, 2016, 10:00 A.M. - 12:00 P.M.
Meeting Minutes**

Preparation-meeting, Executive Director and Volunteer Coordinator 9:30 AM
Call to order and quorum by Board Chair/Executive Director 10:00 AM
Present: Kitty Mahoney, Linda Callan, Susan Rask, Scott Moles, Cathy Corkery, Luisa Santiago

Administrative Business:

Approval of past MRC Advisory Board Meeting Minutes:

Thursday, 18 February 2016 - *Motion to approve by: Linda Callan, Second by Scott Moles. All in favor, motion approved as presented.*

Statewide MRC Meeting/Steering Committee/Other Committee meeting

Cathy Corkery attended State MRC Steering Committee (in place of Kitty Mahoney). See attached notes.

Fiscal Budget Update from Fiscal Agent IIGL/ NACCHO Funds

- Budget/MRC and PHEP - IIGL

Luisa Santiago, as of today we have \$12,980.

If we want to move money, we can only do 2 modifications to the budget, now and in May.

Training funds, \$3,000 for 4AB not being used, Region 4B decided not to conduct the joint conference this year.

Discussion about planning some fund for the sub regional concept next year.

Office 365, how many users have we paid for? As of now, Cathy Corkery, Luisa Santiago. Add the Chair, MRC AB.

- NACCHO (budget from previous years) - \$7,500

New Business

MRC Coordinator Deliverable Update and Discussion:

- BP4 Deliverables Update and work plan, meeting deliverables



- CPG, PHEP Cap 15, Volunteer Management – provided to MA DPH.
- MRC Brochure (to Archana Joshi for MDPH approval) – Kitty Mahoney will contact Archana.
- MRC Volunteer Training Update – training updates sent to region.
Continuing Education – continue to apply for CEU's, EMT
Social workers – research this process
Put all training on website.
- Volunteer Registration Process – Cathy will resend Volunteer Registration Process. Update with SORI process, (first test the “eSORI” process, use Cathy, Kitty, Susan, and Linda).
- MRC Communication Drills
MDPH quarterly drills: Cathy has participated in the first 3 quarter drills:
Sep 8, 2015 (drilled with MA Responds Administrators)
Dec 1, 2015 (sent to 15 Concord members – 5 responses)
Mar 8, 2016 (Used MA Responds sent to 92, 31 responded. Created a mission and deployment group for a shelter (drill), sent an availability request message to qualified volunteers to find those available and submitted a roster to staff this deployment (drill).
4th Quarter – Cathy will use MA Responds as primary; send email to those communities not on MA Responds requiring same information that MDPH may request and keep track of responses.
Look at ways to manage emergency situations for those communities not on MA Responds (ex: <http://www.signupgenius.com/>)

Additional Member Concerns/Issues

- Strategic Planning 2015-2016 - Kitty and Linda worked on this
So much unknown right now, hard to plan (Impact HMCCs will have, working with 4B)
Hard to plan long term, work on short term (website, recruiting)
- Sub Regional MRC proposal:
Susan would still like to see some money offered. Ideas would be: quarterly meetings for volunteers with exciting training; eventually get to mutual aid agreements with other towns for emergencies. Great idea, needs to be voluntary, towns that have similar needs. Someone from one of our communities can make a proposal, collaborate with other towns.
North sub regional - we have started collaborating – Boxborough, Acton, Stow, Concord.
Starting to work with smaller communities in the southern part of Region 4A/



- MRC AB By-Laws
Wilmington not in region, remove.
Need Chair, Vice Chair, Treasurer
Volunteer Coordinator is the Secretary
Change meetings to: meet 6 times per years.
All agreed to changes, Kitty will advance to EC a change to by laws.
- Regional Trailers:
Marlborough trailer all set, has title, insurance, town is maintaining it.
Acton trailer: work in progress, title was issued to MAPC, fiscal agent at the time. Not one is sure where the original is. Linda will do some research and coordinate with Evan Carloni from Acton.

MA Responds: Kitty will meet with Donna Quinn and Liza Martin.
Talk about MA Responds.

Website: Kitty and I are working on improving it.
Add training, recruiting (benefits of being a MRC volunteer, you can get training, credit, how to become a volunteer- put application on website).

Possible Mini Grant (\$3,500) from MDPH:

Ideas:

Recruiting – print brochures, spring farmers market, find someone to go out to help do recruiting.

Introduction to MRC – create a presentation and make available online, create a survey “test” with 5 or 6 simple questions to evaluate the training and print certificate. Kitty and Cathy will work on this as a proposal.

Next meeting, April 28, 2016.

Adjourn

12:00 PM



MRC Steering Committee
9 March 2016, 10:00 am – 12:00 noon
Worcester Health Department, 25 Meade St, Room 109, Worcester

Introductions:

Donna Quinn, Regan Checchio, Sandy Collins, Corrinne, Ali Novak, Kristin, Liz Foley, Cathy Corkery (in place of Kitty Mahoney)

DPH Update, Donna (Mary Clark on vacation):

MMS Training, Being Prepared for the Unexpected: Building Resilient Communities
Wednesday May 18, 2016, 6:00 p.m. to 9:00 p.m.
Massachusetts Medical Society (MMS) Headquarters, 860 Winter St, Waltham

Region 3: 2 available positions are going through second round of interviews.

OPEM, more positions will be available in future.

BP5, July 1, 2016-June 30, 2017, last year of current cooperative agreement.
Deliverables will be similar, looking for much greater detail in budget and work plan.
Work plans will be required for: MRC, PHEP, HPP, HMCC, will hopefully have drafts out Friday for LSAC.

Early April, HMCC will push out templates, they are still working on them. They will be mostly spreadsheets, will sit in folder at HMCC and update automatically.
Looks like funding will be the same (\$109,857). However, 15% will be allowed for HMCC, it will be taken out prior to giving (Region 4A MRC, this was taken out for IIGL)

Region 3 and 4AB HMCC RFR out

Region 4AB information will still be the same, process will be different, will go through HMCC.

MA Responds:

3rd Quarter drill yesterday through MA Responds

MRC's are required to do 4 drills per year. MRC's are required to do 2 drills conducted by MDPH, they can do the other 2 on their own. However, they have to fill out Exercise Notification Form 30 days prior to drill and conduct formal After Action Review.

Situation happened in January, a unit was trying to upload a list of people into MA Responds (found 104 people with same personal information in system), We cannot do that anymore, individuals must register themselves (9-digit SSN and agree to provisions on initial screen).



**Funding opportunity, “mini grant” will be available for MRC’s for \$3,500 each.
20 MRC units will be awarded (there are 46 in MA)
Hope to have it out around 1 April, must be spent by 30 June 2016.
Will be reviewed by an (MDPH and outside), Turnaround will be about 2 weeks.
MRC must be federally recognized, submit work plan and budget justification, will also look at how MRC has been completing previous deliverables.
Can be used for projects or staff (we can move around MRC budget to compensate)
EX: Be better prepared for emergency response: database old, too much returned email/mail. Hire person to clean up database, run drill at end to test and show improvement.

MRC Sustainability Survey (Kitty is on the email list)
How can we use this data?
Regan will send link to the data to SC so they can see total responses.
SC can also look at those who did not respond, possibly react out to them to help them complete it?
Should SC re-look at questions?

Regan will also send out information about those units who did not complete deliverables.

Regan has tried to get data from federal website, no luck. Sandy will call Jennifer and/or Rob Tostatto to figure out a way to extract the data from the federal website so we can use it to show value of the MRC at state and federal level.
We could also use this data to show NACCHO how/why we need capacity building grants.

Strategic Planning: should SC have a work plan with goals and objectives?
Plan to talk about goals on the May SC call.
EX: Speakers list was on a previous work plan, was completed and well received, how do we update it?

Next meeting: May, will be conference call

Statewide MRC coordinators meeting: 24 May