



**Region 4A Medical Reserve Corps Advisory Board
Wayland Town Hall, 41 Cochituate Road, Wayland, MA 01778
Thursday, April 28, 2016, 10:00 A.M. - 1:00 P.M.
Meeting Minutes**

MA Responds meeting with MA DPH 9:00 AM
See attached meeting notes.

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

Administrative Business:

Approval of past MRC Advisory Board Meeting Minutes:

Thursday, 24 March 2016, *Motion to approve by: Susan Rask, second by Linda Callan, all in favor, motion approved as presented.*

Statewide MRC Meeting/Steering Committee/Other Committee meeting

Cathy will request to be on the email list to attend when Kitty cannot.

Fiscal Budget Update from Fiscal Agent IIGL/ NACCHO Funds

• Budget/MRC and PHEP

Cathy ask Luisa how to make modifications. Items that are specified have to be requested to changed, how do we do that?

Can we change things within line items? (ex: within supplies or training)

Uniform supplies must be logo. Cathy needs to purchase, anything with a logo, I can place the order, JoAnne will only call in the payment.

Ask Luisa to complete encumbered column.

Archana, question on Luisa budget:

Training: \$10,700

Spent: \$ 4,882

Figure is not correct?

MRC Mini Grant: Kitty discussed concept of MRC Orientation Course, if only one or two people join, hard to schedule. Let's create a self-paced on-line course.

Website discussion: Cathy, Daniel and Kitty are working on setting website up to better reflect audience, separate areas for MRC Volunteer versus Public Health.



- NACCHO (budget from previous years)

New Business

MRC Coordinator Deliverable Update and Discussion:

- BP4 Deliverables Update and work plan-good standing, accomplished.
State Quarterly Report: Cathy takes info from activity reports, compiles and uses it to submit; 3 categories - Training, EDS, Recruiting/Orientation.
Federal report: Cathy combines similar activities and events, all logistic and admin info and submits each separate type of event as one Region 4A submission.

Kitty notices on MAVEN - a new community puts a header that shows a new community is doing it.

- MRC Brochure - Kitty and Archana have been going back and forth.
Cathy take what we have so far, go to a printing place (MM Press, Lexington Graphics, local) and ask them to make it more professional looking. Ok to pay for a small sample printing. Graphic artist. Ex: add colors. Email or mail to MRC AB meeting so we can get it approved before next meeting.
- MRC Volunteer Training Update
Put spreadsheet on website with links to register as well as on calendar.
- Volunteer Registration Process
Susan asked about the Volunteer Registration Process (March meeting minutes, page 2- Update with SORI process and test the “eSORI” process), has this been done? Yes, Cathy has tested eSORI using herself and Kitty, it took about 2 weeks to get results. Cathy worked with Linda, made improvements to document, she is now working on creating a flow chart to make it easier to follow process.
Send SOP/flow chart to MRC AB next week.
Send to Leila also and other MA R
Cheat sheet, add ma responds
***Ensure it is on Region 4A website.
Take pictures at orientation, but don't give them a badge until CORI/VSOS passed.
- Deployment SOP-complete (Cathy will send to MRC AB)
- MRC Communication Drills – 4th quarter due soon (unannounced).
Cathy will do the drill with all those in MA Responds. She will send an email to all others, not in MA Responds, who must do a similar communication drill and send the response rate to Cathy.



Additional Member Concerns/Issues

- **Strategic Planning 2015-2016:**

Kitty stated that we will continue working on improving Region 4A MRC within MA Responds.

Kitty asked Ashland to participate on a Strike team CASPER, asked Scott to join. She would be happy to ask smaller towns to join. Meeting is Thursday, 5 May, 3:00.

Susan-Cathy working with North Sub Region, they have been working on sharing training, sharing information. Can we do more than just regional training, ex: hazardous waste takeback? What else can we do to keep them busy? Kitty uses nurses to come help, but some towns (Concord) don't have a public health nurse, can't really do that.

Cathy will set up another O365 email for Chief, MRC AB (Kitty).

- **Sub Regional MRC proposal** – Kitty and Susan presented at GC, no one really had any comments. Susan thinks we should keep money in the budget and try to implement next fiscal year.
- **MRC AB By-Laws:** Kitty and Susan will not be at the GC meeting on May 5th. Archana will put it on the agenda, Kitty will send the document. Scott will be there at EC and GC to discuss.

At next GC meeting, Scott will announce we will have a vacancy in July, looking for someone.

Archana: (she will send more information on the following:)
Dissemination plan for annex in Quincy on May 25.
TTX with Region 4AB and Region 1 in Sturbridge.
MEMA hurricane on May 26.

Lexington and Winchester is working with a contractor, EPC to discuss how to use municipal employees during an emergency.

Next meeting: May 18, Wednesday, 8:30-12:00

*On next agenda, add officer nominations.

Adjourn

1:00 PM