



**Region 4A Medical Reserve Corps Advisory Board
Wayland Town Hall, 41 Cochituate Road, Wayland, MA 01778
Wednesday, May 18, 2016, 8:30 A.M. - 12:30 P.M.
Meeting Minutes**

Call to order and quorum by Board Chair/Executive Director 8:30 AM
Present: Kitty Mahoney, Scott Moles, Susan Rask, Phyllis Schilp, Cathy Corkery

Administrative Business:

Approval of past MRC Advisory Board Meeting Minutes:

Thursday, 28 April 2016 - *Motion to approve by: Susan Rask, second by Kitty Mahoney, all in favor, motion approved as presented.*

Statewide MRC Meeting/Steering Committee/Other Committee meeting

Statewide MRC Meeting scheduled for 24 May

Fiscal Budget Update from Fiscal Agent IIGL/ NACCHO Funds

- Budget/MRC and PHEP -IIGL – change requests, they will work with Cathy Corkery BP4 purchases – Cathy is working with JoAnne Petro, IIGL to make all purchases

IIGL – Mini Grant - \$3,500 IIGL is the host agent, they do not have the funds yet. New volunteer MRC Orientation, on-line/self-paced. Keefe Tech has our presentation and will do work on it. We have incorporated the new Core Competencies.

- NACCHO (budget from previous years) - what will happen with NACCHO budget funds (\$7,500). Luisa will research. She thinks, because the contract that was signed was between IIGL and NACCHO, we may have to spend prior to 30 June?

New Business

MRC Coordinator Deliverable Update and Discussion:

- BP4/BP5 Deliverables Update and work plan – working.
- MRC Brochure - a few wording changes and try to make the map bigger, send .pdf to MRC AB, then back to Lexington Graphics for printing.
- Volunteer Registration Process – Cathy will have draft to MRC AB prior to next meeting. Kitty and Cathy will prepare “visual chart” for communication and credentialing of volunteers to vet at next MRC AB meeting. Scott wants to use it at next meeting in Holliston.



- Deployment SOP- needs revision, Cathy will work on it after submission of BP5 work plan and budget.
- MRC Communication Drills – there will be a MDPH drill before June 30, Cathy will send out to MA Responds and will send out separate drill to all other towns.
- MA Responds – Kitty and Cathy still working with MDPH (Donna Quinn and Liza Martin). Create recruitment spreadsheet with all town listed, update and send out monthly with activity report

Additional Member Concerns/Issues

MRC AB Officer Nominations - Kitty will re-announce board vacancy at next General Coalition meeting (Susan will leave June 30, need replacement for 1 July)

Exec Director/Chair – Kitty Mahoney - *Motion to approve by: Susan Rask, second by Phyllis Schilp, all in favor, motion approved as presented.*

Vice Chair – Scott Moles - *Motion to approve by: Susan Rask, second by Kitty Mahoney, all in favor, motion approved as presented.*

Secretary – Phyllis Schilp - *Motion to approve by: Susan Rask, second by Kitty Mahoney, all in favor, motion approved as presented.*

Treasurer - Linda Callan - *Motion to approve by: Susan Rask, second by Kitty Mahoney, all in favor, motion approved as presented.*

- Strategic Planning 2015-2016

Kitty, started working on it previously, difficult to create specific strategic plan based on future merger to HMCC. Revisit later in fall.

Website: Kitty, Cathy and Daniel have been working. We must make it applicable to 2 different audiences, MRC Volunteers and Public Health. This is not really in either of our job descriptions, Kitty proposed technology money (PHEP) to hire a professional.

CASPER program: Framingham, Ashland and Holliston will work together, agreed on arbovirus, mosquitos and ticks. Plan to use 2-5 volunteers from Ashland and Holliston and 25 from Framingham. Will pair them up and send them out.

Sub Regional MRC proposal-

Susan would like to keep some money in budget for sub regional, Kitty highly supports sub regional concept. Cathy will ask Liz for more information, more details, cost, deliverables, contract, what exactly is required, recruiting, training, short concrete list.

List of assets (equipment) Cathy will bring to next meeting.

Adjourn

12:30 PM