



Region 4A Medical Reserve Corps Advisory Board
Wayland Town Hall, 41 Cochituate Road, Wayland, MA 01778
Friday, June 3, 2016, 10:00 A.M. - 12:00 P.M.
Meeting Minutes

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

Administrative Business:

Approval of past MRC Advisory Board Meeting Minutes:

Thursday, 18 May 2016 - *Motion to approve by: Phyllis Schilp, second by Kitty Mahoney, all in favor, motion approved as presented.*

Statewide MRC Meeting - 24 May 2016, Cathy went over key information, will have minutes typed up for next meeting.

Fiscal Budget Update from Fiscal Agent IIGL/ NACCHO Funds

- Budget – BP4 purchases – Cathy is working with IIGL to make purchases.
- Budget – BP5 – Susan-keep money in budget for sub regional groups. Cathy ask Liz Foley (Worcester) what she does (details, cost, deliverables, contract, what exactly is required, recruiting, training). Kitty-add printing/office supplies to budget (certificate paper, labels, etc.)
- Mini Grant - \$3,500. IIGL is the host agent. Archana Joshi: As of 1 June, IIGL is working to amend their contract, the PV is processing, they should have the funds the end of week or early next week.
\$1,312.50-New volunteer MRC Orientation, on-line/self-paced.
\$1,800.00-First Aid kits
\$387.50-Wild Apricot website help
- NACCHO (budget from previous years) - Luisa will research-what will happen with NACCHO budget funds (\$7,500), do we have to spend prior to 30 June? Archana stated we will not have to spend it by 30 June, however, the contract was signed between IIGL and NACCHO. Can IIGL keep the funds for our future use? Can IIGS transfer to Cambridge Health Alliance?
- HMCC – Cambridge Health Alliance will be our sponsoring agent as of 1 July 2016. They will try to keep same processes in place, at least for the first year.
- IIGL – do they have any iPads/iPhones, please return for re-allocation.



New Business

MRC Coordinator Deliverable Update and Discussion:

- BP5 Deliverables and work plan – Cathy send to Archana to submit to MDPH.
- MRC Brochure – final draft approved by Kitty. To Lexington Graphics for printing.
- Volunteer Registration Process –sent to MRC AB, Phyllis will work with Cathy to make changes on the “flow chart” for credentialing of volunteers.
- Deployment SOP- needs revision; Cathy will work on it after submission of BP5.
- MRC Communication Drills – there will be a MDPH drill before June 30, Cathy will use MA Responds and will send out separate drill to all other towns.
- MA Responds – Kitty and Cathy 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

- 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 on it, this is not in either job description, Kitty proposed technology money (PHEP) to hire a professional.
- CASPER program: Framingham, Ashland and Holliston working together, agreed on arbovirus, mosquitos and ticks.
- Equipment-Cathy has list of assets (equipment). She doesn't use the iPad, will bring to next meeting (if it is newer than Susan's, she may take it).
- Regional Trailers-Marlborough and Acton. Not really being used, can we move one to a central location (Wayland/Natick?), put combination lock for easy access. Cathy can store regional equipment, if towns need items they can access them while at a General Coalition meeting. Or should we give to a town that needs it?
Marlborough-Daniel Watters went through with Don Cusson.
Acton-still must be insured.

Next Meeting: 14 July 2016, 10:00 am
Adjourn

12:00 PM