



**Region 4A Medical Reserve Corps Advisory Board
Wayland Town Hall, 41 Cochituate Road, Wayland, MA 01778
Meeting Minutes, Thursday, August 11, 2016**

Call to order and quorum by Board Chair/Executive Director 10:30 AM
Present: Kitty Mahoney, Phyllis Schilp, Scott Moles, Linda Callan,
Cathy Corkery, Garrett Hair (CHA), Liz Foley (MA DPH),

Administrative Business: Cathy Corkery

Meeting Minutes: Phyllis Schilp

Monday August 1st, 2016 - *Motion to approve by: Phyllis Schilp, second by Linda Callan, all in favor, motion approved as presented.*

Thursday July 14th, 2016- *Motion to approve by: Phyllis Schilp, second by Linda Callan, all in favor, motion approved as presented.*

Fiscal Budget Monthly Report (CHA)

- Budget/MRC and PHEP and NACCHO
Cambridge Health Alliance (CHA) signed contract August 3rd.
Question to address who would take meeting minutes and be responsible for administrative duties. Because Fiscal Agent receives 15% for administrative costs in budget, should they provide someone to take minutes, distribute agenda and post agendas and minutes to web site. Formally IIGL was doing this task. CHA stated that it would be the state representative Archana Joshi for the time being.
Wasn't payment voucher submitted to CHA? When will funding be available? How long for distribution of funds? Garrett will bring back question to CHA and MA DPH.

Cathy Corkery was signed by CHA as contractor on August 4th for 60 days. According to bylaws of Region 4A MRC, MRC Executive Director will supervise Volunteer Coordinator. CHA made aware of possibility of catch up for Cathy Corkery. Garrett Hair (CHA) said 40 hours per week. Discrepancy of 5,000 between budget and hour rate for Volunteer Coordinator (VC). Garrett will clarify with Christian Lanphere to allow Cathy to be released from restraints for 40 hours as long as it doesn't exceed the allotted funds for the position to allow for catch up.
CHA and VC will meet (phone) twice per month to include a MRC AB member if available. There will be space in Everett (Whidden Hospital) for VC but it has not been decided how many days VC should be there. Suggested that possible two times a month. VC cannot do work in a community she is not stationed in.

NACCHO funds (approved at MRC AB meeting - 1 August) for VC through July 26 submitted to IIGL for payment.

- Pending invoices and outstanding requests, transition expenses*
No answer to how soon will funds be released to schedule trainings? No plan to cover expenses while funds are pending. Lapse in funding caused training to be cancelled during crucial summer months.



CHA hopes to post the HMCC manager position on Friday.

Make an announcement at general coalition to ask for a new member to the MRC Advisory Board to replace Susan Rask.

New Business (Kitty Mahoney, CHA)

- Interim Continuity Plan for HMCC and MRC 4A MRC
Transition has been very tough. We are now close to 2nd quarter. Mini grant reporting needs to be submitted. Intro to MRC Video connected to Keefe Tech students. Not be able to meet grant deadline with Cathy's contract was on hold.
Liz Foley, MA DPH understands that mini grant reporting will be delayed.
Outlined priorities including reports, trainings that need to be caught up from the 5 weeks of delayed contract.
- Strategic Planning 2016-2017
Need someone to manage website. Some money was put into the PHEP budget for web master. Is there enough "technology funds" in the PHEP budget to include MRC web site and Volunteer data base.
Discussion about Region 4B data base - Region 4A MRC AB agreed that it is better than MA Response and would be interested in pursuing the opportunity to use that instead. CHA representative will follow up. Important to maintain a separate identity for 4A on data base.
- Sub Regional MRC proposal:
One change made to proposal. Kitty will change and recirculate. Still working on reporting requirements to the VC.
- ~~Steering Committee update (Cathy attends for Kitty)~~
Liz Foley will check with State Steering Committee members to request Cathy to be invited by MA DPH. Kitty to provide email info that she cannot attend due to hearing impairment issues.

Old Business (All)

- BP4 Final Update – deliverables have been accomplished
- ~~BP5 Deliverable (#15 Volunteer Management) Updates, changes to work plan~~
- Ongoing SOP 2016 Versions
Should we change title from "SOP" to include Management Guide?

MRC Coordinator Deliverable Update and Discussion: (All)

- MRC Volunteer Training Update:
Prioritizing trainings now is cumbersome because we missed the summer training months. Cathy is working on list of possible training for MRC.
- Volunteer Registration Process Draft approval, Cathy will update for next meeting.
- ~~Quarterly MRC Communication Drill result~~



- ~~National reporting requirements (monthly from 4A communities)~~
- ~~Statewide MRC meeting update~~

Additional Member Concerns/Issues

Plan for storage of items? Where are they going to be stored? Need for inventory management system.

Regional Trailer: What to do with trailer? This asset should be redistributed – must be discussed at General Coalition meeting.

Cathy has list of equipment owned by Region 4A MRC and supplies (on Office 365).

Great American Shake out. Earthquake awareness. To promote and send out info

Cathy will populate calendar on [Region 4A website](#) to show all activities that MRC Volunteers participate in, including flu clinics, farmer's markets, etc.

Next Meeting: Thursday, 22 September, 10:00-12:00

Adjourn

12:30 PM