



**Region 4A Medical Reserve Corps Advisory Board  
Town Hall, 150 Concord Street, Framingham MA  
Meeting Minutes, Thursday, September 22, 2016**

Call to order and quorum by Board Chair/Executive Director  
Present: Kitty Mahoney, Linda Callan, Scott Moles, Phyllis Schilp  
Garrett Hair, Cathy Corkery

10:30 AM

**Administrative Business: Cathy Corkery**

**Meeting Minutes: Phyllis Schilp**

Thursday, August 18, 2016 - *Motion to approve by: Scott Moles, second by Linda Callan, all in favor, motion approved as presented.*

**Fiscal Budget Monthly Report: (CHA)**

- Budget - MRC and PHEP and NACCHO
- Pending invoices and outstanding requests, transition expenses\*

Funds reimbursement- MRC should use the form from CHA (CHA form is for all - PHEP, MRC, plus).

Cathy will develop instructions for MRC funds so it will be easy for communities to fill out form, send to Cathy with receipt (can scan and email), Cathy will forward to CHA and track expenses.

Do not need a quote for food, easiest way is for PH personnel (not town) to pay and request reimbursement.

Cathy will pre-populate form with capability and gap and send out with letter of instruction.

MRC AB approves all fund requests, (Cathy does not approve, just tracks and submits), however, Cathy will process immediately if it was approved on budget and update monthly to MRC AB on budget form.

Need to verify when and how to adjust budget. Cathy will research and bring information to next meeting, we will need to make adjustments.

May have to beef up meeting expense money "EDS under Consultants", ex: Narcan, MHFA CPR, flu reviews, lack of intranasal flu spray (ex. Kitty offering different types of vaccine), sharps containers wipes hauling, much more costly. As an EDS training, expenses will be significantly different this year than last year.

Can we spend money left from last year (Balance: \$887.48)? Garrett Hair said no, the MRC funds were not able to extend over fiscal years.

**Equipment/supply list, update quarterly (don't have to print every month)**

Regional trailer - bring boxes of SAMHSHA to next GC meeting, give them out.

Also, bring brochures to next GC to give out,



### **New Business (Kitty Mahoney: (CHA)**

- Interim Continuity Plan for HMCC and MRC 4A MRC, will discuss at GC.
- Strategic Planning 2016-2017 - Volunteer management on administrative level will be prominent next year, we need to leverage technology, archive all information, both GC and MRC. Discussion with Christian recently, impressed with 4B process, would like to consider paying and using same database. MA Responds meetings last year was insightful, but not really helpful. Framingham intends to withdraw, sent email to Liz Foley (MA DPH).
- Sub Regional MRC proposal  
North sub regional- Cathy will plan another meeting and put this information out.

Ashland, Holliston, Framingham – informal group, working at CASPER project, using PHEP funds.

- Steering Committee update (can Cathy attend for Kitty), there is a meeting next Monday, Liz Foley will bring it up at that meeting.

### **MRC Coordinator Deliverable Update and Discussion: (All)**

- MRC Volunteer Training Update: this will be the framework to evaluate Cathy in the upcoming year.
- Ongoing SOP 2016 Versions-Cathy is working on them.  
Volunteer Registration Process Draft approval - Cathy will update flow chart, then we need to send out to GC.
- Quarterly MRC Communication Drill result - We didn't participate in the 1<sup>st</sup> Quarter, the 2<sup>nd</sup> Quarter should be coming soon.
- National reporting requirements (monthly from 4A communities) – MRC Program Office (federal) website has been down for quite a few months, have not been able to update.
- BP5 Deliverable (#15 Volunteer Management) Updates, changes to work plan
- Statewide MRC meeting update – Nov 15

**Additional Member Concerns/Issues:** None

Adjourn

12:00 PM