



**Region 4A Medical Reserve Corps Advisory Board  
Town Hall, 150 Concord Street, Framingham MA  
Meeting Minutes, Wednesday, November 9, 2016**

Call to order and quorum by Chair/Executive Director

10:00 AM

Present: Kitty Mahoney, Scott Moles, Phyllis Schilp, Cathy Corkery

**Administrative Business: Cathy Corkery**

**Meeting Minutes: Phyllis Schilp**

Thursday, 22 September 2016 - *Motion to approve by Kitty Mahoney, second by Scott Moles, all in favor, motion approved as presented.*

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

- Budget - MRC and PHEP and NACCHO
- \$8,786.75 must be moved from Quarter 1 – add money to Supplies, Consultants (EDS and Training), Contractual (Sub Regional Coordinator).
- Pending invoices and outstanding requests: note that the process, as stated by CHA, is not currently working. Process needs to be clarified, MRC funds for reimbursement for services and request for supplies or training must come through MRC Volunteer Coordinator (Cathy), PHEP should go directly to CHA.

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

- Interim Continuity Plan for HMCC and MRC 4A MRC
  - Prioritize part time responsibilities for Cathy
  - Position Description for hiring new MRC Coordinator
- Strategic Planning 2016-2017
- Sub Regional MRC proposal-we will offer more funding and look for participants.

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

- Ongoing SOP 2016 Versions
- Volunteer Registration Process Draft approval
- Quarterly MRC Communication Drill result
- National reporting requirements (monthly from 4A communities)
- BP5 Deliverable (#15 Volunteer Management) Updates, changes to work plan
- Statewide MRC meeting update

Mini Grant - MRC 101, Kitty Mahoney will put questions on survey monkey and tie into MAPHN. Cathy will submit final form to MDPH.



**Additional Member Concerns/Issues:**

Funding is in the budget for a Deputy Regional Coordinator (previously held by Doris Moore, who is not available anymore) – MRC AB would like to hire someone to fill this position (duties will include: CORI, SORI, credential check, badging, and others as needed).

The Executive Director (Kitty Mahoney) will discuss budget changes and Sub-regional proposal at next General Coalition meeting.

*Motion to adjourn by: Kitty Mahoney, second by Phyllis Schilp, all in favor, motion approved as presented.*

Adjourn

12:00 PM