



## Region 4A Medical Reserve Corps

### MEETING MINUTES

Thursday, November 20, 2014

10:00 A.M- 12:00 P.M.

Wayland Town Hall, Selectmen Meeting Room  
41 Cochituate Road. Wayland, MA 01778

#### Call to order and quorum by Board

10:00 AM

Attendees: Heidi Porter, Susan Rask, Linda Callan, Robin Chapell,  
Archana Joshi, Cathy Corkery, JoAnne Petro, Kitty Mahoney

#### Administrative Business:

**Upcoming Meetings: December 18, January 15, February 19, 10:00 a.m. – 1:00 p.m.**

#### **Approval of past MRC Advisory Board (AB) Meeting Minutes: 7/22, 8/20, 9/9, 10/14**

- July 22, 2014: Motion to approve MRC AB Minutes for July by Susan Rask, second by Robin Chapell. All in favor, motion approved as presented.
- August 20, 2014: Motion to approve MRC AB Minutes for August by Linda Callan, second by Robin Chapell. All in favor, motion approved as presented.
- September 9, 2014: Motion to approve MRC AB Minutes for September by Robin Chapell, second by Susan Rask. All in favor, motion approved as presented.
- October 14, 2014: Motion to approve MRC AB Minutes for October by Linda Callan, second by Susan Rask. All in favor, motion approved as presented.

#### **MRC Advisory Board Members:**

Motion by Susan Rask, second by Linda Callan: Recommend the appointment of Kitty Mahoney to fill the unexpired term of Ann Loree through December 30, 2015. All in favor, motion approved as presented.

Susan Rask will nominate Kitty Mahoney at the next General Coalition meeting.

Heidi will write a letter of support to Framingham for Kitty to join the MRC AB, send to Kitty, with copy to Roberto Santamaria, Acting Health Director.

Cathy Corkery will review MRC AB bylaws and will clarify term limits for all members. (ex: Executive Director and Assistant Executive Director serve 18 months and terms should be staggered, is it the person or the position?)

#### **Statewide MRC Meeting/Steering Committee/Other Committee meeting**

Statewide MRC Meeting will be held December 8, 2014, Cathy Corkery will attend.

Social Media Training will be held at MA Emergency Management Agency, Framingham, on 16 December 2014.



Steering Committee Meeting was attended by Heidi Porter:

- Discussion about document “About the Medical Reserve Corps”, developed for public and HMCC. Issues: We must be clear about the roles of MRC volunteers – funds have been given to local public health to recruit, train and manage MRC volunteers. MRC mission is to support local public health, it should not be assumed that they are a resource for state or HMCC as stated at HMCC planning meeting, in a local emergency, we may need the HMCC to provide us with staff. **Motion by Robin Chapell to provide comments back to steering committee, second by Susan Rask, all in favor, motion approved as presented.** Heidi will write comment.
- Heidi asked Steering Committee for clarification: does the HMCC sponsoring agency have to be from the region it represents; answer is yes, must be from Region A/B. This would exclude IIGL or Worcester agencies. **Motion by Susan Rask to provide comment that HMCC sponsoring agencies be allowed to work across regions, ex: any entity from across Massachusetts can apply and be considered to be a sponsoring organization for any HMCC region, this will encourage healthy competition. Second by Robin Chapell, all in favor, motion approved as presented.** Heidi will write a comment.
- Creating a Speaker Bureau so agencies can share resources throughout the state. Cathy will send Heidi final list of all speakers willing to be on the list.
- Donna Quinn was hired to be the new Statewide Volunteer Coordinator (replaces Lindsay Tallon), she will start 1 December (she has done MRC work in NH). We would like to invite her to a meeting in the spring.
- Steering Committee is putting together best practices, and is looking at marketing and public relations materials; this will be discussed at next Statewide MRC Coordinators Meeting, December 8, which Cathy will attend. Cathy will bring up our Speaker Series as a best practice, and obtain information about a MRC brochure, will have a draft for next MRC AB meeting (not to be published until the website is live and well-populated).

#### **Fiscal Budget Update from Fiscal Agent IIGL/ NACCHO Funds**

- Budget: question about funds in Weston, Luisa believes money is fully expended, will work with Weston to update budget and send to MRC AB.
- IIGL will send reminder to general coalition about community allocations.
- Question about Marlborough speaker series, was it paid? Budget handout does not reflect payment.
- IIGL will put NACCHO information on back side of budget handout with updated status every month.



## **New Business**

### **MRC Coordinator Deliverable Update and Discussion:**

- Review and Finalize Deployment Documents – SOP: updates were made by MA Department of Public Health, will be discussed at MRC Statewide Coordinators meeting. Cathy will update Deployment SOP and send to MRC AB after this meeting.
- Grant Applications –NACCHO: both the Capacity Building Award and Challenge Award applications were submitted on November 6, 2014. Cathy will update MRC AB about significant dates and reporting requirements.
- Challenge Award:
  - MRC AB wants a Memorandum of Understanding with Framingham. Marissa Garofano and Roberto Santamaria should attend a MRC AB meeting to discuss the details.
  - Discussion about who the 2 instructors should be (1 should be from an alternate community, possibly a volunteer?) This should be brought to the General Coalition at the next meeting. Cathy will ask Marissa and Roberto to present information about the project at the next General Coalition meeting.
- Volunteer Handbook – MRC AB will review. Cathy will gather more detailed information about age requirement, update and resend to MRC AB.
- Regional Trailer Plan – Cathy will gather more information (is there an inventory, has anyone borrowed it, can we bring it to General Coalition meeting in spring, who holds/pays for insurance, Marlborough holds title?) re-send to MRC AB for review and discussion at next MRC AB.
- MRC Volunteer Training Update –
  - Regional Speakers – Spring, Walpole would like to have a speaker on Ebola. Complete spring training calendar.
  - ICS 100 and MRC Orientation: send email to LBOH/MRC Leaders asking them to “host” in different parts of the region. Try remote courses, ex: webinar, record a class and post it. Keep phone lines open after course or have dedicated date to answer questions so people can take test on line.
- Website Update – Cathy, Ryann and Archana met with Contractor, have training scheduled for December 2.

**Adjourn: 12:30**