



**Region 4A Medical Reserve Corps Advisory Board  
Wayland Town Hall, 41 Cochituate Road, Wayland, MA 01778  
Meeting Minutes, Thursday, July 14, 2016**

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

**Administrative Business: Cathy Corkery**

**Meeting Minutes: All**

Friday, 3 June 2016 - *Motion to approve by: Phyllis Schilp, second by Scott Moles, all in favor, motion approved as presented.*

**Fiscal Budget Monthly Report**

- Budget/MRC and PHEP – discussion about BP4 budget. Discussion about BP5, will we have a chance to make any changes? We won't be able to have a good discussion until Cambridge Health Alliance executes their contract.
- Pending invoices and outstanding requests, transition expenses – what are the options for continuity of operations?

**New Business (Kitty Mahoney)**

- MA Responds - Still in discussion with Donna Quinn, and Liza Martin, they can come to our MRC AB, however, our meetings are very busy. Kitty would like to meet outside of MRC AB, all agreed. Framingham did a survey at their last meeting, people would rather get an email directly from Kitty or Cathy, they can respond simply by hitting reply. Other issues: questions; state where you work? no option for retired, and people are skeptical about giving their 9-digit social security number.
- Distribution plan for regional assets (iPads, brochures, etc.)- Ponchos-Local Health Departments should keep them, create document for GC so they know what we have available, include pictures. Bring brochures to GC meeting. MRC AB has 5 iPads: (Kitty Mahoney, Linda Callan, Heidi Porter, Susan Rask, Cathy Corkery has 1 not being used). Heidi Porter (Bedford) and Susan Rask (Concord) requested they be allowed to continue to use them.  
*Motion to allow Bedford and Concord to retain the use of the MRC AB iPads to continue to use them until needed. Motion to approve by: Kitty Mahoney, second by Linda Callan, all in favor, motion approved as presented.*
- Strategic Planning 2015-2016: Still in a flux because of new HMCC. Website maintenance is still an issue.
- Sub Regional MRC proposal - This pilot is in response to the coalition and is meant to support the hiring of contractors to help communities. Add to proposal: sub-region



must ensure plan is in alignment with the BP5 4A MRC work plan (ex: communication drill, recruitment activities, training), the proposal must incorporate some of these elements as a part of the application as well as a detailed outline. Sub-contractor will have to go through approval process.

- Mini Grant: “Introduction to MRC”, self-guided presentation, Keefe Technical school students created great narrations. Certificate will be issued at the conclusion, will link to website or email Cathy so she can record and give them a first aid kit. It is a very large document, Susan Rask mentioned we can make it a “.pps” to send it out to everyone.
- Steering Committee update: Kitty would like Cathy to attend in her place, Donna Quinn asked to discuss this with Liz Foley, the new state Volunteer Health Coordinator, who will start 1 August.

### **Old Business (All)**

- BP4 Final Update\* (ask IIGL)
- BP5 Deliverable (#15 Volunteer Management) Updates, changes to work plan
- NACCHO Fund Balance (IIGL holding)
- Deployment SOP 2016 Version

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

- MRC Volunteer Training Update:
  - Volunteer Registration Process Draft approval
  - Quarterly MRC Communication Drill result
  - National reporting requirements (monthly from 4A communities)
- Cathy is working on federal and state reports, can do a report for MRC AB for next meeting: How many town are reporting? How do the numbers compare to last year?

### **2016-2017 Advisory Board Elections:**

Executive Director – Kitty Mahoney  
Secretary – Phyllis Schilp  
Treasurer – Linda Callan

### **Additional Member Concerns/Issues: Discussion with Christian Lanphere:**

\* Request approved by AB June 3<sup>rd</sup> to purchase Pet Kits. Authorization still pending?  
When is a contract going to be signed? What do we in the interim? What is process for the next VC for hire? Does he anticipate any changes to job description for VC with new contract? How will the hiring process unfold? The MRC AB would like decision making on the next VC position. Discussion also on direction of the VC and how that should come from the MRC AB.

Next meeting: 11 August 2016, 10:30-12:30  
Adjourn

12:00 PM