



<b>Meeting Agenda: Medical Reserve Corps Advisory Group (MAG)</b>			
<b>Date</b>	August 1, 2017	<b>Location</b>	Dept. of Public Health 23 Service Center Rd Northampton, MA
<b>Time</b>	12:30 – 2:00 p.m.	<b>Duration</b>	1.5 Hours
		<b>Facilitator</b>	Tracy Rogers
		<b>Call In #</b>	
		<b>Access code</b>	

- Attendees:** Michael Nelson, Tracy Rogers, Jeanne Galloway, Lois Luniewiez, Robert Quinn-O'Connor, Corinne McKeown, Loren Davine, Stephanie Bozigian-Merrick, Allison Hope, Deb Schaier
1. Review/approval of April 4, 2017 meeting minutes – Robert made a motion to approve, Corrine seconded. All in favor.
  2. New business
    - a. Gaps in coverage/ Primary unit covering each town – Lois gave an update about the merging of five units in Hampden County. Holyoke, West Springfield, Agawam, and East Longmeadow are moving into the Chicopee unit. A draft MOU is ready to be sent to the merging units. There was some updating to the 24/7 MRC contact leader list. Loren reported that the four units in Hampshire County are working towards merging as one unit.
    - b. Tracy file expense reports – Tracy offered to file expense reports on behalf of each county, since their fiscal agents provide her with invoices on a monthly basis already for reimbursement.
    - c. Current formula for distributing funds – We will continue using the same funding formula, with assigning special duties to county coordinators, and then dividing the remaining amount 4 ways.
    - d. WRHSAC sheltering exercises – WRHSAC will be sponsoring a sheltering exercise in each of the four counties in spring 2018. More details to follow.
    - e. Website – Corrine reported that she was having issues with accessing the back end of the site. She had to make an \$80 purchase to access it.
    - f. Filling out work plan updates – Tracy noted some items:
      - New format; hopefully easier to read and enter data now that it is row based and less column based.
      - When reporting, enter relevant activity for that quarter in the corresponding box. If there is no activity, note that. If deliverables are complete, indicate that.
      - Quarterly reports should be progressively built, i.e. the Q2 report should be built off your Q1 report to show cumulative progress.
      - By the Q4 report, all deliverables should be marked complete, or have an explanation of why the deliverable was unable to be completed.
  3. Member reports
    - a. MAG budget update – Money hasn't been released yet, so there are no expenses.



- b. County coordinator reports – Loren reported that MRC 101 orientation trainings for the new students are scheduled for September. Liz Foley from DPH is coming to help process CORIs. Corinne reported that Berkshire is doing some summer outreach events. They continue to work on building the specialized response teams. They are also working on the DART game board which teaches about animal sheltering. Lois noted that Hampden has been working on getting an MRC sponsored Skywarn training. They have it scheduled in Monson on October 16. Robert said that 18 people participated in a CPR/first aid training in Franklin County. He anticipates having a role of some sort in the Hard Knox exercise in Hawley.
- c. WAG and WRHSAC report – No report.
- d. HMCC update – No report.

Corinne made a motion to adjourn, Loren seconded. All in favor.  
Meeting adjourned at 1:53pm.  
Minutes submitted by Michael Nelson