

Sudbury Medical Reserve Corps Meeting Minutes

Meeting title: Executive Committee
Meeting Chair: Jonathan Harding, MD

Meeting date: 6/21/07
Recorder: J Harding

Attendees: Janet Lauer, Pascal Cleve, Lynne Geitz, John Stevens, Bob Leupold, Gaby Cohen
Copy: Liisa Jackson, Pam Banthen.

Agenda Topic	Issue	Discussion	Conclusion	Action	Who?	Due date
I. Review of Minutes	Prior Minutes reviewed	Reviewed in detail	approved	File	Lynne	
LEPC	Liaison	Richard Simon has not been available though John and Pascal making attempts. No alternate at LEPC designated. Gaby attended LEPC subcommittee. LEPC has different concept for seniors; hospital will do triage and SNFs will serve as overflow using their own staff, assuming that staff will be available in emergency. CERT staff being trained for shelter. Lynne is on shelter committee. Shelters have been designated. Unclear if shelters will need MRC for medical support of shelters. Still unclear if we have a commitment from LEPC to provide CERT staff to provide Logistical support to MRC for EDS. If not, there may be some competition for volunteers.	Need alternate contact Need to ask Recruit independently of LEPC for logistic support volunteers	Invite the newly designated CERT leader to a future MRC mtg to ask questions. Get onto LEPC agenda Outreach to Richard to ask questions Ask Ken McClain: other than EDS when might he activate MRC	Lynne Lynne Lynne Bob	Sept ?
Qualifying Volunteers	CORI checks Credentialing process Badges	Done for current volunteers by Park and Rec Bob reports Region 4A has database. Pascal's database is incomplete, needs to be finished with fields required by credentialing software Region 4A is buying badge making equipment this summer. Unclear how we get photos to the machine.	Completed We need to know process so we can be prepared for it.	Meet with consultant to review database requirements Report on process	Bob Pascal/ Bob Bob	July

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	Skillset checklist	Lynne created one but has not yet distributed for comment and improvement to the committee		E mail out to group	Lynne	July 7
Communication Subgroup Pascal	Questionnaire Website Reverse 911	We are on region 4a website. Redundant to apply to get on federal website. Therefore, questionnaire previously circulated not required Website up and functional include calendar and e mail. Pascal can post documents. We agreed that we need to have credentialed volunteers before we activate this. However, as a test, & in the event of an emergency situation this summer, we should get XCom mbrs. activated.	We also need to expand this subgroup so all work doesn't fall on Pascal	Ask for volunteers in outreach letter Create xcom reverse 911 list	Pascal	July
Recruitment Subgroup John Marilyn Janet		Spring push, including Town Meeting, Training program, Cable show, Town Crier listing, netted us 35 volunteers. John planning outreach in the fall to Chamber of Commerce and church groups. John proposes recruiting a subgroup of mental health professionals to deal with PTSD prevention We need to clean up database of existing prospects, make next outreach to keep them engaged, focus on training and qualification. Until we do that additional recruitment seems unwise.	Put recruitment on hold for the next few months. We won't turn down new volunteers but won't expend efforts to recruit now. Group approves of idea We will send out outreach packet including cover letter, verify info for database, skillset checklist, training recommendations, opportunities to participate on planning subgroups	Individual recruitment Recruit MH subcommittee Draft letter Edit letter Create info verification page for each volunteer Print out mailing labels for each volunteer Create training recommendation and available courses listing Mail out packets	Marilyn, Janet John Lynne Group Pascal Pascal Gaby Bob	On-going August July July July July July August

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Training Subgroup Gaby	Minimal training requirements	ICS, EDS, Competencies 101	Other training should be optional at this time			
EDS Planning Group John Gaby Lynne	Beth El EDS planning	Gaby made contact; they are willing for us to observe; clinics are Tues evening. Main purpose is to learn lessons of logistics. This might also be an opportunity for mutual recruitment between clinic and MRC. We have materials from training that include job descriptions of each station. Group proposes we set up a mock set of stations with job descriptions and facilitator for each station. All volunteers would rotate through the stations, learn the jobs of each station, and then be debriefed and make suggestions for improvement. Some debate about how proscriptive we should be at first – say, “this is how it will run” and get feedback later, or ask, “how do you think it should be run” as they rotate.	Jon, Janet, and Gaby will try to attend. Plan EDS dry run in the fall, including stations, written materials, facilitator roles, debriefing plan, etc.	Request July 17 Create exercise project plan.	Gaby John, Lynne, Gaby	July 1 September meeting

Respectfully Submitted, 3/16/07

Jonathan Harding, MD