

MRC Roles – Guide for Massachusetts Unit Leaders

MDPH	MRC Program Office (Federal)	MRC Steering Committee	HMCC Sponsoring Organizations	Regina Villa Associates (RVA)	Massachusetts Medical Society (MMS)
<ul style="list-style-type: none"> • Provides funding for MRC Units and reviews/approves associated documentation • Responsible for development of annual MRC deliverables • Provides technical assistance for development / implementation of unit workplans and budget support • MA Responds management, program coordination, trainings, support, and oversight of volunteer credentialing process • Organizes quarterly MRC drills • Social media 	<ul style="list-style-type: none"> • Provides technical assistance, coordination and other associated services. • Helps establish, implement, and maintain units (including merging and disbanding) • Hosts unit profiles on federal website: mrc.hhs.gov • Regional events and announcements 	<ul style="list-style-type: none"> • Provides regional representation to MDPH staff • Provides MRC policy recommendations to MDPH • Provides feedback on MRC deliverables • Provides suggestions/ feedback on statewide MRC meeting agendas • Advances Massachusetts MRC issues of concern with MDPH 	<ul style="list-style-type: none"> • Oversees MRC financials: <ul style="list-style-type: none"> ○ Annual budget ○ Quarterly expenditure reports ○ Budget modifications ○ Subcontractor ID Form and supporting documents • Collects MRC Work Plans (and updates) and quarterly reports and submits to MDPH 	<ul style="list-style-type: none"> • Compiles quarterly reports from units • Assists MDPH staff in tracking MRC deliverables • Provides meeting coordination/ staffing • Maintains state website (mamedicalreservecorps.org) • Maintains unit 24/7 contact list • Sends email announcements/ updates to unit leaders • Provides expiration stickers for ID badges 	<ul style="list-style-type: none"> • Provides MA Responds management, program coordination, trainings, and support • MA Responds issue resolution with Juvare • Supports quarterly MRC drills • Develops and distributes MA Responds Admin Newsletter • Coordinates the supply and distribution of MA Responds marketing materials
<p>Statewide Coordinator: Liz Foley liz.foley@mass.gov</p> <p>MA Responds: Darryn Anderson darryn.anderson@mass.gov</p>	<p>Jennifer Frenette Jennifer.Frenette@HHS.GOV</p>	<p>R1: Carmela Lanza-Weil R2: Lois Luniewicz R3: Nancy Burns R4A: Roberta Ho R4B: Mia Nardini R4C: Amanda Wolfe R5: Liisa Jackson</p>	<p>See HMCC Website with contact list for the Regions</p>	<p>Regan Checchio rhecchio@reginavilla.com</p> <p>Sarah Paritsky sparitsky@reginavilla.com</p> <p>Amanda Poggenburg apoggenburg@reginavilla.com</p>	<p>Johnna Coggin jcoggin@mms.org</p>