

RESOLUTION NO. 2014- 544

A RESOLUTION AUTHORIZING EXECUTION OF A GRANT AGREEMENT WITH THE NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS FOR A FOOD AND DRUG ADMINISTRATION PROJECT TO BE IMPLEMENTED BY THE VINELAND HEALTH DEPARTMENT.

WHEREAS, the City of Vineland, Department of Health, has been selected to receive an award from the National Association of County and City Health Officials, in the amount of \$16,554.00, for a Food and Drug Administration Project - Voluntary National Retail Food Regulatory Program Standards Mentorship Program; and

WHEREAS, it is the desire of the City of Vineland to accept said grant award; now, therefore,

BE IT RESOLVED by the City Council of the City of Vineland as follows:

1. THAT the Mayor and City Clerk of the City of Vineland be and the same are hereby authorized to execute an agreement and such other related documents as required with the National Association of County and City Health Officials.
2. THAT the City of Vineland agrees to undertake its obligations under the grant agreement.

Adopted:

President of Council

ATTEST:

City Clerk

Reid Wanda

From: Garbarino Jeanne
Sent: Wednesday, December 03, 2014 3:58 PM
To: Reid Wanda
Subject: NACCHO Voluntary National Retail Food Program Standards Mentorship Program, Cohort 4

Here is the information you requested about the recently awarded grant:

- The grant is from FDA and administered by the National Association of County and City Health Officials (NACCHO).
- The grant is for \$16,554 for the period of December of 2014 to August 2015.
- Our part of the grant obligation is for me to mentor Health Departments from Outgamie, Wisconsin, Alamosa County, Colorado, and Englewood, NJ. Representatives from these departments will come here for 2 days in March or April for training by primarily me on the FDA's voluntary national retail program standards. I will also be obligated to make monthly calls to their departments from January to August. There will be a 2 day face to face meeting in Washington, DC in August with all grant recipients that is completely paid for by NACCHO, which I will be required to attend. We participated in Cohort 3, same process, in 2014.
- The grant monies will be used for the following:
 - Overtime monies for
 - Inspections performed beyond normal working hours- \$3800
 - Teaching of food safety classes to retail food establishment employees (one evening and one Saturday)- \$872
 - Food Safety Calendar project (2016)- printing and mailing costs- \$3500
 - Equipment
 - Cold Fusion Software and installation- \$2200
 - Data logger- \$100
 - Dr. Pimsleur Learn Spanish tapes (for the inspectors)- \$100
 - Training
 - 5 inspectors to attend HACCP Certification classes at Rutgers Food Safety Innovation Center in Bridgeton- 5 @\$595= \$2975
 - Carolyn Fisher to attend a 3 day FDA course on retail food establishment plan review in April (Missouri)=\$1924
 - Attendance for 5 inspectors to attend one day each of NJEHA Annual conference in Atlantic City in March- 5@\$175=875
 - Miscellaneous courses such as CASA= \$150
 - Misc.= \$58

I believe this answers all of your questions. If you have more, please ask.

Jeanne Garbarino

NACCHO

National Association of County & City Health Officials

The National Connection for Local Public Health

December 3, 2014

Dear Jeanne:

Congratulations! On behalf of the National Association of County and City Health Officials (NACCHO), I am pleased to announce that Vineland Health Department has been selected to participate as a mentor local health department (LHD) in the Voluntary National Retail Food Regulatory Program Standards (Retail Program Standards) Mentorship Program. Your jurisdiction is one of 25 sites selected to collaborate and partner directly with NACCHO through support from the Food and Drug Administration (FDA).

It is exciting to have so much interest from around the nation focused on building capacity for integrating the Retail Program Standards at local health departments. Since NACCHO received several strong applications from peer LHDs looking for mentorship, your agency's ability and willingness to mentor three LHDs is appreciated. As such, this will allow more LHDs to participate and benefit from the mentorship program.


Your jurisdiction will be matched with mentee LHD(s): Outagamie County Public Health (WI), Alamosa County Public Health Department (CO), and Englewood Department of Health (NJ), who will need guidance on the self-assessment and Standards 1, 2, 5, 7, and 9. NACCHO is pleased to award funding in the amount of \$16,554.00 for the period December 2014 – August 2015.

Next Steps:

- Please confirm your acceptance by **December 5, 2014** to Jen Li (jli@naccho.org).
- Upon confirmation of your acceptance, additional materials will be forwarded to execute a contractual agreement with NACCHO.
- The plan is to schedule an orientation call in the coming weeks. You will receive separate requests via email through Meeting Wizard asking for your availability in identifying a date and time that works for all selected local health departments participating in the mentorship program.
- In order for us to measure your progress over time, please fill out the mentor pre-assessment.

NACCHO and FDA staff looks forward to working with you and your colleagues on this important endeavor. A hard copy of the notification letter will also be mailed to you. Please do not hesitate to contact me at (202) 507-4242 or jli@naccho.org with any questions.

Regards,



Jennifer Li
Director, Environmental Health, Health and Disability



Public Health
Prevent. Promote. Protect.

Applications due by 8:00 PM EDT on Friday, October 31, 2014

OVERVIEW

**Voluntary National Retail Food Regulatory Program Standards
Mentorship Program (Cohort 4)
Application Reference Document to Become a Mentor**

Instructions: DO NOT SUBMIT THIS FORM. THIS FORM IS PROVIDED AS A REFERENCE ONLY. APPLICATIONS MUST BE SUBMITTED THROUGH THE ONLINE SYSTEM, AVAILABLE AT:
http://naccho.co1.qualtrics.com/SE/?SID=SV_ez0q7kg5YxKAVKt.

The online application requires a value of \$0 or greater in each category. In cost categories for which you have no costs, list \$0. (For any category where only \$0 is listed, we will assume you have no costs.)

The online application cannot be saved before being submitted. It is strongly recommended that applicants 1) Complete all parts of the application using the downloadable word document, and then cut and paste responses into the online applications, and 2) Fill out and submit the online application in one sitting.

Complete the application using the online submission form no later than 8:00 PM EDT on Friday, October 31, 2014.

AGENCY INFORMATION	
Name of agency: Street address: City/state/Zip: Telephone: Fax:	Vineland Health Department 640 E. Wood Street, P.O. Box 1508 Vineland, NJ 08362-1508 856-794-4131 856-405-4608
Name and complete contact information for designated Project Coordinator*: *Per RFA: Applicants are required to designate one main point of contact with whom NACCHO will directly communicate on all matters related to this project, including selection notification. This person will be responsible for submitting all deliverables, participating in calls or webinars, and completing evaluation activities.	Jeanne Garbarino, Principal REHS Vineland Health Department 640 E. Wood Street, P.O. box 1508 Vineland, NJ 08362-1508 Phone: 856-794-4000 ext. 4326 Cell phone: 609-501-3913 e-mail address: jgarbarino@vinelandcity.org
Health Agency Director: Phone: E-mail:	Dale Jones 856-794-4000 ext. 4115 djones@vinelandcity.org
Approximate LHD population size served:	60,000

CONTRACT INFORMATION	
Participating LHDs will enter into a contract with NACCHO to complete the deliverable(s) described in the RFA. Agreement with NACCHO standard contract terms and conditions is a requirement for application. No modifications will be made. The information below will help to begin the contracting process immediately upon selection.	
Our agency has read NACCHO's standard contract language and provided a copy to the individual with signing authority at the LHD	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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for advanced consideration.	
If you selected 'No' the LHD has not provided a copy to the individual with signing authority for advanced consideration or 'No' the LHD does not agree to the contract language or is not able to sign and return a contract to NACCHO within 30 days, please explain.	
Name and title of authorized signer of contract	Denise Monaco, Asst. Business Administrator
Official name of organization on contract	Vineland Health Department
Contact information (address, e-mail, telephone number and fax number) of authorized signer of contract	640 E. Wood Street, P.O. Box 1508 Vineland, NJ 08362-1508 dmonaco@vinelandcity.org Phone: 856-794-4000 ext. 4142 Fax: 856-405-4608
Agency EIN/tax ID number:	216001670

SUPPORT TO APPLY FOR THIS FUNDING OPPORTUNITY	
The Health Official is aware of this application and provided an optional letter of support. (*Note: The letter may be included as an attachment as part of the online application.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If you selected 'No' the Health Official is not aware, please provide an explanation.	

MENTORSHIP PROGRAM AREAS OF EXPERTISE	
Please indicate standard(s) or phase(s) for which your local health department would like to provide expertise through the Mentorship Program (check all that apply).	<input checked="" type="checkbox"/> Standard No. 1 - Regulatory Foundation <input checked="" type="checkbox"/> Standard No. 2 - Trained Regulatory Staff <input checked="" type="checkbox"/> Standard No. 3 - Inspection Program Based on HACCP Principles <input checked="" type="checkbox"/> Standard No. 4 - Uniform Inspection Program <input checked="" type="checkbox"/> Standard No. 5 - Foodborne Illness and Food Defense Preparedness and Response <input checked="" type="checkbox"/> Standard No. 6 - Compliance and Enforcement <input checked="" type="checkbox"/> Standard No. 7 - Industry and Community Relations <input checked="" type="checkbox"/> Standard No. 8 - Program Support and Resources <input checked="" type="checkbox"/> Standard No. 9 - Program Assessment <input checked="" type="checkbox"/> Self-Assessment

BACKGROUND (25 POINTS)	
Please provide information on your local health department, addressing each of the following bulleted items: <ul style="list-style-type: none"> LHD's mission statement; Number of staff in the retail food regulatory program; Size of jurisdiction; 	<ul style="list-style-type: none"> Mission Statement: "Taking Care of Vineland" # of staff in retail food program: 5 (4 inspectors and 1 supervisor/inspector) Size of jurisdiction: 69 square miles The primary goal in our retail food program is to promote food safety at all times through active managerial control and foodhandler knowledge. Our

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<ul style="list-style-type: none"> • Briefly describe your retail food regulatory program; • Types of retail establishments regulated; • Number of retail establishments regulated; and • Where your LHD derives regulatory authority from (i.e. local ordinance, state) 	<p>inspectors' primary role is that of educators to explain the importance of regulations involving risk factors. We offer foodhandlers courses at least 8 times a year in English and Spanish. Risk control plans and outreach such as newsletters, food safety calendars and manuals, all seek to have the facility manage their own risk factors. Enforcement is taken when all other efforts have failed. All inspectors in this program hold at least a Bachelor's Degree, are state licensed and are standardized under the FDA program. Our staff is very dedicated.</p> <ul style="list-style-type: none"> • All types of retail food establishments are regulated: hot dog carts, to supermarkets and grocery stores, restaurants, schools and hospitals • Total # of retail food facilities regulated, including temporary vendors= about 450 each year • Regulatory authority is derived from NJ State codes and local ordinances. The NJ State Code is based on the 2001 Food Code.
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QUALIFICATIONS (50 POINTS)

The following questions will ask you to list and describe your agency's expertise and experience with the Retail Program Standards.

<p>Standard(s) in which you have expertise and experience</p> <ol style="list-style-type: none"> i. Please list each Standard in which you have expertise and experience; ii. Provide a description of your expertise and experience for each listed Standard; iii. Please indicate which standard(s) have been self-assessed and which standard(s) have been confirmed through a verification audit; 	<ol style="list-style-type: none"> i. We have expertise and experience in all 9 standards. ii. We have assessed and met all 9 standards. An auditor verified this in 2012. In the beginning, we created improvement plans to meet standards. We were a mentor in Cohort 3. Jeanne Garbarino has spoken on the standards a few times at different meetings. Jeanne understands the standards quite well. We especially excel in Standard 7. iii. All 9 standards were last assessed in 2012. In 2012, the auditor verified that we completed all 9 standards. We are the first in the country to have completed all 9 standards.
<ul style="list-style-type: none"> • Any experience conducting a self-assessment or preparing for a verification audit; 	<p>We have assessed all 9 standards numerous times since 2003. We prepared for and went through verification audits in 2010 and 2012.</p>
<ul style="list-style-type: none"> • Any experience conducting a Verification Audit for another agency (please indicate which standards and briefly describe your experience); 	<p>We have no experience in conducting a verification audit, but are quite willing to do so.</p>

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<ul style="list-style-type: none"> Any work that your LHD has done, or any work under way, related to implementation of the Retail Program Standards; and 	<p>We started working on improving our program in 2003. Since then, we have met all 9 standards. We continue to improve our program with use of the concepts in the standards.</p>
<ul style="list-style-type: none"> Any relevant experience in providing mentorship related to the Retail Program Standards, as well as contributions that your agency has made in assisting peer LHDs. 	<p>We participated in Cohort 3 with Bethlehem, Pa and Portland, Maine as a mentor. We unofficially have assisted 1 neighboring health department in standard 7. Jeanne has fielded questions about the standards to many health departments all over the country by phone and/or e-mail. Jeanne Garbarino has assisted the NJ Department of Health for more than 10 years in developing the standards' concepts in NJ by actively participating in "Best Practices" and "Chapter 24 Committee". The NJ Department of Health nominated Jeanne for a NEHA "Certificate of Merit" for all of her contributions in 2012.</p>
<p>Please list any considerations that you would like NACCHO to consider when matching your LHD with mentee LHD(s) for the mentorship program (i.e. size of jurisdiction, location, etc.)?</p>	<p>We are willing to mentor any jurisdiction. However, similar size or similar regulations would be preferred. We are willing to take 4 mentees, if you have the need.</p>
<p>Describe how participation in the mentorship program will be helpful to your LHD, including:</p> <ul style="list-style-type: none"> How your LHD would benefit; How the staff serving as mentors would benefit (i.e. professional growth/development); and Include a brief description of your ideal mentor-mentee relationship. 	<ul style="list-style-type: none"> Our department will benefit in many ways. The ability to continue to improve our retail food program is the biggest benefit to us. Through the mentorship funding, we are able to provide high level training to our staff and purchase needed equipment. We also benefit by the new ideas that working with mentees brings to us. Jeanne Garbarino benefits by being infused with inspiration to continue improving using the standards. Jeanne is a major supporter of the program. Carolyn Fisher will continue to learn the details of the standards. Carolyn will take over for Jeanne when she retires in a year or so. Continuity of our program is very important to us. Our ideal mentor-mentee relationship is being paired with very enthusiastic jurisdictions who truly want to improve their retail programs. Jeanne has a lot to offer in: methods to meet the standards; means of getting food safety messages out to the foodhandlers and public; and the trickier areas of the assessment. Jeanne understands the details of the standards and can teach the mentees how to simplify the approach to reaching a standard. Ideally, the mentees will bring us new ideas and practices to learn, as well. We hope to stay in touch with our mentees after the program.

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<p>Please indicate the number of LHDs your health department is willing to mentor.</p>	<p>___ 1 LHD (anticipated funding to be between \$8,000-10,000) ___ 2 LHDs (anticipated funding to be between \$12,000-14,000) <u>X</u> 3 LHDs (anticipated funding to be between \$16,000-18,000)</p>
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STAFFING PLAN (25 POINTS)	
<p>Describe the proposed staffing plan and list the following for all LHD personnel that may participate in the mentorship program:</p> <ul style="list-style-type: none"> Names of lead staff and staff members; Background information on each staff member, including experience in food safety and experience in the Retail Program Standards; and Each staff member's role and responsibilities for the mentorship program, including the management of resources for providing guidance to mentee LHD(s). Please provide detailed information for each staff member. 	<ul style="list-style-type: none"> Lead Staff: Jeanne Garbarino Assisting staff: Carolyn Fisher <u>Jeanne Garbarino</u> is an FDA Standardized Training Officer since 2003. She was given the Standards in 2003 to implement by her Health Officer. Jeanne assessed and implemented improvement plans for all 9 standards to completion. Jeanne has taught food safety classes for the Vineland Health Department for 33 years and at 2 local colleges. Jeanne holds a BS in Public Health from Richard Stockton College. <u>Carolyn Fisher</u> is standardized by Jeanne since 2006. Carolyn will soon be standardized by FDA as Jeanne will be retiring in a year or so. Carolyn holds a BS in Public Health from Richard Stockton College. Carolyn is still learning the details of the standards program, but will assist at the on-site meeting. <u>Jeanne Garbarino</u>, Principal REHS, will take the lead in working with the mentees. She will provide the following: training on each standard at the on-site meeting; policy and procedure manuals; foodborne illness procedure manual; practices on some of the trickier assessment forms; many examples of industry and community relations projects for them to take home; where some pitfalls can be avoided; and guidance on verification audits. Jeanne will talk with the mentees by phone at least once a month and e-mail as often as needed. Jeanne will answer or find answers to all of their questions and concerns. <u>Carolyn Fisher</u> will provide assistance where needed.

- Submit additional documents as attachments.** This includes:
- Supporting documentation for budget proposal (optional);
 - Any letters of support (optional, but recommended); and
 - Supporting documentation for work plan (optional).

Budget Narrative:
 Funding per mentor LHD is anticipated to range from \$8,000-18,000, based on the number of mentee LHDs an applicant is willing to mentor. **The online application requires a value of \$0 or greater in each category. In cost categories for which you have no costs, list \$0.** (For any category where only \$0 is listed, we will assume you have no costs.)

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OVERALL PROPOSED BUDGET AND AMOUNT REQUESTED

Applicants may request awards totaling a range from **\$8,000-18,000**, based on the number of mentee LHDs an applicant is willing to mentor. Below, please provide an estimated line item budget that illustrates the funding needed to produce the deliverables for this contract.

The budget narrative should be consistent with the goals, objectives, and activities proposed within the application. Items that may be included in the request for funds are staff salary and fringe benefits, phone/facsimile, postage, field supplies, travel to relevant trainings or workshops, and contractual fees. Project funds can support the purchase of field supplies if the purchase meets the needs outlined in the application and will help to achieve replicable knowledge. If additional funds and/or resources will be leveraged, please describe them. *Funds cannot be used for the purchase or upkeep of office equipment. Additionally, project funds cannot be used to purchase food or beverages.*

Please note that the awards are categorized as subawards, paid in three installments upon receipt of invoices and supporting documentation. Since this is a cost-reimbursement award, participating LHDs will be required to submit receipts for their expenses throughout the project. The purpose of the line item budget is to demonstrate that the applicant has considered what funding is needed to accomplish the work it has proposed and that the applicant plans to use funds appropriately.

Additionally, please note that travel expenses for staff members from participating LHDs to attend the mentorship program face-to-face meeting do NOT need to be included in the budget. Costs incurred for the meeting (up to \$1,400) will be reimbursed by NACCHO, separate from the awarded amount to selected LHDs to participate in the mentorship program. Mentor LHDs that choose to send multiple staff members and/or anticipate spending above the \$1,400 amount to the mentorship program face-to-face meeting should budget additional staff travel in their proposed awarded budgets.

(The online application will request a general breakdown of expected costs, within each line item.)

The online application requires a value of \$0 or greater in each category. In cost categories for which you have no costs, list \$0. (For any category where only \$0 is listed, we will assume you have no costs.)

- Personnel (to include salary and associated costs):
- Travel:
- Supplies:
- Contractual costs (include type or name of potential contractor(s)):
- Other direct costs:
- Indirect costs:

TOTAL AMOUNT REQUESTED:

For the budget items above, please provide a brief justification for each budget line item indicated above (e.g. travel, supplies, contractual costs, other direct costs, indirect costs).

Please list any additional in-kind contributions that will be made by the agency to support the work:

ADDITIONAL INFORMATION

Applications due by 8:00 PM EDT on Friday, October 31, 2014

Questions about the mentorship program, request for application, and application can be directed to either:

Amy Chang
Program Analyst, Environmental Health
(202) 507-4221
achang@naccho.org

Jennifer Li
Director, Environmental Health and Health and Disability
(202) 507-4242
jli@naccho.org

Budget Details

Item	Details	Justification	Cost
2 food safety classes taught after normal working hours (one Saturday and one evening)	8 hours X \$60 per hour (Jeanne Garbarino) 8 hours X \$49 per hour (Chris Gross)	Many of our foodhandlers and managers cannot easily attend during our normal working hours.	\$480 + \$392 = \$872
Inspections performed beyond normal working hours	Chris Gross- \$1200 (24.5 hours @ \$49/hour) Ryan Long- \$1200 (28.6 hours @ \$42/hour) Carolyn Fisher- \$500 (9 hours @ \$55/hour) Rick Barsuglia- \$500 (9 hours @ \$55/hour) Jeanne Garbarino- \$400 (6.7 hours @ \$60/hour)	Our overtime budget has decreased over the years. Many of our operations, especially special events, only operate after normal working hours.	Total cost- \$3800
Carolyn Fisher to attend FDA course #207 (Retail food plan review) in Missouri in April.	Air fare=\$850 Hotel stay for 4 nights=\$540 (4 X \$130) Meals= 4 X \$51= \$204 Course cost= \$200 Parking= \$50 (airport) Tolls= \$5 Tips= \$25 Taxi to and from airport-\$50	Carolyn Fisher will be taking over as Supervisor when Jeanne retires in another year or so. She will need this training for continuity.	Total cost=\$1924

Food Safety Calendar
 project \$2700
 + 800
 (mail)

 3500

Training-

HACCP cert courses
 5 x \$595 = 2975

NSEHA =
 5 x \$175 = 875

Man. Courses - \$150

Equipment

Cold Fusion Software
 install

\$2100

Data logger = \$100

Dr. Pimeleus Spanish
 tapes

\$100