

CITY OF VINELAND

RESOLUTION NO. 2020- 145

A RESOLUTION AUTHORIZING THE CITY OF VINELAND
TO ENTER INTO A SHARED SERVICES AGREEMENT
WITH THE COUNTY OF CUMBERLAND TO CONDUCT A
HEPATITIS A PROJECT.

WHEREAS, N.J.S.A. 40A:65-4 (Shared Services Act), permits any local unit of the State to enter into a contract with any other local unit or units for the joint provision within their several jurisdictions of any service which any party to the agreement is empowered to render within its own jurisdiction; and

WHEREAS, the County of Cumberland has agreed to award to the City of Vineland Department of Health, a total of \$19,975.00 for the grant period February 1, 2020 through July 31, 2020 to conduct a Hepatitis A Project in the City of Vineland. The Vineland Health Department agrees to the following:

1. Conduct a Health Education Campaign to increase awareness regarding Hepatitis A and promote vaccination clinics;
2. Conduct Four (4) Hepatitis A Vaccination Clinics.

WHEREAS, it is the desire of the Department of Health to accept the grant award and enter into a Shared Services Agreement with the County of Cumberland;

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

1. THAT, pursuant to the provisions of N.J.S. 40A:65-4 (Shared Services Act), the Director of the Department of Health or his designee are hereby authorized to execute a Shared Services Agreement between the City of Vineland and The County of Cumberland (the "Lead Agency") to provide the services required to conduct a Hepatitis A Project in the City of Vineland.

2. THAT The County of Cumberland ("Lead Agency") shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey with respect to the activities implemented under said agreement.

Adopted:

President of Council

ATTEST:

City Clerk



Memorandum

To: Robert Dickenson, Business Administrator 
From: Macleod Carré, Health Director 
Date: March 3, 2020
Re: Shared Service Agreement with Cumberland County Health
Department to Address Hepatitis A Cases in Cumberland County

Attached please find a Shared Services Agreement between the Cumberland County Health Department and the Vineland Health Department to provide the Vineland Health Department with the funding received by the Cumberland County Health Department from NJ Department of Health to conduct a Hepatitis A Project in the City of Vineland. The Cumberland County Department of Health will provide funding to the Vineland Health Department for the grant period February 1, 2020 – June 31, 2020 in the amount of \$19,975.

The City of Vineland Health Department agrees to:

- Conduct a Health Education Campaign to increase awareness regarding Hepatitis A and promote vaccination clinics.
- Conduct 4 Hepatitis A Vaccination Clinics

I kindly request a resolution be executed to enable my department to accept the grant funding in order to reimburse our department for expenses incurred.

Thank you.

C: Susan Baldosaro, Director of Finance
Laura Gilroy, Accountant

Enclosures (1)

**SHARED SERVICES AGREEMENT BETWEEN THE
CITY OF VINELAND DEPARTMENT OF HEALTH AND THE
CUMBERLAND COUNTY DEPARTMENT OF HEALTH
TO ADDRESS HEPATITIS A CASES IN CUMBERLAND COUNTY**

This Shared Services Agreement, as permitted under N.J.S.A. 40A:65-1 et seq., effective February 1, 2020 through July 31, 2020 between City of Vineland Department of Health (“VHD”) and the Cumberland County Department of Health (“CCDOH”) establishes a formal agreement between two parties and the responsibilities of both parties in relation to addressing Hepatitis A cases in our collective jurisdiction(s) (the “Agreement”). This Agreement will continue until such time as it is modified or terminated as set forth herein

I. Purpose

The purpose of this Agreement is to provide a framework for cooperation between the City of Vineland Department of Health and Cumberland County Health Department in addressing Hepatitis A cases. The Cumberland County Health Department is the lead agency for the Hepatitis A project. As such, the CCDOH will receive all funding and will provide the VHD with their portion of funding in order for them to serve their own jurisdiction. Reimbursement will be made according to VHD’s Budget (Appendix A) and upon completion of objectives and activities listed in the Hepatitis Project Attachment C (Appendix b) between February 1, 2020 and July 31, 2020.

II. Statement of Responsibilities

In consideration of the above stated mutual interests and objectives, the parties agree to the following:

City of Vineland will:

1. Comply with the provision of the Attachment C of the Hepatitis A Project.
2. Work independently to ensure objectives and activities listed in Attachment C are completed for the City of Vineland.
3. Ensure confidentiality, privacy, and security of information in accordance with HIPAA and other applicable federal or state laws.
4. Provide Hepatitis A Project Coordinator with all documents and information related to the Hepatitis A Project for monthly progress reports and upon request. Information for monthly progress reports are due no later than **March 5; April 2; May 7; June 4; July 2; and August 6, 2020**. VHD agrees to cooperate with any additional progress reports required by NJACCHO and if submission dates change.
5. Invoice the Cumberland County Health department no later than **March 5; April 2; May 7; June 4; July 2; and August 6, 2020** for the previous month’s expenditures. VHD agrees to cooperate with any additional expenditure reports required by NJACCHO and if submission dates change.

Cumberland County Health Department will:

1. Comply with the provisions of the Attachment C of the Hepatitis A Project.
2. Work independently to ensure objectives and activities listed in Attachment C are completed for the CCDOH's jurisdiction.
3. Appoint a Hepatitis A Project Coordinator.
4. Provide technical assistance to the City of Vineland as needed for grant objectives.
5. Provide to the City of Vineland Grant funds as itemized in Appendix A.
6. Ensure confidentiality, privacy, and security of information in accordance with HIPAA and other applicable federal or state laws.
7. Submit progress and expenditure reports as needed.
8. Communicate to the VHD regarding changes or additions to the Attachment C, changes to progress and expenditure submission dates, and any other information that is necessary to complete grant objectives.
9. Reimburse the Vineland Health Department quarterly and upon invoice.

III. General Provisions

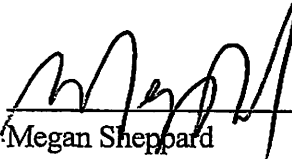
1. During the term of this Agreement, **both parties** shall comply with all federal, state, and municipal laws, rules and regulations generally applicable to the activities performed pursuant to this Agreement.
2. **Each of the parties** is an independent entity and neither party shall hold itself out as an agent, partner, or representative of the other.
3. Failure by either party to exercise any right or demand performance of any obligation under this Agreement shall not be deemed a waiver of such right or obligation.
4. If any of the provisions of this Agreement are, or become invalid, to any extent, the other provisions of this Agreement shall not be affected thereby. In the event of the invalidity of a provision, the parties agree to accept a provision which reflects as closely as possible the intention of the invalid provision.
5. This Agreement may not be assigned without the prior written consent of the NJDOH.
6. The laws of the State of New Jersey govern this agreement.
7. The parties agree that continuation of funding under this Agreement is expressly dependent upon the availability of funds.

IV. Duration of the Agreement

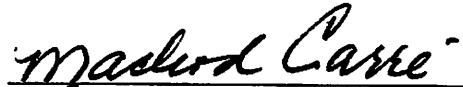
It is mutually agreed upon and understood by the parties that:

1. This Agreement will expire on July 31, 2020, and the parties will meet prior, to consider renewing or modifying the Agreement after receiving guidance from the New Jersey Department of Health.
2. This Agreement shall become effective upon signature by authorized officials from the City of Vineland and Cumberland County Health Department, and will remain in effect until modified or terminated by one or all of the parties, by mutual consent, or upon 60 days prior written notice.
3. Modification of the Cumberland County Health Department's funding will not immediately terminate this agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the 26th day of February, 2020.



Megan Sheppard
Health Officer
Cumberland County Health Dept.



Carre Macleod
Health Director
Vineland Health Dept.

2/26/2020
Date

26 February 2020
Date

Shared Service Agreement Budget: Vineland Health Department

Cost Category: Health Educator- \$10,764

- Health Educator
 - \$23/hrs x 18 hrs. x 26 weeks = \$10,764

Cost Category: Personnel - \$3,837

Employee	OT Hourly Rate inc.FICA	Clinic Hours	# of Clinics	NJIS Input Hrs.	Total
Public Health Nurse	\$58	5	4		\$1,162
Public Health Nurse	\$52	5	4		\$1,041
Public Health Nurse	\$50	5	4		\$1,002
Clinic Attendant	\$25			25	\$632

Cost Category: Supplies - \$3,104

- Gloves \$ 175
- Alcohol Prep Pads \$ 50
- Syringes \$ 200
- Hand sanitizers \$ 600
- Band-Aids \$ 48
- Hygiene Kits for participants \$1,481
- Educational Materials \$ 300
- Visual Learning Aids \$ 250

Cost Category: Other – \$2,270

- RV Maintenance \$ 600
- Printing \$ 100
- Magnetic Clinic Signage \$ 400
- Fuel for RV \$ 125
- 4 Folding Chairs \$ 125
- Mobile Unit Septic Pump Out \$ 120
- Veri Cool Cube \$ 800

TOTAL: \$19,975