

CITY OF VINELAND

RESOLUTION NO. 2020-146

A RESOLUTION AUTHORIZING THE CITY OF VINELAND
TO ENTER INTO A SHARED SERVICES AGREEMENT
WITH THE COUNTY OF CUMBERLAND TO ADDRESS
EMERGENCY PREPAREDNESS CONCERNS.

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 \$6,707.60 for the grant period November 1, 2019 through June 30, 2020 to strengthen local public health capacity in the delivery of an effective response in the event of a communicable disease outbreak. The Vineland Health Department agrees to the following:

1. Collaborate with the CCDOH to ensure objectives and activities listed in Attachment C of the Strengthening Local Health Capacity Grant are completed for Cumberland County.

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 strengthen local public health capacity in the delivery of an effective response in the event of a communicable disease outbreak.

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 *RD*
From: Macleod Carré, Health Director *MC*
Date: March 3, 2020
Re: Shared Service Agreement with Cumberland County Health
Department to Address Emergency Preparedness Concerns

Attached please find a Shared Services Agreement between the Cumberland County Health Department and the Vineland Health Department to strengthen local public health capacity in the delivery of an effective response in the event of a communicable disease outbreak. This agreement is being awarded to the Health Department to implement services, which will assist the Cumberland County Health Department to conduct a functional exercise and for the purchase of Communicable Disease Manuals. The Cumberland County Department of Health will provide grant funding to the Vineland Health Department for the grant period November 1, 2019 – June 30, 2020 in the amount of \$6,707.60.

The City of Vineland Health Department agrees to:

- Collaborate with the CCDOH to ensure objectives and activities listed in Attachment C of the Strengthening Local Health Capacity Grant are completed for Cumberland County.

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 (2)

**SHARED SERVICES AGREEMENT BETWEEN THE
CITY OF VINELAND DEPARTMENT OF HEALTH AND THE
CUMBERLAND COUNTY DEPARTMENT OF HEALTH
TO ADDRESS EMERGENCY PREPAREDNESS CONCERNS**

This Shared Services Agreement, as permitted under N.J.S.A. 40A:65-1 et seq., effective November 1, 2019 through June 30, 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 strengthening communicable disease outbreak response in Cumberland County in order to protect and serve those 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 developing a collaborative relationship for strengthening local public health capacity in the delivery of an effective response in the event of a communicable disease outbreak. Reimbursement will be made according to VHD’s Budget (Appendix A) and upon completion of objectives and activities listed in the Attachment C (Appendix B) between November 1, 2019 and June 30, 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 Strengthening Local Health Capacity grant.
2. Collaborate with the CCDOH to ensure objectives and activities listed in Attachment C are completed for Cumberland County.
3. Ensure confidentiality, privacy, and security of information in accordance with HIPAA and other applicable federal or state laws.
4. Provide Grant Coordinator with all documents and information related to the grant quarterly progress reports and upon request. Information for quarterly progress reports are due no later than **April 7, 2020 and July 7, 2020**. VHD agrees to cooperate with any additional progress reports required by NJDOH and if submission dates change.
5. Participate in all trainings and exercise collectively with CCDOH.
6. Invoice the Cumberland County Health department no later than **April 7, 2020 and July 7, 2020** for the previous quarter’s expenditures. VHD agrees to cooperate with any additional expenditure reports required by NJDOH and if submission dates change.

Cumberland County Health Department will:

1. Comply with the provisions of the Attachment C of the Strengthening Local Health Capacity Grant.
2. Collaborate with the VHD to ensure objectives and activities listed in Attachment C are completed for Cumberland County.
3. Provide technical assistance to the City of Vineland as needed for grant objectives.
4. Provide to the City of Vineland Grant funds as itemized in VHD Budget Appendix A.
5. Ensure confidentiality, privacy, and security of information in accordance with HIPAA and other applicable federal or state laws.
6. Submit progress and expenditure reports as needed.
7. 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.
8. Reimburse the Vineland Health Department quarterly and upon invoice.

III. General Provisions

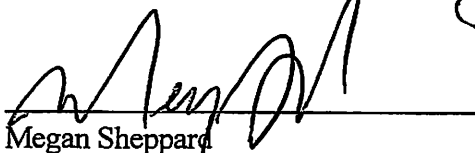
1. During the term of this Agreement, **both parties** shall comply with all federal, state, and municipal laws, rules and regulations generally applicable to the activities performed pursuant to this Agreement.
2. **Each of the parties** is an independent entity and neither party shall hold itself out 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

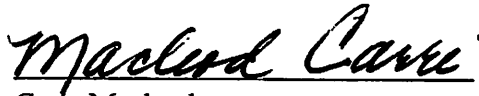
It is mutually agreed upon and understood by the parties that:

1. This Agreement will expire on June 30, 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 Feb. 2020
Date

Shared Service Agreement Budget: Vineland Health Department

- 1) Staff attending Functional Exercise on non-work day (weekend).
21 staff @ average rate of \$36.95/hour (including salary and FICA) for 8 hours -
\$6,207.60
- 2) Mileage reimbursement for staff reporting the day of the exercise - \$300.00
- 3) Control of Communicable Diseases Manual for Mobile Phones - \$50 per manual
for 4 - \$200.00

TOTAL: \$6,707.60

Strengthening Local Public Health Capacity Program

Agency: Cumberland County

Attachment C: Schedule of Work		Outcome Type Short-Term (S)/ Long- Term (L)	Person(s) Responsible	Expected Completi on Date (Month/ Day/ Year)	Nov. 1 - Dec. 31	Jan. 1 - Mar. 31	Apr. 1 - Jun. 30
Goal: I. Strengthen communicable disease outbreak preparedness							
Objective: A. Review and update the Ebola Infectious Disease Plan by June 30, 2020.							
Activities:	1. Review/update the current Cumberland County Ebola Plan. The plan update must be complete by June 30, 2020.	S	Consultant	6/30/20			
Objective: B. Train 100% of Cumberland County Department of Health staff and City of Vineland Health Department staff in outbreak investigation and response by 4/31/20.							
Activities:	1. Conduct 2 Communicable Disease Outbreak investigation and response trainings for all health department staff between Cumberland County and Vineland by 4/31/20.	S	Consultant, Health Department staff	3/31/20			
Goal: II. Expand the Closed POD program							
Objective: A. Increase Closed POD enrollment by 8 new agreements by June 30, 2020.							
Activities:	1. Hire a consultant by January 31, 2020.	S	Health Officer	2/1/20			
	2. Update Closed POD recruitment materials by June 30, 2020.	S	Consultant	6/30/20			
	3. Sign on 8 new Closed PODs in Cumberland County by June 30, 2020.	S	Consultant	6/30/20			
Goal: III. Exercise the RSS warehouse plan							
Objective: A. Conduct 1 functional exercise of the warehouse.							
Activities:	1. Develop 1 HSEEP compliant functional exercise by April 30, 2020	S	Consultant	4/30/20			
	2. Conduct 1 HSEEP compliant functional exercise with Cumberland County and City of Vineland staff warehouse staff by May 30, 2020.	S	Consultant, Health Department staff, RSS warehouse	5/30/20			
	3. Complete 1 HSEEP compliant action report by June 26, 2020	S	Consultant	6/26/20			