Office of the Health Officer
Jeffrey C. Grosser, MHS, HO, REHS
Princeton Health Department
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Memo

To: Linda McDermott, Clerk

From: Jeffrey C. Grosser, MHS, HO - Health Officer

Date: August 13, 2014

Re: PSA – Public Health Preparedness - 2014

I have attached the Public Health Shared Services Agreement between the Princeton Health Department and Mercer County Division of Public Health which ensures adequate public health preparedness and response to bioterrorism, outbreaks of infectious disease, and other public health threats. The Local Core Capacity Infrastructure for Bioterrorism Preparedness Grant requires public health shared partnership services agreements between Mercer County Local Information Network Communication System (LINCS) Agency and local health departments to work cooperatively work to plan and implement approved activities and work plan for Mercer County.

Public Health
Prevent. Promote. Protect

RESOLUTION
OF THE MAYOR AND COUNCIL
OF PRINCETON

WHEREAS, Princeton desires to enter into a shared service partnership agreement in connection with certain activities as hereafter more particularly stated, and

WHEREAS, the services to be performed are uniform shared services which are exempt from public bidding under the Local Public Contracts Law.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of Princeton as follows:

The Mayor and Clerk are hereby authorized to enter into a shared service partnership with the **County of Mercer, Mercer County Division of Public Health, 640 South Broad Street, McDade Administration Building, P.O. Box 8068, Trenton, New Jersey** to provide consultant services to Princeton from **September 1, 2014 through August 31, 2017**, as hereafter more particularly stated.

1. The contract so authorized shall require the Provider to ensure an adequate and appropriate level of countywide participation and collaboration for public health preparedness and response to bioterrorism, outbreaks of infectious disease, and other related duties as cited in the proposed shared services partnership agreement (attached), for a total contract amount not to exceed **$0**. Under this Agreement, Provider shall at all times act as an independent professional contractor and shall have no authority to act as an agent or representative of Princeton or to enter into any financial or other contractual commitment on behalf of Princeton without the written approval of same granted in accordance with law.

2. The form of contract shall include standard provisions common to professional service agreements entered into by Princeton and shall be subject to approval by the Princeton Attorney.

3. The contract shall be entered into without competitive bidding for professional services under the provisions of the Local Public Contracts Law because the subject services will be performed by a person or persons authorized by law to practice a recognized profession and whose practice is regulated by law.

4. A notice of this action shall be published in the Princeton Packet as required by law within ten (10) days of its passage.

Councilperson	Absent	Present	1st	2nd	Yea	Nay	Abstain	Disqualified
Ms. Butler								
Mr. Crumiller								
Mr. Howard								
Mr. Liverman								
Mrs. Miller								
Mr. Simon								
Mayor Lempert								

I, LINDA MCDERMOTT, Clerk of Princeton, do hereby certify that the above is a true and complete copy of a resolution adopted by the Mayor and Council of said Princeton at a meeting held August 25, 2014.

IN WITNESS WHEREOF, I hereunto set my hand and affix the corporate seal of said Princeton, this 25th day of August 2014.

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LINDA MCDERMOTT
Clerk

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PUBLIC HEALTH SHARED SERVICES PARTNERSHIP AGREEMENT BETWEEN THE COUNTY OF MERCER AND PRINCETON FOR PUBLIC HEALTH PREPAREDNESS AND RESPONSE TO BIOTERRORISM, OUTBREAKS OF INFECTIOUS DISEASE, AND OTHER PUBLIC HEALTH THREATS AND EMERGENCIES

AN AGREEMENT, entered into between the COUNTY OF MERCER, having its principal office at 640 South Broad Street, McDade Administration Building, P.O. Box 8068, Trenton, New Jersey 08650-0068 hereinafter referred to as the "Mercer County LINCS Agency" and PRINCETON, having its principal office at Monument Hall, One Monmouth Drive, Princeton, New Jersey 08542 hereinafter referred to as the "Local Health Department," to ensure an adequate and appropriate level of countywide participation and collaboration for public health preparedness and response to bioterrorism, outbreaks of infectious disease and other public health threats and emergencies, and in accordance with the requirements of the New Jersey Department of Health's Local Core Capacity Infrastructure for Bioterrorism Grant.

WHEREAS, the County of Mercer has created the Mercer County LINCS Agency pursuant to N.J.S.A. 26:3A2-1 et seq., to provide an array of public health services; and

WHEREAS, the New Jersey Department of Health has designated the Mercer County LINCS Agency as the Local Information Network and Communication System – LINCS – agency for Mercer County; and

WHEREAS, the Mercer LINCS Agency has applied for a Local Core Capacity Infrastructure for Bioterrorism Preparedness Grant with the New Jersey Department of Health (NJDOH); and

WHEREAS, in the interest of public health preparedness and response, effective and coordinated countywide public health systems must be created utilizing the valuable assets, talents and experience residing in local health departments and LINCS agencies throughout the State; and

WHEREAS, the Local Core Capacity Infrastructure for Bioterrorism Preparedness Grant requires public health shared partnership services agreements between the Mercer County LINCS Agency and local health departments to cooperatively work to plan and implement approved activities and work plan for Mercer County; and

WHEREAS, Princeton, herein after known as the "Local Health Department," cooperatively work with the Mercer County LINCS Agency for the planning and implementation of State approved services/activities for bioterrorism, infectious disease outbreaks, and other public health threats and emergencies preparedness and response for Mercer County; and

WHEREAS, the parties to this agreement are authorized to contract for said services pursuant to N.J.S.A. 40:65A-7 et seq.;

NOW, THEREFORE, in consideration of the mutual promises, covenants, agreements and other considerations between the parties, the parties do hereby mutually agree as follows:

1. General Provisions

The Mercer County LINCS Agency Health Officer, his/her Local Core Capacity Infrastructure personnel and other designated staff and the Local Health Department's Health Officer and his/her designated staff shall work in collaboration with each other and in partnership with other the key public health care partners in Mercer County, including but not limited to offices of emergency management, emergency medical services, local first responders, physicians and health care providers, hospitals and health care facilities, local health departments, academic institutions, and with the New Jersey Department of Health, the New Jersey Division of State Police, New Jersey Department of Environmental Protection, and other State and local public health system members in assessing, planning, implementing, and evaluating plans, activities and services for public health care system preparedness and response, and for protecting the population of Mercer County from bioterrorism, infectious disease outbreaks, and other public health threats and emergencies.

2. LINCS Agency Activities

The Mercer County LINCS Agency has agreed with the New Jersey Department of Health to build a public health infrastructure unit within its organization by hiring qualified personnel and supporting a NJDOH Planner to assist in implementing State approved activities in its Local Core Capacity Infrastructure for Bioterrorism grant, including LINCS Coordinator, Information Technology Specialist, Health Educator/Risk Communicator, BT Public Health Nurse, and shall perform activities required by the grant, in cooperation with the Local Health Department, for the benefit of all local health department jurisdictions, their municipalities and residents, including but not limited to:

a. Preparedness Planning and Readiness Assessment: Establish and ensure countywide strategic leadership, direction, assessment, and planning/response coordination to ensure readiness, interagency collaboration, local and regional preparedness for bioterrorism, other outbreaks of infectious disease, and other public health threats and emergencies within the county.

b. Health Alert Network, and Communications and Information Technology: Establish, maintain, and ensure the use of a network that will support the exchange of key information and training over the Internet by linking public health and private partners on a 24/7 basis; provide for rapid dissemination of public health alerts and advisories; ensure secure electronic data exchange between public health partners' computer systems; and ensure protection of data, information, and systems, with adequate backup, organizational, and surge capacity to respond to bioterrorism, other outbreaks of infectious disease, and other public health threats and emergencies.

c. Communicating Health Risks and Health Information Dissemination: Ensure effective risk communications capacity that provides for timely information dissemination within the county to citizens during a bioterrorist attack, outbreaks of infectious disease, or other public health threat or emergency; train key individuals in communication skills; identify key spokespersons; develop/disseminate/evaluate printed materials; ensure timely reporting of critical information; develop/implement/evaluate the effectiveness of health education strategies; and effectively interact with the public.

d. Education and Training: Ensure the assessment of the training needs of key public health professionals, infectious disease specialists, emergency department personnel, and other public health care providers related to preparedness for and response to bioterrorism, other outbreaks of infectious disease, and other public health threats and emergencies, and ensure the effective coordination, marketing, facilitation and provision of needed education and training to key target audiences through multiple channels, including academic institutions, distance learning, and other sources.

e. Public Health Nursing: Ensure that public health nursing functions and personnel are included in planning and training for response to bioterrorism, other outbreaks of infectious disease, and other public health threats and emergencies, and ensure the effective countywide coordination of public health nurses in preparation for and in response to such occurrences.

3. Local Health Department Activities

The Local Health Department, pursuant to the terms and objectives of the Local Core Capacity Infrastructure for Bioterrorism Grant and this public health shared services agreement, agrees to:

a. recognize the Mercer County LINCS Agency, its Core Capacity Infrastructure staff and the NJDOH Planner as the planning and coordinating entity for countywide public health preparedness/response, as designated by the New Jersey Department of Health, and will work jointly with the Mercer County LINCS agency, NJDOH staff in determining the delineation of responsibilities of the Mercer County LINCS Agency , the Local Health Department and other key local public health system partners in addressing bioterrorism, outbreaks of infectious diseases, and other public health threats and emergencies.

b. with the knowledge and invited participation of the Local Health Department's Health Officer, allow the Mercer County LINCS Agency Health Officer, Core Capacity Infrastructure personnel, NJDOH Planner, and other designated staff to work within the Local Health Department's jurisdiction and directly with key public health partners and facilities to meet grant objectives and perform required activities.

c. assist in the identification of other local public health system partners within its jurisdiction for inclusion in preparedness planning, surveillance, education/training, communication, and response activities, and to facilitate linkages, communication and the

exchange of data/information between those partners, the Local Health Department, the Mercer County LINCS Agency, and the New Jersey Department of Health.

d. cooperatively work as a partner with the Mercer County LINCS Agency and NJDOH staff, and ensure that the Local Health Department's Health Officer and other key staff participate in planning meetings; readiness assessment activities; surveillance monitoring and the collection of data and information; information dissemination and communication, including development and maintenance of the LINCS Community Health Alert and Information Network (CHAIN); education and training; drills and exercises, emergency response and other activities referred to above in 2(a)-(h); and, provide input and guidance, and assist in and facilitate the performance of required grant activities within its jurisdiction. Cooperate with the Mercer County LINCS Agency, NJDOH staff, and other public health care partners to assure the completion of required grant activities in accordance with deadlines established in the Local Core Capacity Infrastructure Grant.

e. participate in the development and practice of a preparedness/response plan, including staff support and involvement that assures the appropriate development of the plan and public health emergency response within the Local Health Department's jurisdiction.

f. ensure the availability of the Local Health Department's Health Officer and other key staff on a 24/7 basis to exchange data and information with the Mercer County LINCS Agency and NJDOH staff, and to respond to, investigate, collect/submit specimens, and control illnesses or other health threatening conditions resulting from bioterrorism, outbreaks of other infectious diseases, and other public health threats and emergencies within its jurisdiction.

g. ensure the use of statewide, integrated surveillance systems (CDRSS) and epidemiologic capacity for the rapid detection and control of unusual outbreaks of illness that may be the result of bioterrorism, other outbreaks of infectious disease, and other public health threats and emergencies.

h. to ensure community preparedness and prophylaxis, acknowledge responsibility for the planning for and operation of jurisdictional points of distribution including defined staff roles and responsibilities.

4. Mutual Aid

In the event of a bioterrorist event or incident, outbreak of infectious disease, or other public health threat, emergency event or incident, the Mercer County LINCS Agency and Local Health Department agree to provide each other and any other local health department with mutual aid in the form of human resources, materials, supplies, equipment, etc. to support the public health response to the incident, contain the threat, and protect the public's health. Mutual aid shall be requested and provided for large-scale incidents or other incidents that tax the resources of the impacted local health

department, or that would otherwise result in an inadequate public health response. Mutual aid involving multiple local health department jurisdictions within the county will be coordinated by the Mercer County LINCS Agency and with the Local Health Departments. For multi-county incidents, mutual aid will be coordinated by the NJDOH Regional Planner/Coordinators in cooperation with the LINCS Agencies and the effected local health departments.

5. Cost of Agreement

There is no cost to the Local Health Department nor the municipalities within its jurisdiction associated with the provision of services and the implementation of activities under this Agreement. However, the Local Health Department will designate appropriate staff and provide for the fullest participation of the Health Officer and other key personnel to support and implement activities under this Agreement.

6. Term of Agreement

This Agreement shall take effect on September 1, 2014 and shall remain in effect until August 31, 2017, unless terminated by either party in accordance with section 7, below.

7. Termination

This Agreement may be terminated by either party upon written notice by the party desiring to terminate said agreement. Such notice shall be given no later than sixty (60) days prior to the termination date.

8. Approval

This Agreement and any amendments hereto, shall be subject to the formal approval of the respective governing bodies as required. The Agreement shall be submitted for review and acceptance of the New Jersey Department of Health, Division of Local Health and Emergency Services.

9. Copy

a. A copy of the fully executed Agreement is to be maintained on file at the administrative offices of both the Local Health Department and Mercer County LINCS Agency, and are subject to review by the NJDOH and other interested parties as provided by the Open Public Records Act.

b. In accordance with the N.J.S.A. 40A:65-7, a copy of this fully executed agreement shall be filed by the local authorities with: NJDCA, Division of Local Government Services, 101 South Broad Street, P.O. Box 803, Trenton, New Jersey 08625-0803

10. Statutory Authority

Nothing in this Agreement shall be construed as a weakening or diminishing of the Local Health Department's, LINCS Agencies, and/or NJDOH' statutory authority or responsibility to provide public health services.

WE, THE UNDERSIGNED consent to the contents, terms and conditions of this Agreement.

For The Mercer County LINCS Agency:

Signature: _____
Brian M. Hughes
County Executive

ATTEST:

Signature_____
Jerlene H. Worthy
Clerk to the Mercer County
Board of Chosen Freeholders

Dated: _____

For the Local Health Department:

Signature: _____
Liz Lempert
Mayor, Princeton

ATTEST:

Signature: _____
Linda McDermott
Clerk, Princeton

Dated: _____