

CITY OF VINELAND

RESOLUTION NO. 2017-171

A RESOLUTION AUTHORIZING A LETTER OF AGREEMENT BETWEEN THE NEW JERSEY ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS (NJACCHO) AND THE CITY OF VINELAND FOR SERVICES PROVIDED BY THE VINELAND DEPARTMENT OF HEALTH IN CONNECTION WITH THE EMERGENCY PREPAREDNESS PLANS MINI GRANT.

WHEREAS, the New Jersey Association of County and City Health Officials (NJACCHO) is providing a mini grant funding to the Vineland Department of Health, in the amount of \$1,500.00, to implement the development of emergency preparedness plans; and

WHEREAS, the NJACCHO agrees to contract with the Vineland Health Department for a minimum amount of \$1,500.000, to develop the following emergency preparedness plans, for the grant period of April 1, 2017 to June 1, 2017:

Risk Communication Plan  
Continuity of Operations Plan Update  
Isolation and Quarantine Plan  
Zika Concept of Operations Plan; and

NOW, THEREFORE BE IT RESOLVED, by the Council of the City of Vineland that the Health Director or his designee are hereby authorized and directed to execute the Letter of Agreement and such other documents as required between the New Jersey Association of County and City Health Officials and the City of Vineland for services provided by the Vineland Department of Health in connection with the emergency preparedness plans mini grant.

Adopted:

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President of Council

ATTEST:

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City Clerk



# Memorandum

To: Robert Dickenson, Assistant Business Administrator  
From: Dale Jones, Health Director  
Date: March 17, 2017  
Re: Agreement with New Jersey Association of County and City Health Officials (NJACCHO) and the Vineland Health Department for the Emergency Preparedness Plans Mini Grant

Attached please find an Agreement between the New Jersey Association of County and City Health Officials (NJACCHO) and the Vineland Health Department to implement the development of emergency preparedness plans. NJACCHO agrees to contract with the Vineland Health Department for a minimum amount of \$1,500 to:

Develop the following emergency preparedness plans:

- Risk Communication Plan
- Continuity of Operations Plan Update
- Isolation and Quarantine Plan
- Zika Concept of Operations Plan

The grant period is from April 1, 2017 – June 1, 2017.

I kindly request a resolution be executed to enable my department to apply for the grant to reimburse our department for expenses incurred to develop the emergency preparedness plans.

Thank you.





## Mini Grant Letter of Agreement

March 15, 2017

Robert Dickinson, Health Officer  
City of Vineland  
640 E Wood Street  
PO Box 1508  
Vineland, NJ 08362-1508

Dear Robert Dickinson,

This letter serves as an agreement for a mini grant between the New Jersey Association of County and City Health Officials (NJACCHO) and City of Vineland (hereinafter, "the LHD") for expenses incurred by the LHD for the development of emergency preparedness plans as noted herein.

NJACCHO agrees to:

- Provide a minimum\* of ONE THOUSAND FIVE HUNDRED dollars (\$1,500) in grant reimbursement to the LHD
- Provide plan templates for 1) Risk Communications, 2) Continuity of Operations (COOP), 3) Community Containment (Isolation and Quarantine), and 4) Zika Response/Concept of Operations
- Provide a Checklist of Required Activities (Checklist) for completion by the LHD
- Offer technical assistance to the LHD at a meeting of its Regional Public Health Emergency Preparedness (PHEP) group for the completion of items noted on the Checklist

The LHD agrees to:

- Return two original signed copies of this Mini Grant Letter of Agreement by March 31, 2017 to the address noted below
- Agree to use Mini Grant funds for the purpose of completing the work noted on the Checklist. *Funds cannot supplant or substitute existing agency funds from other sources.*
- Complete items noted on the Checklist and return signed Checklist by June 1, 2017
- Work with the NJACCHO's Mini Grant designee as requested and necessary in matters related to this Mini Grant

This agreement may only be modified or amended in writing executed by both parties hereto and approved by the NJACCHO. This agreement may be terminated by either party upon thirty (30) days written notice to the other party stating the reason for the termination.

\* Grant reimbursement to the LHD will be a minimum of \$1,500. Additional funds may be available depending on the number of LHD's that participate in the Mini Grant project.

In witness, whereof, the parties hereto have signed this two (2) page Mini Grant Letter of Agreement on the dates as indicated below.

For the Local Health Department:



Signature

Robert M. Dickinson

Print Name

3/15/2017

Date

For the NJACCHO:

Signature

Lisa Gulla, President, NJACCHO

Print Name

Date

If you have any questions, please contact Samantha Bunsu at [samantha.bunsu@gmail.com](mailto:samantha.bunsu@gmail.com) or via phone at 610-310-4529.

Return two (2) original signed copies of this Agreement by March 31, 2017 to:

NJACCHO  
Attn: Mini Grant  
P.O. Box 6987  
Freehold, NJ 07728