

DIVISION OF LOCAL GOVERNMENT SERVICES
SHARED SERVICES AGREEMENT
COVER SHEET

PROVIDER: Montgomery Township COUNTY: Somerset

RECIPIENT: Princeton COUNTY: Mercer

BRIEF DESCRIPTION OF SERVICE:

Montgomery Township to provide Public Health Services to Princeton

EFFECTIVE DATE: January 1, 2017

EXPIRATION DATE: December 31, 2017

ESTIMATED COST SAVINGS
TO BE ACHIEVED OVER THE TERM OF THE AGREEMENT \$10,000/yr

Please submit this cover sheet with shared service agreement either via email to EGG@dca.state.nj.us or hard copies may be mailed to the Division of Local Government Services at PO Box 803, Trenton, NJ 08625-0803. Mailed correspondence should be sent to the attention of Shared Services.



DEPARTMENT OF HEALTH, ENVIRONMENT,
AND VITAL STATISTICS

Stephanie D. Carey, Health Officer

Montgomery Township Municipal Building
2261 Route 206, Belle Mead, New Jersey 08502-0001

Phone: (908) 359-8211 Fax: (908) 281-3268

E-Mail: scarey@twp.montgomery.nj.us

**Letter of Agreement:
Shared Health Education Services
between
Montgomery Township Health Department
and Princeton Health Department**

Montgomery Township Health Department proposes to provide Health Education Services to the Princeton Health Department as described herein:

A. SUMMARY OF SERVICES TO BE PROVIDED

Under direction of the Montgomery Township Health Officer, a professional, master's level health educator qualified per N.J.A.C. 8:52-4.2, will provide Health Education services for Princeton Health Department as needed to meet the requirements of Public Health Practice Standards of Performance for Local Boards of Health in New Jersey, N.J.A.C. 8:52-3.2

HEALTH EDUCATION PROGRAM ACTIVITIES:

1. Montgomery Township Health Department will assure that programs and services provided to Princeton address the NJ Practice Standards.

The Health Educator will prepare a **proposed scope of work** with the Health Officer to assure billable hours are allocated according to that agency's identified community needs.

2. The Health Educator will coordinate with community partners (hospital, public and private agencies, voluntary organizations, and community groups) to provide health promotion programs and services in the Princeton Health Department's service area.
3. The Health Educator will establish and maintain partnerships within the community to ensure a strong collaborative network (with public and private agencies, voluntary organizations, and community groups) and identify shared roles and resources.
4. Policy Guidance: The Health Educator will assist in messaging about public health policy, and work to assure the integration of public health promotion programs, policies, and services into existing community events and meetings.



5. Quality Improvement: the Health Educator will develop measurable outcome/impact standards and performance evaluation tools for programs and services, and conduct on-going evaluation including community response to programs, program outcomes, and additional program needs.

REPORTING

The Health Educator will provide monthly detailed activity/progress reports. Quarterly invoices will include itemized reports of service time rendered. A year-end report consisting of statistics for the Local Health Report will also be completed.

B. DATE OF PERIOD OF SERVICE

January 1, 2017 through December 31, 2017

C. PAYMENT SCHEDULE

FEES

121 hours of service	\$6,250.00
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SPECIAL MATERIALS FEES

Upon request of the Princeton Health Officer, the Health Educator will order specialized educational materials or promotional items, which will be invoiced on a pass-through, actual cost basis.

INCLUSIONS

All travel expenses and durable equipment costs are included in the project rate. Cross-jurisdictional program development costs will be pro-rated among the participating Shared Services partners. Additional services may be obtained at a rate of \$52 per hour by letter of agreement.

TERMS OF PAYMENT

Payment for services will be made to Montgomery Township Health Department on a quarterly basis, with invoices issued January 10, April 10, July 10, and October 10.

D. TERMINATION


The estimated completion date of services provided is December 31, 2017. Either party may terminate the agreement before completion of the services 60 days after receipt of written notice by Certified Mail, Return Receipt Requested. Payment will be made only for services performed prior to the effective date of termination.

E. AMENDMENTS

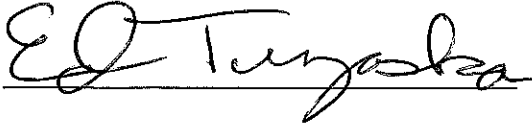
Changes in the scope of services to be provided or the contract period as described herein may be amended by mutual agreement of both parties in writing.

12/15/2016

FOR MONTGOMERY TOWNSHIP




Donna Kukla
Clerk




Mayor

Date: 1/5/17

FOR PRINCETON



Kathleen Brzezynski
Clerk



Elizabeth Lempert
Mayor

Date: 1-23-17