

DIVISION OF LOCAL GOVERNMENT SERVICES
SHARED SERVICES AGREEMENT
COVER SHEET

PROVIDER: Mercer County COUNTY: Mercer

RECIPIENT: Hopewell Township COUNTY: Mercer

BRIEF DESCRIPTION OF SERVICE:

Public Health Preparedness + Response to
Bioterrorism, Outbreaks of Infectious
Disease + other Public Health Threats
+ Emergencies

EFFECTIVE DATE: 9/1/17

EXPIRATION DATE: 8/31/20

ESTIMATED COST SAVINGS
TO BE ACHIEVED OVER THE TERM OF THE AGREEMENT _____

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.

**PUBLIC HEALTH SHARED SERVICES PARTNERSHIP AGREEMENT
BETWEEN
THE COUNTY OF MERCER
AND THE
TOWNSHIP OF HOPEWELL
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 the TOWNSHIP OF HOPEWELL, having its principal office at 201 Washington Crossing Pennington Road, Titusville, New Jersey 08560 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, the Township of Hopewell, 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 NJDOH to assist in implementing State approved activities in its Local Core Capacity Infrastructure for Bioterrorism grant, including LINCS Coordinator/Health Educator/Risk Communicator, Information Technology Specialist, 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 development and provision of training for key public health professionals and other public health partners 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 NJDOH 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, 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, 2017 and shall remain in effect until August 31, 2020, 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:

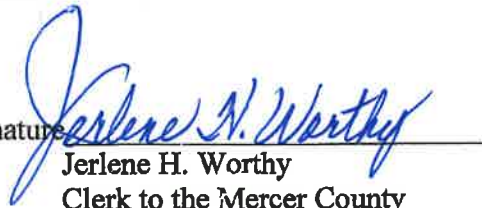
For the Local Health Department:

Signature: 
Brian M. Hughes
County Executive

Signature: 
Mayor

ATTEST:

ATTEST:

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

Signature: 
Municipal Clerk

Dated: December 11, 2017

Dated: October 2, 2017