

**CITY COUNCIL**

**The City of Orange Township, New Jersey**

**DATE** October 17, 2023

**NUMBER** 420-2023

**TITLE: A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A GRANT TOTALING AN AMOUNT OF \$7,500.00 FROM THE NEW JERSEY ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS (NJACCHO) FOR THE ORANGE HEALTH DEPARTMENT TO COMPLETE THE PROJECT FIRSTLINE TRAIN THE TRAINER (TtT) COURSE.**

**WHEREAS**, the New Jersey Association of County and City Health Officials will provide an eight (8) hour Infection Control Train the Trainer Course; and

**WHEREAS**, the New Jersey Association of County and City Health Officials will provide coaching assistance as requested to Local Health Trainers throughout the contract period; and

**WHEREAS**, the New Jersey Association of County and City Health Officials will provide the Local Health Department with First Strike social media material for advertising the program; and


**WHEREAS**, the full grant budget period is from October 1, 2023 through April 30, 2024; and

**NOW, THEREFORE BE IT RESOLVED**, that Mayor Dwayne D. Warren, Esq. be authorized to execute said Agreements on behalf of the City of Orange Township, New Jersey.

Adopted: October 17, 2023

\_\_\_\_\_  
Joyce Lanier  
City Clerk

\_\_\_\_\_  
Tency A. Eason  
Council President

  
A. M. EASON



## Letter of Agreement

September 30, 2023

City of Orange Health Department

Dear Mr. DeFilippo:

This letter lays out an agreement between the parties for reimbursement at a pre-established rate by the New Jersey Association of County and City Health Officials (NJACCHO) to the City of Orange Health Department for attending and completing the Project Firstline Train the Trainer (TtT) Course and conducting trainings as outlined below during the project period of October 1, 2023 to April 30, 2024.

NJACCHO agrees to:

- Provide an eight (8) hour Infection Control Train the Trainer Course
  - 3-hour in person and/or virtual synchronous content
  - 5-hour virtual asynchronous content
  - Access to the Infection Control Train the Trainer Online Canvas Site
- Provide coaching assistance as requested to LHD trainers throughout the contract period
- Provide LHD with First Strike social media material for advertising the program

City of Orange Health Department agrees to:

- Accept \$7,500 as a stipend for completing all training, program delivery and reporting requirements. \$3,750 will be disbursed at the completion of the Infection Control Train the Trainer course and \$3,750 will be disbursed at the completion of the 5 required trainings.

Additional details of LHD requirements are outlined as follows:

- A minimum of one staff member must complete the full TtT training, which includes submitting a program implementation and evaluation plan.
- Promote the training within your jurisdiction at least twice per month via methods such as social media, email blasts, podcasts, news stories, website posting, newsletters, or press releases. See the accompanying spreadsheet for promotional tracking requirements.
- Hold a minimum of five (5) trainings, targeting LTCs and SNFs in your jurisdiction during the grant period. Trainings must be culturally competent for their audience and equip the audience to identify/address disparities in care.

- At least 1 training (will be provided to you) must be advanced level
- Hold additional training sessions for facilities within your jurisdiction as capacity allows. Additional trainings do not need to be identified on the workplan, but must be submitted with documentation.
- Provide attendance records, pre/post test data and program evaluation for each hosted training.
- Submit documentation of First Strike Promotion efforts in your jurisdiction.
- Accept such reimbursement as the only financial obligation of NJACCHO for this specific project.
- As a condition of reimbursement agree to any modifications to this reimbursement program as may be imposed upon NJACCHO by NJDOH
- Work closely with NJACCHO's designee to resolve any payment discrepancies in a timely manner

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

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

For City of Orange Health Department:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

For NJACCHO:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date