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**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS
COUNTY OF ESSEX**

RESOLUTION NO. _____ **AUTHORITY FOR RESOLUTION:** N.J.S.A. 40:41A-38(n)

PROPOSED BY: COUNTY EXECUTIVE **AUTHORITY FOR ACTION:** N.J.S.A. 40:41A-36(i)

SUBJECT:

**DEPARTMENT OF CITIZEN SERVICES, DIVISION OF SENIOR SERVICES – APPROVAL
OF GRANT AWARD/APPLICATION FOR FY 2023 STATEWIDE RESPITE CARE PROGRAM
\$594,515.00**

WHEREAS, the Essex County Department of Citizen Services, Division of Senior Services has been awarded and will be submitting to the State Department of Human Services, Division of Aging Services a Grant application for the FY2023 Statewide Respite Care Program in the amount of \$594,515.00; and

WHEREAS, this grant will fund the period relief for caregiving of frail elderly and/or impaired adults as well as emergency services when a caregiver is incapacitated; and


WHEREAS, the County Application requires that the County submit a Standardized Board Resolution Form authorizing the submission of this application and proposed funding of the award; and

WHEREAS, the County Executive has submitted for approval by the Board of County Commissioners the grant application to State Department of Human Services, Division of Aging Services; now, therefore be it

RESOLVED, by the Essex County Board of County Commissioners as follows:

1. That the County of Essex hereby approves and supports said grant award/application to the State Department of Human Services, Division of Aging Services a copy of which is attached hereto.
2. That the County Executive is authorized to execute the application on behalf of the County and such other documents as may be required by the grant.
3. That the Clerk of the Board shall forward two (2) certified copies of this resolution to Maurice Brown, Acting Director, Division of Senior Services.

Approved as to form and legality



Date 1/13/23

ESSEX COUNTY COUNSEL

RECORD OF VOTE (X=Vote N.V.=Abstention ABS=Absent)

Moved by Commissioner _____

Second by Commissioner _____

Commissioner	Yes	No	N.V.	ABS	Commissioner	Yes	No	N.V.	ABS
Cooper					Mercado				
Gill					Pomares, V.P.				
Graham					Richardson, Pres.				
Johnson					Sebold				
Luciano									

It is hereby certified that the foregoing Resolution was () adopted () defeated () tabled by roll call vote at a _____ meeting of the Board of County Commissioners of the County of Essex, New Jersey held on _____.

Is Publication Required () Yes () No

Date Published _____

Wayne L. Richardson, President

Respite Care Program
1/12/2023



COUNTY OF ESSEX

DECISION MEMORANDUM

BOARD AGENDA ITEM

Joseph N. DiVincenzo, Jr.

COUNTY EXECUTIVE

Robert D. Jackson

COUNTY ADMINISTRATOR

DEPARTMENT: Citizen Services
DIVISION: Senior Services
Decision Memo #23-01

TO: Robert D. Jackson
County Administrator

THRU: Anibal Ramos Jr., Director *AR*
Department of Citizen Services

FROM: Maurice J. Brown, Director *MJB*
Division of Senior Services

DATE: January 11, 2023

RE: Request of Approval of Statewide Respite Care Standardized
Board Resolution Form

INTRODUCTION: The County of Essex through its Division of Senior Services has been awarded \$594,515 for the purpose of providing Statewide Respite Services to eligible caregivers for fiscal year 2023 from the Department of Human Services, Division of Aging Services.

The Division of Senior Services is required to prepare a 2023 Statewide Respite Care contract outlining a comprehensive spending plan that provides periodic relief for caregivers of frail elderly and/or impaired adults as well as emergency services when a caregiver is incapacitated.

RECOMMENDATION: The Department of Citizen Services/Division of Senior Services recommends that the Essex County Board of Chosen Freeholders approve the acceptance of Grant Award request and that the attached standardized board resolution form be signed and accepted.

REASONS FOR RECOMMENDATION: The approval of the standardized resolution will continue to allow the Division to receive the Statewide Respite Care funds to provide respite services for caregivers of frail elderly/or disabled adults in Essex County.

FISCAL IMPACT: The Essex County Division of Senior Services utilizes Statewide Respite funds for the provision of services to caregivers in Essex County.

Attachments
MJB:ES/ms

DEPARTMENT OF HUMAN SERVICES (DHS)

Standardized Board Resolution Form

Supporting Information for Contract # DBAS23SRP010 for Contract
Period JANUARY 1, 2023 to December 31, 2023.
Agency: Essex County Division of Senior Services

Certification:

We certify that the information contained in, or included with, this contract document is accurate and complete.

N/A
Chairperson, Board of Directors

Date

Maurice J. Brown
Executive Director

Nov 4, 2022
Date

Authorized Signatories for Contract documents, checks and invoices are: (List full name and title) (add additional pages, if needed)

Name

Maurice J. Brown

Title

Division Director

Name

Eric Smith

Title

Program Manager

Name

Manita Seabrooks-Kelly

Title

Senior Fiscal Manager

STANDARDIZED BOARD RESOLUTION

The Board endorses the following commitments as defined in this document:

1. Health Insurance Portability and Accountability Act (HIPAA)*

Specific to HIPAA (Health Insurance Portability and Accountability Act), the above noted Provider Agency is either (check A or B):

☐ A) a covered entity (as defined in 45 CFR 160.103)

☒ B) a non-covered entity and has executed a DHS Business Associate Agreement (BAA) last dated 10-6-22.

☐ C) a non-covered entity that will not be receiving or sharing personal health information.

Once executed, the BAA will be included in the Departmental Component's official contract file. The BAA *will be considered applicable indefinitely* unless there is a change in the Provider Agency's status, information or the content of the BAA, in which case it is the responsibility of the contracted Provider Agency to revise the BAA.

The Board agrees that if there is *any change* in their BAA Status the Departmental Component will be immediately notified and the appropriate information provided within 10 business days.

*** This section is not applicable for DCF Office of Education Contracts.**

2. Legal Advice

The Board acknowledges that the Department of Human Services does not and will not provide legal advice regarding the contract or about any facet of the relationship between the Department of Human Services and the Provider Agency. The Board further acknowledges that any and all legal advice must be sought from the Provider Agency's own attorneys and not from the Department of Human Services.

State of New Jersey
Department of Human Services

SUBJECT: Standardized Board Resolution Form

EFFECTIVE: This policy shall become effective August 1, 2009.

PROMULGATED: July 20, 2009

SUPERCEDES: Standardized Board Resolution Form, promulgated
November 21, 2007

PURPOSE: The purpose of this policy circular is to standardize the content of the Provider Agency Board Resolutions across all Department of Human Services (DHS) Departmental Components to assure that all of the required obligations are identified and committed to by the Provider Agency Board.

I. SCOPE

This policy circular applies to all DHS Third Party incorporated contracted Provider Agencies, Universities/Colleges and for-profit organizations.

II. POLICY

Periodically Boards of Directors in conducting the business of their organizations attest to their actions or decisions by way of written resolutions. The DHS requires Contract Providers to complete and file the attached standard board resolution when executing a DHS Third Party Social Service Contract.

A. Requirements for completion, updating and submission

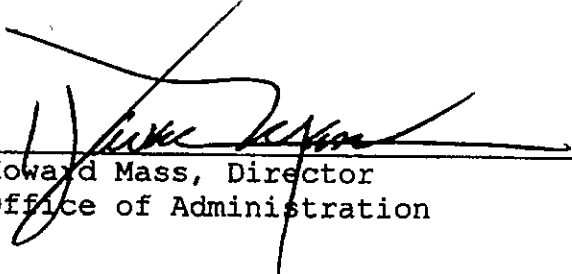
The Attachment I, Page 1 is to be completed by the Agency and the same for Attachment II.

When any changes occur which would affect the contents of the form, the Board is to convene and complete a new Board

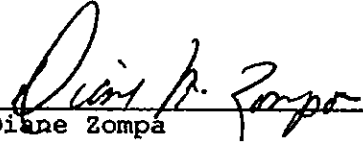
Resolution and submit it to the Departmental Component within 10 business days of the change unless otherwise specified in the DHS policy.

The completed form is to be returned to the Departmental Component with all other required contract documents as part of the contract package. (See Policy Circular P1.01, Documents and Conditions Required for Processing, Executing and Documenting a DHS Third Party Contract.)

Issued by:



Howard Mass, Director
Office of Administration



Diane Zompa
Chief of Staff
Department of Human Services