



Approved as to Form and Legality

Date Adopted

Committee
Health/ Human Services/
Education

March 12, 2018

Michael M. Mulligan, Esq.
Salem County Counsel

**RESOLUTION ACKNOWLEDGING THE STANDARD BOARD
RESOLUTION FORM FROM THE NEW JERSEY DEPARTMENT OF
HUMAN SERVICES**

WHEREAS, the Board of Chosen Freeholders acknowledges the Standardized Board Resolution Form from the State of New Jersey Department of Human Services for Area Plan Grant programs; and

WHEREAS, various proposals shall include a signed Standardized Board Resolution Form; and

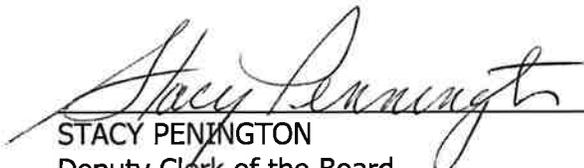
NOW THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Salem as follows:

1. The Salem County Board of Chosen Freeholders accepts the grant
2. BE IT FURTHER RESOLVED, the Salem County Office on Aging and Disabilities is hereby authorized to accept the grant on behalf of the County of Salem.



 BENJAMIN H. LAURY, FREEHOLDER
 Chair, Health/Human Services/Education Committee

I hereby certify the foregoing to be a true resolution adopted by the Board of Chosen Freeholders of the County of Salem on March 12, 2018.



 STACY PENINGTON
 Deputy Clerk of the Board

FREEHOLDER	AYE	NAY	ABSTAIN	ABSENT	RESOLUTION MOVED	RESOLUTION SECONDED
L. Ware	✓					✓
C. Hassler	✓					
B. Laury	✓				✓	
S. Griscom	✓					
M. DeCastro	✓					

✓ Indicates Vote

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.

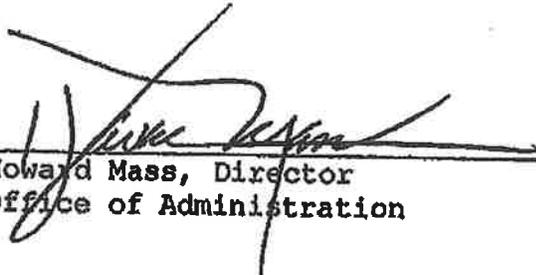
When any changes occur which would affect the contents of the form, the Board is to convene and complete a new Board

P1.06

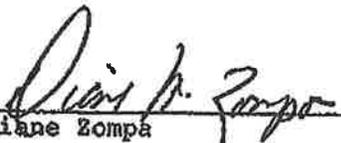
Resolution and submit it to the Departmental Component within 10 business days of the change unless otherwise specified in the DHS policy.

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

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 _____.
- 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.

DEPARTMENT OF HUMAN SERVICES (DHS)
Standardized Board Resolution Form

Supporting Information for Contract # DOAS 18 AAA 004 for Contract

Period 1-1-2018 to 12-31-2018.

Agency: Salem County Board of Chosen Freeholders/ADRC

Certification:

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

M. Whit
Chairperson, Board of Directors

3-12-18
Date

Rebecca C. Ferguson
Executive Director

2-14-18
Date

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

Rebecca Ferguson
Name

Executive Director
Title

Donna Cass
Name

Supervisor of Accounts
Title

Kelly Hannigan
Name

Treasurer
Title