

# MEMORANDUM OF UNDERSTANDING

## Northwoods Collaborative

### **Member Agencies**

Florence County Health Department

Forest County Health Department

Iron County Health Department

Langlade County Health Department

Marathon County Health Department

Marinette County Health Department

Price County Health Department

Sawyer County Department of Health & Human Services

Taylor County Health Department

Vilas County Health Department

### **Purpose**

Northwoods Collaborative is established to develop core expertise and prepare for and respond to public health incidents and events, infectious disease outbreaks, and other public health threats. The Northwoods Collaborative has formed a partnership to share and coordinate resources of personnel employed by Marathon County who possess skills in surveillance, epidemiology, preparedness planning, performance management, and information technology.

### **Description of Member Agencies**

Each health department is considered a member agency of the Northwoods Collaborative. Member agencies have a designated representative(s) who attends Northwoods Collaborative meetings via phone or in person. Member agencies agree to contribute 22 percent of their local or tribal public health agency allocation for public health emergency preparedness for the budget period July 1, 2013 to June 30, 2014, to the Northwoods Collaborative.

## **Scope of Services to Member Agencies**

The focus of services provided to members of the Northwoods Collaborative will be on public health preparedness.

Northwoods Collaborative staff will assist local member agencies in meeting core functions of preparedness planning and strengthening local capacity. Technical assistance services will include:

- Developing and maintaining emergency plan templates and tools
- Assisting in local planning and collaboration efforts
- Assessing agency capabilities
- Assessing staff competencies and training needs and providing training resources and technical assistance
- Planning, conducting, and evaluating exercises
- Epidemiological and surveillance services
- Technical assistance on work plans and contract objectives
- Sharing information and communicating on issues related to the purpose and goals of the collaborative
- Implementing a systematic evaluation of the collaborative and recommending adjustments promptly when needed.

## **Roles and Responsibilities**

- With approval by the appropriate board/entity/ official, each member agency authorizes its public health emergency preparedness funding from the State of Wisconsin for the Northwoods Collaborative be paid directly to the fiscal agent on its behalf.
- Marathon County Health Department assumes the role of fiscal agent for this Northwoods Collaborative.
- Marathon County Health Department reserves the right to staff the collaborative in a manner that will assure needed skills and competencies are available to provide the services detailed above.
- Marathon County Health Department is responsible for financial obligations of the Northwoods Collaborative staff including salaries, fringe benefits, travel, training, rent, supplies, services, and administrative costs.
- Staff are under the direct supervision of the Marathon County Health Officer. Work tasks are directed by member agencies.

## **Coordination with other Local Response Groups**

Northwoods Collaborative members and staff coordinate and collaborate with hospitals, clinics, emergency medical response services, hazardous materials teams, emergency government, and other appropriate groups in each county and tribal community represented in the Northwoods Collaborative.

## **Regional Coordination**

Northwoods Collaborative members and staff coordinate and collaborate with other public health consortia and other regional groups involved with public health incidents and events and other emergency preparedness and response, such as regional trauma area consortia and regional hazardous materials teams, as appropriate.

**State Participation**

Northwoods Collaborative staff and agency personnel participate in statewide advisory councils and workgroups at the direction of the Northwoods Collaborative membership.

**Term of Agreement**

This agreement becomes effective when signed by the Partner Agency and the Northwoods Collaborative Fiscal Agent representative. It shall be effective from the date signed until June 30, 2014. Any member agency may terminate its participation in this agreement by providing a 30-day notice in writing to all other parties.

**Fiscal Agent Withdrawal**

Marathon County Health Department agrees to continue as fiscal agent for the length of the contract. Intent to withdraw as fiscal agent will be given 60 days prior to the end of the contract.

IN WITNESS WHEREOF, we have hereunto set our hands and seals on the day and year above first written.

**Agency Name**

BY: \_\_\_\_\_ ATTEST: \_\_\_\_\_

Representative Name, Title

**Marathon County Health Department**

BY: \_\_\_\_\_ ATTEST: \_\_\_\_\_

Joan Theurer, Health Officer

# Addendum to Northwoods Collaborative Memorandum of Understanding

Contract period July 1, 2013 to June 30, 2014

Supplemental services to support local efforts in areas in addition to public health emergency preparedness will be made available to members of the Northwoods Collaborative based on a fee-for-service basis between member agencies and the fiscal agent. Supplemental services provided will be in the areas of public health accreditation including quality improvement, performance management, and the community health improvement plan and process (CHIPP). Provision of additional supplemental services will not utilize preparedness funds from the collaborative budget.