

Recommendation Report
Integrating Health into All Policies

Delivered to: Woodbridge Municipal Council

Prepared by: Woodbridge Health in All Policies Team

August 2022

This project report is a summary of the information provided by the planning processes and exercises which helped to develop the health in all policies standard operating procedure. The manner by which health is included in all municipal decision-making, policy development, and internal procedures sets a precedent for well-being at all levels of governance. This report may function as a complimentary tool during the initial steps of developing a new projects and concepts in order to continue to help create healthy public policy through addressing daily conditions and long-term equity within the community.

The Sustainable Jersey checklist assessment for health in all policies (attached) provided the Woodbridge Health in All Policies Team (HiAP Team) the opportunity to examine how evidence based health data and collaboration is positively impacting inter-departmental accountability for health equity. Therefore, this report is intended to help municipal decision-makers lay the groundwork for building on successful initiatives by providing key information necessary to move forward in relation to existing productive processes.

The HiAP Team examined how ten of the guiding questions found on the Sustainable Jersey Health in All Policies checklist can potentially be expanded upon in order to promote enhanced compliance through guidance recommendations. To determine the best approach in order to strengthen and sustain connections between different departments through health related core planning and implementation, said information denoted herein may be used in future policy framework and design processes when re-examining the Township Health in All Policies Standard Operating Procedure yearly.

Project Report Goals:

- Address social determinants of health that may not be directly identified through the checklist
- Increase the ability to create co-benefits for health-related collaboration
- Encourage an increase in the structural process to promote health equity

Is health a focus in your community's current policy-making process?

Compliant: Township Complies through Health in All Policies Standard Operating Procedure.

Additional Recommendation: Consider reviewing the scope of a proposed project's timeframes and resources in order to ensure methods for data collection as they pertain to key social health determinants.

Is equity a focus in your community's current policy-making process?

Compliant: Township Complies through Health in All Policies Standard Operating Procedure and Complete Street Policy.

Additional Recommendation: Consider additional health seminars and courses delivered through various mechanisms that are specific to the needs of the community and socially vulnerable populations.

Is there any formalized process for interaction or consultation between the health department and non-health departments?

Compliant: Township internal meeting whereby health is a focal point among key departmental staff.

Additional Recommendation: Consider providing inter-departmental training and seminars that focus on social determinates of health and the impact that specific daily actions might have on said outcomes.

Is health data shared among municipal departments?

Compliant: Township internal meeting whereby health is a focal point among key departmental staff.

Additional Recommendation: Consider providing inter-departmental training on geospatial information systems and the mechanisms that would provide for health data sharing through said software.

Does the health department (or representative) coordinate with local/regional/state agencies, hospitals and other organizations to collect, use and share local health data?

Compliant: The Township's Department of Health and Human Services Director oversees and coordinates with said outside entities. A Health Dept. Representative is also on the Planning Board to review all applications through the lens of health related items.

Additional Recommendation: Consider creating monthly logs that cross-examine various data point collection tools and conduct quarterly meetings with the Health Task Force to discuss the details of said information.

Has the municipality ever performed a Health Impact Assessment(s)? **An HIA is a tool to assess how a proposed decision will affect the health of a population and whether vulnerable populations are more likely to be impacted.*

Compliant: The Township health Task Force has completed the HIA.

Additional Recommendation: Examine grant opportunities that can help to pursue the topics outlined in the Township Health Action Plan.

Has the municipality defined its goals with respect to sustainability, health, well-being and/or livability?

Compliant: Climate Action Plan, Green Infrastructure Monthly Meetings, Coastal Vulnerability Assessment Heat Island Assessment, Vulnerable Populations Identification for Emergencies, Energy Tracking and Management, Bicycle and/or Pedestrian Improvement Projects

Additional Recommendation: Consider examining how re-establishing a green business recognition program might help to encapsulate the goals highlighted in the above-mentioned programs while promoting local sustainable businesses.

Is the municipality tracking progress towards these (above-mentioned sustainability) goals?

Compliant: Documented through Mayor's Office, Dept. of Health and Human Services, Planning and Development Dept., Health Task Force Team, Township Green Infrastructure Team

Additional Recommendations: Consider inputting key metrics into an annual common knowledge base by developing a document that describes, "what we know" about Township policies that support health in all policies.

Does the municipality have participatory and inclusive processes that encourage and support vulnerable or marginalized individuals to engage in decision-making for proposed policies, projects, programs, and plans?

Somewhat Compliant: Safe Place Program and Diversity on Boards. Youth leadership, HRC, Acacia - LGBTQ community meeting place,

Additional Recommendations: Consider developing proposed program frameworks through quarterly community input discussion forums within various socially vulnerable census tracts of the municipality. Consider ensuring that the host or moderator of said meetings speak the language most often spoken at home, as it pertains to the individuals attending the meeting.

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STEP 1: HiAP Training. The training can be a full-day workshop or the equivalent of 6 hours of training over the course of multiple days, and must have occurred no more than twenty-four (24) months prior to the initial submission deadline for certification.	
Q1. Provide titles and names of two municipal representatives who attended the HiAP training. <i>*Representatives must include one "health" and one "non-health" person.</i>	1. Gregg M. Ficarra, Council Vice-President, Councilman-at-Large 2. Ashley Ristaino, Public Health Educator, Woodbridge Township Health Department
Q2. Date(s) of the HiAP training	1. June 18 th 2021 2. May 13 th 2022
Q3. Training instructor or course provider	Rutgers Office of Continuing Professional Education – (HiAP)
Q4. Provide a link to the online description or registration for the course. Please make sure it includes a description of the course or syllabus, and course length. <i>*You may instead upload a copy of the syllabus or other course material, or flier, or screenshot of online course description/registration as long as the description and course length can be found on this material. Please indicate so in the box.</i>	https://cpe.rutgers.edu/public-health/health-in-all-policies
STEP 2: Municipal HiAP Checklist. The required <i>Internal Procedures</i> worksheet is the second tab on the Municipal HiAP Checklist spreadsheet found in the What to Do section.	
Q5. Other than the two people who attended the HiAP training, who was involved in the completion of this <i>Internal Procedures</i> worksheet? Include names & titles.	Woodbridge Township Health Task Force:
Q6. Share any insights gained through the completion of this worksheet.	Upstream determinates of health can be realized and assessed by departments not typically directly involved in health through a traditional context.
Q7. Was the <i>Policies, Projects, Programs & Plans</i> worksheet (third tab) completed, or considered? If so, please provide insights gained. (Recommended, not required)	The tab was utilized but overall was not needed during most of the assessment as the policies, projects, and procedure were fleshed out through discussion without their use more frequently.
STEP 3: Report out of Training Highlights & Checklist Findings to Governing Body & Planning Board.	

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Q8. How was the information presented to the governing body and planning board (e.g. presentation at public meeting, briefing memo, email, etc.)?	Three public meetings regarding HiAP Checklist and SOP: Two briefing and discussion sessions and one briefing followed by vote to approve the resolution in relation to said actions. Report recommendations were emailed to Town Council members from the Municipal Clerk on August 26 th , 2022. Report recommendations were emailed from Planning Board Secretary to Planning Board on September 14 th , 2022.
Q9. If in-person presentations, provide the dates for both the governing body and planning board meetings where the presentation took place.	Board of Health Meeting briefing: April 5 th , 2022 Town Council, Meeting on May 3 rd , 2022 Town Council Meeting on May 17 th , 2022
Q10. Names & titles of those involved in the report out.	Creation of Report Recommendations: Health Task Force / HiAP Task Force Report out of SOP and Checklist to governing body: Gregg M. Ficarra, Council Vice-President
Q11. Describe any outcomes from the report outs to the governing body and planning board. (E.g. Have commitments been made to change any internal procedures?)	Final report out regarding the HiAP Checklist and SOP was conducted by an announcement from Gregg M. Ficarra, Council Vice-President, to the local board of health / governing body occurred on May 17 th and was well received. Planning Board and Governing Body members acknowledged receipt of the report recommendations and agreed to review and discuss strategies to potentially implement various recommendations.

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Additional option for 5 points: HiAP Task Force.	
<p>Q12. Please list the members of the HiAP Task Force.</p> <p><i>*You may instead upload a list of members, or a copy of the signed and dated resolution establishing the task force with a list of members or other documentation providing a member list (e.g. screenshot from webpage). Please indicate so in the box.</i></p>	<p>The HiAP Task Force Includes the following members:</p> <ul style="list-style-type: none"> • Caroline Ehrlich, Woodbridge Township Office of the Mayor, Chief of staff • Thomas Flynn, Woodbridge Township Division of Engineering, Environmental Specialist • Appointee from Office of the Business Administrator (Currently Serving on Task Force: Casey Wagner, Deputy Business Administrator) • Appointee from Department of Health and Human Services (Currently Serving on Task Force: Phil Bujalski, Deputy Health Dept. Director) <p>Said members also seek input and support from the Township’s Health Task Force (listed below) and Public Health Advisory Committee (Local board of Health).</p> <p>Caroline Ehrlich, Woodbridge Township Office of the Mayor, Chief of staff – <i>Sitting Member of HiAP Task Force</i></p> <p>Diya Nair, Student at Middlesex County Academy for Allied Health and Biomedical Sciences</p> <p>Gregg Ficarra, Council Vice-President, Councilman-at- Large, Local Board of Health Public Health Advisory Committee Chair</p> <p>Ashley Ristaino, Woodbridge Township Health Department, Public Health Educator</p> <p>Thomas Flynn, Woodbridge Township Division of Engineering, Environmental Specialist - <i>Sitting Member of HiAP Task Force</i></p>

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	<p>Theo Alan, Woodbridge Township resident</p> <p>Robert Laforgia, Saint Peters University, Healthier Middlesex Coordinator</p> <p>Laurie McCabe, Chief of Staff and Senior Advisor at Senator Joe Vitale</p> <p>Phil Bujalski, Woodbridge Township Health Department, Deputy Director</p> <p>Robin Krippa, Community Outreach & Engagement Hackensack Meridian Health</p> <p>Dennis Green, Woodbridge Township Health Department, Director - <i>Sitting Member of HiAP Task Force</i></p> <p>Mark Zeno, Woodbridge Township Police Department, Community Affairs</p>
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