



# Agenda Item Executive Summary

<b>Item Name</b>	A Resolution Waiving Advertising For Bids And Approving Of The Contract For Services Between The Village Of Bartlett And Northeast DuPage Family And Youth Services For Full Time Social Worker Services	<b>Committee or Board</b>	Village Board
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<b>BUDGET IMPACT</b>			
<i>Amount:</i>	\$66,352.00	<i>Budgeted</i>	Yes
<i>List what fund</i>	Professional Services		
<b>EXECUTIVE SUMMARY</b>			
<p>Attached is a resolution waiving advertising for bids and approving of the contract for services between the Village of Bartlett and Northeast DuPage Family And Youth Services (NEDFYS) for full-time social worker services. The FYE 23/24 budget includes \$66,352.00 for a full-time social worker. Since the inception of the part-time social worker program, the police department's social worker has received over 226 referrals from residents, and village and police department personnel. Services offered through this program fulfilled a need of providing additional time, resources, and engagement to residents requiring support beyond the scope of law enforcement capabilities.</p> <p>The qualifications offered by NEDFYS are in line with the recommended characteristics specified in the Illinois Association of Chiefs of Police's social work survey. The police department has maintained a positive working relationship with NEDFYS. During the previous agreement, NEDFYS took the initiative to apply for additional funding through the Hanover Township's Mental Health Board and Cook County Department of Public Health. In addition, NEDFYS maintains a 24/7 on-call crisis intervention system available to the police department at no additional cost. NEDFYS can also provide at least one master's level clinical intern to support the work at the police department. The interns are supervised by licensed clinical therapists and provide services such as counseling, case management, follow-up phone calls, safety planning, and other clinical support.</p>			
<b>ATTACHMENTS (PLEASE LIST)</b>			
Police Department Memorandum Resolution Contract for Services Between the Village Of Bartlett And Northeast DuPage Family And Youth Services For Full Time Social Worker Services			

**ACTION REQUESTED**

**MOTION: I move to approve Resolution 2023 - \_\_\_\_\_, A Resolution Waiving Advertising for Bids and Approving of the Contract for Services Between the Village of Bartlett and Northeast DuPage Family and Youth Services for Full Time Social Worker Services**

Staff: Will Naydenoff, Deputy Chief Date: May 2, 2023

**POLICE DEPARTMENT MEMORANDUM**  
**23-21**

**DATE:** May 2, 2023

**TO:** Paula Schumacher, Village Administrator

**FROM:** Will Naydenoff, Deputy Chief of Support Services

**RE:** Resolution Waiving Advertising for Bids and Approving of the Contract for Services Between the Village of Bartlett and Northeast DuPage Family and Youth Services for Full Time Social Worker Services

On April 18, 2023, the Village Board approved the Village of Bartlett's FYE 2023-2024 budget, which included the addition of a full-time social worker. During the previous fiscal year, the village entered into an agreement with Northeast DuPage Family and Youth Services (NEDFYS) for a part-time social worker. In part, the early successes of the social worker program can be attributed to the strong working relationship that exists between the police department and NEDFYS. We are requesting to waive bids and enter into a new agreement with NEDFYS for a full-time social worker in the amount of \$66,352.00.

Since the inception of the part-time social worker program, the police department's social worker has received over 226 referrals from residents, and village and police department personnel. Services offered through this program fulfilled a need of providing additional time, resources, and engagement to residents requiring support beyond the scope of law enforcement capabilities.

In conjunction with the social worker program, the police department implemented a diversion program for minors. The purpose of the program is to provide an alternative to court when dealing with minors found to be in possession of tobacco or nicotine products. With a full-time social worker, the police department will grow this program to include diversion for alcohol and cannabis related offenses.

The full-time social worker will also be responsible for managing the police department's formal and informal station adjustments in DuPage County for certain criminal offenses, in lieu of referring juveniles to juvenile court.

Additionally, the police department will utilize the full-time social worker to implement a co-responder model to help individuals who are experiencing a behavioral health crisis.

As we transition to a full-time social worker, we believe NEDFYS will continue to be the right option to accomplish our goals and enhance our standards of service.

The qualifications offered by NEDFYS are in line with the recommended characteristics specified in the Illinois Association of Chiefs of Police's social work survey, which include:

- Need a master's degree in social work and/or psychology or counseling
- Experience working with victims and police at some capacity
- Licensed Clinical Social Worker (LCSW) licensure or similar license in a related field
- Specialized training
- Minimum of 3 years' experience in the field to include familiarity with crisis intervention techniques and knowledge of Illinois statutes related to domestic violence, child abuse, juvenile law, mental health and confidentiality code

NEDFYS meets all of the aforementioned criteria, among other items generally not offered by other social worker vendors. As part of the cost, NEDFYS maintains a 24/7 on-call crisis intervention system available to the police department. Other social worker vendors only offer this as an add-on option with an additional cost. NEDFYS can also provide at least one master's level clinical intern to support the work at the police department. The interns are supervised by licensed clinical therapists and can provide services such as: counseling, case management, follow-up phone calls, safety planning and other clinical support. During the previous agreement, NEDFYS also took the initiative to apply for additional funding through the Hanover Township's Mental Health Board and the Cook County Department of Public Health.

**MOTION: I move to approve Resolution 2023 - \_\_\_\_\_, A Resolution Waiving Advertising for Bids and Approving of the Contract for Services Between the Village of Bartlett and Northeast DuPage Family and Youth Services for Full Time Social Worker Services**

RESOLUTION 2023 - \_\_\_\_\_

**A RESOLUTION WAIVING ADVERTISING FOR BIDS AND APPROVING  
OF THE CONTRACT FOR SERVICES BETWEEN THE VILLAGE OF BARTLETT  
AND NORTHEAST DuPAGE FAMILY AND YOUTH SERVICES  
FOR FULL TIME SOCIAL WORKER SERVICES**

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**WHEREAS**, Title 1, Chapter 8, Article, A, Section 1-8A-3 of the Bartlett Municipal Code provides in relevant part that:

“All contracts for work or public improvements in excess of twenty thousand dollars (\$20,000.00) shall be let to the lowest responsible bidder after advertising for bids, provided, however, that any such contract may be entered into without advertising for bids if authorized by a vote of two-thirds (2/3) of the Trustees then holding office;”

and

**WHEREAS**, in 2021 the Bartlett Police Department solicited proposals and requested qualifications from three organizations that provide part time social worker contractual services to other police departments in the Chicagoland area, and after conducting interviews of the three organizations for social services, and after taking into account the minimum qualifications for social workers recommended by the Illinois Association of Chiefs of Police, including the following requirements: (1) a master’s degree in social work and/or psychology or counseling; (2) experience working with victims and police in some capacity; (3) Licensed Clinical Social Worker license or similar license in a related field; (4) specialized training; and (5) a minimum of three years experience in the field including familiarity with crisis intervention technique and knowledge of Illinois statutes related to domestic violence, child abuse, juvenile law, mental health and confidentiality code (the “Minimum Qualification Standards”), the Village entered a contract for services with Northeast DuPage Family Youth Services (NEDFYS) for a part time social worker without advertising for bids as the specialized services sought were, and are not, adaptable to award by public bidding; and

**WHEREAS**, due to the demand for additional time, resources and engagement with Bartlett residents in need of social worker services that are beyond the scope of normal law enforcement capabilities, the Bartlett Chief of Police and the Village Administrator have recommended the need for the Village to contract with NEDFYS for full time social worker services, which the Village corporate authorities have included in its FYE 2023-2024 budget; and

**WHEREAS**, NEDFYS has provided exceptional services to the Village under its prior contract for a part time social worker, and also provides full time social worker services capable of expanding the Village's diversion program to include alcohol and cannabis related offenses, assisting with informal and formal juvenile station adjustments in lieu of referring juveniles to DuPage County juvenile court for certain criminal offenses, and utilization of the full time social worker as a co-responder to assist individuals experiencing a behavioral health crisis;

**NOW, THEREFORE, BE IT RESOLVED** by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, as follows:

**SECTION ONE:** Based on the matters set forth in the Recitals, upon the passage of this Resolution by two-thirds of the Village Trustees now holding office, the Board of Trustees hereby authorize the Contract for Services between the Northeast DuPage Family and Youth Services and the Village of Bartlett without advertising for bids.

**SECTION TWO:** The Contract for Services between the Village of Bartlett and Northeast DuPage Family and Youth Services (NEDFYS), dated as of May 2, 2023, for full time social worker services in an amount not to exceed \$66,352.00 (the "Contract"), a copy of which is appended hereto and is expressly incorporated herein by this reference, is hereby approved.

**SECTION THREE** That the Village President is hereby authorized and directed to sign the Contract on behalf of the Village of Bartlett.

**SECTION FOUR: SEVERABILITY.** The various provisions of this Resolution are to be considered as severable, and of any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

**SECTION FIVE: REPEAL OF PRIOR RESOLUTIONS.** All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

**SECTION SIX: EFFECTIVE DATE.** This Resolution shall be in full force and effect upon passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

\_\_\_\_\_  
Kevin Wallace, Village President

ATTEST:

\_\_\_\_\_  
Lorna Giless, Village Clerk

#### CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2023 - \_\_\_\_\_ enacted on May 2, 2023, and approved on May 2, 2023, as the same appears from the official records of the Village of Bartlett.

\_\_\_\_\_  
Lorna Giless, Village Clerk



## **Contract for Services Between Northeast DuPage Family and Youth Services (NEDFYS) and Village of Bartlett**

### **I. Effective Dates**

This contract is effective May 2, 2023-April 30, 2024.

### **II. NEDFYS Responsibilities**

NEDFYS will provide the following services to the Village of Bartlett:

- Review and follow-up on police reports at the request of police department personnel
- Maintain 24/7 on-call coverage for social service emergencies; remote and in-person responses as needed
- Conduct outreach to community residents to increase awareness of village social work services and attempt to engage potential clients in NEDFYS counseling and/or other case management services
- Provide case management services (community resources and referrals) to community residents as needed
- Respond to mental health crisis situations upon request by police department personnel
- Conduct home visits upon request by police personnel to engage residents in services and provide resources and support
- Provide crisis intervention services until the crisis is resolved and refer to individual, family services as appropriate
- Conduct suicide and mental health assessments
- Develop and implement case management plans
- Provide assistance with DCFS calls
- Provide assistance to domestic violence victims in obtaining Orders of Protection, creating safety plans, and linking with legal and advocacy services
- Provide “walk-in” services to community residents during designated office hours agreed upon by the police department and NEDFYS
- Conduct outreach and provide training to community residents, village officials, and police department staff via community meetings, roll calls, and other scheduled events

- Referral to therapeutic interventions to be conducted by other licensed therapists employed by NEDFYS upon resident request or social worker recommendation;

### **III. Village of Bartlett Responsibilities**

The Village of Bartlett will provide the following to NEDFYS:

- Adequate office space and related administrative support to provide individual and family-based interventions
- Police reports relevant to requests for social work services
- Referrals for case management and/or counseling services based on police calls for service
- Identification of the needs of community residents, village officials, and police department staff to facilitate the development and implementation of appropriate outreach and/or training efforts

### **IV. Staffing**

NEDFYS will provide Bartlett Police Department (BPD) with a social worker/counselor for up to 40 hours per week. Days and hours of services will be set by NEDFYS in collaboration with BPD. The social worker/counselor assigned to BPD will be supervised by a fully licensed therapist (LCPC, LCSW, or LMFT). Requirements for the position include:

- Master's degree and partial or full licensure (LPC, LSW, LCSW, LCPC, LMFT) maintained for the duration of employment;
- 3+ years of experience working with high-risk adolescents and families
- 3+ years of experience with mental health crisis intervention
- Experience with domestic violence victims/Certified Domestic Violence Professional (CDVP) 40-hour training a plus
- Ability to partner effectively and work cooperatively with law enforcement personnel in a police setting
- Excellent oral and written communication skills
- Flexible, organized, and resourceful
- Some knowledge of trauma treatment modalities
- Valid driver's license and reliable transportation with required auto insurance in effect
- Bilingual (Spanish) a plus

The selection of the social worker will be done in collaboration with the BPD to ensure the most appropriate fit. NEDFYS will assign one master's level intern to support the work at BPD when available. The 24/7 on-call service will be staffed by NEDFYS personnel and clinical interns on a rotating basis.

### **V. Liability Insurance**

NEDFYS will procure and maintain insurance at its sole and exclusive expense which covers its personnel and liability for providing the identified services. NEDFYS will provide the Village of Bartlett with a certificate of insurance in a form acceptable to the Village.

**VI. NEDFYS Board Authority**

This agreement has been properly authorized by the NEDFYS Board of Directors.

**VII. Modification of Agreement**

The terms of this agreement may be amended or modified in writing and signed by both the Village of Bartlett and NEDFYS.

**VIII. Termination**

Either party may terminate this agreement upon providing 60 days' notice to the other party.

**IX. Cost of Services**

The total cost of services for the 12-month term of the contract shall not exceed \$66,352.00.

Costs included under this contract include:

- Salary for BPD social worker up to 40 hours per week
- 24/7 Remote and In-Person Crisis Response Upon Police Request
- Fringe benefits (10%) for FICA and State Unemployment Insurance

**X. Resident Fees**

Residents in need of more intense or specialized services that are offered by NEDFYS but are beyond the scope of those listed under Section II may be referred to other qualified NEDFYS staff for these services. Referrals will be made based on resident request or social worker recommendation only. Payment for these services will be the responsibility of the resident, either through a fee for service agreement or private insurance. Examples of such services include:

- Individual Therapy
- Family Therapy
- Group Therapy

**XI. Access to Other Services Offered by NEDFYS**

NEDFYS offers an array of programs and services that may benefit residents of **Bartlett, DuPage County**, who come to the attention of police. Bartlett Police Department will have priority access to the following services at no cost to the Village of Bartlett:

- Juvenile Station Adjustment Program
- Family-based intervention for juvenile domestic violence
- Youth Crisis Intervention and Family Stabilization Services

**XII. Invoicing and Payment for Services**

NEDFYS will provide the Village of Bartlett with an invoice for allowable costs under this contract on or before the 10<sup>th</sup> of each month. Payment to NEDFYS shall be made within 45 days of the date of the invoice, either via electronic funds transfer or by check. If by check, payment should be sent to the following address:

Northeast DuPage Family and Youth Services  
3 Friendship Plaza  
Addison, Illinois 60101  
Attn: Shannon Hartnett

NORTHEAST DUPAGE FAMILY AND YOUTH SERVICES

VILLAGE OF BARTLETT

By: \_\_\_\_\_

By: \_\_\_\_\_

Shannon Hartnett, Executive Director

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_