



Agenda Item Executive Summary

AGENDA ITEM: A Resolution Waiving Advertising For Bids And Approving A Contract For Services Between The Village Of Bartlett And Northeast DuPage Family And Youth Services For Social Worker Services.

BOARD OR COMMITTEE Board

BUDGET IMPACT

Amount	\$ 77,558.30	Budgeted	\$ 77,558.30
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Fund: Professional Services	Corresponding Activity Measure:
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EXECUTIVE SUMMARY

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 24/25 budget includes \$77,558.30 for a full-time social worker. In 2023, the police department’s social worker received over 196 referrals from residents, and village and police department personnel. Referrals increased 41% from 2022. 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.

The qualifications offered by NEDFYS are in line with the recommended characteristics specified in the Illinois Association of Chiefs of Police’s social worker survey. 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.

ATTACHMENTS (PLEASE LIST)

- 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

RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: CONTINUE TO ENHANCE AND IMPROVE EFFICIENCY OF SERVICE DELIVERY METHODS AND APPROACHES

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

MOTION: I move to approve Resolution 2024-_____, a resolution waiving advertising for bids and approving a 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 of Support Services

Date:

April 16, 2024

POLICE DEPARTMENT MEMORANDUM
24-12

DATE: April 16, 2024

TO: Paula Schumacher, Village Administrator

FROM: Will Naydenoff, Deputy Chief of Support Services

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

On April 2, 2024, the Village Board approved the Village of Bartlett's FYE 2024-2025 budget, which included the department's full-time social worker. During the previous fiscal year, the village transitioned from a part-time social worker and entered into an agreement with Northeast DuPage Family and Youth Services (NEDFYS) for a full-time social worker. Many of the 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 \$77,558.30.

In 2023, the police department's social worker received over 196 referrals from residents, and village and police department personnel. Referrals increased 41% from 2022. 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 found success in implementing a diversion program for minors. The program was expanded to provide an alternative to court when dealing with minors found to be in possession of tobacco or nicotine products, alcohol, or cannabis.

In collaboration with NEDFYS, the police department also implemented a process for station adjustments for certain criminal offenses, in lieu of referring juveniles to juvenile court. The ReDirect program offered by NEDFYS is a group intervention program designed to reset the path for youth after committing minor offenses.

Additionally, the police department utilized the social worker to implement a co-responder model to help individuals who are experiencing a behavioral health crisis. Once a scene has been deemed to be safe and secure, the social worker can respond to in-progress calls to more effectively offer services in a timely manner.

Based upon the success of the social worker program, 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.

MOTION: I move to approve Resolution 2024 - _____, 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 2024 - _____

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

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 of 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 of Bartlett (“*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, in 2021 the Village entered a contract for services with NEDFYS for a full time social worker to provide Bartlett residents with social worker services beyond the scope of normal law enforcement activities such as: an expanded Village diversion program to include alcohol and cannabis related offenses; assistance with informal and formal juvenile station adjustments in lieu of referring juveniles to DuPage County juvenile court for certain criminal offenses; and utilized a full-time social worker as a co-responder to assist individuals experiencing a behavioral health crisis without advertising for bids as the specialized services sought were, and are not, adaptable to award by public bidding; and

WHEREAS, having a full-time social worker has benefited Village residents and continued demand for additional time, resources, and engagement with Village 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 2024-2025 budget; and

WHEREAS, NEDFYS has provided exceptional services to the Village under its prior contracts for a part time social worker and a full time social worker, and will continue to provide full time social worker services capable of continuing the Village's diversion program for tobacco and nicotine related offenses, alcohol and cannabis related offenses, continuing to assist with informal and formal juvenile station adjustments in lieu of referring juveniles to DuPage County juvenile court for certain criminal offenses, and continuing to utilize a 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, pursuant to its home rule authority, as follows:

SECTION ONE: RECITALS. Based on the matters set forth in the Recitals, herein incorporated by reference, 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 NEDFYS and the Village without advertising for bids.

SECTION TWO: APPROVAL. The Contract for Services between the Village and NEDFYS for full time social worker services in an amount not to exceed \$ \$77, 558.30 (the "**Contract**"), a copy of which is appended hereto ("**Exhibit A**") and is expressly incorporated herein by this reference, is hereby approved.

SECTION THREE: AUTHORIZATION. The Village President is hereby authorized and directed to sign the Contract on behalf of the Village.

SECTION FOUR: SEVERABILITY. The various provisions of this Resolution are to be considered as severable, and if 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: April 16, 2024

APPROVED: April 16, 2024

Kevin Wallace, Village President

ATTEST:

Lorna Giles, 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 2024 - _____ enacted on April 16, 2024, and approved on April 16, 2024, as the same appears from the official records of the Village of Bartlett.

Lorna Giles, Village Clerk

EXHIBIT A

**CONTRACT FOR FULL TIME SOCIAL WORKER SERVICES BETWEEN
NORTHEAST DUPAGE FAMILY AND YOUTH SERVICES (NEDFYS) AND THE
VILLAGE OF BARTLETT**



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

I. Effective Dates

This contract is effective May 1, 2024-April 30, 2025.

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

- Facilitate the *Bartlett Diversion Program for Minors*, including processing program referrals and conducting individual lessons, communicating with parents/guardians, updating officers regarding individual progress in the program
- 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 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

If a social worker needs to be hired during the term of this contract, 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 \$77,558.

Summary of Costs:

- Salary for BPD social worker for 40 hours per week
- Fringe benefits for social worker (17.62%)
- Partial salary support for Clinical Supervisor
- Partial fringe benefits support for Clinical Supervisor
- 24/7 Remote and In-Person Crisis Response Upon Police Request

Detailed Costs:

Categories	Total
Personnel	\$64,350.00
Fringe	\$11,316.63
Travel	
Supplies	
Contractual	
Occupancy	
Telecom	
Training/Edu	
Direct Admin	
Indirect	\$1,891.67
TOTAL	\$77,558.30

*Personnel Costs

Employee	Position	Salary	% of Time	Duration	SALARY	FRINGE	Total Fringe %	FICA/SUI	WC	RB	Health	Hrs /Wk
Yvette Aguilar	CSM	\$37.50	2.50%	2080	\$1,950.00	\$321.75	16.50%	8.50%	1.19%	3.00%	3.81%	1
Alexandra Berkman	PSW	\$30.00	100.00%	2080	\$62,400.00	\$10,994.88	17.62%	8.50%	1.19%	3.00%	4.93%	40

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 10th 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: _____