



# OAK PARK TOWNSHIP YOUTH SERVICES

105 SOUTH OAK PARK AVENUE, OAK PARK, ILLINOIS 60302

To: Council of Government Members of Oak Park and River Forest  
From: John FS Williams, M.Ed., LCPC  
Director Youth Services, OP and RF Townships  
Re: Intergovernmental Agreement for Youth Interventionist Program

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F. David Boulanger

*Clerk*

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Dear Collaborative Partner:

The current Intergovernmental Agreement that supports our Youth Interventionist Program expires on June 30, 2010. Through e-mail correspondence sent February 23, 2010, you have received budget projections for the next two fiscal years and a series of data charts for the past 4 years from January 2006 through December 2009.

While I encourage you to budget "as if" we all must contribute the maximum amount indicated in the attachment "Estimated Maximum Cost Per Agency", this past cycle we have again happily managed to bill under that which was budgeted. We bill only for what we spend and strive to reduce costs and obtain outside funding to reduce the cost to our collaboration. We have two months this quarter shy one Interventionist staff that will reduce billing for the current contract. In the previous cycles, we were able to eliminate the need for a full time clerical support position via investments and improvements in technology, then eliminate a part time clerical and use interns this past FY (we received 90% of our funds back in one of those internship arrangements).

Attached is a brief overview highlighting some data trends the past few years and the Intergovernmental Agreement for the next two years with the maximum estimated amount by percentage for the Intergovernmental Agreement for FY 2011 and FY 2012. The agreement budget is based upon a July 1 – June 30 Fiscal Year. Please have your designated government representative sign on the appropriate line and return to Youth Services.

I strongly recommend that we convene a signing ceremony in the coming months with all tax bodies represented to signify our united stand, collaboration, and cooperation regarding Gangs, Drugs and Violence. In times when things are falling apart, it is important to stand with our allies.

Please contact myself at 708 445-2727x130 or [jwilliams@oakparktownship.org](mailto:jwilliams@oakparktownship.org) should you have any questions.

Thank you for your attention and continued support.

Good Things Only to You and Yours,

John FS Williams, M.Ed., LCPC  
Director, Youth Services Oak Park and River Forest Townships  
Chair, Gang and Drug Task Force of Oak Park and River Forest

### Youth Interventionist Program

John FS Williams, M.Ed., LCPC, Director Youth Services serves as Chair of Gang and Drug Task Force for Oak Park and River Forest and Administers the Interventionist Program.

Bert Patania, M.Ed. is the Supervisor of the Youth Interventionist Team.

The Youth Interventionist Program is supported through and Intergovernmental Agreement involving eleven taxing bodies in Oak Park and River Forest. Three Youth Interventionists are employed to work extensively throughout the communities with youth at-risk for or already involved in gangs, drugs and violence. The program has been a tremendous success since the programs inception in 1996.

Revenue for FY 2010 was 100% local funding. The previous agreement expired on June 30, 2008 and was renewed with 100% of local officials from all 11-tax bodies supporting the renewal through June 30, 2010. Began process for renewal in FY 2010. Summary figures and data for past 2 IGA cycles with reference to past 4 years were sent along with contract and budget for the IGA for July 1, 2010-June 30, 2012 sent in February 23, 2010..

The Caseload continues to be demanding. Data indicates majority of cases past 2 years referred with a history of history of family substance abuse and history of violence. Youth abandoned in various ways by one or more parents remains a painfully high percentage – 95 % across the caseload for the past 14 years.

In response to this data, YS OP and RF Townships is investing time, energy and staff resources (separate from the IGA and Youth Interventionist Program) to recruit, screen, train and match 100 mentors over the next year to offer a positive adult relationship in the lives of as many local youth as possible. YS has also established weekly job/career workshops beginning October 2009 with very positive attendance (ranging from 2 – 20) and outcomes (3 successfully employed, 3 have successfully completed 5 plus applications, new attendees and “regulars” each week).

Teen pregnancies and teen parents spiked in the past two years cycle. YS and the Interventionist Team Supervisor, Bert Patania was and remains heavily involved in addressing multiple issues working collaboratively across systems to increase instances of teen parents graduating from High School, securing appropriate day care, health issues for teen and child, and setting youths up for gainful employment and career path.

Increase in youth substance abuse and reports of low level dealing by substance abusers. Continued levels of youths claiming gang affiliation – not necessarily claimed by actual gang in several instances.

The percentage of males and African American youth referred remains high. Overall age of referrals maintaining between 12 and 18 AND client activity on both extremes including 18+ and as young as 6. Staff active in 4 elementary schools, 3 Middle schools and OPRFHS and several alternative schools. Shift in summer months to increased presence in Parks and Public spaces. Maintain regular presence in Public Libraries throughout year with seasonal spikes.

Director, Youth Services working with maintaining and expanding mentoring groups with local volunteer adult males and anticipate implementation of adult female mentoring group this quarter. Engaging with youth in elementary school grades 3-8. Implementation of Olweus Bullying Prevention Program in District 97 in two middle schools and two elementary schools.

Our staff is highly trained and motivated. Each has been approached to present to staff and youth in various school, police, and public settings and have performed very well. Staff joined and co-presented with Director to all OP Police Officers in last quarter of FY 2008. Program enjoys national recognition with Director Youth Services presenting to Performance Institute, non-partisan Think Tank in Washington D.C. past 2 years and national COPS conference in Los Angeles with 80 Chiefs of Police.

Bert Patania began his 12<sup>th</sup> year as Team Supervisor with us this cycle. Rob Simmons began his 6th year as a Youth Interventionist, and Conchita Tamondong resigned in January 2010 to pursue other interests after 2 1/2 years as a Youth Interventionist. We are currently closing in on a new hire.

Administrative Assistant Roberta White successfully implemented intern based clerical training position with local colleges AND expanded those internships to include after school programming at Dole Branch Library in OP. Upgrades in software and data tracking were implemented in the last calendar year with some improvements and some glitches with an overall improvement.

Staffing:

Bert Patania, Team Supervisor (11 years)

Robert Simmons, Youth Interventionist (5 years)

Conchita Tamondong, Youth Interventionist (2 years 7 months) resigned in January 2010

New Staff – hoping to name in late March 2010.

Caseload:

- Range between low of 36 and high of 51. Majority of time, carrying a total active caseload in the 40's.
- Dips in the caseload reflect staff family leave and turnover.
- Used to have dip in the summer, have not had that for a few years.

Risk Factors:

- Majority of caseload is high to moderate at risk as measured by 12 factors
- Increase in number and intensity level of high at risk cases past several years.

Gender:

- More males (2/3) than females (1/3).

Race/Ethnicity:

- Diverse population
- Overrepresentation of African American cases
- Next highest are Caucasian, biracial/ and 2 or more races.

Ages:

- Two year cycle reflects aging of caseload as we continue with clients through elementary, middle and high school.
- Range has increased in past year including 7 and under and over 18 (teen mothers)

Reasons for Referral:

- History of Family Substance Abuse and History of Family Violence highest primary reasons for referral.
- High percentage has poor relationship, conflicting relationship, or no relationship with a parent -most often the father.
- Intense increase in requests for mentors especially African American Male Mentors.
- Staff training in effects of trauma on brain development and effects of exposure to early trauma. Believe we are more often than not addressing issues related to untreated exposure to various types of trauma.

## **AN INTERGOVERNMENTAL AGREEMENT FOR YOUTH INTERVENTIONIST/COORDINATORS**

This agreement is between OAK PARK TOWNSHIP and the enumerated participating local governments: Village of Oak Park, Village of River Forest, River Forest Township, School District 90, School District 97, School District 200, Park District of Oak Park, River Forest Park District, Oak Park Public Library, and River Forest Public Library, hereinafter referred to collectively as PARTICIPATING GOVERNMENT UNITS.

OAK PARK TOWNSHIP agrees as follows:

- To work with at-risk youth engaged with (or disengaged from) local agencies that provide multiple services.
- To closely monitor youth, through a case management model which focuses on the individual needs of clients and their families and helps in linking them to services, managing those services, and tracking outcomes.
- To continue to provide intense intervention by employing support staff and three Youth Interventionist/Coordinators for the positions as described in Appendix I.
- To hire, train, supervise, insure and house the Youth Interventionists.
- To provide the necessary services, materials and equipment, such as, duplication, printing, postage, telephone and computers.
- To work in close cooperation with the Oak Park and River Forest Council of Governments.
- To contribute up to \$46,843.36 (FY 2011) and \$48,229.79 (FY 2012) for each year of this joint effort.
- To bill each participating government unit the actual dollars spent on a quarterly basis.
- To assist the Gang and Drug Task Force with an evaluation of the Youth Interventionist Program.
- To continue to seek outside funds to support the Program.
- To provide periodic status reports to the participating government units.
- To provide monthly Team reports via email each month to designated representatives.

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The other participating government units agree as follows:

- To discuss issues related to the Youth Interventionist Program at the Council of Governments meetings and/or on the e-mail distribution list.
- That a joint Oak Park and River Forest Council of Governments meeting will take place at least once a year to discuss issues related to the Youth Interventionist Program.
- To work collaboratively and cooperatively in the common interest of reducing youth gangs, drugs, and violence.
- To the line-item budget attached as Appendix II.
- To support the cost of this joint endeavor based upon the following formula:

<b>Breakdown - Agency</b>	<b>Percentag e</b>	<b>2011</b>	<b>2012</b>
Oak Park Township	19.00%	\$46,843.36	\$48,229.79
Village of Oak Park	28.24%	\$69,624.03	\$71,684.70
OP Elementary D97	11.95%	\$29,462.01	\$30,334.00
OPRFHS D200	11.95%	\$29,462.01	\$30,334.00
Park District OP	5.43%	\$13,387.34	\$13,783.57
OP Public Library	5.43%	\$13,387.34	\$13,783.57
RF Township	3.67%	\$9,048.17	\$9,315.97
Village of RF	7.32%	\$18,047.02	\$18,581.17
RF Elementary D90	3.67%	\$9,048.17	\$9,315.97
RF Park District	1.67%	\$4,117.29	\$4,239.15
<u>RF Public Library</u>	<u>1.67%</u>	<u>\$4,117.29</u>	<u>\$4,239.15</u>
<b>Total</b>	<b>100.00%</b>	<b>\$246,544.00</b>	<b>\$253,841.00</b>

- To promptly reimburse Oak Park Township upon receipt of quarterly bill.

It is understood by all signatories of this agreement that the supervision of all Township employees, including any addition to the Township staff as a result of this agreement, is the responsibility of Oak Park Township.

This Intergovernmental Agreement will be in force for two years from July 1, 2010.

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**OAK PARK TOWNSHIP**

\_\_\_\_\_  
Signature Title Date

**RIVER FOREST TOWNSHIP**

\_\_\_\_\_  
Signature Title Date

**VILLAGE OF OAK PARK**

\_\_\_\_\_  
Signature Title Date

**VILLAGE OF RIVER FOREST**

\_\_\_\_\_  
Signature Title Date

**RIVER FOREST ELEMENTARY SCHOOL DISTRICT 90**

\_\_\_\_\_  
Signature Title Date

*(Signatures continued on Page 4)*

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**OAK PARK ELEMENTARY SCHOOL DISTRICT 97**

_____	_____	
Signature	Title	Date

**OAK PARK-RIVER FOREST HIGH SCHOOL DISTRICT 200**

_____	_____	
Signature	Title	Date

**PARK DISTRICT OF OAK PARK**

_____	_____	
Signature	Title	Date

**RIVER FOREST PARK DISTRICT**

_____	_____	
Signature	Title	Date

*(Signatures continued on Page5)*

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**OAK PARK PUBLIC LIBRARY**

\_\_\_\_\_

Signature

\_\_\_\_\_

Title

Date

**RIVER FOREST PUBLIC LIBRARY**

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Signature

\_\_\_\_\_

Title

Date

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Appendix I Job Descriptions

**Oak Park Township**

**JOB DESCRIPTION**

**CLASS. TITLE: Youth Services Interventionist Supervisor**

**DEPARTMENT: Youth Services FLSA: Exempt**

**DIVISION: Town DATE: 04/05**

**REPORTS TO: Youth Services Director**

**Job Summary**

The Youth Interventionist Supervisor builds collaborations between systems and agencies to prevent, intervene and combat youth delinquent behaviors in Oak Park and River Forest communities; assists severely at-risk youth and families to survive adolescence.

**Essential Job Functions**

1. Assists agencies in developing long-term community based strategic plans to complement village-wide violence prevention efforts, development of Intervention Model vision, and implementation of goals/strategies. Communicates between and with staff, administrations, boards, agencies, committees and the public to continue community development efforts.
2. Provides oral and written reports to various boards and public showing outcomes, current status and future plans; attends monthly meetings with youth service providers.
3. Conducts/assists in conducting individual and group counseling, individual counseling, and crisis intervention; assists in making social diagnostic assessments of at-risk factors for clients; assists in developing a comprehensive treatment plan by seeking input and participation from professionals in other areas.
4. Assists in counseling youth indicating maladjustments; anxiety or delinquent behavior; contributes to the identification of problems and diagnosis of social disorders. Provides direct youth and family counseling.
5. Establishes priorities among assignments, establishes times of completion and quantity/quality of work services; identifies and discusses program projects, problems and issues; supervises subordinate staff, monitors and evaluates performance and recommends recognition and/or disciplinary action.
6. Monitors budgetary expenditures for training area of Interventionist and assists in developing narratives/justification used in budgetary process as required.
7. Develops and maintains ongoing communications with private and public organizations, officials of other agencies or state and federal government; responds to inquiries concerning program, policies, rules and regulations governing work.
8. Appears at public hearings as required, speaks before various groups to explain/interpret program philosophy and requirements
9. Seeks outside funding to help support programs; prepares grant applications for additional sources of funding in cooperation with Township funded grant writer; administers grant funded initiatives related to intervention program.

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10. Performs the duties of Youth Interventionist.
11. Develops bonds between new and opposing agencies with a history of not working well together; facilitates partnerships and collaborations; assists in problem solving to overcome disputes between community administrative leaders.
12. Keeps director informed regarding community issues and politically sensitive Youth Interventionist Supervisor 1 04/05
13. Prepares and maintains grants related to sources of funding; completes reports related to grants received.
14. Performs other duties as assigned.

#### Material and Equipment

- Miscellaneous office equipment; i.e. – computer, fax, phone, copier, calculator, etc.
- Bicycle

#### Minimum Qualifications

##### Education and Experience:

- Master's degree in Social Services or related field and five to seven (5-7) years of direct experience in working with gangs, drug involvement and violent youth.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, may be considered.

##### License(s) and Certification(s):

- Valid Illinois driver's license and liability insurance

##### Knowledge, Skills, and Abilities

##### Knowledge of:

- Social work, counseling, psychology and public relations.
- Criminal justice and approaches used by law enforcement in local, state and federal environments; juvenile law and court systems.
- Ethical standards and code of conduct in dealing with clients and the public.
- Gang structure, risk factors and signs of involvement.

##### Skill In:

- Time management and prioritizing work.
- Verbal and written communication and organization.
- Community development and community crisis debriefing.
- Facilitation and group leadership.
- Mediation and collaboration building.
- Crisis intervention and de-escalation techniques.
- Supervision of subordinates.

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Ability to:

- Lead and organize and maintain relationships with community organizations and administrations in a political environment.
- Facilitate presentations and training made to youth, parents, community associations and other public groups.
- Remain calm in stressful and crisis situations.
- Develop intelligence on youth gang and drug activity in both communities and strategic plans to counter illegal activity.

Physical Abilities:

- Sit, type, read, write, hear and speak for extended periods.
- Drive automobile to communities and clients/families homes.
- Lift up to 10 pounds on occasion.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act. Youth Interventionist Supervisor 3 04/05

Revised

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Oak Park Township

JOB DESCRIPTION

CLASS. TITLE: Youth Services Interventionist

DEPARTMENT: Youth Services FLSA: Non-Exempt

DIVISION: Town DATE: 04/05

REPORTS TO: Youth Interventionist Supervisor

Job Summary:

The Youth Services Interventionist provides individual and family treatment to youth involved in or at risk of becoming involved in gangs, drugs or violent activities; works closely with Youth Interventionist Team and Youth Services Director to discuss and develop and implement treatment plans. Collaborates with a variety of community agencies and resources to decrease risk and connect identified families with appropriate, long-term services.

Essential Job Functions

1. Performs crisis intervention in situations such as suicide, homicide, rage, juvenile arrest, violence, community, family tragedy, self injury, running away, etc. Assesses risk; provides direct consultation services; provides referrals and stabilization services, coordinates and provides support during the hospitalization process, crisis counseling, brief mediation and notification of appropriate authorities; serves as member of school crisis and trauma debriefing team.

2. Assesses youth and family for potential for violence, communication patterns, boundaries, alcohol and drug addiction, gang involvement, sexual and physical abuse, neglect, mental health status, suicidal or homicidal plans or thoughts, criminal activity, risk of running away, cutting and other risk factors. Assessment includes evaluating the client, family and any unregistered youth in contact with. Creates, monitors and implements treatment plan agreed upon by both client and family.

3. Provides counseling to youth involved or at-risk of involvement with gangs, drugs, potential violence, etc.; meets with youth as needed to decrease risk or involvement through therapy and referrals to other community agencies; provides resources for alternate living situations if required; works with youths at-risk and assists them by linking them with services in the community; provides consultation regarding juvenile laws.

4. Provides family therapy and counseling to identified families; conducts home visits to assess living environment, refers family to community agencies for financial assistance and long-term therapy as needed; provides crisis stabilization to family as need arises; works with family to advise on state laws regarding abuse and neglect, family law, juvenile delinquency, as well as

potential for locking out their child.

5. Consults with various community agencies including schools, Police Department, **AN INTERGOVERNMENTAL AGREEMENT**

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Health Department, Park District, libraries, probation, inpatient and partial hospital programs, community counseling centers, mentoring services, and psychiatric evaluators to optimize assessment and treatment planning. Participates in other agency meetings including disciplinary/school placement, inpatient hospital discharge planning and collaboration with police officers, etc.

Searches for new

services, builds relationships with staff and distributes information on new providers to other collateral resources in the community.

6. Conducts mediation sessions between youth and/or families who are currently involved in a conflict; assists to resolve differences and decrease probability of violence in community between parties.

7. Conducts informational presentations to community mental health professionals, school teachers and high school students regarding drug and violence prevention, peer relations and other applicable subjects.

8. Maintains client files, intake and assessment forms, client interview questionnaire, consent forms, ratings scales, progress notes, progress note logs and any other essential materials.

9. Monitors youth trends in the community such as gang movement, drugs, cults, etc.; performs bike patrols and community walks in search of gang graffiti, drug paraphernalia and cult remnants in community parks.

10. Identifies gaps in service delivery system and reports to Director; participates in formulating and implementing solutions when appropriate.

11. Operates pursuant to federal and state laws as well as professional codes of ethics and codes of conduct. Maintains licensure through continuing education.

12. Plans and co-facilitates groups for at-risk youth in school settings.

13. Participates in various committee/council meetings, task forces and networking events as needed.

14. Remains current on mental health research and clinical theories.

15. Performs other duties as assigned.

**Material and Equipment**

- Miscellaneous office equipment; i.e. – computer, fax, phone, copier, calculator, etc.

- Bicycle

**Minimum Qualifications**

**Education and Experience:**

- Masters degree in social work, education, psychology or other related human services field and two to three (2-3) years experience working with high at-risk

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youth in prevention, intervention, outreach or case management.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, may be considered.

License(s) and Certification(s):

- Valid Illinois driver's license and liability insurance
- LSW, LCSW, LCPC, CADC desirable

Knowledge, Skills, and Abilities

Knowledge of:

- Federal and state laws and regulations relating to juvenile issues.
- Ethical standards and code of conduct in dealing with clients and the public.
- Child development; therapeutic models/techniques; DSM-IVR.
- Mental health assessment; crisis intervention, mediation and trauma debriefing.
- Substance use/abuse signs
- Screening for risk to self or others.
- Basic computer and software programs.

Skill In:

- Clinical judgment.
- Verbal and written communication.
- Crisis intervention and de-escalation techniques.

Ability to:

- Effectively communicate treatment techniques and strategies.
- Make sound assessments, develop, implement and monitor treatment plans.
- Coordinate multiple services from various agencies in order to meet clients' needs.

Physical Abilities:

- Sit, type, read, write, hear and speak for extended periods.
- Drive automobile to client's homes or meeting places.
- Lift up to 10 pounds on occasion.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act. Youth Interventionist 3 04/05

Revised



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Appendix II Budget

Budget for Youth Interventionist Program 2011 and 2012

YOUTH INTERVENTIONISTS

	FY 2011	FY 2012
Personnel Services		
<u>Employee Salaries</u>	<u>\$151,159.00</u>	<u>\$155,695.00</u>
<b>TOTAL Personnel Services</b>	<b>\$151,159.00</b>	<b>\$155,695.00</b>
Fringe Benefits		
FICA Expense	\$11,564.00	\$11,911.00
IMRF Expense	\$14,950	\$15,569.00
Flexible Benefit Plan	\$66.00	\$90.00
<u>Health/Life Insurance*</u>	<u>\$55,472.00</u>	<u>\$57,136.00</u>
<b>TOTAL Fringe Benefits</b>	<b>\$82,052.00</b>	<b>\$ 84,706.00</b>
Operating Costs and Services		
Activities/Program Support	\$2,500.00	\$2,500.00
Staff Recruitment	100.00	100.00
Office Supplies	\$250.00	\$250.00
Dues and Subscriptions	\$0.00	\$0.00
Duplication & Printing	\$120.00	\$100.00
Insurance-Liability	\$1,550	\$1,620.00
Postage	\$50.00	\$50.00
Professional Consultation	\$2,000.00	\$2,000.00
Travel and Training	\$6,000.00	\$6,000.00
Workers Compensation	\$763	\$820.00
<u>TOTAL Operating Costs and     Services</u>	<u>\$13,333.00</u>	<u>\$13,440.00</u>
<b>Total Youth Interventionist</b>	<b>\$246,544.00</b>	<b>\$253,841.00</b>

