



PARK DISTRICT of OAK PARK

Due to the Coronavirus outbreak, the State of Illinois enacted amendments to the Open Meeting Act that authorize public bodies to host public meetings virtually in the event of a declaration of a disaster. Park District Board President Lentz has determined that an in-person meeting of the Park District of Oak Park's Committee of the Whole Meeting scheduled for Thursday, July 2, 2020, is not practicable or prudent. Accordingly, the meeting will take place via conference call, *not* on site at the Hedges Administrative Center, 218 Madison Street at 7:30pm.

PARK DISTRICT OF OAK PARK Committee of the Whole Meeting Zoom Meeting

<https://us02web.zoom.us/j/81402443017?pwd=WnY3YlNzQTlpcW95TzBTZFBHN0xYQT09>

Meeting ID: 814 0244 3017, Password: 248057; or (312) 626-6799

Thursday, July 2, 2020, 7:30pm

AGENDA

- I. Call to Order/Roll Call**
- II. Public Comment**
- III. Recreation and Facility Program Committee – Commissioner Wollmuth: Chair**
- IV. Parks and Planning Committee – Commissioner Wick: Chair**
 - A. 2021-2025 Capital Improvement Plan Update*
- V. Administration and Finance Committee – Commissioner Porreca: Chair**
 - A. 2020-2022 Youth Interventionist Agreement*
 - B. PDOP Rules and Regulations Update
 - C. Board Retreat – July 14, 2020, Update
- VI. New Business**
- VII. Closed Session**
- VIII. Adjournment**

In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities

* Indicates information attached.

** Indicates information to be provided before or at the meeting.

Update indicates verbal report provided at meeting no materials attached

The Park District of Oak Park welcomes the opportunity to assist residents and visitors with disabilities. If you need special accommodations for this meeting, please call 708-725-2000 or email Karen.Gruszka@pdop.org.

Memo

To: David Wick, Chair, Parks and Planning Committee
Board of Park Commissioners

From: Jan Arnold, Executive Director

Date: June 26, 2020

Re: Capital Improvement Plan for 2021-2025 Update



Statement

With the amount of major capital improvements that the Park District has undergone in the past few years, it is prudent to review the Capital Improvement Plan (CIP) and update it on an annual basis. An annual update of the CIP will provide a useful tool when putting together the annual operating budget.

Discussion

In construction of the CIP, staff considered factors including: location and time since the last capital improvement for that asset, pending phases of each master plan, a potential property tax freeze, the recent COVID-19 pandemic, the need to build a community recreation center, and an aging Rehm Pool.

Funding for the CIP comes from property taxes (50% of the property tax increase set aside for capital from the 2005 referendum transferred to the CIP), transfers from both Recreation and Special Facilities as well as grants secured from various sources. The Park District strives to provide quality parks and facilities focusing on preventative maintenance where appropriate and new construction when necessary; example would be the Carroll Center with its Passive House design. The CIP has funds allocated to assist in the cost of a Community Recreation Center for the residents of Oak Park.

The 2021-2025 CIP plan includes the following large projects:

- Funds for master plan improvements at Rehm Park (OSLAD grant received), Andersen Park, and Barrie Park
- Funds for air conditioning at Pleasant Home (application submitted for Museum grant)
- Funds for additional improvements at the Dole Center, the Conservatory, and Cheney
- Funds for a portion of a Community Recreation Center (application submitted for PARC grant) and for a portion of phase 2

The Board's decision on the tax levy for 2020 may affect the timing of some of the CIP projects.

Recommendation

Staff will present the 2021-2025 CIP to the Board of Commissioners with specific discussion on 2021 projects proposed at their July 16, Regular Board Meeting.



MEMO

To: Kassie Porreca, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Jan Arnold, Executive Director

Date: July 2, 2020

Re: Interventionist Contract Agreement 2020-2022



Statement

The Park District has an established strong working relationship with the Township and has participated in an Intergovernmental Agreement between Oak Park Township Youth Services (OPTYS) and other participating local governments in Oak Park and River Forest for numerous consecutive years. The Park District of Oak Park (PDOP) has contributed to this joint endeavor annually by providing needed funds to support the employment of Youth Interventionists and related programs. OPTYS engages in a variety of activities and services directly impacting youth and their families, all of which are in line with the Park District's mission.

Discussion

Oak Park Township Youth Services (OPTYS) supports programs and services that work for the prevention of juvenile delinquency and which address youth who are at risk of becoming involved or are already engaged in inappropriate and/or illegal activities. OPTYS also advocates for programs and services which enhance the social and emotional development of youth and their families.

Attached is a copy of the updated Intergovernmental Agreement for your review. The Youth Interventionist Agreement has provided benefits to the Park District in numerous ways. Some examples include, support of staff training on working with youth; consultation with trouble shooting park use concerns or handling critical incidents; presentations to staff, elected officials and the public on youth-at-risk issues; and routine visits and communications with Park District staff in and out of the field.

In the past, the Park District has supported this Agreement by contributing 5% of the total Agreement budget, which shall not exceed \$12,500 for 2018/2019 and \$12,750 for 2019/2020. This agreement does not include the Villages of Oak Park and River Forest as they opted to not participant. The PDOP is being asked to contribute \$13,000 in 2020/2021 and \$13,260 in 2021/2022. These funds will allow for the continued support described above along with the collaborative effort to reduce youth involvement with drugs and violence in the community.

Recommendation

Staff recommends that the Park Board approve the Intergovernmental Agreement with Oak Park Township Youth Services for Youth Interventionists/Coordinators for two years commencing on July 1, 2020, and extending through June 30, 2022.

Attachment: Youth Interventionist Agreement 2020-2022

AN INTERGOVERNMENTAL AGREEMENT FOR THE YOUTH INTERVENTIONIST PROGRAM, 2020 - 2022

This agreement is between OAK PARK TOWNSHIP and the enumerated participating local governments: 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 any youth who are residents of Oak Park and River Forest or attend the community schools. The interventionists will work with youth who need help with depression/anxiety, crisis and trauma, gang involvement, school refusal/attendance issues, and behavioral/aggression problems.
- To closely monitor youth, through a case management model which focuses on the individual strengths and needs of clients and their families and helps in linking them to services, managing those services, and tracking outcomes.
- To respect and maintain the confidentiality of registered Youth Interventionist clients and their families and share information about clients with partner agency staff as appropriate and only when a Release of Information has been signed by the appropriate party.
- To report program outcomes, such as reasons for discharge, demographics, referral reasons, and assessment information, in the aggregate only.
- To continue to provide intense intervention by employing support staff and two Youth Interventionists for the positions as described in Appendix I and one Youth Interventionist Supervisor.
- To act as the administrative agent of the Youth Interventionist Program, hiring, training, supervising, insuring and providing office space to the Youth Interventionist Program staff.
- To provide the necessary support, services, materials and equipment, such as, duplication, printing, postage, telephone and computers.
- To distribute monthly reports via email on the activities of Youth Interventionist staff to all board members and the chief administrators of each participating government unit.
- To work with participating government units to establish additional meaningful outcome measures based on shared client data.
- To report on program activities and outcomes at least annually, or more often as needed or requested, at the Council of Governments meetings in Oak Park and in River Forest.
- To offer services listed in Appendix II: Menu of Services to partner agencies and to work responsively with partner agencies to develop other specific services based on emerging needs.

**AN INTERGOVERNMENTAL AGREEMENT
FOR THE YOUTH INTERVENTIONIST PROGRAM, 2020 - 2022**

- To maintain an appropriate level of liability insurance and provide certificates of insurance to partner agencies as requested.
- To bill each participating government unit on a quarterly basis at the quarter amount listed in this IGA.
- To establish agreements with partner agencies to share confidential information that will allow the Township to report on program outcomes for the Youth Intervention caseload in the aggregate.

The other participating government units agree as follows:

- To support the Youth Interventionist Program through referrals, offering space to meet with youth and families (including virtual access during e-learning school days), sharing information about youth behaviors and situations, participating in training events and planning meetings, and by providing outcome data.
- To bring policy and operational concerns and recommendations to the Youth Services Director or Oak Park Township Manager or Supervisor and then, as needed, to the community's Council of Governments for discussion and response.
- To work collaboratively and cooperatively in the common interest of helping youth develop, learn problem solving skills and to become engaged positively in the community.
- To enter into data sharing agreements, where appropriate, so that the Township may collect and analyze data in the aggregate for youth that are participating in the Youth Interventionist program.
- To support the cost of this joint endeavor in an amount listed to be billed Quarterly in four equal amounts. The total budget for the Youth Interventionist Program for the first year of this agreement is \$244,974.

AGENCY	2020-21 Amount	Qrt. Payment	2021-22 Amount
OP Elementary D97	\$30,000	\$7,500	\$30,600
Park District OP	\$13,000	\$3,250	\$13,260
OP Public Library	\$13,000	\$3,250	\$13,260
OPRF High School D200	\$34,000	\$8,500	\$34,680
River Forest Township	\$18,500	\$4,625	\$18,870
RF Elementary D90	\$8,500	\$2,125	\$8,670
RF Park District	\$4,500	\$1,125	\$4,590
RF Public Library	\$4,500	\$1,125	\$4,590
Helen Brach Grant	\$5,000	-	-
SUBTOTAL:	\$131,000	-	\$128,466
Oak Park Township:	\$113,974	-	\$121,307
TOTAL:	\$244,974	-	\$249,773

**AN INTERGOVERNMENTAL AGREEMENT
FOR THE YOUTH INTERVENTIONIST PROGRAM, 2020 - 2022**

- To promptly reimburse Oak Park Township upon receipt of a quarterly bill in the amount shown in the table above.

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. To the extent permitted by law, each party shall indemnify, defend, and hold harmless the other parties, their elected officials, employees, officers, directors and agents from and against any third-party claims, demands, losses, damages, or expenses (including reasonable attorneys' fees) arising from or relating to any claim for harm, injury, or death to any person, or damage to tangible personal property arising out of or in connection with the performance of the services under this Agreement to the extent of the negligence, fault, or willful act or omission of the indemnifying party, its personnel or agents during the course of performance of the services hereunder or otherwise in connection with the performance of this Agreement.

This Intergovernmental Agreement will be in force for two years from July 1, 2020.

**AN INTERGOVERNMENTAL AGREEMENT
FOR THE YOUTH INTERVENTIONIST PROGRAM, 2020 - 2022**

OAK PARK TOWNSHIP

Signature Title Date

RIVER FOREST TOWNSHIP

Signature Title Date

RIVER FOREST ELEMENTARY SCHOOL DISTRICT 90

Signature Title Date

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

**AN INTERGOVERNMENTAL AGREEMENT
FOR THE YOUTH INTERVENTIONIST PROGRAM, 2020 - 2022**

OAK PARK PUBLIC LIBRARY

Signature

Title

Date

RIVER FOREST PUBLIC LIBRARY

Signature

Title

Date

APPENDIX I

Interventionist Job Description

CLASS. TITLE: Youth Interventionist
DEPARTMENT: Youth Services
DIVISION: Town
REPORTS TO: Youth Interventionist Supervisor

FLSA: Non-Exempt
DATE: 09/2019

Job Summary: The Youth Interventionist builds collaborations between systems and agencies to prevent, intervene, and combat negative youth behavior in Oak Park and River Forest Communities. The interventionist assists youth and families, and implement programming geared toward youth in the Oak Park and River Forest Communities. This is an ideal position for recent grads!

Job Functions:

- Ability to show knowledge or ability to gain knowledge in the following areas: Gangs, school attendance/refusal issues, anxiety and depression, substance abuse, trauma, aggression, and behavioral problems.
- Carries a caseload of 20 individuals for counseling and interventions. Performs crisis intervention, making social diagnostic assessments, and assists in developing a comprehensive treatment plan for clients.
- Run groups during school year that focus on current events, trends, and needs.
- Collaborates closely with families, school personnel, mental health professionals, and other agencies associated with client. See clients in the office, their homes, school, and other areas outside of the office. Transport youth, if necessary.
- Help provide wraparound services by encourage and referring youth, families, parents/ guardians to other community services and activities.
- Knowledge of the DSM 5 and ability to diagnosis is a plus.
- Able to maintain and complete documentation related to job duties in a timely manner. Must have good time management skills.
- Initiate and maintain in contact (via phone, email, or in person) with youth, parents/ guardians, families, mentors, therapist, police, and other community agencies involved in youth's case.
- Maintain relationships and partnerships with current agencies and organizations that serve youth in the Oak Park and River Forest Communities
- In the summer, carry a small park caseload (around 7) to visit weekly looking for gang graffiti, drug paraphernalia, litter, and other suspicious acts to help keep parks safe.
- Assists agencies in developing long term community based strategic plans to help with village wide prevention efforts regarding youth; including implementing goals/strategies.
- Keeps Supervisor informed regarding community issues and sensitive topics.
- Participate in weekly supervision with Interventionist Supervisor and participate in weekly Youth Services Team Meetings.
- Performs other duties as assigned.
- Supervision for LPCs and MSWs available.

Job Type: Full Time

Minimal Qualifications:

- Master's in counseling, psychology, social worker.
- Working with youth and families (preferred).

Education:

APPENDIX I

Interventionist Job Description

- Master's (Required)

Knowledge, Skills, and Abilities

Knowledge of:

- Social Work, counseling, psychology
- Criminal Justice and approaches used by law enforcement in local, state, and federal environments; juvenile law and court systems
- Ethical standards and codes of conduct in dealing with clients and public
- Crisis Intervention Techniques
- Conflict Resolution

Skill In:

- Time management and prioritizing work
- Verbal and written communication and organization
- Facilitation and group leadership
- Mediation and collaboration building

Ability To:

- Maintain relationships with community organizations and administrators
- Facilitate presentations and trainings for youth, parents, community associations, and other public groups.
- Remain calm in stressful and crisis situations

Physical Abilities:

- Sit, keyboard, read, write, add, hear and speak for extended periods
- Drive automobile to meet with clients in their homes or other locations, and meetings with other agencies, committees and councils, etc.
- Lift up to 10 pounds on occasion.

APPENDIX II Menu of Services

Youth Interventionist Program – Services November 2019

The Township's Interventionist Program staff are Masters Level Social Workers and Counselors, all with backgrounds in working with youth on a variety of issues. The Youth Interventionist Program is constantly conducting needs assessments to address youth issues within the communities. Through the Youth Interventionist Program, they provide the following services to individuals, families, agencies, and community organizations in Oak Park and River Forest.

TRAINING-in person or virtual

- ◆ Anti-bullying training
- ◆ Prevention, identification, and response to issues of gangs, drugs, and violence
- ◆ Other training programs tailored to different entities' needs: examples include, but are not limited to, Restorative Justice and Practices, community issues (Street Safe Workshop)

CONSULTING

- ◆ Consult with private therapists, agencies (public and private, profit and non-profit), parents, schools, law enforcement, courts, probation officers, the States Attorney's office and city, state and federal agencies on issues of youth, including gangs, crisis and trauma, school refusal/attendance, behavior and aggression, anxiety, depression and other mental health topics.
- ◆ Community and neighborhood problem solving, education, and training, including virtual training.
- ◆ Work with partner agencies to help address staffing patterns, incident response, facility security, and safety procedures and protocols

INFORMATION/INTELLIGENCE

- ◆ Work with various bodies to "connect-the-dots" to identify patterns of behaviors and incidents regarding youth
- ◆ Assist in locating runaways
- ◆ Assist in identifying and locating individuals representing a threat to youth

DIRECT INTERVENTION-in person or via tele-health models

- ◆ Individual/family crisis intervention
 - hospitalization assessment
 - suicide assessment
 - trauma and grief counseling
- ◆ Incident-related crisis intervention (for example; school violence, suicide, etc.)
- ◆ On-site intervention or "tele-health" services at partner facilities in conjunction with partner staff
- ◆ Group work with grade, middle and high school students after needs are identified with community partners
- ◆ Interventionist work specifically with youth who have gang or trauma/crisis
- ◆ Individual counseling with youth regarding issues with gang involvement, trauma/crisis, behavior/aggression, school refusal/attendance, and anxiety and depression
- ◆ Casework-including referrals, family assessments, and connecting youth and families with partner agencies and organizations based on needs.