

RECOMMENDATION

Recommended by	Kelly O'Connor	Date Recommended	05/10/2022
Recommendation	Approve Intergovernmental Agreement (IGA) with River Forest Township for Prevention Services		
Approval by	Board of Trustees	Approved?	

BACKGROUND

Oak Park Township has had IGA's with River Forest Township for Senior and Youth Services for over 20 years. OPT and RFT recently added an agreement for General Assistance. Two of the programs that were previously covered in the Youth Services IGA (formerly FACE-IT and TIME) have shifted to the Prevention Services department, which works with the adjudication departments for each Village to provide community engagement and education opportunities to youth and families involved with those departments. RFT is also an active participant in the Coalition for Positive Youth Development (+PYD).

RATIONALE

This agreement will formalize the relationship between the two Townships to provide support through education and raising awareness of challenges facing youth and their families with a focus on reducing underage drinking and substance abuse and supporting healthy choices. The goal of the adjudication related programs is to reduce recidivism and to provide alternatives to adjudication.

PROJECT PLANNING

Potential Return	Anticipated Cost
<ul style="list-style-type: none"> • Strengthen partnership with River Forest Township by formalizing this relationship • Leverage resources to increase collective impact • Provide up to \$10,000 in financial support for Prevention Services provided to River Forest residents 	<ul style="list-style-type: none"> • Additional staff time to support the needs of River Forest Youth and Families

**INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN
OAK PARK TOWNSHIP AND RIVER FOREST TOWNSHIP
REGARDING ADMINISTRATION OF PREVENTION SERVICES
For the 2-year period April 1, 2022 – March 31, 2024**

The Oak Park and River Forest Townships (hereinafter OAK PARK and RIVER FOREST, respectively) have parallel responsibilities for enhancing the well-being of youth & caregivers in the communities. Through the individual and joint community efforts each Township works to support and implement programs and services that address youth & family needs. OAK PARK and RIVER FOREST are desirous of high quality and cost-effective administrative services to assist in meeting their responsibilities. To maximize the quality of the services and achieve cost effective administration of the services provided, OAK PARK and RIVER FOREST agree to enter into this Agreement as follows:

OAK PARK/RIVER FOREST

OAK PARK and RIVER FOREST agree to establish and support Prevention Services and its prevention and education initiatives. OAK PARK and RIVER FOREST have supported two youth programs for the better part of 20 years. The Teen Initiative for Meeting Expectations (T.I.M.E.) program and Families Acting Collaboratively to Educate and Involve Teens (FACE IT). The programs assist and support the Village of Oak Park and River Forest Youth Adjudication office by providing a diversion from the traditional court process in violations involving youth. Youth who have committed an offense in the area are referred by the local Police Departments and are either provided opportunities to participate in Community engagement (service) hours or attend an educational program that covers life skills and substance use. The programs allow for accountability of actions while addressing and identifying other needs. If additional resources are needed such as assessments or supports, referrals can be made to partner agencies.

ADMINISTRATION

OAK PARK and RIVER FOREST agree that OAK PARK will provide administrative support for RIVER FOREST as follows:

- A. OAK PARK will operate an administrative office at the Oak Park Township building.
- B. OAK PARK will employ one full-time manager and provide administrative support to manager. Part-time program staff may be employed at the discretion of OAK PARK.
- C. Services will be available on all regular business days of OAK PARK.
- D. Through its administrative staff, OAK PARK will provide the following administrative functions of RIVER FOREST:

1. Management of telephone inquiries, in-person inquiries and correspondence;
2. Establishing and developing an ongoing relationship with River Forest agencies connected with youth in the community, such as, but not limited to, River Forest Police Department, and River Forest Elementary School District 90;
3. Assistance in development of budget recommendations for RIVER FOREST Prevention Services;
4. Representation of RIVER FOREST at the state and local level by attendance at meetings that relate to youth adjudication and prevention initiatives, needs, planning, and more;
5. Attendance at the monthly River Forest Adjudication meetings, or as needed;
6. Record keeping and maintenance of a system of computerized and non-computerized files.

PROGRAMS

OAK PARK will provide RIVER FOREST with access to all internal Prevention Services programming, including:

- A. Families Acting Collaboratively to Educate and Involve Teens (FACE IT)
- B. Teen Initiatives for Meeting Expectations (T.I.M.E. Program), and other services or programming developed and implemented by OAK PARK Prevention Services.

FINANCIAL

OAK PARK and RIVER FOREST agree that the cost will be as follows:

- A. Administration & Internal Programming:
 1. RIVER FOREST shall budget to pay OAK PARK a fee for administration & internal programming expenses of \$10,000 for the period April 1, 2022 to March 31, 2023.
 2. Administration & internal programming fees shall be revisited for FY 2024 (April 1, 2023 to March 31, 2024) no later than March 15, 2023.
 3. OAK PARK will notify RIVER FOREST by December 1st of any documented changes to internal programming for the next fiscal year, so that adjustments can be anticipated and reflected in the RIVER FOREST budget and levy.

B. Payment:

1. For the period April 1, 2022 to March 31, 2023, OAK PARK shall submit an invoice based on actual costs to RIVER FOREST at the end of each fiscal quarter beginning June 30, 2022. Payment will be due from RIVER FOREST within 30 days.
2. Payment shall be due upon receipt of an invoice from OAK PARK within 30 days following each quarter of service.

EVALUATION AND RENEWAL

- A. An evaluation of the structure and process, program outcomes, and the administration and budget relationship between the OAK PARK and RIVER FOREST will be conducted through review by both Township Management and Supervisor or recommendation to the respective township boards each year in January.
- B. Renewal of this contract will be considered for approval by each board by March 2024 based on this evaluation and may be for a 2-year renewal April 1, 2024 to March 31, 2026.

TERMINATION

Either OAK PARK or RIVER FOREST may terminate this agreement as of the end of any fiscal year (March 31st) upon ninety days written notice.

CONFIDENTIALITY AND HOLD HARMLESS

Oak Park Township, as the administrative manager of this Intergovernmental Agreement, agrees:

- A. To maintain confidentiality of information shared informally regarding the activities of youth individuals of interest in the combined effort to counter the adverse effects of sharing such information could negatively effect and harm individual youth and community well-being.
- B. To accept sole responsibility for the program's administration and staff activities and hold harmless River Forest Township of any liability for program-related or individual staff activities.
- C. That any River Forest Township may terminate this agreement in the event of any court judgment against Oak Park Township arising from the conduct of the program or individual staff.

NOTICE

Any concerns regarding the administration, implementation, interpretation, or renewal of this Agreement should be directed to:

Oak Park Township
Gavin W. Morgan, Manager
105 South Oak Park Avenue
Oak Park, Illinois 60302
(708) 383-8005

River Forest Township
Carla Sloan, Supervisor
8020 Madison Street
River Forest, Illinois 60305
(708) 366-2029

AUTHORIZATION

In witness whereof, OAK PARK and RIVER FOREST townships have entered into this Agreement by their duly authorized representatives.

Clarmarie Keenan,
Oak Park Township Supervisor

Carla Sloan,
River Forest Township Supervisor

Date_____

Date_____