

## 190708-NYQM M&C/CQL Social Work Consultation Memorandum to QM Trustees

The New York Quarterly Meeting's Ministry and Counsel Committee (NYQM M&C) approves the request from its subcommittee CQL to enter into a contract with James Singletary for consultant services, as outlined below, and hereby request NYQM Trustees approval to proceed. The contract will be for \$5,000, and will be funded through an allocation set aside for CQL planning initiatives. We anticipate the contracted scope of work to be completed, October 2019, with a start date as soon as possible.

Three candidates were interviewed for this consultancy that each had years of experience in NYC social work, developing relationships among agencies, and supervising student interns. Mr. Singletary was selected because he has the background and expertise for this task, has worked with religious organizations, and had a good rapport with the proposed supervisory subcommittee who interviewed all candidates.

### SCOPE OF WORK

#### **Consultant will prepare a work plan**

- to conduct a needs assessment study (the study) of older members of our six meetings in NYQM that can be carried out by social work students under the supervision of an appropriate social work student supervisor, to be determined with the social work school. The work plan will determine tools to conduct the study - such as questionnaires, focus groups, workshops, etc.
- to identify resource guides or agencies that can offer help in accessing services that may be needed once the study is conducted.
- To determine whether one or two students may be needed to conduct the study and identify resources.
- To provide a timeline for the study and resource identification - one semester or two.

The consultant will be under the direct supervision of a supervisory subcommittee of CQL, comprised of Joe Gosler, Joan Malin and Charlene Ray, reporting to M&C. Attached please find a sample contract provided by Mr. Singletary. If Trustees agree, we would work with Mr. Singletary to bring forward an executable contract and detailed scope of work.

Please note the study is strictly for planning purposes and the information of all members of NYQM and will not include providing any direct supportive services with meeting members as part of this initial investigation, hence no liability, beyond student interns being on site in our meeting places.

**The contract deliverable is a work plan, as described here that we can take to social work schools to determine interest in providing supervision and students to implement the plan.**