

**TUMWATER BUDGET AND FINANCE COMMITTEE
MINUTES OF MEETING
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CONVENE: 3:30 p.m.

Mayor Pro Tem Joan Cathey and Councilmembers Tom Oliva and Neil McClanahan.

Excused: Mayor Pete Kmet.

Staff: City Administrator John Doan, Executive Assistant/Deputy City Clerk Hanna Miles, and Recording Secretary Valerie Gow.

WELCOME: Mayor Pro Tem Cathey welcomed everyone to the meeting. Mayor Pro Tem Cathey invited applicants to speak to their respective funding application. The requests total \$20,500 for \$15,000 in available funds.

BIG BROTHERS BIG SISTERS OF SOUTHWEST WASHINGTON: **Jill Kawulok, Chief Operating Officer, Big Brothers Big Sisters of Southwest Washington**, said she is grateful for the opportunity to submit the application and share information on the programs offered in the City of Tumwater. Community-based mentoring is the organization's core program. The program matches adult volunteers with City of Tumwater youth. The children meet on weekends and evenings with their mentors and engage in a variety of activities. Academics are important with the mentor checking on the child's homework. Other activities include recreational activities and social skill-building activities. The matches meet two to four times a month.

A new program, Mentoring Youth and Science, Technology, Engineering, Art, & Math (MySTEAM) will be implemented into all current matches in both the school-based program and the community-based program. The focus of MySTEAM curriculum is sparking the child's early interest in STEAM careers. The program offers more focus on the match, as well as enabling learning by the child as they engage in activities. A staff member with a master's degree in experiential education developed the curriculum program.

Another new program is Mentor U, which is geared for high school students. The organization is partnering with Tumwater High School for the career connected and workplace development learning program with a focus on encouraging students to graduate from high school and become prepared to enter into post-secondary education through a vocational school, college, or university, or directly entering the work force. The program offers a secure communications platform (email) between students and mentors in addition to a monthly meeting. The organization monitors communications between students and mentors a part of the child

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safety priority for all programs. Currently, 41 high school freshmen students from Tumwater high school are enrolled. The program is available to the students through their senior year. Different curriculum each year helps students graduate and either move into the work force or attend post-secondary education institutions.

The MySTEAM program includes hands-on activities for elementary and middle school students to help promote interest and facilitate selection of high school subjects to ensure successful graduation as they move to college or enter the workforce.

Susan Kirn reported the new Mentor U program focuses on reducing school drop-out rates and increasing graduation by providing students with the skills to be successful after high school and as they enter the workforce. The approach is different because of focused curriculum, technology, and mentorship. Ms. Kirn said she teaches a lesson each Thursday to a freshman intervention math class. The students were selected when they were in the 8th grade by the school system because they required more assistance, encouragement, and support. The lessons center on focused topics. Each student receives an assignment on the topic. Students email their mentors with the mentors communicating with the students on the topics. Once a month, mentors and students meet at Tumwater High School for conversation and activities centered around a meal. The curriculum focuses on themes of identity, passions, interests, goal setting, communications skills, conflict resolution skills, and interpersonal skills. The program is offered for each grade level in high school. Tumwater High School is very supportive of the program. The program is also offered in Seattle.

Ms. Kawulok added that the Mentor U program was initiated with freshman students this year with the youths enrolled for the next three years of high school. Each year a new class of freshman students will follow the program until the 12 grade. Students enrolled in the program are identified each year at the 8th grade level. The school district would like to expand the program to Black Hills High School.

Councilmember Oliva asked whether the program would continue to be offered if only a partial grant was awarded by the City. Ms. Kawulok said the Mentor U program is one of the organization's most expensive programs with an assigned staff member and Ms. Kirn who teaches the curriculum. All mentors are required to complete an application and interview process, as well as background and reference checks. The email program is offered

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through a secure platform, which is monitored by the organization. User fees are required for mentors and students. Any additional funding the City could provide would support those user fees. The organization was able to recruit 41 mentors to work with the students primarily because the communication is electronic and meetings are limited to once a month. The program is experiencing greater growth than other community-based programs.

Ms. Kawulok said the funding request is for \$5,000.

**DISPUTE
RESOLUTION
CENTER OF
THURSTON
COUNTY:**

Jody Suhrbier, Executive Director, Dispute Resolution Center of Thurston County and South Mason County, said the Center's vision is to have a South Sound community that has and actively uses healthy and respective communication skills. One of the strategic goals speak to how conflict resolution and prevention services of the highest quality are available, affordable, accessible, and appropriate for the diverse needs of the community. The Center tries to tailor services to where people are at and what they specifically need through by communication and conflict resolutions skill-building. The Center measures its effectiveness and program output by considering service provision in three areas of conflict resolution, conflict prevention, and youth services. Services include conciliation, conflict resource line (free to the public), phone-based shuttle negotiations, and mediation services. Conflict prevention generally pertains to assisting people build their skill sets, managing conversations, and meeting goals in an effort to avoid conflict. Services include training, group facilitation, and any special public workshops. Youth services are tailored to the youth population.

This year, the Center is offering class-based programming in four schools, as well as providing training for faculty and staff in another three schools.

Over the last two years, the agency has grown as a nonprofit agency by 10%. The agency intends to respond better to community needs. Currently, the agency experiences demand for services. The goal is to address conflict before it escalates. The agency is working to meet those needs by growing continually. Over the last year, mediations have increased by 20%. More people are in need of mediation services. Workplace-based mediations have doubled and the agency is experiencing growth in standalone group facilitations and ongoing supportive multi-meeting group facilitation. The agency has been working with the Legislature in different capacities to provide group facilitation supporting resolution.

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The Center moved in July to provide more accessibility to clients and volunteers.

The scope of services for the City's grant is targeted to accessible services for everyone, specifically, the resource line conciliation and mediation. Annually, the Center serves 175 to 200 Tumwater residents representing 8% of the agency's service provision to the community. The City of Tumwater is contributing approximately \$11 for each person served. If the full funding request was not granted, the Center would continue its commitment to meet the needs of the community while ensuring all services are accessible and affordable. The funding request this year represents an increase because of the budget anticipating service need increases in the community. In the current fiscal year, Tumwater's support represents approximately ½ of 1%. The agency is grateful for the funds because they are an essential piece of the budget that demonstrates the agency has broad community support. The City's contribution is a vital element of efforts to create civic harmony.

Ms. Suhrbier addressed questions about the realm of services provided to Tumwater residents. The agency is experiencing an expanded request for services. However, she does not attribute the increase to a higher rate of conflict in the community. Over the last two years, the agency has intentionally raised its organizational ability. Much of the growth can be attributed to people responding to the realization that the agency offers services. Today is also a difficult time where civic dialogue and civic harmony is critical for the ability to take steps forward as a society, in families, and in neighborhoods. The figures reported for Tumwater residents include phone negotiation services, mediation services, and training. However, the figure does not include youth that are served by the agency's Youth Services Program. Support to Tumwater varies throughout the year based on requests by schools. This year, the agency has served two grades at Tumwater Middle School providing essential communication and conflict resolution skills.

Chair Cathey conveyed compliments for the warm reception people receive when contacting the agency for assistance. The telephone service is well received in the community.

Ms. Suhrbier provided members with wallet-sized cards containing three questions to consider when engaged in a confrontational conversation:

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1. What do you most want the other person to understand?
2. What is your greatest concern?
3. What do you most want to see happen?

**GARDEN RAISED
BOUNTY – GRUB:**

Jackson Sillars, Community Food Solutions Manager, Garden Raised Bounty (GRuB), introduced Laura Marone, who recently joined the organization in April as the Victory Garden Project Coordinator.

More than 2,800 gardens have been constructed with the organization celebrating its 25th year last year. Seventy-three gardens were built as part of the Victory Garden Project in Thurston County. Fifty-nine gardens were provided at no cost to low-income individuals and families. The Food Investment Gardens provide gardens for families that can afford to pay based on a sliding scale. This year, gardens served 59 households with 189 individuals. Seventy-seven were children and 12 were seniors. Five of the gardens were constructed in Tumwater at homes housing 19 people to include eight children. A vast majority of people who apply for a garden are women with half of those households with children. The gardens provide a forum for parents to share with their children. The garden brings the family closer together and gives children the knowledge of where food comes from and the importance of eating fresh food.

In 2019, GRuB plans to build at least five gardens in Tumwater or 10% of all gardens constructed.

All gardeners complete a survey at the time of application. At the end of the season, they complete a follow-up survey. The results indicate an increase in knowledge about growing food, an increase in the consumption of fresh food, and a sense of attaining a new skill or resource that they can share with their community.

Mayor Pro Tem Cathey asked about the difference between the Victory Garden Project and other garden projects. Mr. Sillars explained that in 2016, GRuB began transitioning by working with veterans because of the affinity between veterans and gardeners. The two programs were essentially combined into one program. In 1993, the program was the Kitchen Garden Project. The Victory Garden Project is the main program and it includes some of the work in partnership with Lacey and the new Thurston County Foodbank with a garden that is managed by a veteran.

Mr. Sillars shared some quotes from gardeners attesting to the benefits of a garden. In some cases, gardens have significantly

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contributed to improving the health of individuals. Many gardeners indicate the gardens brought the family closer together.

GRuB also receives much community support to include the City of Tumwater. Over 88 volunteers contributed at least 422 hours of service. Students with the Tumwater Fresh Program will continue to partner with GRuB to create gardens in Tumwater. Many local businesses donate seed packets and vegetable starts to supply each gardener with 12-15 packs of seeds and 12 vegetable starts. Great Western Supply and Bayview Lumber donated more than a \$1,000 in soil and lumber.

This year, GRuB is seeking a grant of \$2,500 from the City of Tumwater for five gardens.

Citizens can request a garden by completing a garden application that is distributed throughout the community at the end of each year. The one-page application is easy to complete. The application form is provided to social services providers and groups throughout Thurston County. To volunteer to participate in helping build a garden, GRuB emails newsletters to gardeners from previous years. A volunteer-lead gardener support team also contacts gardeners throughout the season to check-in.

Mayor Pro Tem Cathey asked whether there is a requirement for gardeners to participate in the construction of the garden similar to equity investment by owners of Habitat for Humanity homes. Mr. Sillars replied that essentially, GRuB does not require anything other than participating in the process. Over the years, the process has become somewhat more rigorous as the original Kitchen Garden Project was a no barrier process. Since then, the model evolved to a two-step application process for those individuals expressing an interest in receiving a garden. GRuB follows up with the individuals and requires participants to attend an orientation as a required element of the program.

Councilmember Oliva asked whether GRuB could sustain the projects if only a partial grant was awarded. Mr. Sillars affirmed any amount would benefit the program.

Mayor Pro Tem Cathey commented on the community the gardens create beyond the family.

**THE FAMILY
SUPPORT CENTER
OF SOUTH SOUND:**

Trish Gregory, Executive Director, and Natalie Skovran, Deputy Director, The Family Support Center of South Sound, presented the application. The application is to provide funding for

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the Homeless Family Services Program. The program provides services to homeless families, children, and survivors of violence in the community. The funds will be used for staffing to assist in providing many services for families and survivors. The Pear Blossom Place shelter falls within the Homeless Family Services Program. Each evening, 36 individuals call Pear Blossom Place home for shelter. During the cold weather season, the shelter houses an additional 30 individuals sleeping on the floor in the family room. The shelter houses families from across the county. The annual Point in Time Census reflected that 8% of homeless individuals are from Tumwater. All individuals served by the Homeless Family Services Program receive case management support. The program connects families with the level of resources that they need. Sometimes that may require a deposit and rental assistance for a period of up to six months to a year. In other situations, the program uses creative problem-solving and helping individuals identify how they can secure housing independently. Families benefit from an onsite paraeducator at the shelter to help children.

Ms. Skovran said the program is unique as it serves families at the location. Homelessness is likely one of the most traumatic moments a child can experience in their life. The organization strives to ensure all spaces and services are understanding and helpful while always being honest with families about some limits.

Ms. Gregory added that another important element that is critical to the project is recognition as a partner in the Collective Impact CIP (Community Investment Partnership) application process. During the second year of the program, funding was cut to the point where Tumwater Community Schools was no longer able to extend contracts to subcontracted agencies. The agency was one of the organizations affected and could no longer pay for staffing in Tumwater schools. The intent is to bring that program back because it helps to leverage more resources for the City of Tumwater as Rapid Rehousing dollars are designated by the agency to the citizens of Tumwater that are referred to the program, as well as prevention dollars through the Help Us Move In Fund. The agency is in need of staffing dollars because the current funding sources do not allow diversion of direct financial assistance to that program. However, the agency also provides all the resources that can directly help families in Tumwater. The City's grant would be critical in helping the organization bring the program back to Tumwater schools.

Mayor Pro Tem Cathey asked how the organization helps children

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in the schools. Ms. Gregory said the organization provides all the resources available by the Family Support Center. The primary intent of the program was providing housing resources because the schools lacked those resources. Homelessness is a major trauma a student can experience. Recently a Schoolhouse Report spoke to the huge impact of being homeless on children and their ability to learn. The organization assists by identifying housing options as a primary resource with other support provided for clothing, school supplies, food, bus passes, snacks, and other needs. The intent is to provide assistance with the housing component, as well as collaborate with other partners providing other resources.

Councilmember Oliva inquired as to whether the project is scalable to accept a partial grant. Ms. Gregory advised that the project is scalable; however, the funds would be used for staffing and would help leverage other resources. Reducing the amount would pose some challenges because the agency lacks the funding to add a position. However, the program could be scalable if required.

Mayor Pro Tem Cathey cited some statistics of homeless individuals and families and the percentage served by the Family Support Center in Thurston County.

Ms. Skovran noted that the Family Support Center serves as the Coordinated Entry Provider for Thurston County. The agency subcontracts with Community Youth Services and Sidewalk; however, the agency is the only responsible organization for families with children. Recent information identified 1,200 homeless parents and children staying at the facility from September 2017 to August 2018. Many of those families were able to find housing.

Mayor Pro Tem Cathey asked whether the agency is able to help those families that are facing a homeless situation through eviction or for other reasons. Ms. Gregory said the agency has some funds that are dedicated for eviction prevention efforts. When the agency contracted with TOGETHER, \$500 per month was dedicated for Tumwater families referred through the Tumwater Schools Program. The grant would enable the agency to provide that service. Currently, the agency dedicates approximately \$6,000 in prevention dollars opposed to the \$70,000 a month for direct rental assistance for homeless families with children. Prevention dollars represent a small amount of funds compared to the dollars provided for rental assistance. The system prioritizes families that are the most vulnerable and the homeless that live on the streets. The majority of funds benefit the homeless while a small amount helps

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those that may have recently lost a job or are in jeopardy of losing their home.

Ms. Skovran added that staff also leverages other community funds to help extend prevention funds to serve as many families as possible.

Ms. Gregory noted that many of the faith-based communities specifically support families through the Family Support Center because they know the families have been vetted by the agency and that the need is true and no other resource is available.

**TUMWATER
EDUCATION
FOUNDATION:**

Justine Capra, Tumwater Education Foundation, presented information on the Principal's Emergency Fund. The Tumwater Education Foundation in the past provided memorial scholarships for students, families, and community members, as well as classroom enrichment grants to fund projects and programs beyond classroom budgets. Students at all grade levels benefitted from the grants. In 2016, the Foundation expanded the scope to include oversight of the Tumwater Principal's Emergency Fund. The Fund removes common barriers for low-income students enabling them to maximize their potential. The goal of the program is for school principals to meet a student's need quickly. The program is specific at the line level for principals, teachers, and staff when they identify a child in need.

If awarded the grant, the City of Tumwater funds would directly benefit the Principal's Emergency Fund. The grant would be allocated proportionately to each school in the Tumwater School District based on school population. Principals at each school oversee the funds and use the money to provide for basic emergent needs, such as clothing, medical care, food, or other barriers restricting the student from maximizing their full potential. The program has been modeled from the program offered within the Olympia School District, which has been successful for many years.

The Tumwater Education Foundation would continue to fundraise annually. The Foundation continues to receive funds from other businesses, individuals, and other grant opportunities. This year, the Foundation was able to receive a \$5,000 grant from Verizon. The U.S. Martial Arts Center has allocated money to each school district in the three urban cities through a brick-a-thon where the students raise money to support the Principal's Emergency Fund.

During the first year of the program, \$14,000 was raised followed

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by \$28,000 in the second year. This year, the amount increased to \$32,000. The Foundation is supported by a volunteer committee. The first year of fundraising resulted in most of the funds expended with some funds reserved for start-up for the next year. The only overhead expense is for breakfast items for the fundraiser and insurance for the organization. In 2016, the first Principal's Emergency Fund was established at the end of the school year. Another fundraiser was held in October 2017.

Ms. Capra reported the funds are discretionary monies for the principals and staff to assist students experiencing a need. The program helps to bridge gaps so that the student encountering problems can receive assistance. The program creates a bond between the school and students affording the school an opportunity to coordinate with other resources to help the student access other programs. Last year, 57% of the funds were used for emergency rent lodging and utilities, 17% was spent on medical needs, 17% was spent on clothing, and 7% was spent on household and other miscellaneous items.

Families helped with the fund are empowered with hope while common barriers are alleviated allowing students to maximize their potential.

Mayor Pro Tem Cathey asked whether the schools share funds should one school require supplemental funds. Ms. Capra said the schools do not exchange funds as the funds are allocated based on the school's population. If the funds are not used, the funds are returned to the overall fund for the next school year allocation to the schools. Should a school require more funds the school can request additional funds with the Board addressing the request.

Ms. Capra shared that she formerly served as a police officer with the City of Olympia assigned as a School Resource Officers for 11 elementary schools in the Olympia School District. Currently, she serves as a substitute teacher for Educational Services District #113. She often witnesses teachers use their own funds to help students who have a need. The program encapsulates all the need and is able to help teachers meet the needs of the students to help them maximize their educational potential.

Mayor Pro Tem Cathey asked whether the Foundation provides scholarships. Ms. Capra replied that the Foundation is recruiting more members. The Foundation continues to provide the Memorial Scholarships that are awarded annually, as well as a classroom enrichment grants. Previously, Boardmembers supported

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fundraising auctions. The auctions have not been held for several years.

Ms. Capra addressed questions about the interaction of the Principal's Fund with other school partners, such as TOGETHER. As the program develops, teachers and staff are beginning to realize that some discretionary funds are available. The program empowers principals, teachers, and staff by referring to TOGETHER and other community-based programs as a resource for referrals. The community is joining together to meet needs.

**COMMITTEE
DISCUSSION:**

Committee members shared their respective recommendations for allocation of the funds.

Mayor Pro Tem Cathey offered the following funding recommendations:

- Big Brothers Big Sisters of Southwest Washington - \$2,500
- Dispute Resolution Center of Thurston County - \$2,000
- Garden-Raised Bounty (GRuB) - \$2,500
- The Family Support Center of South Sound - \$4,000
- Tumwater Education Foundation - \$4,000

The committee discussed the recommendation, the services provided by organization, and the amount requested by each organization.

MOTION:

Councilmember Oliva moved, seconded by Councilmember McClanahan, to recommend the City Council approve the following funding recommendation:

- **Big Brothers Big Sisters of Southwest Washington - \$2,500**
- **Dispute Resolution Center of Thurston County - \$2,000**
- **Garden-Raised Bounty (GRuB) - \$2,500**
- **The Family Support Center of South Sound - \$4,000**
- **Tumwater Education Foundation - \$4,000**

Motion carried unanimously.

ADJOURNMENT:

With there being no further business, Mayor Pro Tem Cathey adjourned the meeting at 4:54 p.m.