

AGREEMENT FOR HUMAN SERVICES

THIS AGREEMENT FOR HUMAN SERVICES (“Agreement”) is entered into as of the date written below between the City of Bainbridge Island, a Washington State municipal corporation (“City”), and Bainbridge Youth Services, a Washington State nonprofit corporation (“Service Provider”).

WHEREAS, the City desires to assist the Service Provider by providing funds for general operating support in the City of Bainbridge Island; and

WHEREAS, the Service Provider has the expertise and experience to provide such services and is willing to do so in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, promises, and agreements set forth herein, it is agreed by and between the City and the Service Provider as follows:

1. SERVICES BY SERVICE PROVIDER

The Service Provider shall provide the services as defined in this Agreement and as necessary to accomplish the scope of services attached hereto as **Attachment A** and incorporated herein by this reference as if set forth in full. The Service Provider shall furnish all services, labor, and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement. The scope of services set forth in **Attachment A** shall also include a project budget for the services to be performed for the City under this Agreement.

The Service Provider, in its activities and promotional materials, shall acknowledge financial support from the City related to the work and services funded by this Agreement.

2. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force until December 31, 2020, unless sooner terminated by either party as provided below. The terms of this Agreement shall cover activities performed by the Service Provider between January 1, 2019 through December 31, 2020.

B. This Agreement may be terminated by either party without cause upon thirty (30) days’ written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of the Service Provider pursuant to this Agreement shall be submitted to the City, and the Service Provider shall be entitled to just and equitable compensation at the rate set forth in Section 3 for any satisfactory work completed prior to the date of termination.

3. PAYMENT

A. The City shall pay the Service Provider One Hundred Two Thousand Five Hundred Dollars (\$102,500.00) for all services performed under this Agreement, to be billed quarterly. The Service Provider shall execute this Agreement by March 31, 2019, in order to receive funding for 2019-2020.

B. The Service Provider shall submit, in a format acceptable to the City, quarterly invoices for services performed in a previous quarter. Quarterly invoices shall be accompanied by information as described in Section 4. The Service Provider shall maintain time and expense records and provide them to the City upon request.

C. The City shall pay all invoices by mailing a City check within sixty (60) days of receipt of a proper invoice from the Service Provider.

D. If the services rendered do not meet the requirements of this Agreement, the Service Provider shall correct or modify the work to comply with this Agreement. The City may withhold payment for such work until it meets the requirements of this Agreement.

4. REPORT ON EXECUTION OF SERVICES

A. The Service Provider shall submit a quarterly report to accompany each quarterly invoice for the first, second, and third quarters of each calendar year. The quarterly report shall provide information on the number of clients served in the quarter and the percent of clients served who were Bainbridge Island residents.

B. Information for the fourth quarter shall be provided within an annual report. The Service Provider shall submit an annual report prior to or accompanying its fourth quarter invoice for each calendar year. For 2019 activities, the annual report will be due on January 17, 2020. For 2020 activities, the annual report will be due on January 15, 2021. In each annual report, the Service Provider shall:

1. Summarize the activities undertaken in providing the scope of services described in **Attachment A**.
2. Reference the project objectives identified in **Attachment A**. Were those objectives achieved? Why or why not? Were there any unexpected positive outcomes or challenges?
3. Reference the specific measurable results identified in **Attachment A**. Were they achieved? If not, what challenges prevented the achievement of the anticipated results? How many Bainbridge Island residents were served? Are the conditions for those residents generally improving or worsening?
4. Describe the involvement of any partners identified in **Attachment A**, as well as any unexpected cooperative relationships that developed through implementation of the project. Did the City funding help the Service Provider attract additional funding or other types of support?

5. Reference the project budget specified in **Attachment A**. Provide an analysis of actual expenses and income in relation to the projected budget.
6. Provide a short description of how the City funding has helped the Service Provider or helped the community, including any quotes or stories related to this support.
7. Provide recommendations, if any, that the Service Provider may have regarding future funding cycles.

5. INSPECTION AND AUDIT

- A. The Service Provider shall maintain all books, records, documents, and other evidence pertaining to the costs and expenses allowable under this Agreement (“books and records”) in accordance with generally accepted accounting practices.
- B. All books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Service Provider shall afford the proper facilities for such inspection and audit.
- C. Representatives of the City and/or the Washington State Auditor may copy any books and records if necessary to conduct or document an audit.
- D. The Service Provider shall preserve and make available all books and records for a period of three (3) years after final payment under this Agreement.
- E. In the event any audit or inspection identifies any discrepancy in the books and records, the Service Provider shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

6. INDEPENDENT CONTRACTOR

- A. The Service Provider and the City understand and expressly agree that the Service Provider is an independent contractor in the performance of each and every part of this Agreement. The Service Provider expressly represents, warrants, and agrees that its status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195. The Service Provider, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Service Provider shall make no claim of City employment nor shall the Service Provider claim any related employment benefits, social security, and/or retirement benefits.
- B. The Service Provider shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Service Provider shall pay the same before it becomes due.

C. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Service Provider performs hereunder.

D. The Service Provider shall obtain a business license and, if applicable, pay business and occupation taxes pursuant to Title 5 of the Bainbridge Island Municipal Code.

7. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

A. The Service Provider agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

B. The Service Provider shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement.

C. Violation of this Section 7 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

8. OWNERSHIP OF WORK PRODUCT

All data, materials, reports, memoranda, and other documents developed under this Agreement, whether finished or not, shall become the property of the City and shall be forwarded to the City in hard copy and in digital format that is compatible with the City's computer software programs.

9. GENERAL ADMINISTRATION AND MANAGEMENT

The City Manager of the City, or their designee, shall be the City's representative, and shall oversee and approve all services to be performed, coordinate all communications, and review and approve all invoices under this Agreement.

10. HOLD HARMLESS AND INDEMNIFICATION

A. The Service Provider shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorneys' fees, arising out of or resulting from the acts, errors, or omissions of the Service Provider in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Service Provider and the City, its officers, officials, employees, and volunteers, the Service Provider's liability, including the duty and cost to defend hereunder, shall be only to the extent of the Service Provider's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Service Provider's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

C. The City's inspection or acceptance of any of the Service Provider's work when completed shall not be grounds to void, nullify, and/or invalidate any of these covenants of indemnification.

D. Nothing contained in this Agreement shall be construed to create a liability or a right of indemnification in any third party.

11. INSURANCE

The Service Provider shall maintain insurance as follows and as further described in **Attachment B**:

- Commercial General Liability as described in **Attachment B**.
- Directors and Officers Liability as described in **Attachment B**.
- Automobile Liability as described in **Attachment B**.
- Workers' Compensation as described in **Attachment B**.
- None.

12. SUBLETTING OR ASSIGNING CONTRACT

This Agreement, or any interest herein or claim hereunder, shall not be assigned or transferred in whole or in part by the Service Provider to any other person or entity without the prior written consent of the City. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of the Service Provider as stated herein.

13. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with **Attachments A and B**, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified, or added to only by written instrument properly signed by both parties.

18. SURVIVAL

Any provision of this Agreement which imposes an obligation after termination or expiration of this Agreement shall survive the term or expiration of this Agreement and shall be binding on the parties to this Agreement.

19. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

20. VENUE

The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Kitsap County, Washington.

21. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the later of the signature dates included below.

BAINBRIDGE YOUTH SERVICES

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: March 11, 2019



By: _____

By: _____

Name: _____

Morgan Smith, City Manager

Title: _____

Tax I.D. #: _____

18. SURVIVAL

Any provision of this Agreement which imposes an obligation after termination or expiration of this Agreement shall survive the term or expiration of this Agreement and shall be binding on the parties to this Agreement.

19. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

20. VENUE

The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Kitsap County, Washington.

21. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the later of the signature dates included below.

BAINBRIDGE YOUTH SERVICES

CITY OF BAINBRIDGE ISLAND

Date: 3/12/2019

Date: March 11, 2019

By: Cezanne Allen



By: _____

Name: Cezanne Allen

Morgan Smith, City Manager

Title: Executive Director

Tax I.D. #: 23-7396474

ATTACHMENT A
SCOPE OF SERVICES

**City of Bainbridge Island
Request for Proposal
2019-2020 Human Services Funding Application**

I. Statement of Purpose

Bainbridge Youth Services improves the social and emotional wellbeing of adolescents ages 13-21 through barrier-free access to mental health services and free prevention activities that support healthy youth development and enhance youth quality of life.

Need

Bainbridge Island is not immune to disturbing national trends affecting the mental health of young people. Across the country, rates of youth anxiety, depression and suicidal ideation have greatly increased over the last 10 years.¹

A 2016 survey of youth on Bainbridge Island given to all public school 8,10, and 12 graders² revealed:

- ONE IN FOUR high school seniors reported symptoms of depression lasting for two weeks or more in the last year.
- ONE OUT OF TEN high school seniors made a plan to attempt suicide.
- ONE IN THREE high school seniors reported that in the last two weeks they were bothered by feeling nervous, anxious or on edge more than half the days to nearly every day.
- OVER ONE IN FIVE high school seniors said they were not able to stop or control worrying half the days to nearly every day in the last two weeks.
- Four percent of high school seniors reported attempting suicide within the last year.
- Almost ONE IN FIVE Island tenth graders reported “no” or “not sure” to the question “are there adults that you can turn to for help when you feel sad or hopeless?”
- ONE IN FIVE high school seniors reported drinking 5 or more drinks in a row within the last 2 weeks.

In the past two years, two Bainbridge Island teens have taken their life by suicide and anecdotal reports by local first responders, mental health providers and physicians suggest an increase in local youth suicide attempts on our island in the last year.

While these findings might be surprising to some, given the relative affluence, safe and beautiful environment, and high performing public schools our kids grow up in, research proves otherwise. In the last two decades, studies on adolescents from communities like Bainbridge Island have shown that “on average, serious levels of depression, anxiety, or somatic symptoms occur twice as often or more among these boys and girls (from affluent communities), compared to national rates.³ “It seems that the benefit of “having it all” comes with the added pressure and stress of doing it all perfectly in all areas of life, and to constantly measure life in terms of success. This leads to “high levels of depressive and anxiety symptoms, self-injurious behavior such as cutting and burning, and rule-breaking behaviors.”⁴ .

The need for more support for youth emotional health is well recognized in our community. The 2016 City of Bainbridge Island Community Needs Assessment⁵ sited teenagers’ mental health and substance use counseling needs as a top priority. Cited in the report were concerns that:

¹<https://www.cdc.gov/healthyyouth/data/yrbs/pdf/trendsreport.pdf> Retrieved 9/20/18.

² Healthy Youth Survey (Looking Glass Analytics, 2016).

³ Luthar, S. (2013). The Problem with rich kids. Psychology Today, November/December, 62-87.

⁴ IBID. Page 65.

⁵ City of Bainbridge Island Community Needs Assessment. p 6.

- Teenager's mental health and substance use counseling needs are not being met.
- Teen anxiety is more prevalent than in the county or state, likely due to high pressure school environments.
- Teens sometimes do not seek help due to social stigma or confidentiality concerns in our small community.

During the adolescent years, youth are faced with constant and dramatic change, both personally (e.g. physical and emotional adjustments) and in their relationships with family, peers, and teachers. For some youth, the stress that accompanies these changes exceeds their ability to cope and contributes to mental health problems, substance abuse issues, or both.

Bainbridge Youth Services (BYS) is concerned about these issues and works to build the strengths in our youth that support positive outcomes. Our mission is to promote the social and emotional well-being of youth ages 12-21 through counseling and diverse outreach services.

We seek a more promising future for area young people. Our vision is that by 2015, **all** local youth will report a high level of hope.

Why focus on hope?

The science of hope is a growing and developing field of research with more than 2000 studies over the last 20 years.

- Hope is one of the best predictors of an individual's physical and mental health and well-being.⁶
- Hope is negatively correlated with substance use, risk behaviors, anxiety and depression.⁷
- Hope is linked to more positive and less negative affect, overall life satisfaction, overall life meaning and sense of purpose.⁸
- Hope is learnable. There are proven strategies, interventions, and approaches to increasing an individual's level of hope.⁹

Hope in this context is much more than a feel-good emotion. In 1991, psychologist Charles Snyder, PhD and his colleagues came up with the Hope Theory. In this definition of hope, three elements are necessary for a person to be considered a high hope individual:¹⁰

1. A sense that the future can be better than today. (Desired Goals)
2. A belief that they can set a course to make that happen- they have the power to make it so. (Willpower)
3. An understanding that there are many paths to what is important to them in life and that none of them is free of obstacles. (Waypower)

⁶ Shorey, Little, Snyder, Kluck, & Robitschek, (2007). Hope and personal growth initiative: A comparison of positive, future-oriented constructs. *Personality and Individual Differences - Perf Individ Differ.* 43. 1917-1926.

⁷Chang & DeSimone, (2001). The influence of hope on appraisals, coping and dysphoria: a test of hope theory. *Journal of Social and Clinical Psychology*, 20, 117-129.

⁸ Feldman & Snyder, 2005 Hope and the meaningful life: Theoretical and empirical associations between goal-directed thinking and life meaning. *Journal of Social and clinical Psychology*, 24, 401-421

⁹Hellman, Worley, Munoz (In Press). Hope as a coping resource for caregiver well-being. *Family Caregiving: Fostering Resilience Across the Life Course*. Springer.

¹⁰Snyder, (1994). Conceptualizing, measuring and nurturing hope. *Journal of Counseling and Development*, 73, 355-360.

Hope is built from the goals that matter most to an individual, that fills their minds with a future that draws them forward. Sparks are the hidden flames in kids and adults that light their fires, get them excited, and tap into their true passions. They provide energy, joy, purpose, direction in life and are engaging and deeply motivating.

Yet having meaningful short or long term goals without the ability to take and sustain action is mere wishful thinking. Through our programs and direct services, we also provide opportunities for youth to learn to persist and sustain their motivation in moving toward what matters most to them, gaining experience in being the pilot of their own lives (willpower). Our programs help youth anticipate and work with inevitable obstacles on their journey, both internal such as stress, distractions and difficult emotions or external issues such as complex assignments, difficult social situations, what has been called “waypower.”

In short, BYS supports youth in developing the three requirements for a high hope individual: meaningful goals, willpower and waypower.

Fortunately, hope can now be measured. There is a consistent definition of hope in the research and a valid tool to assess its strength—a questionnaire called the Children’s Hope Scale.¹¹ In the fall of 2018, a Children’s Hope Scale will be included on the Healthy Youth Survey, given every other year to all local 8, 10, and 12 graders.

The four questions on the Children’s Hope Scale, each with a Likert scale of possible responses:

1. I can think of many ways to get the things in life that are most important to me.
2. I am doing just as well as other kids my age.
3. When I have a problem, I can come up with lots of ways to solve it.
4. I think the things I have done in the past will help me in the future.

As a high level of hope is negatively correlated to risk behaviors and youth mental distress, our programs and activities aim to decrease the rates of depression, anxiety, substance abuse and other addictive behavior over time.

Short Term Impacts

In the short term, we provide pathways for more Bainbridge youth to become high hope individuals. We will measure our impact through improvements in self-reported hope scores as well as qualitative feedback.

As hope is one of the best predictors of wellbeing, measuring hope will serve as our short term indicator that we are enhancing youth quality of life and wellbeing.

Long Term Impacts

In the long term, we will follow the Health Youth Survey every other year as new data is available, watching for population trends over time in rates of suicidal ideation, depression, anxiety, substance use and hope scores among 8, 10 and 12 graders.

Priority Needs

- Decrease stigma for youth seeking mental health support
- Provide supportive adult and peer-peer relationships to decrease isolation
- Promote early intervention, so youth mental health problems don’t grow along with kids

¹¹ Hellman, C.M., Munoz, R.T. et al, (2017) A reliability generalization on the children’s hope scale. *Child Indicators Research*.

- Create awareness of BYS free counseling and prevention services
- Offer tools, skills and experiences that allow young people to overcome challenges and embrace opportunities
- Improve resources for parents to promote healthy youth development
- Unify and align local efforts that support young people's social and emotional health

II. Program Summary

This grant will allow BYS to expand our counseling and prevention services by growing our staff and operating infrastructure. We provide a wealth of services and operate in a very lean way, which has allowed us to put aside partial funding for the estimated \$350,000 in costs anticipated with renovating new offices on the Bainbridge Island School District campus in the summer of 2019. With COBI funding, we will grow our staff and improve our capacity to meet gaps identified in an upcoming needs assessment. These resources will allow us to maintain easy access to counseling services and skill building activities as we grow and continually monitor our program effectiveness.

Participants in our program draw primarily from three public Bainbridge Island School District schools with current enrollment levels of:

Woodward Middle School - 551 students

Bainbridge High School - 1328 students

Commodore Options/Eagle Harbor High School - 107 students

97-99% of those we serve are Bainbridge Island residents.

We anticipate that all Bainbridge High School students will be indirectly served by our messaging around the school and well over 700 students will be directly served annually through our counseling, counseling outreach and prevention services, reaching one in three eligible Bainbridge Island students. Through our monthly newsletters and monthly newspaper articles aimed at adults, 10,000 adults will be served indirectly and 300 directly through educational events and counseling services.

Pathways to Hope Through Mental Health Counseling Services

Our free and confidential counseling services provide youth the tools to achieve social and emotional stability to the best of their ability.

Bainbridge Youth Services meets youth where they spend the majority of their time, in school. Our counseling revolves around teens (13-19) as our primary clients. Schools are particularly convenient access points, reducing barriers to treatment that plague traditional outpatient settings, such as transportation, health insurance and parental involvement.

We also work with “tween” populations (10-12) when our services are appropriate and occasionally we see a young adult (19-21). We encourage relationship/family counseling when requested by youth and offer consultation appointments for parents of teens.

We are located on the Bainbridge High School campus and see counseling clients at Bainbridge High School, Commodore Options/Eagle Harbor High School and Woodward Middle School. We occasionally see students at Sakai Intermediate School.

We make it convenient for youth to make an appointment. Our online appointment request form means youth can request an appointment 24 hours a day, 7 days a week and a counselor will get in touch with them within two business days. Most of the time an appointment is set up the same week and we also accept appointments by phone or in person. Students see our counselors before, during or after school to fit their schedule and our offices are open year round.

In addition, students can seek confidential questions of a mental health counselor or doctor through our online askbys.org web portal. Responses are returned within two business days.

Bainbridge Youth Services (BYS) Counseling and Prevention Services

The types of issues teens bring into counseling are varied. Some are struggling with temporary issues, such as academic stress as the school year becomes more hectic, or anxiety after loss of a romantic relationship. Others are caught in the middle of a challenging family dynamic and are looking for solutions to maintain healthy communication with family members while finding a way to keep distance from hurtful interactions. Still others are struggling with anxiety or depressed mood, emotions that impact their school work or relationships.

Washington state legislature has empowered teens (13 years and older) with the ability to seek their own mental health care, without the consent of a parent (RCW 71.34.350). This law removes a common roadblock that limits many teens from speaking up to get the help they need by eliminating the need to tell a parent; allowing them to feel in control of their privacy. Often, a teen's relationship with their therapist is one of the first times they are given the right to put boundaries on privacy, increasing the level of trust in the therapeutic relationship.

Youth are first seen at an intake appointment usually within a few days to a week of making an appointment. We work with every student to identify their self-defined goals for counseling. Our counselors offer support and guidance to ensure that BYS is the best place to meet the youth's needs. If the youth wishes to continue with counseling longer term, a followup appointment is made.

Some students seek support just once, some intermittently and others arrange a weekly meeting with a counselor until they have reached their own self-defined goals for counseling.

In addition to providing direct counseling services to youth and their families, the clinicians also:

- Meet regularly to consult on cases
- Seek referrals for clients
- Coordinate treatment with other mental health facilities, as needed
- Consult with BISD personnel
- Work with various other professionals (teachers, medical doctors, guardian ad litem, social workers, etc.) to provide the best care appropriate to our youth's needs.

Our counselors facilitate support groups for students, such as those for gender questioning youth or desiring stress coping skills. We offer groups as needed at BHS, Eagle Harbor High School, Woodward and Sakai.

Our counselors address a variety of student concerns by providing emotional support, exploring possible solutions and encouraging personal insight. Our counselors do not diagnose nor prescribe medications. Youth who need support for more specialized treatment, such as substance abuse or eating disorders are referred to community resources for ongoing care.

While we do not provide crisis intervention services, we do provide each of our clients with education on accessible resources if a crisis does arise in their life.

Our counselors offer outreach work within the community, teaching coping skills to high school health classes, offering presentations to groups (PTSO, athletic teams, etc), meeting community stakeholders and collaborating with BISD administration and guidance counselors. Our close working relationship with the Bainbridge Island School District means we are part of a systemic effort to improve the mental, social and emotional health of **all** Bainbridge Island students.

Next year we will be moving our offices elsewhere on the BISD campus near the BI Aquatic Center. This is an opportunity for students to be able to conveniently seek our services while also providing them more privacy.

In 2019 we plan to complete a youth social/emotional/mental health needs assessment. Focusing on teens, teachers and parents, we will assess the current state of youth mental health care and social/emotional learning and explore gaps in services. Our central learning question will be: “How can BYS be most relevant to the youth we serve and most effective in realizing our aspirational goal that **every** youth on Bainbridge Island has a strong sense of hope by 2025?” This will inform and help prioritize the activities of our organization.

Pathways to Hope through Prevention/Health Promotion Activities

We offer a wide range of activities and services that promote healthy youth development, prevent problems, and support positive outcomes. These services also enhance the health and wellbeing of young people and their families.

Our two major prevention programs are:

1. **Think Tank Tutoring** A free program that matches high school tutors with peers or younger youth, (grades K-8) that need academic support. This program operates four days a week during the school year and benefits both the tutors and those being tutored. Teen Tech Tutors meet monthly with mature adults at the Senior Center and teach them how to use their electronic gadgets.

2. **Career Exploration Services** We offer a summer work internship program and a jobs board. This summer, 34 youth were introduced to the working world through paid or stipend internships in collaboration with 25 local employers. In a joint project with the Rotary Club of Bainbridge Island, and BI Metro Parks Department, interns were invited to participate in a free, four week “Designing Your Life” workshop to learn creative problem solving and life transition skills. BYS also offers a free electronic jobs board, relaying community job opportunities to an email list of over 400 teens.

BYS Prevention Services will:

1. Decrease the stigma of seeking mental health support/counseling and promote healthy stress coping. BYS awareness campaigns will:

- Involve youth in the creating and distributing awareness messages
- Raise awareness of BYS services
- Normalize challenge/struggle/failure as part of being human through social media and other forms of storytelling.
- Share stories of teens and adults overcoming issues such as mental health challenges.
- Promote the seeking of support as a sign of strength
- Educate students on evidenced based approaches to increase wellbeing
- Teach tips and tools to skillfully work with stress and anxiety

2. Promote supportive relationships.

- Provide a comforting, warm, safe and calm space for youth in our new offices
- Encourage supportive peer-peer relationships through Think Tank Tutoring
- Facilitate support groups on topics of interest to teens, such as gender identity and healthy coping skills
- Decrease teen isolation and offer supportive adult relationships with fun and creative lunch time activities (Under discussion with BISS administration.)
- Support a young person who has faced adversity to continue their interests/passions through our Rose Grant Scholarship

3. Offer tools, skills and experiences that allow young people to overcome challenges and embrace opportunities

- Provide career exploration opportunities through our summer work internship program
- Connect youth with community work opportunities through our jobs board
- Offer pathways to creating meaningful careers through “Designing Your Life” workshops
- Support peer-peer learning through Think Tank Peer Tutoring

- Provide opportunities to teach and be of service through Teen Tech Tutors
- Offer workshops and classes on topics of interest to teens, such as test anxiety and coping with stress and anxiety
- Promote positive outcomes and restorative justice through our Juvenile Court Diversion program

4. Improve resources for parents in supporting healthy youth development

- Offer education through our monthly BYS newsletters to an email list of adults
- Raise awareness of parenting events and parenting articles through our Facebook page with 640 likes
- Share educational messages on how to ignite hope and improve youth wellbeing through monthly newspaper articles which will reach 10,000 Bainbridge Island residents through the Bainbridge Island Review
- Provide online resources on a variety of mental health and wellness topics for parents and youth
- Offer information on our services and resources at our July 4th Fun Run and other community events

5. Unify and align local efforts that support young people's social and emotional health

- Support the activities of the Alliance for Youth (Formerly the Bainbridge Healthy Youth Alliance) to increase collaboration among child/youth serving organizations, host community summits and create community awareness campaigns. BYS acts as fiscal agent and offers organizational backbone support.
- Publicly honor youth in our community for acts of service, integrity, and courage. Youth receive notes of gratitude from those they have impacted at our Compassionate Action Celebration
- Share information on the science of hope with other organizations

III. Organizational Strength

BYS has been an island institution since 1962. We have five decades of practice launching, evaluating and maintaining successful programs. All our programs have grown substantially over the last five years and our budget has increased to match. We have worked to keep wait time for access to our services to a minimum.

In 2017, we provided:

- 4668 hours of counseling services, (up from 3600 hours in 2016)
- 768 peer tutoring sessions for Island youth of all ages
- 35 summer work internships for high school youth
- 140 youth with Compassionate Action Awards

Our counseling services have a clinical director, four master's level therapists and one master's level counseling intern. All of our clinical staff work part time at BYS and have private practices.

A growing portion of our counseling staff work two or more days a week at BYS and we anticipate adding another part time counselor over the next year to keep up with demand.

We have an Executive Director with a medical degree, one full time counseling support staff, one part time program support staff and three contract employees. To keep up with growing demand, we will soon hire additional program and administrative staff.

We work collaboratively with many other agencies, partnering with 24 businesses and organizations to provide summer work internships. This year the school district and BYS will meet monthly to coordinate the most effective way to work collaboratively for the benefit of students. Referrals to Think Thank Tutoring increasingly come from local teachers. We collaborated with the Tyler Moniz project on two events in the last year and our counseling staff coordinates with Helpline House when appropriate.

We continue to be the backbone organization for the Alliance for Youth, a partnership that unifies and strengthens local efforts and organizations supporting youth development. BYS is on the steering committee and the Executive Director is one of the co-chairs of this collaborative.

We track outputs of our programs each month and communicate these findings to our board through an Executive Director's report along with any evaluation measurements. We have all-staff meetings every other month to learn from each other and address issues. This year we will put resources toward a needs assessment to create a holistic view of how we can best serve our target population.

Perhaps the best way to share our organizational strength is through the words of the youth we serve:

BYS gave me an outlet during a dark time in my life. It provided a space where I could talk through life's struggles, ask questions I couldn't normally ask, and rationalize the emotions that were weighing me down. I didn't know what made it so helpful until I realized that all my counselor wanted to do was help me. ~ BHS Student

This internship changed my life! I didn't want the particular internship that I got but I found that I loved it. I got to see and experience lots of different aspects of the business, got to be hands on and have found my life's path through the internship. I couldn't be more excited! Thank you, BYB! ~ Kyle, Summer Intern

The Design Your Life workshop opened up my eyes to many futures and gave me the skills I need to pursue them. It taught me how to use my own skills and the help of peers to overcome current and future problems... I truly feel that I have evolved as a student, daughter, and friend from the classes. I am so fortunate to have had the opportunity to grow as a person. This course gives students the opportunity to enhance life skills needed for each step of life. – N.L., BHS 12th grader

I never thought of myself as a math and science-oriented person, so my freshman year when I had to take Algebra 1, I was terrified...BYB paired me with an amazing tutor and it changed the whole way I viewed my math class. I used to dread algebra, but all of a sudden, I actually looked forward to it. I walked into math every day feeling confident about what I knew and excited to learn more. For that reason, I came back to BYB the following year to volunteer to tutor a younger girl in the exact same algebra class I had been in. It was really rewarding to help someone else understand the same thing that used to confuse me. ~ G.W., BHS 11th grader

IV. Desired Outputs, Outcomes and Assessment

Quarterly Reporting and Annual Reporting:

Number of unduplicated individuals in each category and combined total of impacted teens and adults with an estimate of % Bainbridge Residents:

- One on one counseling
- Group support
- Outreach contacts
- Individual participants in Think Tank Peer Tutoring or Senior Tech Tutoring
- Individual work opportunities or internships, includes jobs board postings and summer work internships

Revised outputs and outcomes chart:

BAINBRIDGE YOUTH SERVICES		
OUTPUTS AND OUTCOMES CHART		
Activities or Services	Annual Goal: Unduplicated Bainbridge Residents	Outcome of Receiving this Program/Service
Counseling/Emotional Health Skillbuilding Services: <ul style="list-style-type: none"> • one on one counseling • group support • youth engagement/skill-building activities (outreach activities) 	Year 1: 400 youth Year 2: 450 youth	Year 1: 35 out of 50 youth feedback responses or 70% will show improvement on the Hope Scale score, comparing pre and post reports at the end of the academic year. Year 2: 48 out of 80 youth feedback responses or 80% will show improvement on the Hope Scale score, comparing pre then post reports at the end of the academic year. Tracking tools: Anonymous electronic survey each spring

<p>Summer Intern Program</p>	<p>Year 1: 35 youth Year 2: 38 youth</p>	<p>Year 1: 28 out of 35 youth or 80% will show improvement on the Hope Scale score as demonstrated by comparing pre and post reports at the end of the academic year. Year 2: 28 out of 35 youth or 80% will show improvement on the Hope Scale score as demonstrated by comparing pre then post reports at the end of the academic year. Tracking tools: End of program electronic survey</p>
<p>Jobs Board</p>	<p>Year 1: 90 community jobs posted/year Year 2: 100 community jobs posted/year</p>	<p>Year 1: 6 out of 10 youth responses (60%) will report the jobs board helped them get work experience Year 2: 7 out of 10 youth responses (70%) will report the jobs board helped them get work experience Tracking tools: Anonymous electronic survey at end of summer</p>
<p>Think Tank Tutoring /Tech Tutors</p>	<p>Year 1: 180 youth involved in program Year 2: 190 youth involved in program</p>	<p>Year 1: 7 out of 10 youth or 70% of students who complete a survey will show improvement on Hope Scale scores as demonstrated by comparing pre and post reports at the end of the academic year. Year 2: 8 out of 10 youth or 80% will show improvement on the Hope Scale score as demonstrated by comparing pre then post reports at the end of the academic year. Tracking tools: Evaluation survey in May</p>

V. Program Evaluation Plan

Our needs assessment will influence how we prioritize programming and the questions we choose for our evaluation forms. We review outputs either monthly or at the end of the program. We will be using evaluation surveys that include a Hope Scale for our three major programs along with qualitative feedback to assess short term impact. Each program will have a yearly quality improvement review by program staff and the Executive Director and reviewed by Board of Directors. Healthy Youth Survey results are reviewed every two years.

Bainbridge Youth Services
COBI Grant
Quarterly Reporting

2019: \$51,250
2020: \$51,250

Total	Budget	COBI	Fundraising	Grants	Other	Reserves	Total
Human Resources	271,920	40,000	196,420	4,000	31,500	- 0	271,920
Programs	43,680	- 0	12,360	7,000	24,320	- 0	43,680
Operations	38,752	11,250	25,502	2,000		- 0	38,752
Fundraising Expenses	34,833	- 0	34,833			- 0	34,833
Total	\$389,185	\$51,250	\$269,115	\$13,000	\$55,820	\$0	\$389,185

1st Quarter	Actual	COBI	Fundraising	Grants	Other	Reserves	Total
Human Resources							
Programs							
Operations							
Fundraising Expenses							
Total							

2nd Quarter	Actual	COBI	Fundraising	Grants	Other	Reserves	Total
Human Resources							
Programs							
Operations							
Fundraising Expenses							
Total							

3rd Quarter	Actual	COBI	Fundraising	Grants	Other	Reserves	Total
Human Resources							
Programs							
Operations							
Fundraising Expenses							
Total							

4nd Quarter	Actual	COBI	Fundraising	Grants	Other	Reserves	Total
Human Resources							
Programs							
Operations							
Fundraising Expenses							
Total							

BYS Balance Sheet

Aug 31, 18

ASSETS	
Current Assets	
Checking/Savings	366,917
Accounts Receivable	4,513
<u>Total Current Assets</u>	<u>371,431</u>
Fixed Assets	
Accumulated Depreciation	(26,881)
Equipment	11,110
Furniture and Fixtures	3,000
Inventory	1,470
Leasehold Improvements	11,301
<u>Total Fixed Assets</u>	<u>-</u>
TOTAL ASSETS	371,431
LIABILITIES & EQUITY	
Liabilities	
Payroll Liabilities-Fed & State	5,291
<u>Total Current Liabilities</u>	<u>5,291</u>
Total Liabilities	5,291
Equity	
Gain/Loss On Investment	9,298
Retained Earnings	300,595
Net Income	56,247
<u>Total Equity</u>	<u>366,140</u>
TOTAL LIABILITIES & EQUITY	371,431

Bainbridge Youth Services Prevention and Counseling Services

Bainbridge Youth Services	Budget 2018
<i>Revenue</i>	
Rose Grant Donations-restricted	1,500
Healthy Youth Alliance	43,300
Intern Rotary Partnerships	15,000
Total Grants	55,500
Diversion	750
Fundraising	
Total Fundraising	240,496
<i>Total Revenue</i>	356,546
<i>Expense</i>	
Business Licenses and Permits	65
Board Expense	500
Business Insurance - D&O	1,610
Business Insurance - Liability	3,628
Diversion Expense	750
Total Fundraising Expense	31,068
Team Building	1,000
Rent / Utilities / Custodial	2,140
Total Office Expense	7,670
Total Staff	258,436
Prof Fees - Graphic Design and Marketing	1,500
Prof Fees - Accounting	1,200
PR and Branding	6,100
Total Program Expense	39,905
<i>Total Expense</i>	355,572
<i>Net Operating Income</i>	974

ATTACHMENT B
INSURANCE REQUIREMENTS

A. Insurance Term

The Service Provider shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Service Provider, its agents, representatives, or employees.

B. No Limitation

The Service Provider's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Service Provider to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

The Service Provider shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap liability, independent contractors, and personal injury and advertising injury. The City shall be named as an additional insured under the Service Provider's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Directors and Officers Liability insurance coverage.

D. Minimum Amounts of Insurance

The Service Provider shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

3. Directors and Officers Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

E. Other Insurance Provision

The Service Provider's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Service Provider's insurance and shall not contribute with it.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

G. Verification of Coverage

Before commencing work and services, the Service Provider shall provide to the person identified in Section 9 of the Agreement a Certificate of Insurance evidencing the required insurance. The Service Provider shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Service Provider before commencement of the work. The City reserves the right to request and receive a certified copy of all required insurance policies.

H. Notice of Cancellation

The Service Provider shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

I. Failure to Maintain Insurance

Failure on the part of the Service Provider to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to the Service Provider to correct the breach, immediately terminate this Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Service Provider from the City.

J. City Full Availability of Service Provider Limits

If the Service Provider maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Service Provider, irrespective of whether such limits maintained by the Service Provider are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Service Provider.



CERTIFICATE OF LIABILITY INSURANCE

BAINB05

OP ID: CT

DATE (MM/DD/YYYY)

02/01/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Thornburgh Insurance Agency 188 Ericksen Avenue NE P O Box 10370 Bainbridge Island, WA 98110 Carol S.Thornburgh	CONTACT NAME: Carol S.Thornburgh PHONE (A/C, No, Ext): 206-842-7692 E-MAIL ADDRESS:	FAX (A/C, No): 206-780-1503
	INSURER(S) AFFORDING COVERAGE	
INSURED Bainbridge Youth Services P O Box 11173 Bainbridge Island, WA 98110	INSURER A : Philadelphia Insurance Cos	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		PHPK1916734	01/01/2019	01/01/2020	EACH OCCURRENCE	\$ 1,000,000
A	<input checked="" type="checkbox"/> NOA/Hired. Stop G GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK1916734	01/01/2019	01/01/2020	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB						EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder is an Additional Insured as regards the activities of the Insured. Form CG2026 attached.

CERTIFICATE HOLDER City of Bainbridge Island 280 Madison Avenue N Bainbridge Island, WA 98110	CITY OF B	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
		AUTHORIZED REPRESENTATIVE Carol S.Thornburgh

© 1988-2014 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

Philadelphia Indemnity Insurance Company

Additional Insured Schedule

Policy Number: PHPK1916734

Additional Insured

City of Bainbridge Island
280 Madison Ave N
Bainbridge Island, WA 98110-1812

CG2026 - General Liability
RE: funding