



**BUDGET & FINANCE COMMITTEE
MEETING AGENDA**

**Online via Zoom and In Person at
Tumwater City Hall, Sunset Room, 555
Israel Rd. SW, Tumwater, WA 98501**

**Wednesday, October 19, 2022
1:30 PM**

1. Call to Order
2. Roll Call
- [3.](#) Approval of Minutes: Budget & Finance Committee, October 25, 2021, November 23, 2021 & February 15, 2022
- [4.](#) 2023 Community Human Services Program Funding (Hanna Miles)
- [5.](#) 2021-2022 Budget 3rd Amendment (Troy Niemeyer & Bill Sampson)
6. Additional Items
7. Adjourn

Meeting Information

All committee members will be attending remotely. The public are welcome to attend in person, by telephone or online via Zoom.

Watch Online

<https://us02web.zoom.us/j/81070878921?pwd=K01TNjFES25qbU41Zmk0YkM3M0xNdz09>

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Public Comment

The public may submit comments by sending an email to council@ci.tumwater.wa.us, no later than 5:00 p.m. the day before the meeting. Comments are submitted directly to the Committee members and will not be read individually into the record of the meeting.

Post Meeting

Audio of the meeting will be recorded and later available by request, please email CityClerk@ci.tumwater.wa.us

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CONVENE: 11:00 a.m.

PRESENT: Mayor Pete Kmet and Councilmembers Leatta Dahlhoff, Debbie Sullivan, and Eileen Swarthout.

Staff: City Administrator John Doan and Executive Assistant/Deputy City Clerk Hanna Miles.

**2022 COMMUNITY
HUMAN SERVICES
PROGRAM
FUNDING:**

Mayor Kmet welcomed applicants and outlined the presentation format.

Executive Assistant Miles reported the Community Human Services Program 2022 budget is \$15,000. The City received funding applications from four applicants totaling \$17,000. The applicants will present their funding requests to the committee.

Mayor Kmet invited applicants to present their respective proposal.

**DISPUTE
RESOLUTION
CENTER OF
THURSTON
COUNTY:**

Jody Suhrbier, Executive Director, reported the Dispute Resolution Center (DRC) of Thurston County serves Thurston County and south Mason County. As a part of the community over the last 30 years, DRC anchors its services in its organizational values which inform all services offered by DRC of Personal Empowerment, Integrity, Respect, Collaboration, Civility, and Trust. DRC offers services in conflict resolution, conflict prevention, and youth services. All service provisions have been adapted for offering through an online format.

Ms. Suhrbier reviewed services provided under the three areas. A resource line is available for conflict resolution offering coaching, referrals, sources of information and resources, and conciliation services (phone-based negotiation). Coaching and conciliation are free services. If the issue is not resolved through coaching or conciliation services, mediation is the next step. That formalized process is a conversation with trained certified facilitators to arrive at a resolution for all parties.

Conflict prevention involves efforts to prevent conflicts such as group facilitation, training in communication skills, conflict resolution skills, and de-escalation to help prevent future conflict. Youth services include both prevention and resolution. DRC averages 1,500 cases each year and trains approximately 1,000 individuals annually. Most of the agency's 140 volunteers are either certified junior apprentice mediators or they are just beginning training.

Assessing support is through the DRC resource line to discuss the issue and obtain information on next steps and resources. Many individuals contact DRC for other services, such as facilitation and training. Phone consultations are at no charge. Phone-based negotiated issues can include

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small claim cases or housing issues as examples. Individuals, organizations, businesses, and governmental agencies are able to access DRC services.

During the last two years of the pandemic, conflict has often increased. Several new areas of focus include the Restorative Justice Facilitated Dialogue Program, a restorative program for healing harm as part of a participant's prior drug use or alcohol abuse. The second program is the Housing Stability Program, an addiction resolution program focused on eviction prevention and ensuring dollars flow to landlords. The program has been successful because it is part of a three pillar foundation of support of early resolution, access to legal resources, and access to rental assistance.

Mayor Kmet expressed appreciation for the work by DRC in support of the community. He thanked Ms. Suhrbier for the presentation.

**FAMILY SUPPORT
 CENTER OF SOUTH
 SOUND:**

Maija Glasier-Lawson, Development Director, shared information on the Family Resource Services Program. Many families are experiencing difficulties both before and during the pandemic with increasing housing prices, increases in the cost of food and basic supplies, and a substantial cost in baby diapers averaging between 14% and 20%. Based on a preliminary report for the 2021 Thurston County homeless count, 33 of the individuals were in the Tumwater area. Last year, only nine individuals were from the Tumwater area. The Office of the Superintendent of Public Instruction counts homeless youth differently by including any family that may be doubling with another household, couch surfing, or living in a hotel/motel. The report in 2020 reflected 250 students in the Tumwater School District are experiencing homelessness. Twenty-eight of those students were unsheltered and the remaining lived in the other homeless situations where parents were staying at hotels or motels, or were staying with friends. The organization's Family Resource Services Program (FRSP) assists those families and students in need. Many of the youths served are moving from friend to friend and do not have a permanent shelter. There is no income requirement to access the Family Resource Services Program other than the family must be experiencing a crisis, such as receiving an eviction notice, loss of electricity or gas, or other situations. The FRSP program is rooted in trauma and informed care and uses a strength-based model. The FRSP navigator works with families to identify their current situation and the resources they may be able to access on their own to resolve the crisis. Many times, families accessing the FRSP are employed or have benefits but income or benefits are insufficient to overcome an emergency or meet the increasing costs of supplies or rent. The need for the FRSP has continued to increase through COVID, with the program receiving 15 to 20 calls each day through the dedicated hotline not including Facebook

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messages or inquiries from the website. Not only are more families contacting the agency for assistance, the level of issues have become more complex. The program works closely with other agency programs to streamline resources. This year, the request is funding support to offset some of the cost of the FRSP navigator.

Mayor Kmet asked about the biggest challenge for the agency. Ms. Glasier-Lawson replied that affordable housing is the biggest challenge. Many families doubled up with other families want their own home but the lack of affordable housing prevents them from moving. Many families with vouchers have to wait for months to find a home. Additionally, anyone with credit problems or prior evictions experience more difficulty in finding a home.

Mayor Kmet said he understands the agency serves as the primary navigator for individuals entering the system. Ms. Glasier-Lawson affirmed that the agency serves as the Coordinated Entry point for families only.

Mayor Kmet conveyed appreciation for the agency's efforts despite limited resources.

**GARDEN RAISED
 BOUNTY – GRUB:**

Jennah Kemp, Lead Garden Builder, GRuB, reported the community organization grows healthy food, people, and the community. GRuB creates opportunities for people to learn, lead, and thrive through many programs connecting people to each other, the land, and food. The organization envisions an equitable world where everyone is nourished by healthy relationships, resilient community, and good food. The GRuB garden project begins each spring with staff, youth, volunteers, and other community members building free backyard gardens within the community. The program sponsors approximately 50 gardens each year for families with no to low-income in Thurston County and surrounding counties. Over 3,200 gardens have been constructed to date throughout the South Sound area. The program fosters community connection, increases food security, and grows a number of food producers in the community. Last year, with increased food, job, and housing insecurities caused by COVID-19, GRuB increased the garden projects and constructed 96 gardens. The garden beds are capable of providing over 500 pounds in fresh produce for a family. With additional support, an additional five gardens will be built in Tumwater next year to provide resources to the gardeners through free gardening workshops, seeds, one-on-one mentorship, and organic vegetable starts.

Ms. Kemp shared several photographs of successful gardens created in 2020. GRuB benefits the community by providing access to fresh food, enhanced food security, the garden helps to supplement income, and

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gardening provides education and skills. GRuB supports equity within the gardening project by collaborating with SNAP-Ed to form three advisory groups of BIPOC, LGBTQIA, and GRuB alumni to steer and enhance the accessibility, relevance, and sustainability of the program. She thanked the Council for its ongoing support of the garden project.

Mayor Kmet asked about the durability of the gardens and whether GRuB rebuilds gardens in disrepair or no longer viable. Ms. Kemp advised that each year, applications are submitted from previous gardeners who need a new garden or need repair of existing garden beds.

SAFEPLACE:

Esmeralda Triplett, Domestic Violence Program Director, reported SafePlace recently celebrated its 40th anniversary. SafePlace is the main agency in Thurston County providing services to survivors of domestic violence and sexual assault. The agency hosts a 24-hour hotline. The agency averages 300 calls each month through the hotline. The hotline is supported by both volunteers and trained advocates. SafePlace offers a housing program. Currently, 25 households are receiving services. Four households are located in Tumwater. SafePlace offers a legal program consisting of assisting survivors with obtaining protection orders or securing security measures for new housing. A new position has been added focusing on workforce employment. The position will work closely with shelters and housing survivors to help them obtain employment through preparation of resumes, application for employment, and assisting them to obtain housing. The agency also offers car repair services to ensure survivors have transportation for work. In addition to the hotline, SafePlace receives 70 walk-ins each month from Monday through Thursday. The agency is adding a caseworker to assist in providing services and has collaborated with a hotel in Tumwater to assist survivors who need temporary housing as they work through the system.

Councilmember Dahlhoff asked about the status of filling the vacant Board of Director's President position. Ms. Triplett responded that a Board meeting is scheduled in the next day and an announcement of the person to serve as the Board President would likely be announced.

Mayor Kmet asked whether SafePlace rents facilities in the City to house survivors. Ms. Triplett said SafePlace assists survivors with securing housing by providing support for an apartment or a single-family home.

Mayor Kmet asked about the status of turnover of staff at the agency. Ms. Triplett advised that the Executive Director has been with the agency for approximately one month and she has served in her position since April 2021. She has worked at SafePlace for over four years beginning as a legal advocate and then serving different roles within the organization.

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Although, the agency has experienced some turnover in personnel, it is important to recognize that working closely with survivors of domestic violence or sexual assault can be very traumatic as many staff members experience second-hand trauma through the constant exposure of survivor stories, as well as many staff members are survivors of domestic violence. It requires fortitude for an individual to remain in the field to assist survivors. Much of the turnover can be attributed to the specific field of work and self-care practices by staff when not working.

Mayor Kmet expressed appreciation for the work performed by staff.

Councilmember Sullivan asked whether domestic violence has increased during the pandemic. She asked whether SafePlace has experienced an increase in the number of cases. Ms. Triplett said when COVID-19 first started, the number of calls to the hotline decreased. The decrease was attributed to victims unable to access a phone because their abuser was home rather than working because of the pandemic. Over the course of the pandemic, calls have increased, as well as the level of crisis, which is significantly higher than prior to the pandemic. SafePlace has encountered many instances of dual abuse with both partners attempting to access SafePlace services requiring caseworkers to contact the coalition to determine how to navigate those situations.

Mayor Kmet thanked Ms. Triplett for her presentation.

COMMITTEE
DISCUSSION:

Mayor Kmet asked about the status of Tumwater Education Foundation because the organization did not apply for funding. Councilmember Swarthout replied that the organization is in the process of reestablishing the Board of Directors. The organization has sufficient funding to support its program at this time.

Mayor Kmet asked staff why Big Brothers, Big Sisters did not apply for funding support as the organization has applied for funding for many years. Executive Assistant Miles said she received a response to the initial email advising her that the organization was looking forward to submitting an application. However, the City never received an application from the organization. Councilmember Swarthout added that Tumwater HOPES has been working with the organization, which has experienced some transitions in its leadership and is likely the reason the organization did not apply.

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

The committee agreed to forward the following funding recommendation to the City Council:

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- Dispute Resolution Center of Thurston County - \$4,000
- Family Support Center of South Sound - \$4,000
- Garden Raised Bounty – GRuB - \$3,000
- SafePlace - \$4,000

Councilmember Dahlhoff abstained from providing a recommendation on the funding award for the Family Support Center of South Sound because she is a member of the Board of Directors.

ADJOURNMENT: **With there being no further business, Mayor Kmet adjourned the meeting at 11:51 a.m.**

Prepared by Puget Sound Meeting Services, psmsoly@earthlink.net

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CONVENE: 1:00 p.m.

PRESENT: Mayor Pete Kmet and Councilmembers Leatta Dahlhoff, Debbie Sullivan, and Eileen Swarthout.

Staff: City Administrator John Doan, Finance Director Troy Niemeyer, and Transportation and Engineering Director Brandon Hicks.

**CITY
OPERATIONS
AND
MAINTENANCE
FACILITY:**

City Administrator Doan briefed the committee on the history of the project, status of the current plan, a new alternative supported by the Mayor, the funding plan, and a recommendation to move forward to the City Council.

Current operations and maintenance facilities have historically been referred to as the public works shops located behind City Hall. The shops opened in 1988 moving from another facility on Tumwater Hill. The shops house all City utilities, street operations, office space, lunchroom, equipment and materials storage internally and externally, and parking for staff and vehicles. The City's fleet, funded separately and operated by the Equipment Replacement Reserve Fund, includes vehicle maintenance and a fueling facility. The site also houses the police department and parks storage facilities, as well as the police outdoor impound yard. The facility has exceeded its capacity and is technologically outdated. The underlying property is owned by the City's general fund. The long-term vision for the property is parks and open space as envisioned in the Tumwater Town Center Plan and the City's Campus Master Plan.

City Administrator Doan displayed an aerial photo of the current site and described the location of different uses on the property and the different types of vehicles used for operations and maintenance activities. He shared an illustration of the Tumwater Town Center Plan with a mix of future uses of residential, commercial, public space, and offices located throughout the Town Center.

Development of the City's Campus Master Plan was driven by the remodel of the police facility and to address future capacity needs. The plan includes a significantly sized addition to the rear of City Hall as well as a cross street connecting New Market, a new street added behind the State Attorney General's Office, and an urban park/event space with parking along internal streets.

The City also owns the existing Parks and Facility building located at the corner of Capitol Boulevard and Israel Road formerly used as the City's main fire station from 1987 to 2000 when the Fire Department moved to a new Headquarters Station adjacent to City Hall. When the facility was vacated by the Fire Department, Parks and Facilities moved into the building. The property has some challenges because of underlying deed restrictions by the

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Federal Aviation Administration, which prevents the City from selling the property. A letter from the former Port of Olympia Executive Director directed the giving of the property to the City. However, the transfer of the property does not authorize the City to sell the property. The property is zoned General Commercial. Prior to the pandemic, Tumwater Farmers Market hosted its market on the property during market hours in spring, summer, and fall each year. Since the pandemic, the market has relocated to Peter G. Schmidt Elementary School with the market open on Sundays rather than Wednesdays. The market has not been as successful requiring the market to develop an entirely new customer base. The City has engaged in some conversations with the market as well as with representatives from the Night Market located off Old Highway 99, which is seeking a permanent location with more parking and visibility. The old fire station could be conducive to a market as it includes large rolling doors securing the four bays within the facility. In addition to the old fire station, the City constructed some temporary shelters in the rear of the building to house parks and facilities equipment.

In 2011, the City explored new sites to locate a new operations and maintenance facility based on a set of initial criteria of property size, proximity, and ownership requirements. In 2014, the Trails and Arena property became available and the City purchased the 28-acre property at a price of \$800,000. In 2018, the City demolished most of the buildings on the property with some buildings retained for storage. Prior to demolition of some buildings on the site in 2018, the City hired TCF Architecture, a firm with expertise in similar public works/utilities facilities, to develop a master plan for the site.

The planning process by the City and the firm included a review of the property, functions, streets, utilities, police functions, parks and facilities maintenance, and office space for Transportation and Engineering and Water Resources. Adding space for the two departments exceeded the project budget. Additionally, a public meeting room was included based on initial feedback from the community and the potential for a future park site to take advantage of the kettle area. The property is essentially two parcels with three primary areas with the western parcel containing one building and heavily occupied by pocket gophers. The second parcel is divided into two areas with the upper portion previously the site of the main arena and one building remaining for storage. The parcel is heavily impacted as the property was previously graveled and used for parking, vehicles, and horses. The second area of property contains a sizable kettle with a substantial elevation drop. The kettle was used for waste from horses over the 40-year operation of the arena. Some of the surrounding area has developed since the City purchased the property.

In 2018, the City held a public discussion on master plan options. One of the

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preferred options was Alternative A with the main shops located on the western parcel and a park on the eastern side of the property with employee parking with retention of the street between the two properties because of the cost of relocating the street and utilities. The community conveyed general support for the project with many neighbors supporting a park. Several community members acknowledged potential improvements in service response to neighborhoods during inclement weather. Other members of the community preferred the City's uses to commercial uses while other residents expressed concerns about any kind of activity occurring on the property and the location of a park near their homes.

Some of the employee parking could be accommodated by widening the street and adding angled parking along the street. Another design feature is fronting office space along 79th Avenue to improve aesthetics. The rear side of the western portion of the property abuts residential areas.

Since completion of the master plan, progress on the project stopped because of the need for a Habitat Conservation Plan (HCP) approved by the U.S. Fish and Wildlife Service to address the presence of gophers. The City purchased some gopher credits from the Kaufman Brothers valued at approximately \$700,000 sufficient to provide mitigation for the project site. In 2018, the City passed the Metropolitan Park District (MPD) providing a source of park impact fees to develop a park in the neighborhood. In 2017, the Council approved the allocation of a portion of City utility rate increases to fund the project. In 2017, the Council approved an additional 1% for all City utility rates (water, sewer & storm), a 1% increase in 2018, and a 2% increase in 2019, 2020, and 2021. Staff is recommending another 2% increase in 2022.

In 2020, the U.S. Fish and Wildlife Service agreed to proceed with an individual HCP for the project site. In 2021, the Legislature approved a request from the City for \$150,000 in state funding to help support the meeting space component of the project. In light of increased project costs because of the construction market, Mayor Kmet requested a review of the project for potential modifications to reduce the share of cost from the general fund. Because of prior actions to increase utility rates to cover the utility's portion of the project, the City has accumulated nearly all of the funding for the utility component of the project equaling approximately 60% of the project cost. The challenge is funding the general fund portion as the general fund competes with other general fund needs. Staff examined options for reducing that share from the general fund and removed parks and facilities and police from the public works shops portion and retained streets and fleet as the only general fund contributors. Additionally, the City's fleet is funded by each user group. Staff also postponed the parks plan for the existing public works shops site because there is no designated funding from the MPD or in the Capital Facilities Plan to construct a park behind City Hall.

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As an alternative, Parks, Facilities, and Police could be moved to the existing public works shops after completing some minor improvements to the HVAC system and improving energy efficiency. Minor renovations would be completed to the existing Parks and Facilities buildings at the corner of Capitol Boulevard and Israel Road for availability to the markets.

The last element of the current plan is to improve the intersection of Old Highway 99 and 79th Avenue. Additionally, because U.S. Fish and Wildlife Service confirmed the nexus between the new operations and maintenance project and a proposed roundabout at the intersection, the City is able to utilize the HCP for the roundabout project, which would expedite the project and enable the City to receive some funding.

Councilmember Swarthout inquired about the timing for the roundabout project. Director Hicks said it likely would not be completed until two to three years because of right-of-way acquisition necessary for the project.

City Administrator Doan reviewed a preliminary funding schedule. Based on the revised scope of the project and construction cost escalation, the estimated cost is \$11,820,000 from the general fund or approximately 32.8% of the entire project cost. Approximately half of the project cost for the roundabout would be from transportation impact fees. The City would also utilize the Elink and Fiber Fund to pay for the cost of connecting the new public works shops to the City's fiber network.

Mayor Kmet asked whether the total cost of the park is paid from park impact fees. City Administrator Doan said the park is funded entirely by park impact fees and would be reflected as another line item. The original calculation did not include the park. Mayor Kmet referred to a discussion about not including parking on the park side. City Administrator Doan said that particular element of the project would be determined during project design.

City Administrator Doan presented the recommended funding plan:

- Issue utility and GO bonds to finance project
- Utility portion funding stream includes:
 - Utilize the cumulative 10% increase, plus a final year in 2023 of 1% utility rate increase dedicated to the project
- General Fund portion funding stream
 - Utilize the existing \$1 million in savings in the CFP for the project
 - Implement Utility Tax (above the 6%) according to following proposed schedule:
 - ❖ 4% - Years 1-5
 - ❖ 3.5% - Years 6-10

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- ❖ 3.0% - Years 11-20
- ❖ 2.5% - Years 21-28
- ❖ 2.0% - Years 29-30

Mayor Kmet explained that the Council can increase the City utility tax rates but cannot increase utility tax on private utilities without a public vote.

City Administrator Doan shared comparisons of utility taxes in other communities. The City of Lacey charges 12% utility tax for water. The City of Lacey is using the increase to compensate for the cost of water used by the Fire District. The City of Olympia charges 11.5% utility tax and is considering an increase to 12.5% to pay for general fund city operations. The City of Vancouver charges 24.5% in utility tax.

City Administrator Doan reviewed implications for not moving the project forward:

- Approximately \$2 million would be wasted (property, preliminary design, gopher credits, and demolition of buildings)
- Need to consider alternatives for storage needs
- Significant investment required for existing facilities
- Farmers and Night Market continue to have a need for a new venue
- Cost for park at Trails End would exceed budget if it is a separate project
- Legislative funding of \$150,000 would need to be returned
- 79th Avenue/Old Highway 99 roundabout would be delayed until the City receives its approved City-wide HCP from U.S. Fish and Wildlife Service
- Cost of money could increase significantly

Staff recommends the committee recommend the City Council approve the preliminary funding strategy, authorize proceeding with the architecture and engineering contract to update and finalize the design, and proceed with permitting and outreach to the community.

Councilmember Sullivan asked whether some community opposition could affect the project. City Administrator Doan replied that the community shared a range of opinions from support to some who opposed the project. Mayor Kmet added that during the City's proposal to create the Metropolitan Park District, he visited the neighborhood to the north of the property and spoke to residents about the project. No residents objected the proposal. The concerns about diesel fumes and noise should gradually reduce as the City replaces vehicles. Including a meeting room will benefit the community. Many of the residents who work at other public works facilities in the region were very supportive of the proposal while others oppose any proposal regardless of the

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project. A strong Council backing will be necessary to move the project forward as the alternative is not optimistic because the investment in the property of \$800,000 would be insufficient to purchase commercial property at another location. He stressed the importance of communicating with and outreaching the surrounding neighborhoods and the community as a whole about the importance of the project.

Councilmember Dahlhoff asked whether the design of the public meeting space to accommodate all forms of accessibility would increase project costs. She said she does not want to exclude community members with different abilities. Director Hicks advised that all new development must comply with ADA accessibility guidelines. The facility would meet accessibility criteria. Councilmember Dahlhoff noted that often many people encounter challenges in buildings that meet ADA requirements. It is important to ensure the building is accessible.

City Administrator Doan commented that over the next decade, the City is planning for several new parks. It might present an opportunity for the Council to discuss designing a park that exceeds ADA requirements and designed to be more accessible.

Discussion ensued on the importance of communicating the increased costs of a customer's utility bill with the utility tax increases. City Administrator Doan said the average monthly utility bill today is \$110. A 4% increase in utility tax would equate to an additional \$4.40.

Mayor Kmet asked about the timing for issuing bonds for the new facilities. City Administrator Doan said design would proceed over the next year. It is likely construction bonds would be issued followed by a second issuance of bonds when the project is completed.

Mayor Kmet offered that it also may be possible to obtain lower interest rates than what has been projected because of potential funding opportunities, such as a public state bank for public facilities or through the federal government. Large construction projects planned on Port properties could also offer a source of funds from construction sales tax to help mitigate impacts to the general fund.

City Administrator Doan reviewed the proposed recommendation.

MOTION:

Councilmember Sullivan moved, seconded by Councilmember Swarthout, to recommend the City Council approve the following recommendation proposed by staff:

- **Approve Preliminary Funding Strategy**
- **Authorize staff to proceed with architecture and engineering**

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- contract/Update and Finalize the design**
- A&E contract will require separate Council approval**
- With design, proceed with permitting**

A voice vote approved the motion unanimously.

ORDINANCE NO.
O2021-024, 2022
SALARY
SCHEDULE:

Director Niemeyer briefed the committee on proposed salary schedule changes for the next year. The City has historically used the CPI-U Seattle/Tacoma/Bellevue SemiAnnual 1st Half (June) 2021 Index as the standard for COLA increases. This year the amount is 3%, which is recommended for non-represented staff. Additionally, represented employees included the same figure within contracts. The firefighters contract includes a 2.5% increase as previously bargained by the union. Police personnel rates remain static as the new contract has not been executed.

The ordinance reflects the proposed changes for 2022. The City considers the Association of Washington Cities comparable positions, completes an analysis of each position, and adds the 3% COLA to the salary. Proposed changes are to those positions that are out of alignment with the market. This year, the focus is on engineering classes. The City was able to compare similar positions in other cities. Some market discrepancies exist in some of the lower level engineering classes. Additionally, the City has encountered challenges in recruiting engineers partly because of the difficult labor market and the competitiveness of engineering positions.

The City proposes to increase the minimum hourly rate to \$15.

Director Niemeyer reviewed a chart of the 2021-2022 Classification and Pay Schedule changes reflecting the 2022 minimum and 2021 maximum and the 2022 maximum salaries and the number of employees in each position. He reviewed the list of proposed changes.

Councilmember Dahlhoff disconnected from the meeting.

City Administrator Doan added that other agencies use different methods for selecting the CPI for establishing COLA rates. For instance, Intercity Transit uses a much higher CPI and a higher COLA based on the timing of using the CPI. Tumwater historically and in its union contracts has used the June CPI, which was prior to when the CPI increased substantially. If the increased cost of goods continues through next year, the City would likely have a higher COLA next year. Additionally, some work on the schedule is necessary next year to correct some deficiencies related to compression. As an example, some employees currently at the top scale of union salaries typically in police and fire who also receive premium pay, overtime, and educational incentives are often paid more than departmental leadership. It will also be important to consider the salaries of Olympia and Lacey as they are typically not used as a

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comparable for salaries. It has become a challenge for the City in terms of a competitive job market between the three cities.

Director Niemeyer added that another potential change pertains to the Golf Operations Coordinator position, which is the City's lowest graded position. Because of insufficient time to complete an analysis of the position prior to the meeting, staff is requesting some changes to the position prior to presenting the proposal to the City Council.

MOTION: Councilmember Sullivan moved, seconded by Councilmember Swarthout, to recommend the City Council approve Ordinance No. 2021-024, Salary Schedule for 2022 to include further analysis and potential adjustment to the Golf Operations Coordinator position. A voice vote unanimously approved the motion.

Mayor Kmet recommended the staff report to the Council should include a listing and reasons for the proposed changes.

ADJOURNMENT: With there being no further business, Mayor Kmet adjourned the meeting at 2:20 p.m.

Prepared by Puget Sound Meeting Services, psmsoly@earthlink.net

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CONVENE: 11:00 a.m.

PRESENT: Mayor Debbie Sullivan and Councilmembers Michael Althausen, Leatta Dahlhoff, and Eileen Swarthout.

Staff: City Administrator John Doan, Finance Director Troy Niemeyer, and Parks and Recreation Director Chuck Denney.

INTERFUND LOAN AND CALL OF 2011 GO BOND: Director Niemeyer presented the proposal for consideration to refinance golf course bonds.

The City of Tumwater purchased the golf course in 1997 financed by general obligation (GO) bonds. In 2011, the City refinanced the bonds by issuing new bonds to pay off existing bond debt to take advantage of lower interest rates and to receive additional funds to pay for additional improvements at the golf course. The balance of the 2011 bond is currently \$1.17 million. The City is paying 4.5% interest this year and next year on the bonds with the interest rate reducing to 4% in 2024 and 2025. As the bond is now callable, the City has the option of paying off the bond or refinancing the bond to obtain a lower interest rate. As the golf course fund does not have sufficient funds to pay the bond balance, staff proposes an interfund loan to refinance the bonds with an interest rate of 1% providing the City with some savings in interest.

In July 2021, the golf course sold water rights to the Water Fund at a value of \$727,000. The intent of that sale was to pay down a prior interfund loan to the golf course from the Sewer Fund. The City has the ability to pay off the Sewer Fund loan leaving a reserve of \$500,000 to apply to the current golf course bond balance and reduce the amount of the interfund loan for refinancing the bond balance. The proposed interfund loan from the Sewer Fund would be \$658,000. If we did nothing, we would pay \$73,000 in interest payments over the next four years. By paying off the bonds and refinancing the bonds through an interfund loan, the City achieves a savings of approximately \$59,000 in interest.

Staff recommends the Budget & Finance Committee forward the proposal to City Council for consideration.

Councilmember Althausen asked whether paying off the bond would benefit the City by increasing bonding capacity. Director Niemeyer said the bond market considers the City's overall ability to repay any new bonds. The transaction would have no bearing on the City's ability to sell bonds or increase bonding capacity.

Councilmember Swarthout requested clarification as to the fund benefitting from the assessment of 1% interest. Director Niemeyer said

**TUMWATER BUDGET & FINANCE COMMITTEE
MINUTES OF VIRTUAL MEETING
February 15, 2022 Page 2**

the interest would be credited to the Sewer Fund. All interfund loans are subject to the City's financial policies requiring a LGIP (Local Government Investment Pool) rate plus .25%. Should the City invest in a bond, the return would be 1%.

Councilmember Dahlhoff noted that new Councilmembers have had some questions and concerns regarding interfund loans. The proposal is a normal process allowed for municipalities. The proposal also provides the City with the ability to save interest. She supports moving the proposal forward for the Council's consideration.

Discussion ensued on whether to include the proposal on the consent calendar versus a Council consideration item so staff can describe and clarify the interfund loan transaction process.

CONSENSUS: **The committee supported including the proposal on the consent calendar item as the Council received a briefing on the proposal during a recent Council worksession.**

ADJOURNMENT: **Councilmember Dahlhoff moved, seconded by Councilmember Swarthout, to adjourn the meeting at 1:12 p.m.**

Prepared by Puget Sound Meeting Services, psmsoly@earthlink.net

TO: Budget & Finance Committee
 FROM: Hanna Miles, Executive Assistant/Deputy City Clerk
 DATE: October 19, 2022
 SUBJECT: 2023 Community Human Services Program Funding

1) Recommended Action:

Make a recommendation to Council for 2023 human services funding through the Community Human Services Program.

2) Background:

The Community Human Services Program is established to reserve a portion of funds for local organizations that provide human services to Tumwater residents but may not qualify as a regional priority. The same organization can apply through both the local and regional process but Tumwater requests that the organization apply to support a different program.

3) Policy Support:

VISION | MISSION | BELIEFS

- Opportunity | We seize opportunities to improve our community's social, environmental, and economic well-being. We endeavor to realize positive opportunities in adverse situations and periods of change.

Strategic Priorities and Goals 2021 – 2026

- Build a Community Recognized for Quality, Compassion and Humanity
 - Expand Partnerships and Collaborations with Targeted Providers to Improve and Strengthen Social Service Networks
 - Provide and Sustain Quality Public Safety Services
 - Empower Employees and Service Providers with Knowledge and Resources to Connect People to Social and Behavioral Health Services.
-

4) Alternatives:

Some other course of action.

5) Fiscal Notes:

Six applicants have requested a total of \$28,500.00. For 2023, the City of Tumwater has set aside \$15,000.00 for the local Community Human Services Program. In 2022, the City of Tumwater also paid \$46,527.00 for regional human services.

6) Attachments:

- A. Community Human Services Applicant Presentation Schedule
- B. 2023 Community Human Services Program (CHSP) Summary Sheet
- C. 2020-2022 CHSP Funding History and 2023 Funding Requests
- D. 2023 Community Human Services Program Applications



City Hall
555 Israel Road SW
Tumwater, WA 98501-6515
Phone: 360-754-5855
Fax: 360-754-4138

Community Human Services Program
Applicant Presentation Schedule
October 19, 2022

- 1:35 p.m. Garden Raised Bounty – Clare Follmann and Beau Gromley
- 1:45 p.m. Dispute Resolution Center of Thurston County – Elizabeth Drake
- 1:55 p.m. Big Brothers Big Sisters of Southwest Washington – Jeff Engle
- 2:05 p.m. Family Education and Support Services – Shelly Willis and Karin Ocegura
- 2:15 p.m. SafePlace – Diane Barbee
- 2:25 p.m. Family Support Center of South Sound – Maija Glasier-Lawson
- 2:35 p.m. Committee Discussion

2023 Community Human Services Program (CHSP) Summary Sheet

APPLICANT	USE OF FUNDS	REQUEST
Garden-Raised Bounty (GRuB) 2016 Elliott Avenue NW Olympia, WA 98502	Funds will continue to support the GRuB Garden Project (GGP). GRuB will be able to support six gardens serving households in Tumwater for \$3,000.00, depending on the number of applications GRuB receives. Well into the third year of COVID-19, many individuals are still facing issues due to the pandemic (such as job loss, isolation, illness, housing, and food insecurity). There continues to be a strong need for increased food security and increased well-being in and beyond our community. Each season, GGP brings home gardens, training, and resources to anywhere between 35-100 low-income households (funding dependent). Each garden is filled with weed-free, high organic-content soil, and GRuB distributes seeds, vegetable starts, gardening guides, and provides one-on-one monthly gardening mentorship. Throughout the year, GRuB also provides free workshops on topics such as sustainable gardening practices, garden planning, weeding, harvesting, and cooking. GRuB's goal is to work toward a just and sustainable local food system where all low-income and food-insecure people have access to quality, culturally-appropriate food, and healing gardening space. GRuB strives to create opportunities for gardeners and veterans to become leaders in the local food movement – working to address hunger and move toward a more sustainable food production system in Thurston County.	\$3,000
Dispute Resolution Center of Thurston County (DRC) PO Box 6184 Olympia, WA 98507	Funds from the City of Tumwater contribute to the DRC Conflict Resolution Resource Line. Neighbor-to-neighbor disputes, homeowner association disputes, personal property disputes, and others can often be resolved with a call to the DRC. The Resource Line is a no-cost service for people who can call in to speak with trained conciliators who provide conflict coaching, information, referrals, and arrange face-to-face mediations. The Conflict Resolution Resource Line provides services at a fraction of the cost that jurisdictions would pay when conflict rises to the level of city and county staff, code enforcement officers, and local police. All residents of Thurston and south Mason counties, including Tumwater, have access to DRC services. DRC services are offered on a sliding scale fee basis because our goal is to support people in need of conflict solutions that are affordable for everyone. DRC has longstanding experience delivering services in communication, conflict resolution, and facilitation. DRC's goal is to help our community communicate and resolve differences with civility and respect.	\$4,500
Big Brothers Big Sisters of Southwest Washington 2424 Heritage Court SW, #302 Olympia, WA 98502	Funds from the City of Tumwater grant would be used to expand Big Brothers Big Sisters of Southwest Washington's (BBBS) Site-Based mentoring program in the Tumwater School District, where both middle and high school youth would benefit from one-to-one mentorship. The two major types of match meet-ups focused on are Site-Based and Community-Based. The Site-Based program has Bigs and Littles meeting at a local community center or virtually, typically one-hour a week after school. This allows matches to build a friendship within a structured setting with professional staff support nearby. Activities follow a curriculum focusing on STEAM activities, diversity, career exploration, social-emotional skill building, and healthy relationship development. If the grant request is received, BBBS would put the money toward staff salaries,	\$5,000

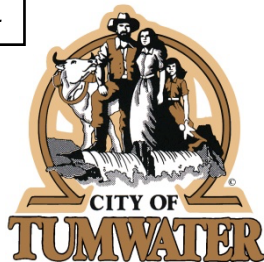
	specifically a Match Support Specialist, which would allow BBBS to increase the amount of matches between underserved youth and trained adult mentors. At a cost of \$400-500 per match, general operating funds would be instrumental in helping to reach the goal of establishing ten new Site-Based matches in the Tumwater School District by the end of the funding cycle in 2023.	
Family Education and Support Services 6840 Capitol Blvd., Building #3 Tumwater, WA 98501	Funds will be used to support Family Education and Support Services (FESS) provision of two six-week series of prevention based parenting programs called "Guiding Good Choices". Working closely with the Boys and Girls Club and the Tumwater School district, FESS plans to offer the series targeting the reduction of youth substance abuse. FESS will make every effort to prioritize vulnerable families in collaboration with community partners. Both series of classes will be held in Tumwater; one in January and the other in June 2023; partnering with Tumwater businesses and resources. The goal in offering this program is to prevent future youth substance abuse issues, smoking/vaping, and to improve family well-being by promoting parent/caregiver family management skills, communication and connection to each other, and to community resources.	\$5,000
SafePlace 521 Legion Way SE Olympia, WA 98501	Funds will be used to support community advocacy clients which is generally in the form of some type of custom solution for survivors and their children to seek safety and stability from an abusive situation. Sometimes it is help with a utility bill at a new apartment, a mechanical fix or a fuel card that is the only obstacle from getting a family to safety. Having this support to provide these crucial services leverages the program already in place with resources to give additional Tumwater survivors and their children the assistance they otherwise would not receive due to lack of available funding. SafePlace works for societal change to prevent sexual and domestic violence while offering crisis intervention, education, and long-term advocacy services. SafePlace is the only dual service provider for Domestic Violence and Sexual Assault services in Thurston County, operates the only Emergency Shelter for Domestic Violence survivors in Thurston County, and a 24/7 crisis call line.	\$6,000
Family Support Center of South Sound 3545 7 th Avenue SW, Suite 200 Olympia, WA 98502	Funds will be used for the Family Resource Services (FRS) Program. FRS is a prevention focused support program that affords any family with children walk-in services provided by a trained Family Resource Navigator. Though it is cheaper to prevent someone from becoming homeless, there are not nearly as many programs and resources for families who are facing a housing crisis but not yet literally homeless. With support from the City of Tumwater, the FRS program provided support to more than 320 households last year. These are families who would have been evicted within 14 days, did not have the resources to secure new housing, or were sharing housing. The FRS Navigator works to mitigate any crisis they are experiencing to best meet the needs of the family and may directly meet that need through internal financial resources (utility assistance, eviction assistance, application fees), physical items (children's supplies, basic need items), or by directly connecting the household to a community resource. On average, 25 households per day reach out to FSC seeking services offered by the FRS Program (via phone, social media, email, and walk-in). With the current capacity, the FRS program serves 350+ households annually.	\$5,000

CITY OF TUMWATER
2020-2022 Community Human Services Program (CHSP) Funding History and 2023 Funding Requests

AGENCY	2020 REQUEST	2020 FUNDED	2021 REQUEST	2021 FUNDED	2022 REQUEST	2022 FUNDED	2023 REQUEST
Garden-Raised Bounty	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Dispute Resolution Center	\$3,000	\$2,000	\$4,000	\$3,500	\$4,000	\$4,000	\$4,500
Big Brothers/Big Sisters of Southwest Washington	\$4,000	\$2,500	\$5,000	\$4,500	did not apply	did not apply	\$5,000
Family Education and Support Services	did not apply	did not apply	did not apply	did not apply	did not apply	did not apply	\$5,000
SafePlace	did not apply	did not apply	did not apply	did not apply	\$6,000	\$4,000	\$6,000
Family Support Center of South Sound	\$5,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$5,000
South Puget Sound Community College	\$2,500	\$1,500*	did not apply	did not apply	did not apply	did not apply	did not apply
Tumwater Education Foundation	\$5,000	\$3,500	did not apply	did not apply	did not apply	did not apply	did not apply
TOTAL	\$22,500	\$15,000*	\$16,000	\$15,000	\$17,000	\$15,000	\$28,500

“did not apply” means the organization did not submit an application specific to Tumwater’s local Community Human Services Program. “did not apply” does not mean that the organization did not receive funds from the City of Tumwater. The organization may have applied through the regional funding process and received funds; or they may have a service provider agreement directly with the City and received funds.

*South Puget Sound Community College received \$1,500 by using remaining Council training/travel funds. CHSP funding remained at \$15,000. Unfortunately, the veterans’ event was canceled due to COVID-19.



Rcvd: 09/19/2022

City Hall
 555 Israel Road SW
 Tumwater, WA 98501-6515
 Phone: 360-754-5855
 Fax: 360-754-4138

**CITY OF TUMWATER
 COMMUNITY HUMAN SERVICES PROGRAM
 APPLICATION: ENTITY CERTIFICATION**

Legal Name of Agency / Individual: **Garden-Raised Bounty**

Address: **2016 Elliott Ave Nw**

City, State, Zip: **Olympia, Wa 98502**

Contact Person: **Clare Follmann**

Title: **Grants Coordinator**

Tax ID Number: **91-1594312**

Date of Application: **9/18/2022**

Telephone Number: **360-753-5522**

E-mail Address: **clare@goodgrub.org**

Amount of Funding Requested: \$ **3,000**

CERTIFICATIONS:

I hereby state on behalf of **Garden-Raised Bounty (GRuB)** that:
 (Name of Organization)

1. Please check the appropriate agency classification. The applicant is:

- ☐ a. A unit of local government
- ☐ b. A special purpose unit of government
- ☒ c. A private non-profit corporation registered with the Office of the Secretary of State, State of Washington, and recognized by the Internal Revenue Service as tax exempt.

**CITY OF TUMWATER
COMMUNITY HUMAN SERVICES PROGRAM APPLICATION
ENTITY CERTIFICATION - PAGE 2**

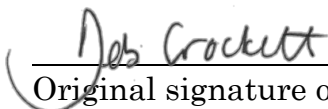
2. The applicant has in effect an affirmative action policy and / or plan governing its personnel practices and a policy prohibiting discriminatory delivery of services; said policy is available to the City of Tumwater at its request.
3. The applicant has, or can obtain, general liability insurance covering no less than \$2,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage.
4. The applicant has attached a list of the Board of Directors of the organization with articles of incorporation and by-laws.
5. I understand that this is an application for purchase of a service contract, which, if awarded, will be paid on a reimbursement basis.
6. The applicant has accounting and record-keeping systems, which can:
 - a. Show the purposes for which City of Tumwater funds have been spent; and
 - b. Be opened to inspection by the City of Tumwater or its agents; and
 - c. Be maintained for at least six (6) years following the end of any contract.
7. I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater.
8. I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization making application.
9. I hereby certify that the person signing this application is duly authorized to execute and deliver this document on behalf of the applicant entity.

Debra Crockett

Name

Executive Director

Title


Original signature or e-signature

9/27/2022

Date

**CITY OF TUMWATER
COMMUNITY HUMAN SERVICES PROGRAM
APPLICATION OF FUNDS**

LEGAL NAME OF AGENCY: Garden-Raised Bounty (GRuB)

1. What is the organization's purpose?

GRuB's mission is to grow healthy food, people, and community. With roots in the land, we create opportunities for people to learn, lead, and thrive. We envision an equitable world where we are all nourished by healthy relationships, resilient communities, and good food.

2. Who are the current officers and management employees of your organization?

Our current board officers include Judy Witt, President; Diane Dakin, Secretary; Teresa Knotwell, Treasurer. Deb Crockett is our Executive Director.

a. How are officers selected?

Officers are elected by the Board of Directors each December.

b. How many members are there in your organization?

GRuB has a membership base of more than 5,000 people, including community supporters; 600 active donors; 500+ volunteers; and clients served.

c. What is the number of full-time employees and part-time employees in your organization and what is the total annual payroll for each group?

Defining "full time" as 30 hours or more per week, we have 12 full-time and 12 part-time staff. The total annual payroll is \$850,911. Full-time staff payroll is \$747,388.12 and part-time or seasonal payroll is \$103,522.63.

3. What are your major funding sources? Attach a total budget for your organization and a project specific budget for next year.

(For the application to be complete, budget materials must be attached.)

We are primarily funded by individual community donors, regional private foundations, service contracts, and earned income. Last fiscal year (7/1/21-6/30/22), our organization's total revenue was broken out as follows:

Non-Government Grants - 25.7%
 Government Grants - 21.6%
 Direct Mail or other Direct Requests: 19.1%
 Program Fees - 1%
 Fundraising Events - 4.6%
 Sales - 3.3%
 Service Contracts - 20.4%
 In-Kind Donations - 3.4%
 Misc: .7%

Current grantors for this fiscal year so far include: Satterberg Foundation (\$125,000), United Way of Thurston County (\$17,250), Target Corporation (\$2,500), Chehalis Foundation (\$10,000), West Olympia Rotary (\$2,000), Peg Rick & Young Foundation (\$5,000), PacMtn (\$55,000), No Child Left Inside (\$47676.64).

Some of our GGP-specific planned grants for this fiscal year include: City of Lacey (\$5,000); Nisqually Tribe (\$5,000); Washington Federal (\$2,000); Ludlow (\$2,350); Elizabeth Lynn Foundation (\$5,000); Northwest Horticultural Society (\$3,000); MultiCare Community Partnership Fund (\$5,000).

4. Do other cities or governmental entities in the county fund your activity? Please specify the jurisdiction and the amount.

Historically, we have applied for and received \$3,000 from the City of Tumwater for garden builds for low-income Tumwater residents. For 2022-23, we are applying for funding from the Cities of Lacey & Tumwater. We are applying to the City of Lacey to support the GRuB Garden Project (GGP) in building gardens in Lacey and more Beekeeping Workshops at the BIPOC & Veteran-led Victory Farm at Thurston County Food Bank's Lacey Distribution Center. We are applying to the City of Tumwater to support the GGP in building gardens in Tumwater.

5. a. For what specific programs or activities will City of Tumwater funds be used?

We invite the City of Tumwater to continue your legacy of partnering with GGP to empower low-income families in Tumwater to grow nutritious produce in their own backyards through a donation of \$3,000! \$3,000 of the proposed funds would support the building of up to six gardens, depending on the number of applications received in our 2023

garden-build season (April - June).

GGP

We are well into our third year of COVID-19. Many individuals are still facing issues due to the pandemic (such as job loss, isolation, illness, housing, and food insecurity, etc). There continues to be a strong need for increased food security and increased well-being in and beyond our community.

In this ongoing time of great need, Garden-Raised Bounty (GRuB)'s Garden Project (GGP) is on the ground, bringing joy and resiliency to people with low incomes through the gift of gardens! Each season, GGP brings homegardens, training, and resources to anywhere between 35-100 low-income households (funding dependent). Each garden is filled with weed-free, high organic-content soil, and we distribute seeds, vegetable starts, gardening guides, and provide one-on-one monthly gardening mentorship. Throughout the year, we also provide free workshops on topics such as sustainable gardening practices, garden planning, weeding, harvesting, and cooking.

From the voice of a recent garden recipient:

"This is a wonderful, tremendous experience! It helped me out a lot to get out and enjoy my yard and to be a witness to the fruits of my labor, literally!"

GOAL:

To work towards a just and sustainable local food system where all low-income and food-insecure people have access to quality, culturally-appropriate food, and healing gardening space. In addition, GRuB strives to create opportunities for gardeners and veterans to become leaders in the local food movement – working to address hunger and move towards a more sustainable food production system in Thurston County.

OBJECTIVES:

- Increase the amount of fresh, quality produce available to low-income and food-insecure households by installing custom home gardens
- Improve the diet and nutrition of low-income and food-insecure households through education and workshops on how to grow, prepare, and preserve vegetables.
- Promote physical and mental well-being by offering individual gardens, which requires outdoor activity (a true labor of love!) as well as numerous ways to connect with the GRuB community through workshops, classes, and events!

- b. How do these programs or activities benefit the Tumwater community?**

FOOD INSECURITY

According to a study conducted in 2020 by Washington State University, up to a third of Washington residents are now food insecure, due in large part to the pandemic. In Thurston County (Feeding America, 2019), 30,360 people are food insecure, and 37% are not eligible to receive SNAP benefits. With COVID-19, this number has significantly increased. Individuals and families continue to face unprecedented challenges because of the coronavirus. People have lost their jobs, are facing housing and food insecurity, and are disconnected from their communities. Isolation, disruption of daily routines, and depletion of adequate food and housing can have profound impacts on mental and physical health.

GRuB gardens go beyond bringing one meal, the gift of gardens brings hundreds of meals and skills that increase resiliency and provide access to food in people's own backyard/patio.

Through GGP, we can provide the support needed for low-income and food insecure households to grow their own nutritious food, right at their own home! Families who receive GRuB gardens report saving money on groceries (each garden can grow over \$500 worth of food in one season), eating more nutritious fruits and vegetables because they are readily available, and trying new varieties (thanks to the free seeds).

Strategies:

- 1 – Offer a variety of backyard garden solutions, ranging from single-frame raised beds, stacked raised beds, and container gardens, to support the unique needs of low-income and food-insecure people with space constraints and/or physical limitations.
- 2 – Provide new and alumni gardeners with packets of seeds, vegetable, herb, and flower starts, cover crops, and access to at least six seasonal workshops and opportunities to learn how to grow, prepare, and preserve vegetables.
- 3 – Partner with and support organizations, community members, and alumni gardeners in developing and delivering community-accessible garden building projects within the local community. The GGP will provide build materials, staff support, access to our workshop series, plus seeds, starts, and cover crops.
- 4 – Connect alumni gardeners with opportunities to become leaders in their communities, at GRuB, and within the local sustainable food movement.

Project Timeline:

While our timeline may vary slightly from year to year, the below timeline gives a good idea of our general protocol to bring home gardens to low-income families!

September - December

In fall and early winter, we review evaluations from our gardeners and begin planning how to incorporate the feedback from gardeners into our overall program structure, adjusting to ensure we are meeting the needs of our community to the best that we are able!

December - February

During this time, we invite interested low-income families and individuals to fill out our GGP application. After going through each application and projecting availability of funds for the garden build season, we create a schedule of up to two garden builds per day, up to three days a week. Volunteers, staff, and our Lead Garden Builder work together to build custom home and community gardens with and for low-income applicants.

March/April - June

Come spring, we build home gardens with and for low-income applicants! Funding dependant, we are known to build anywhere between 35 - over 100 gardens! At this time, we are also offering our SNAP-Ed gardening, cooking, nutrition, food preservation & leadership weekly online workshops!

July - August

We conduct surveys and site visits and collect feedback from evaluations to begin reviewing in the fall and early winter!

MEASURING OUR SUCCESS

GRUB GARDEN PROJECT

We measure the GGP's success through a combination of participatory evaluation methods and surveys. Each winter, during new gardener orientations, we lead a participatory goal-setting activity where gardeners let us know what will feel like success to them. This is called a participant-defined outcome. Starting in 2020, we have monitored progress toward participant-defined outcomes during summer site visits and end-of-season reporting.

All gardeners also participate in post-season surveys where they document changes in skills, behaviors, and attitudes about community connection and food security and reflect on their goals at the beginning of the season. Since behavior change can be a slow process, particularly when it requires building new skills and habits, we expect to see a minimum of:

- 65% increase in skills & knowledge
- 50% increased sense of community
- 75% increase in time spent outside
- 65% increase in physical activity
- 50% increase in confidence/sense of self-reliance

- 70% increase in consumption of fresh fruits & veggies

EXAMPLES OF THE FEEDBACK WE RECEIVE, IN THE VOICES OF OUR RECENT PARTICIPANTS:

“I am just so grateful for the whole experience and how so many people benefitted from this! You are great examples of community builders!”

“This is my second year with GRUB - it's been another positive experience to work with GRUB staff and have such a successful garden because of their help.”

6. Is the City of Tumwater's financial support expected to be for one year or continually?

We intend to continue the GRuB Garden Project (GGP) in the South Sound region, including Tumwater until it is no longer needed. We hope the City of Tumwater will choose to support the GGP this year and will recognize the value and longevity of this program as you consider future requests for funding.

7. What will result if no City of Tumwater funds are provided?

If no City of Tumwater funds are provided, we will continue to seek designated funding for the GRuB Garden Project, as well as general operating funds, to build as many gardens as we can throughout Thurston County. We will first focus outreach in areas where dedicated funding has been secured, followed by general outreach throughout the county. Without designated funding, we cannot guarantee gardens will be built for Tumwater families in the 2022-2023 season.

8. What would be the cost per unit of service provided in Tumwater?

For our traditional free backyard gardens, the cost per unit of service is over \$500 per garden after subtracting the value of projected in-kind donations. There are additional costs per participant for the enhanced elements of the GRuB Garden Project (leadership and facilitation training, garden-building training, workshops, gardener mentors, etc.). However, for this proposal, we are only asking the City of Tumwater to provide funding for primary services.

9. Is there any other information the Council needs to know about your proposal?

We deeply value the ongoing partnership with the City of Tumwater. For more than 14 years, you have funded GRuB's work in your community. We are grateful for the

opportunity to apply to continue this partnership.

- ☐ Signature on Page 2 – Entity Certification
- ☐ Attach Organization Total Budget
- ☐ Attach Project Specific Budget
- ☐ Attach list of Board of Directors
- ☐ Attach Articles of Incorporation and Bylaws

GRuB Garden Project Board Approved Budget	
July 1st 2022-June 30th 2023	
INCOME	GGP
Public/Gov't Grants	\$61,078
Private Grants	\$27,000
Portion of Org General Operating grant funding allocated to GGP	\$18,500
Donated Goods & Services	\$2,000
Special Events	\$10,000
Sales	\$0
Interest	\$0
TOTAL	\$118,578
EXPENSES	
Student Stipends	\$450
Donated Goods & Services	\$2,000
Licenses and Permits (vehicle tabs)	\$135
Contract Labor	\$500
Dues and Subscriptions	\$420
Staff Development & Board Development	\$2,800
Community Development	\$650
Transportation	\$2,187
Supplies	\$11,500
Repairs	\$1,200
TOTAL Direct Expenses	\$21,842
PAYROLL EXPENSE	
Payroll Expenses	\$86,578
SHARED EXPENSE	
Shared Expenses (portion of general operating expenses shared amongst all programs)	\$8,938
TOTAL EXPENSES	\$117,358
NET INCOME	\$1,220

Budget Fiscal Year 22-23

July 1, 2022 – June 30 2023

GRUB'S BUDGET

JULY 1, 2022 TO JUNE 30, 2023

INCOME	ORGANIZATION
Service Contracts	\$312,079
Donations	\$262,798
Grants - Public/Government	\$205,241
Grants - Private	\$343,500
United Way	\$15,740
Donated Goods & Services	\$56,593
Program Fees	\$23,450
Special Events	\$71,250
Sales	\$19,830
Interest	\$1,200
INCOME TOTAL	\$1,311,682

EXPENSES	
Payroll	\$850,911
Student Stipend	\$59,857
Donated Goods & Service	\$56,593
Professional Fees	\$24,730
Licenses and Permits	\$588
Bank Charges	\$6,923
Contract Labor	\$121,585
Dues and Subscriptions	\$9,908
Insurance	\$15,073
Utilities	\$5,550
Staff & Board Development	\$9,985
Community Development	\$32,125
Transportation	\$4,352
Office Supplies	\$5,695
Postage	\$2,997
Supplies	\$38,876
Printing and Reproduction	\$15,366
Repairs	\$10,520
Rentals	\$2,700
Property Tax	\$630
Telephone & Internet	\$4,554
Facility & Site	\$2,095
Depreciation	\$29,028
EXPENSES TOTAL	\$1,310,642
Net Income	\$1,070

GRUB'S 2022 BOARD OF DIRECTORS

Judy Witt, President

Higher Education Leadership & Adult Learning

Megumi Sugihara, Vice President

Food Justice, Olympia Food Co-op & former GRuB Employee

Diane Dakin, Secretary

Kaiser Permanente

Teresa Knotwell, Treasurer

*Kincannon & Reed
VGP Gardener alum*

Susana Bailén Acevedo

VGP Gardener alum

Rosie Purser

Youth Crew Alum 2001-2002

Meredith Marshburn

Cascadia Policy Solutions

Serena Lewis

Early Childhood Education & Youth Crew Alum 2010-2011

Kim Huynh

Food Justice & Cybersecurity, Microsoft

Katherine Berndt

ARNP Pediatrics Northwest

Chris Campbell

Affordable Housing, WaFd Bank



**BYLAWS
OF
GARDEN-RAISED BOUNTY (GRuB)**
A Washington Nonprofit Corporation

Article I.

Name and Offices

1.1 NAME. This corporation shall be known as Garden-Raised Bounty, hereinafter called GRuB.

1.2 OFFICES. The principal office of the corporation for the transaction of business is located at 2016 Elliott Ave NW, Olympia, WA 98502. GRuB shall maintain a registered office in the State of Washington, and shall have a registered agent registered with the Office of the Secretary of State, in accordance with the requirements of the Washington Nonprofit Corporation Act. GRuB may have such other offices, either within or without the State of Washington, as the Board of Directors may designate or as the business of GRuB may require from time to time.

Article II.

Purpose and Governing Instruments

2.1 NONPROFIT CORPORATION. GRuB shall be organized and operated as a nonprofit corporation under the provisions of the Washington Nonprofit Corporation Act.

2.2 CHARITABLE PURPOSES. GRuB shall be organized, and at all times thereafter operated, exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 as set forth in the Articles of Incorporation. In furtherance of such purposes, GRuB shall have full power and authority to grow healthy food, people and community and to create opportunities for people to learn, lead and thrive. GRuB provides direct services to and for the residents of Thurston County, and provides consultative, collaborative services to other organizations and institutions in communities throughout Washington State, and on occasion, nationally.

2.3 VISION. We envision an equitable world where we are all nourished by healthy relationships, resilient community, and good food.

2.4 GOVERNING INSTRUMENTS. GRuB shall be governed by its Articles of Incorporation, these Bylaws, and any Governing Policies that may be established by the Board of Directors.

Article III.

Board of Directors

3.1 GENERAL DUTIES. The Board of Directors shall manage the business and affairs of GRuB. The Board of Directors shall have the power and duties incident to facilitate the purposes of GRuB, including but not limited to the following duties.

- 3.1.1 Hire and oversee activities of the executive director, delegating such responsibilities to the executive director as the Board sees fit.
- 3.1.2 Entering into necessary contracts and taking necessary legal action in effecting the purposes of GRuB.
- 3.1.3 Insure against legal liabilities of GRuB, its directors, officers, members, employees and volunteers, as advised.
- 3.1.4 Open and maintain accounts in banks and other depositories in the name of GRuB.
- 3.1.5 Ensure written policies are in place to carry out GRuB's mission.
- 3.1.6 Designate committees with the power to exercise discretionary authority as delegated by the Board of Directors.
- 3.1.7 Establish annual board-sponsored fundraising goals and implement plans to achieve those goals and provide individual annual contributions to GRuB in order to model strong support for GRuB and its mission.
- 3.1.8 Foster the financial health of GRuB through ongoing review and oversight of financial reports, approval of annual budgets and review of periodic financial audits.

3.2 COMPOSITION. The Board of Directors shall number no less than eight (8) nor more than fourteen (14) members. GRuB will strive to have no less than two (2) program alumni serving on the Board of Directors at all times. GRuB's Executive Director will attend all meetings, or delegate to other staff as needed, to report on activities and provide information but will not hold office or vote on board decisions. Employees may not serve on the Board of Directors.

3.3 ELECTION OF BOARD MEMBERS. New Board Members shall be elected by a simple majority (51%) of the currently seated Board Members. Re-election of seated Board Members shall occur at a board meeting prior to the expiration of the Board Member's term

3.4 TERM OF OFFICE. Board Members will be elected to serve two (2) year terms and may serve a maximum of five (5) consecutive terms.

3.5 ATTENDANCE. Any Board Member missing two or more consecutive board meetings without being excused shall be removed from the board pending a board vote. If a Board Member is unable to attend meetings, prior notice shall be given to the President of the Board.

3.6 RESIGNATION. Any Board Member may resign from the Board by delivering written notice to the President, Secretary, or registered officer of this corporation, or by giving oral notice at any Board of Directors meeting. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

3.7 REMOVAL FROM BOARD. Any Member of the Board may be removed with or without cause at any time by a vote of two-thirds (2/3) of the currently seated Members of the Board.

3.8 VACANCIES. Any vacancy occurring on the Board of Directors, whether caused by resignation, death or otherwise, may be filled by the affirmative vote of a majority (51%) of the remaining Board Members. Such a filled vacancy shall begin a new two-year term of office. A vacancy that will occur by reason of a resignation effective at a later date may be filled before the vacancy occurs, but the new Board Member may not take office until after the vacancy occurs.

3.9 COMPENSATION. No compensation shall be paid to Board members, as such, for their services, but under policies established by Resolution of the Board, a Board Member may be reimbursed

for actual expenses incurred in attending each regular or special meeting of the Board. In payment of such expenses, the Board of Directors may, if it deems it necessary, reimburse a Board Member for loss of wages or income for any such Board Member whose annual income does not exceed 250% of the FPL (Federal Poverty Level), where attendance at such meeting would be a hardship due to loss of such wages/income.

Article IV.

Meetings of the Board of Directors

- 4.1 REGULAR MEETINGS.** Regular meetings of the Board of Directors shall be held every other month at any place designated by the Board of Directors. The Secretary of the corporation, or other person designated by the President, shall deliver written notice of the time, place, agenda and such other information as is necessary, of meetings of the Board to each Director personally, by United States mail, electronic mail or shall deliver verbal notification either in person or telephonically at least seven (7) days prior to the date of the meeting.
- 4.2 SPECIAL MEETINGS.** Special meetings may be held whenever requested by the President or Secretary, or upon written notice of any three or more Members of the Board.
- 4.3 QUORUM.** A quorum for purposes of Board action shall consist of at least fifty-one percent (51%) of the seated Board Members. If fewer than fifty-one percent (51%) of the Directors are present at a meeting of the Board, a majority of the Board Members present may adjourn the meeting without further notice, or may take up any items on the agenda that do not require Board action.
- 4.4 MANNER OF ACTING.** If a quorum is present when the vote is taken, the act of a majority of the Board Members present at the Board of Directors meeting shall be the act of the Board of Directors, unless the vote of a greater number is required by these bylaws, the Articles of Corporation or the Washington Nonprofit Corporation Act. The Board Members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough Board Members to leave less than a quorum. The employment offer or termination of an executive director of the corporation requires a 2/3-majority vote of the Board Members currently seated on the Board.
- 4.5 ACTION BY BOARD OF DIRECTORS WITHOUT A MEETING.** Any action required or which may be taken at a meeting of the Board of Directors or a committee thereof may be taken without a meeting if a consent in writing, setting forth the action so taken or to be taken, shall be sent via electronic mail by a 51% majority of Board Members currently seated on the Board or committee members, as the case may be.
- 4.6 PROXY.** A Board Member shall be permitted to vote by proxy on any matter coming before the Board of Directors, providing that notice of such proxy is given to the Secretary, or designee, prior to such vote. A proxy may be submitted in writing, facsimile, or other form of wireless communication; or by mail, e-mail, or private carrier. Proxies may only be assigned to another voting member of the Board of Directors.
- 4.7 CONFLICT OF INTEREST TRANSACTION.** Upon disclosure of the material facts of the transaction and the Director's interest therein, a Conflict of Interest Transaction may be authorized, approved or ratified if it receives the affirmative vote of a majority of the Directors currently seated who have no direct or indirect interest in the transaction. However, a Conflict of Interest

Transaction may not be authorized, approved or ratified by less than a quorum of the Board of Directors. A “Conflict of Interest Transaction” is a transaction with GRuB in which a Trustee has a direct or indirect interest. For purposes of this section, a Director has an indirect interest in a transaction: (i) if the Director has a material interest in an entity that has a direct interest; or (ii) if the Director is a general partner in a partnership, a manager of a limited liability company, or a director, trustee, officer or director of another entity that has a direct interest. Additional requirements on Conflict of Interest Transactions are stated in the approved Conflict of Interest Policy.

- 4.8 CONDUCT OF MEETINGS.** All meetings of the Board of Directors shall be presided over by the President. If the President is not present, the Vice President shall preside. If none of such officers is present, a Chairperson shall be elected by the Directors present at such meeting. If the Secretary is absent from any meeting, the President or Chairperson shall appoint an acting Secretary.

Article V.

Officers

- 5.1 NUMBER AND QUALIFICATIONS.** The Officers of the GRuB Board of Directors shall consist of a President, Vice President, Secretary and Treasurer.
- 5.2 ELECTION AND TERM OF OFFICE.** The Officers of GRuB shall be nominated by the Board Development Committee and elected annually by the Board of Directors and shall be selected from among the members of the Board of Directors. Officers shall serve for terms of two (2) years and thereafter until their successors have been elected, or until their earlier death, resignation, removal, retirement, or disqualification. No Officer may hold the same office for a period of longer than two (2) consecutive terms, without an absence of at least one year.
- 5.3 REMOVAL.** Any Officer elected by the Board of Directors may be removed by a majority vote of the Board of Directors whenever in their judgment the best interests of GRuB will be served thereby. However, any such removal shall be without prejudice to the contract rights, if any, of the Officer so removed. Election or appointment of an Officer shall not, of itself, create any contract rights.
- 5.4 VACANCIES.** A vacancy in any office arising at any time and from any cause may be filled for the unexpired term at any meeting of the Board of Directors.
- 5.5 PRESIDENT.** The president shall be a Board Member of GRuB and shall be the Chief Governance Officer of GRuB. The President may sign, with the Treasurer or any other proper officer of GRuB authorized by the Board of Directors, any contracts or other instruments that the Board of Directors have authorized to be executed except in cases where the signing and execution thereof shall expressly be delegated by the Board of Directors or by these Bylaws or by statute to some other Officer of GRuB; and in general shall perform all duties of the office of President and such other duties as may be prescribed by the Board of Directors from time to time. The President shall be an ex-officio member of all Committees constituted by the Board, unless otherwise provided by these Bylaws or by Governing Policies that may be established by the Board.

- 5.6 VICE PRESIDENT.** The Vice President shall be a Board Member of GRuB. The Vice President shall, in the absence or disability of the President, perform the duties and have the authority and exercise the powers of the President. He or she shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe.
- 5.7 SECRETARY.** The Secretary shall be a Board Member of GRuB. The Secretary shall attend all meetings of the Board of Directors and record, or cause to be recorded, all votes, actions and the minutes of all proceedings in books to be kept for that purpose, and shall perform, or cause to be performed, like duties for the committees when required and otherwise maintain and authenticate the records of GRuB. The Secretary shall give, or cause to be given, notice of all meetings of the Board of Directors. The Secretary shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe.
- 5.8 TREASURER.** The Treasurer shall be a Board Member of GRuB. The Treasurer shall ensure that GRuB exercises prudent control over its funds, securities, receipts, and disbursements. The Treasurer shall ensure that financial statements are prepared and distributed to the Board at such intervals as the Board of Directors shall direct. The Treasurer shall ensure that the books of GRuB are reviewed or audited annually by an outside independent auditor in accordance with funders' requirements and/or the Board's direction. If required by the Board of Directors, the Treasurer shall give GRuB, at the expense of GRuB, a bond (in such form, in such sum, and with such surety or sureties as shall be satisfactory to the Board) for the faithful performance of the duties of his or her office and for the restoration to GRuB, in cases of his or her death, resignation, retirement, or removal from office of all books, papers, vouchers, money and other property of whatever kind in his or her possession or under his or her control belonging to GRuB. The Treasurer shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe.
- 5.9 DELEGATION OF POWERS OF OFFICERS.** In the event of the absence of any Officer of GRuB or his or her disqualification or inability to act where the provisions therefore are not expressly made by these Bylaws, the Board of Directors may by resolution delegate the powers of such Officer to any other Officer of GRuB.

Article VI.

Executive Committee

- 6.1 COMPOSITION.** The executive committee of the Board shall be comprised of the President, the Vice President, the Secretary, the Treasurer and the immediate past president, if still a Board Member, of GRuB.
- 6.2 POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE.** The Executive Committee shall have and may exercise all the authority of the Board of Directors between meetings of the Board of Directors, provided that, notwithstanding the above, the executive committee shall not have the authority to:
- Authorize or approve distribution of assets or funds, except according to a general formula or method prescribed by the Board of Directors
 - Amend the Articles of Incorporation
 - Adopt, amend or repeal bylaws

- Approve a plan of merger

Any action taken by the Executive Committee on behalf of the Board of Directors shall be submitted to the Board of Directors for ratification at its next meeting.

The duties of the Executive Committee shall be to propose and establish policies to guide the organization; establish the board's agenda; evaluate the performance of the executive director and conduct an annual performance review; approve procedures developed by the executive director(s) to implement policies of the board. The Executive Committee shall exercise such other powers and duties as may be assigned to it from time to time by these bylaws or the Board of Directors.

Article VII.

Board Committees

- 7.1 ESTABLISHMENT.** In addition to the aforementioned Executive Committee, the Board may establish, from time to time, such Board Committees as it may deem necessary to assist it in its work. The resolution or policy establishing such Committees shall state the job products, authority, and composition of each Committee. No Committee shall have the authority to: (a) amend, alter or repeal these Bylaws; (b) elect, appoint or remove any member of any other Committee or any Director, Officer or employee of GRuB; (c) amend the Articles of Incorporation; (d) adopt a plan of merger or consolidation with another corporation; (e) authorize the sale, lease or exchange of all or substantially all of the property and assets of GRuB not in the ordinary course of business; (f) authorize the voluntary dissolution of the Corporation or revoke proceedings therefore; (g) adopt a plan for the distribution of the assets of the Corporation; or (h) amend, alter or repeal any resolution of the Board which by its terms provides that it shall not be amended, altered or repealed by a Committee. The designation and appointment of any such Committee and the delegation thereto of authority shall not operate to relieve the Board or any individual Director of any responsibility imposed upon him or her by law.
- 7.2 QUORUM AND VOTE.** Unless otherwise provided in the resolution of the Board of Directors designating any Committee, a majority of the whole Committee shall constitute a quorum; and the act of a majority of members present at a meeting at which a quorum is present shall be the act of the Committee.
- 7.3 RULES.** Any Committee may adopt rules for its own government, so long as such rules are not inconsistent with these Bylaws or with rules adopted by the Board of Directors.

ARTICLE VIII.

INDEMNIFICATION, INSURANCE AND IMMUNITY

- 8.1 INDEMNIFICATION IN ACTIONS OTHER THAN THOSE BY OR IN RIGHT OF GRuB.** GRuB shall indemnify any Trustee or Officer of GRuB (and may indemnify any employee or agent of GRuB) who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of GRuB) by reason of the fact that he or she is or was a Trustee, Officer, employee, or agent of GRuB, or is or was serving at the request of GRuB as a Trustee, Officer, partner, trustee, employee, or agent of another corporation, joint venture,

trust, employee benefit plan, or other enterprise, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding, to the fullest extent allowed by the Washington Nonprofit Corporation Act.

- 8.2 INDEMNIFICATION IN ACTIONS BY OR IN THE RIGHT OF GRUB.** GRuB shall indemnify any Trustee or Officer of GRuB (and may indemnify any employee or agent of GRuB) who was or is a party or is threatened to be made a party to any threatened, pending, or completed action or suit by or in the right of GRuB to procure a judgment in its favor by reason of the fact he or she is or was a Trustee, Officer, employee, or agent of GRuB, or is or was serving at the request of GRuB as a Trustee, Officer, partner, trustee, employee, or agent of another corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise against expenses (including attorneys' fees) actually and reasonably incurred by him or her in connection with the defense of settlement of such action or suit, to the fullest extent allowable by the Washington Nonprofit Corporation Act.
- 8.3 SURVIVAL OF INDEMNIFICATION AND ADVANCEMENT OF EXPENSES.** The indemnification and advancement of expenses provided by, or granted pursuant to, this Article shall, unless otherwise provided when authorized or ratified, continue as to a person who has ceased to be a Trustee, Officer, employee, or agent and shall inure to the benefit of the heirs, executors, and administrators of such person.
- 8.4 INDEMNIFICATION OF EMPLOYEES AND AGENTS.** GRuB may indemnify and advance expenses under this Article to an employee or agent of GRuB who is not a Trustee or Officer to the same or any lesser extent as to a trustee or officer.
- 8.5 LIABILITY INSURANCE.** GRuB may purchase and maintain insurance on behalf of an individual who is or was a Trustee, Officer, employee or agent of GRuB or who, while a Trustee, Officer, employee, or agent of GRuB, or is or was serving at the request of GRuB as a Trustee, Officer, partner, trustee, employee or agent of another foreign or domestic corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise against liability asserted against or incurred by him or her in that capacity or arising from his or her status of a Trustee, Officer, employee or agent, whether or not GRuB would have power to indemnify him or her against the same liability under this Article.
- 8.6 WITNESS FEES.** Nothing in this Article shall limit GRuB's power to pay or reimburse expenses incurred by a person in connection with an appearance as a witness in a proceeding at a time when he or she has not been made a named defendant or respondent to the proceeding.
- 8.7 AMENDMENTS.** It is the intent of GRuB to indemnify and advance expenses to its Directors and Officers to the full extent permitted by the Washington Nonprofit Corporation Act, as amended from time to time. To the extent that the Act is hereafter amended to permit a Washington nonprofit corporation to provide to its Directors or Officers greater rights to indemnification or advancement of expenses than those specifically set forth herein above, this Article shall be deemed amended to require such greater indemnification or more liberal advancement of expenses to its Directors and Officers, in each case consistent with the Act as so amended from time to time. No amendment, modification or rescission of this Article, or any provision hereof, the effect of which would diminish the rights to indemnification or advancement of expenses as

set forth herein shall be effective as to any person with respect to any action taken or omitted by such person prior to such amendment, modification or rescission.

8.8 SEVERABILITY. In the event that any of the provisions of this Article (including any provision within a single section, subsection, division or sentence) is held by a court of competent jurisdiction to be invalid, void or otherwise unenforceable, the remaining provisions of this Article shall remain enforceable to the fullest extent permitted by law.

8.9 IMMUNITY. A person serving as a Director or Officer of GRuB shall be immune from civil liability for monetary damages, except to the extent covered by insurance, for any act or failure to act arising out of this service, except where the person:

- a) is compensated for his or her services beyond reimbursement for expenses;
- b) was not acting within the scope of his or her official duties;
- c) was not acting in good faith;
- d) committed gross negligence or willful or wanton misconduct that resulted in the damage or injury;
- e) derived an improper personal financial benefit from the transaction; or
- f) incurred the liability from the operation of a motor vehicle.

Article IX.

CONFLICTS OF INTEREST

9.1 CONFLICTS OF INTEREST. The Board of Directors shall adopt a Conflict of Interest Policy which shall provide, at a minimum, that Directors, Officers, employees, volunteers, or other agents scrupulously avoid conflicts of interest between the interests of GRuB on one hand, and personal, professional, and business interests on the other; this includes avoiding potential and actual conflicts of interest, as well as perceptions of conflict of interest. The Conflict of Interest Policy may be amended from time to time as the Board of Directors shall deem appropriate. GRuB and its Directors are subject to and shall abide by the Conflict of Interest Policy and shall disclose any and every such conflict of interest, and no Director shall vote on any matter on which he or she may have a conflict of interest. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to GRuB.

ARTICLE X.

MISCELLANEOUS

10.1 BOOKS AND RECORDS. GRuB shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members and Board of Directors. GRuB shall keep at its principal office a record giving the names and addresses of its Directors, and Officers, Articles of Incorporation, Bylaws, Board resolutions, minutes of meetings, records of actions, financial statements, annual reports, and any other information required under Washington law.

10.2 FISCAL YEAR. The fiscal year shall be July 1 through June 30.

10.3 CONSTRUCTION. Whenever the context so requires, the masculine shall include the feminine and neuter, and the singular shall include the plural, and conversely. If any portion of these Bylaws shall be invalid or inoperative, then, so far as is reasonable and possible:

- a) the remainder of these Bylaws shall be considered valid and operative, and

b) effect shall be given to the intent manifested by the portion held invalid or inoperative.

10.4 TABLE OF CONTENTS/HEADINGS. The table of contents and headings are for organization, convenience and clarity. In interpreting these Bylaws, they shall be subordinated in importance to the other written material.

10.5 RELATION TO ARTICLES OF INCORPORATION. These Bylaws are subject to, and governed by, the Articles of Incorporation.

10.6 AMENDMENT OF BYLAWS. These Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted by a two-thirds (2/3) majority of the voting members of the Board of Directors present at any regular or special meeting called for such purpose. Any regular meeting or special meeting called for the purpose of amending the Bylaws must have written notice given no less than thirty (30) days prior to the meeting. However, any Bylaw enacted, amended, or repealed by the members may not be repealed, amended, or reenacted except by an affirmative vote of the voting membership.

Amended by Motion of the Board on August 16, 2018.

Signed: _____
Roxanne Lieb, Secretary, Board of Directors

SECRETARY
of STATE



601 459 769

Corporations Division
Office of the Secretary of State
505 E. Union, 2nd Floor
P.O. Box 40234
Olympia, WA 98504-0234
Information: (206) 753-7115

NONPROFIT CORPORATION ARTICLES OF INCORPORATION

The undersigned, for the purpose of forming a corporation under the nonprofit laws of the State of Washington, RCW 24.03, hereby adopts the following Articles of Incorporation:

ARTICLE I

The name of the corporation shall be: Kitchen Garden Project

ARTICLE II

The term of existence shall be: (check only one box) ☒ perpetual ☐ _____ (number of) years

ARTICLE III

The purposes for which the corporation is organized are as follows:

The purpose for which the corporation is organized is: to distribute, build
and install at no cost to the recipients complete vegetable gardens to low-income
households so that they can better feed themselves, thus enhancing their lives
and decreasing the burden on the welfare system. This corporation is organized
exclusively for charitable and educational purposes within the meaning of section
501 (3) (c) of the Internal Revenue Code.

ARTICLE IV

The name of the Registered Agent of the corporation is: Richard Doss

The street address of the Registered Office, which is also the address of the Registered Agent is as follows:

Number and Street 2523 Conger Ave NW

City Olympia, WA Zip Code 98502

The post office box number, which may be used in conjunction with the Registered Agent address, located in the same city, is:

PO Box # _____ City _____, WA Zip Code _____

ARTICLE V

There shall be 3 director(s) serving as the initial Board of Directors. Their names and addresses are as follows (attach additional pages if necessary):

Name	Address	City	State	Zip Code
Richard Doss	2523 Conger Ave NW	Olympia	WA	98502
Maria Doss	2523 Conger Ave NW	Olympia	WA	98502
Janet Pocsi-Huleatte	5141 Sunrise Beach Rd	Olympia	WA	98502

ARTICLE VI

In the event of dissolution of the corporation, the net assets are to be distributed as follows:

Assets shall be distributed for one or more exempt purposes within the meaning of section 501 (3) (c) of the Internal Revenue Service Code, or any corresponding section of any future federal tax code, or distributed to the city of Olympia, for a public purpose. Any such assets not so disposed of shall be disposed of by the court of common pleas of Thurston County, exclusively for such purposes or to such organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE VII

The name and address of each incorporator is as follows (attach additional pages if necessary):

Name	Address	City	State	Zip Code
Richard Doss	2523 Conger Ave NW	Olympia	WA	98502 (president)
Maria Doss	2523 Conger Ave NW	Olympia	WA	98502 (secretary treasurer)
Janet Pocsi-Huleatte	5141 Sunrise Beach Rd.	Olympia	WA	98502 (vice president)

IN WITNESS WHEREOF each incorporator has affixed his/her signature on this 16 day of

APRIL, 19 93.

Richard Doss
Janet Pocsi-Huleatte
Maria Doss

CONSENT TO APPOINTMENT AS REGISTERED AGENT

I, RICHARD DOSS, hereby consent to serve as Registered Agent in the state of Washington for the corporation herein named. I understand that as agent for the corporation, it will be my responsibility to accept Service of Process in the name of the corporation; to forward all mail to the corporation; and to immediately notify the Office of the Secretary of State in the event of my resignation or of any change in the Registered Office address of the corporation for which I am agent.

4/16/93
 (Date)

Richard Doss
 * (Signature of agent designated in Article IV)

* Must be signed to meet filing requirements


**STATE OF WASHINGTON
SECRETARY OF STATE**
**ARTICLES OF AMENDMENT
WASHINGTON
NONPROFIT CORPORATION**

(Per Chapter 24.03 RCW)

- Please PRINT or TYPE in black ink
- Sign, date and return original AND ONE COPY to:

 CORPORATIONS DIVISION
801 CAPITOL WAY SOUTH • PO BOX 40234
OLYMPIA, WA 98504-0234

 FILED *lk*
STATE OF WASHINGTON

JUN 12 2001

FEE: \$20
EXPEDITED (24-HOUR) SERVICE AVAILABLE - \$20 PER ENTITY
INCLUDE FEE AND WRITE "EXPEDITE" IN BOLD LETTERS
ON OUTSIDE OF ENVELOPE

- BE SURE TO INCLUDE FILING FEE. Checks should be made payable to "Secretary of State"

FOR OFFICE USE ONLY

FILED:

IMPORTANT! Person to contact about this filing

Kim Gaff

Daytime Phone Number (with area code)

360-753-5522
AMENDMENT TO ARTICLES OF INCORPORATION

NAME OF CORPORATION (As currently recorded with the Office of the Secretary of State)		
<i>Kitchen Garden Project</i>		
UBI NUMBER	CORPORATION NUMBER (If known)	AMENDMENTS TO ARTICLES OF INCORPORATION WERE ADOPTED ON
<i>6001459769</i>	<i>2472 1326</i>	Date: <i>May 12th, 2001</i>
EFFECTIVE DATE OF ARTICLES OF AMENDMENT	(Specified effective date may be up to 30 days AFTER receipt of the document by the Secretary of State)	
<input type="checkbox"/> Specific Date: _____	<input checked="" type="checkbox"/> Upon filing by the Secretary of State	
ADOPTION OF THE ARTICLES OF AMENDMENT (Please check ONE of the following)		
<input type="checkbox"/> The amendment was adopted by a meeting of members held on (specify date): _____. A quorum was present at the meeting and the amendment received at least two-thirds of the votes which members present or represented by proxy were entitled to cast.		
<input type="checkbox"/> The amendment was adopted by a consent in writing and signed by all members entitled to vote.		
<input checked="" type="checkbox"/> There are no members that have voting rights. The amendment received a majority vote of the directors at a board meeting held on (specify date): <i>May 12th, 2001</i>		

 AMENDMENTS TO THE ARTICLES OF INCORPORATION ARE AS FOLLOWS
 If necessary, attach additional amendments or information.

Name of Corporation will now be Garden-Raised Bounty.

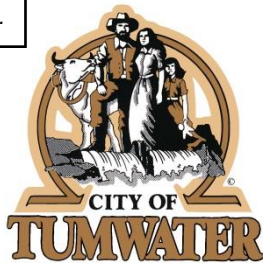
SIGNATURE OF OFFICER

This document is hereby executed under penalties of perjury, and is, to the best of my knowledge, true and correct.

Heather M. Ringwood
 Signature of Officer

HEATHER M. RINGWOOD
 Printed Name

UP 6/11/01
 Date



City Hall
555 Israel Road SW
Tumwater, WA 98501-6515
Phone: 360-754-5855
Fax: 360-754-4138

**CITY OF TUMWATER
COMMUNITY HUMAN SERVICES PROGRAM
APPLICATION: ENTITY CERTIFICATION**

Legal Name of Agency / Individual: **Dispute Resolution Center of Thurston County**

Address: **P.O. Box 6184**

City, State, Zip: **Olympia, WA 98507**

Contact Person: **Elizabeth Drake**

Title: **Facilitation, Grants, and Contracts Manager**

Tax ID Number: **94-3130662**

Date of Application: **September 26, 2022**

Telephone Number: **360-956-1155**

E-mail Address: **edrake@mediatethurston.org**

Amount of Funding Requested: \$ **4,500**

CERTIFICATIONS:

I hereby state on behalf of the Dispute Resolution Center of Thurston County that:
(Name of Organization)

1. Please check the appropriate agency classification. The applicant is:

- ☐ a. A unit of local government
- ☐ b. A special purpose unit of government
- ☒ c. A private non-profit corporation registered with the Office of the Secretary of State, State of Washington, and recognized by the Internal Revenue Service as tax exempt.

**CITY OF TUMWATER
COMMUNITY HUMAN SERVICES PROGRAM APPLICATION
ENTITY CERTIFICATION - PAGE 2**

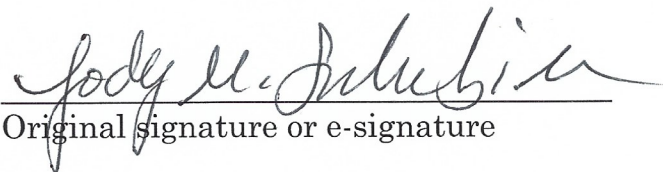
2. The applicant has in effect an affirmative action policy and / or plan governing its personnel practices and a policy prohibiting discriminatory delivery of services; said policy is available to the City of Tumwater at its request.
3. The applicant has, or can obtain, general liability insurance covering no less than \$2,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage.
4. The applicant has attached a list of the Board of Directors of the organization with articles of incorporation and by-laws.
5. I understand that this is an application for purchase of a service contract, which, if awarded, will be paid on a reimbursement basis.
6. The applicant has accounting and record-keeping systems, which can:
 - a. Show the purposes for which City of Tumwater funds have been spent; and
 - b. Be opened to inspection by the City of Tumwater or its agents; and
 - c. Be maintained for at least six (6) years following the end of any contract.
7. I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater.
8. I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization making application.
9. I hereby certify that the person signing this application is duly authorized to execute and deliver this document on behalf of the applicant entity.

Jody M. Suhrbier

Name

Executive Director

Title


Original signature or e-signature

September 26 , 2022

Date

CITY OF TUMWATER COMMUNITY HUMAN SERVICES PROGRAM APPLICATION OF FUNDS

LEGAL NAME OF AGENCY:

The Dispute Resolution Center of Thurston County

1. What is the organization's purpose?

The DRC's vision helps create a thriving and peaceful community where individuals actively use effective and respectful communication skills to live, work, and play in the South Sound together. We work within systems to effect lasting change by supporting individuals and groups in collaborative problem-solving. Our approach requires a commitment to listen to different perspectives, which builds empathy, understanding, and progress toward sustainable solutions. We value empowerment, integrity, collaboration, and trust.

In 2022, we:

- Served a total of 6,439 people in Thurston and South Mason Counties through mediation, conflict coaching, information and referral, group facilitation, training and community presentations,
- Handled 678 eviction resolution cases, impacting 1,619 adults and children,
- Saved money for the local courts and taxpayers through Small Claims Court and family mediation, and
- Coordinated the efforts of more than 160 volunteers, including 95 certified mediators, who provided 6,974 hours of service to our community last year.

2. Who are the current officers and management employees of your organization?

DRC Management Employees:

- 1) Jody Suhrbier, Executive Director
- 2) Lora Boone, Human Resources Manager
- 3) Robyn Togenes, Administrative Services Manager
- 4) Jennifer Miller, Business Manager
- 5) Alice Sharrett, Mediation Manager
- 6) Luis Manzo, Housing Manager
- 7) Charlotte Aldrich, Training Manager
- 8) Elizabeth Drake, Facilitation, Grants, and Contracts Manager
- 9) Joe Sanders, Community Engagement Manager

DRC Board of Director Officers:

- 1) Mickey Venn Lahmann, President
- 2) Deborah Jayne, Vice President
- 3) Mary Sue Wilson, Secretary

4) Curt Gavigan, Treasurer

a. How are officers selected?

The DRC actively recruits applicants for our Board of Directors to serve a 3-year term for up to two consecutive terms. Board member meetings are held once a month and we host an all-day retreat each Fall.

In 2022, we took a number of specific steps toward diversifying our Board of Directors to better represent our community. This year, our Board includes new members who are people of color and a student from Olympia High School.

b. How many members are there in your organization?

The DRC has 15 current staff members, plus two positions we are recruiting for currently; 12 Board members; and we support 150 volunteer mediators and conciliators.

c. What is the number of full-time employees and part-time employees in your organization and what is the total annual payroll for each group?

The annual average payroll and personnel expenses for full-time employees (7 people) is \$501,000, and \$367,000 for part-time employees (8 people).

3. What are your major funding sources? Attach a total budget for your organization and a project specific budget for next year.

(For the application to be complete, budget materials must be attached.)

See the attached 2022 Draft Budget Summary as of August 2022. The DRC relies on several funding streams to provide services in our community.

-- 56% of our budget comes from grants that we apply for (e.g., City of Tumwater).

-- 17% of our income stems from individual donors and businesses/organizational support.

-- 18% of our income is generated from the programs we offer (e.g., training services).

-- 8% of our revenue is government supported funding (e.g., State of Washington).

4. Do other cities or governmental entities in the county fund your

activity? Please specify the jurisdiction and the amount.

The DRC receives funding from a variety of local and state governments. For example:

-- Our local governments, including the City of Tumwater (\$4,000), City of Lacey (\$3,200), and Thurston County (\$11,000), contribute funding that supports our conciliation and no-cost phone negotiation services for callers in our community.

-- We receive funds from the Department of Social and Health Services to help support reduced mediation costs for clients who meet certain criteria for parenting plan mediation services (up to 100 percent of the mediation cost at \$685 per mediation session). We also have a contract with the City of Olympia to provide mediation services.

-- We receive funds from Thurston County Public Health and Social Services to implement restorative justice facilitated dialogues for people in the Superior Court (about \$700 per facilitated dialogue).

-- The DRC of Thurston County offers several of our training courses through the Department of Enterprise Services where state employees can get professional development credit for participating.

5. a. For what specific programs or activities will City of Tumwater funds be used?

Neighbor-to-neighbor disputes, homeowner association disputes, personal property disputes, and others can often be resolved with a call to the DRC. Funds from the City of Tumwater contribute to our Conflict Resolution Resource Line. The Resource Line is a no-cost service for people who can call in to speak with trained conciliators who provide conflict coaching, information, referrals, and arrange face-to-face mediations.

b. How do these programs or activities benefit the Tumwater community?

Conflict costs are on the rise, including time, energy and money, and so is demand for our phone negotiation services and conflict coaching. Our Conflict Resolution Resource Line provides services at a fraction of the cost that jurisdictions would pay when conflict rises to the level of City and County staff, code enforcement officers, and local police. All residents of Thurston and South Mason Counties, including Tumwater, have access to DRC services. DRC services are offered on a sliding scale fee basis because our goal is to support people in need of conflict

solutions that are affordable for everyone.

We have a proven track record of success as a trusted resource with longstanding experience delivering services in communication, conflict resolution, and facilitation in our community. The DRC's goal is to help our community communicate and resolve differences with civility and respect. The community counts on us to help thousands of residents in Thurston County and south Mason Counties each year.

6. Is the City of Tumwater's financial support expected to be for one year or continually?

We are grateful that the City of Tumwater has contributed annually to the DRC for well over a decade. We ask for the same level of support in 2023 (\$4,000).

We ask the City of Tumwater to consider making an additional one-time contribution of \$500 in 2023 toward our Capacity Building Initiative (see here: <https://www.mediatethurston.org/capacity-building.html>). See also question 9.

For 2023, we request \$4,500.

7. What will result if no City of Tumwater funds are provided?

About 75% of the DRC's budget relies on special project funding and grant contributions, including funding we receive from the City of Tumwater. We rely on this support, which adds up and offers us the consistent support necessary to keep DRC's phone conciliation program running. If we did not receive these funds, the DRC would have to seek out different funds to support this core work. Our Resource Line is our front-line resource that supports the underlying foundation of all of DRC's services. We would potentially have to reduce our hours of operation or staffing for the Resource Line if we could not rely on funds from the City of Tumwater.

8. What would be the cost per unit of service provided in Tumwater?

The organizational cost of providing conciliation and conflict coaching is \$60 per individual caller. The cost for a two-hour, two-party mediation is \$685.

9. Is there any other information the Council needs to know about your proposal?

Our community counts on us to help thousands of Thurston County residents

each year. As the DRC marks 30 years of service to our community, we have undertaken this capacity-building initiative to enhance access and equity through investments in people, facilities, and technology. The pandemic has shown us that not all households served by the DRC have access to technology that supports video-conferencing capabilities. Halfway through our 3-year initiative we have achieved many of our goals, including our new Technology Rooms which now offer people a private space to access a computer and a reliable internet connection to participate in our online services. Our capacity building initiative has allowed us to begin transforming our services for people in our community, including the residents of Tumwater.

With this commitment to support improvements to civic harmony, renewed funding is essential to the continued delivery of our services in a more equitable way. Thank you for your prior support and for your consideration to continue our services in this fiscal cycle.

- ☐ Signature on Page 2 – Entity Certification
- ☐ Attach Organization Total Budget
- ☐ Attach Project Specific Budget
- ☐ Attach list of Board of Directors
- ☐ Attach Articles of Incorporation and Bylaws



Conflict Resource Line: Estimated annual operating costs

The mediation manager oversees the DRC's Conflict Resource Line, which is available to the community between 9am and 4:30 p.m., Monday through Friday. Ten volunteer conciliators work 4-hour shifts, totaling 40 hours of volunteer conciliator time each week.

Direct costs	Price per unit	Units	Cost
Mediation manager (salary and benefits)	\$80,000	30%	\$24,000
Case support specialist	\$40,000	30%	\$12,000
Conciliator office (annual rent)	\$1,400	1	\$1,400
Technology and equipment (e.g., phone, Zoom, computer)	\$1,000	3	\$3,000
Indirect costs			
Administrative indirect expenses (10% of direct expenses)	10%		\$4,040
Volunteer conciliators [#]	\$35	2,040	\$71,135
TOTAL estimated cost			\$115,575
[#] The hourly cost estimate for volunteer time in Washington State is \$35 per hour. See the Independent Sector: https://independentsector.org/wp-content/uploads/2022/07/Value-of-Volunteer-Time-by-State-2001-2021.pdf . Volunteer conciliators work 40 hours per week for 51 weeks a year for a total of more than 2,000 volunteer hours.			

Direct costs include the mediation manager, a case support specialist, the conciliator office (new as of 2022) where volunteers take incoming calls, and technology and equipment expenses for the two DRC staff and the conciliator office.

Indirect costs include the estimated cost of the volunteers who donate their time to the DRC. Estimating the hourly value of the time donated by volunteers provides a broader picture of the real cost to operate the Conflict Resource Line for the residents of Thurston County.



Dispute Resolution Center
OF THURSTON COUNTY

2022 Budget Summary

INCOME	2022 Budget
CONTRIBUTED	
INDIVIDUAL DONATIONS	\$150,000
GRANTS	\$580,000
BUSINESS & ORGANIZATIONAL SUPPORT (NON-GRANT)	\$35,000
EARNED	
GOVERNMENT	\$80,000
PROGRAMS	\$190,800
OTHER REVENUE	
MISC.	\$4,000
INCOME TOTAL	\$1,039,800
EXPENSES	
ADMINISTRATIVE	
BUSINESS EXPENSES	\$18,500
SUPPLIES & EQUIPMENT	\$22,000
ADVANCEMENT	\$13,900
FACILITIES	\$96,000
STAFF DEVELOPMENT	\$10,000
PROFESSIONAL SUPPORT & SERVICES	\$12,400
PERSONNEL EXPENSES	\$867,000
EXPENSE TOTAL	\$1,039,800
<i>surplus / (deficit)</i>	\$0



Dispute Resolution Center OF THURSTON COUNTY

Board of Directors: September 2022



Mickey Venn Lahmann (President)
Education Consultant &
Retired K-12 Administrator



Deborah Jayne (Vice President)
Retired Chief Nurse Executive



Mary Sue Wilson (Secretary)
Judge
Thurston County Superior Court



Curt Gavigan (Treasurer)
Staff Director
WA State Senate Committee Services



Waeni Mutisya Bacon
Family Law Attorney
Ascher & Denton Family Law



Bob Butts
Education Consultant & Retired Assistant
Superintendent of Early Learning, OSPI



Matt Gerard
Human Resources Director
Lake Washington School District



Kevin Partlow
Real Estate Broker &
Retired Boeing Senior Manager



John Skinder
Judge
Thurston County Superior Court



Alicia Varvaro
Operations Supervisor
Twin Star Credit Union



Julie Watson
Policy Lead
WA State Department of Fish & Wildlife



Eloise Watts
Student
Olympia High School

**BY-LAWS OF
THE DISPUTE RESOLUTION CENTER OF THURSTON COUNTY**

(Amended June 12, 2020)

ARTICLE I

The Thurston County Dispute Resolution Center (the "corporation") shall continuously maintain in the State of Washington, County of Thurston, a registered office and a registered agent whose office is identical with such registered office, and may have other offices within the State.

ARTICLE II

Directors

Section 1. GENERAL POWERS. The business and affairs of the corporation shall be managed by its Board of Directors (the "Board"). Such management shall include, but shall not be limited to, the responsibility of establishing goals and objectives, developing policies and approving operational procedures, developing public and financial support for the corporation, supervising the financial operations, and for program evaluation and long-term planning.

Section 2. REPRESENTATION. The following skills and/or affiliations may be represented on the Board of Directors: law; conflict resolution; finance and accounting; education; business; and social service agencies. Composition of the Board of Directors, if possible, should reflect socioeconomic and geographical diversity. The majority of the directors of the corporation shall not consist of members of any single profession (RCW 7.75.020).

Section 3. NUMBER, QUALIFICATION, ELECTION AND TERM OF OFFICE. The number of directors shall be 9 - 15 who shall be divided into three classes in respect to term of office. Each class shall consist of approximately equal numbers of directors.

At each annual meeting following election of the first Board of Directors, one class of directors shall be elected to serve three years. A Director's term of office shall begin October 1. Directors shall serve no more than two consecutive terms, except the president's term shall be extended by one year if his or her presidency expires at the end of two consecutive terms served. Incumbent directors shall elect replacements for those directors who complete their terms, who resign, or who otherwise fail to complete their terms. Any director elected to complete a partial term as a result of a mid-term vacancy shall still be eligible to serve an additional two full consecutive terms.

Each director must live in Thurston or Mason County. If the service area is expanded beyond these counties, in a county served by this Dispute Resolution Center.

Section 4. SPECIFIC POWERS. Under RCW 7.75.020 the Board of Directors shall have statutory powers to approve and amend the following procedures for the operation of the corporation:

(a) procedures for informing and educating the community about the dispute resolution center and encouraging the use of the center's services in appropriate cases;

(b) procedures for obtaining referrals from public and private bodies;

(c) procedures for filing requests for dispute resolution services and for scheduling mediation sessions with the parties to the dispute;

(d) procedures to ensure that each dispute mediated by the center meets the criteria for appropriateness for mediation set by the legislative authority, and for rejecting disputes which do not meet the criteria;

(e) procedures for giving notice of the time, place and nature of the mediation session to the parties, and for conducting mediation sessions that comply with the provisions of Chapter 7.75 RCW;

(f) procedures which ensure that participation by all parties is voluntary;

(g) procedures for meeting the particular needs of the participants, including, but not limited to, providing services at times convenient to the participants, in sign language and in languages other than English;

(h) procedures for providing trained and certified mediators who, during the dispute resolution process, shall make no decisions or determinations of the issues involved, but who shall facilitate negotiations by the participants themselves to achieve voluntary resolution of the issues; and

(i) procedures for reporting, evaluating, and following up program operations.

The Board shall hire an Executive Director, and shall be responsible for approval of the annual operating budget and internal operating procedures.

Section 5. REGULAR MEETINGS. regular meetings of the Board of Directors shall be held without notice at such times as may be fixed by standing resolution of the Board of Directors.

Section 6. ANNUAL MEETING. The Board will conduct an annual meeting each September to elect officers and new Board members whose terms shall commence October 1 of that same year. The annual meeting may be combined with a regular meeting of the Board.

Section 7. SPECIAL MEETINGS. Special meetings of the Board of Directors may be called by or at the request of the President or any two directors. The person or persons authorized to call special meetings of the Board of Directors may fix any place as the place for holding any special meeting of the Board of Directors called by them.

Section 8. NOTICE. Notice of any special meeting shall be given at least three days in advance of the meeting. Notice may be transmitted by phone, electronic mail or postal mail. If mailed, such notice shall be deemed to be delivered when deposited in the U.S. mail, with postage prepaid.

Section 9. QUORUM. Five members of the Board authorized by these by-laws shall constitute a quorum for transaction of business at any meeting of the Board of Directors. In the absence of a quorum, the Board shall transact no business.

Section 10. MEETING PROCEEDINGS. Robert's Rules of Order, newly revised, shall govern all meeting proceedings, with the understanding that the presiding officer will recognize all diverse or minority opinions.

Section 11. MEETING BY TELECOMMUNICATIONS. Unless the articles of incorporation otherwise provide, any director may participate in any meeting of the Board of Directors or a committee thereof by means of a conference telephone or similar communications device by means of which all persons participating in the meeting can hear each other at the same time, and directors who participate by such means shall for all purposes be deemed to be present in person at meeting.

Section 12. DECISION MAKING. The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by statute, these by-laws, DRC policies or the articles of incorporation. Each Board member shall have one vote.

Section 13. VACANCIES. Any vacancy occurring in the Board of Directors, and any directorship to be filled by reason of an increase in the number of directors, may be filled by election at an annual meeting or at a special meeting of the directors called for that purpose.

Section 14. COMPENSATION. No director of the corporation shall receive, directly or indirectly, any salary or compensation in his or her capacity as director. By resolution of the Board of Directors, the directors may be paid their expenses, if any, of conducting Board business. No such restriction on payment previously mentioned in this Section shall preclude any director from serving the corporation in any other capacity and receiving compensation.

Section 15. PRESUMPTION OF ASSENT. A director of the corporation who is present at a meeting of the Board of Directors at which action on any corporate matter is taken shall be conclusively presumed to have assented to the action taken unless his or her dissent shall be entered in the minutes of the meeting or unless he or she shall file a written dissent to such action with the person acting as the secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the secretary of the corporation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a director who voted in favor of such action.

Section 16. ATTENDANCE. A director who has been absent without excuse from three (3) consecutive Board meetings within the twelve (12) month period between annual meetings shall be presumed to have resigned from the Board. Such resignation shall become effective the day following the

third not excused absence. A director may be reinstated by a majority vote of the remaining directors if the director files an appeal in writing within thirty (30) days of his or her presumed resignation.

Section 17. STATUS AS BOARD MEMBER EMERITUS. The Board of Directors may designate former directors to Emeritus status for two year terms. These board members shall be advisory and shall not vote.

Section 18. REMOVAL OF DIRECTORS FOR CAUSE. Any director may be removed from office for cause by a vote of 2/3 of the total Board of Directors at any regular or special meeting. The director whose removal is being considered shall be given notice of the proposed removal at least twenty (20) days in advance of the date of the meeting at which such removal will be voted upon. The notice shall state the cause for the proposed removal and shall be sent to the director's last known address by U.S. Mail or email. Upon a vote to remove a director, the removal shall become effective immediately.

ARTICLE III Committees

Section 1. COMMITTEES. The directors may create standing or ad hoc committees or advisory committees to promote the purposes of the corporation. Members of these committees need not be members of the Board. Each authorized committee will be chaired by a member of the Board who is also a member of the committee. Committee Chairs are encouraged to serve one-year terms to create sustainable succession in Committee leadership, allowing for a variety of perspectives and opportunities for all board members to grow in their service. The duties and responsibilities of each standing committee, except for those committees established in these By-Laws, shall be set forth in writing and shall be reviewed annually by the Executive Committee.

Section 2. EXECUTIVE COMMITTEE. The Executive Committee shall be composed of the officers of the Corporation and the Immediate Past President. In addition to such other duties as directed by the Board, the Executive Committee shall conduct regular reviews of the financial affairs of the Corporation, evaluate the performance of the Executive Director after that person's first six months of service and at least every two years thereafter, and review annually the duties and responsibilities of the standing committees.

ARTICLE IV Officers

Section 1. NUMBER. The officers of the corporation shall be a president, a vice president, a treasurer and a secretary, who shall be elected from the Board of Directors. Any two or more offices may be held by the same person, except the offices of president and secretary.

Section 2. ELECTION AND TERM OF OFFICE. The officers of the corporation shall be elected annually by the Board of Directors at the annual meeting. If the election of officers shall not be held at such meeting, such election shall be held at a special meeting as soon thereafter as is convenient. Vacancies may be filled or new offices filled at any meeting of the Board of Directors. Officers are

encouraged to serve two-year terms to create sustainable succession in Board leadership, allowing for a variety of perspectives and opportunities for all board members to grow in their service.

Section 3. REMOVAL. Any officer elected or appointed by the Board of Directors may be removed by the Board of Directors whenever in its judgment, the best interests of the corporation would be served. When an officer is unable to fulfill the prescribed duties of the office, the Board shall elect a candidate to complete the term.

Section 4. PRESIDENT. The president shall be the principal executive officer of the corporation. Subject to the direction and control of the Board of Directors, the president shall: (i) be in charge of the business of the corporation; (ii) discharge the duties of office and such other duties as may be prescribed by the Board from time to time; (iii) carry into effect the resolutions and directions of the Board of Directors, excepting those instances in which that responsibility is specifically assigned to some other person by the Board of Directors; (iv) preside at all meetings of the Board of Directors.

Section 5. VICE PRESIDENT. The vice president shall assist the president in the discharge of the president's duties, as the president may direct, and shall perform such other duties as from time to time may be assigned by the president or by the Board of Directors. In the absence of the president or in the event of the president's inability or refusal to act, the vice president shall perform the duties of the president, and when so acting, shall have all the powers of and be subject to all the restrictions upon the president.

Section 6. TREASURER. The treasurer shall be the principal accounting and financial officer of the corporation. The treasurer shall: (a) be responsible for the maintenance of adequate books of account for the corporation; (b) be responsible for the receipt and disbursement of funds of the corporation thereof; and (c) provide budget oversight and perform such other duties as from time to time may be assigned by the president or by the Board of Directors.

Section 7. SECRETARY. The secretary shall: (a) record the minutes of the Board of Directors' meetings; (b) include notices in regular minutes as directed by the executive committee; (c) ensure that all corporate records are maintained by the executive director consistent with the DRC records retention policy (d) sign with the president or a vice president, or any other officer so authorized by the Board of Directors, contracts, deeds, mortgages, bonds, or other instruments which the Board of Directors has authorized to be executed; (e) perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the president or by the Board of Directors.

Section 8. EXECUTIVE DIRECTOR. The executive director is a staff member and as such, is not a member of the Board. The executive director is hired by the Board. The executive director is responsible for general supervision, direction and control of the daily business and affairs of the corporation including the hiring of other staff, working with the president to establish Board meeting agendas and make proposals, and assisting the president in representing the organization to the community. Board meetings may be attended by the executive director for the purpose of reporting and making proposals.

ARTICLE V

Contracts, Loans, Checks and Deposits

Section 1. CONTRACTS. The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation. Such authority may be general, or may be confined to specific instances.

Section 2. LOANS. No loans shall be contracted on behalf of the corporation, and no evidence of indebtedness shall be issued in its name, unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

Section 3. CHECKS, DRAFTS, ETC. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation, and in such manner as shall from time to time be required by resolution of the Board of Directors.

Section 4. DEPOSITS. All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may select.

ARTICLE VI

Indemnification

Section 1. The corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the corporation) by reason of the fact that he or she is or was a director, officer, employee, volunteer or agent of the corporation, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred in connection with such action, suit or proceeding, if he or she acted in good faith and in a manner reasonably believed to be in or not opposed to the best interests of the corporation, and with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful.

Section 2. The corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the corporation to procure a judgment in its favor by reason of the fact that he or she is or was a director, officer, employee or agent of the corporation, partnership, joint venture, trust or other enterprise against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred in connection with the defense or settlement of such action or suit if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interest of the corporation. Except, no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance

of his or her duty to the corporation unless and only to the extent that the court in which such action or suit was brought shall determine upon application that such person is fairly and reasonably entitled to indemnity for such expenses which such court shall deem proper.

Section 3. To the extent that a director, officer, employee or agent of the corporation has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in Sections 1 and 2 of this article, or in defense of any claims, issue or matter therein, he or she shall be indemnified against costs and litigation expenses (including attorneys' fees) actually and reasonably incurred by him or her in connection therewith.

Section 4. Any indemnification under Sections 1 and 2 of the Article (unless ordered by a court) shall be made by the corporation only as authorized in the specific case upon a determination that indemnification of the director, officer, employee or agent is proper in the circumstances because he or she has met the applicable standard of conduct set forth in Sections 1 and 2 of this Article. Such determination shall be made (1) by the Board of Directors by a majority vote of a quorum consisting of directors who were not parties to such action, suit or proceeding, or (2) if such quorum is not obtainable, or, even if obtainable a quorum of disinterested directors so directs, by independent legal counsel in a written opinion. Such determination may be revisited based on new or additional information later obtained by the corporation.

Section 5. Cost and litigation expenses (including reasonable attorney's fees) incurred in defending a civil or criminal action, suit or proceeding may be paid by the corporation in advance of the final disposition of such action, suit or proceeding as authorized by the Board of Directors in the specific case upon receipt of an undertaking by or on behalf of the director, officer, employee or agent to repay such amount, provided that the Board of Directors shall have the right to defend through counsel of its own choosing any action or suit.

Section 6. The indemnification provided by this Article shall not be deemed exclusive of any other rights to which those indemnified may be entitled under any by-law, agreement, contract, vote of disinterested directors or otherwise, both as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a director, officer, employee or agent and shall inure to the benefit of the heirs, executors and administrators of such a person. Liability of members of the Board of Directors and officers is further limited by RCW 7.75.

Section 7. The corporation shall have power to purchase and maintain insurance on behalf of any director, officer, employee or agent of the corporation, and on behalf of any person serving at the request of the corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against any liability asserted against or incurred by such person in any such capacity, or arising out of such person's status as such, whether or not the corporation would have power to indemnify such person against such liability under the provisions of this Article VI.

ARTICLE VII

Fiscal Year

The fiscal year of the corporation shall begin on the first day of January in each year and end on the last day of December in each year.

ARTICLE VIII
Waiver of Notice

Whenever any notice is required to be given under the provisions of these by-laws, under the provisions of the articles of incorporation or under the provision of the Washington Nonprofit Corporation Act, Chapter 24.03, RCW, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE IX
Amendments

The power to make, alter, amend, or repeal the by-laws of the corporation shall be vested in the Directors. Written notice and the text of any proposed amendment to the by-laws shall be provided to the Directors ten (10) days prior to any regular Board meeting. The by-laws may be amended by a simple majority vote of the directors present at the meeting.

CERTIFICATION

We, the president and secretary, respectively, of the DISPUTE RESOLUTION CENTER OF THURSTON COUNTY, do hereby certify that the foregoing are the amended by-laws of the DISPUTE RESOLUTION CENTER OF THURSTON COUNTY.

AMENDED: 6/20/19, again 6/12/21, and most recently, 10/20/21

President: _____

Secretary: _____

ARTICLES OF INCORPORATION
OF
THE DISPUTE RESOLUTION CENTER OF THURSTON COUNTY

ARTICLE I

The name of the corporation is the DISPUTE RESOLUTION CENTER OF THURSTON COUNTY.

ARTICLE II

The duration of the corporation shall be perpetual.

ARTICLE III

The initial registered office of the corporation is:

c/o Evan Ferber
2212 Blossomwood Court Northwest
Olympia, WA 98502

ARTICLE IV

Section 1. PURPOSE. This corporation is organized exclusively for charitable, religious, educational, and scientific purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(C)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future Internal Revenue Law). These purposes include but are not limited to the following:

1.a To provide dispute resolution services, including mediation and conciliation at low or no cost to Thurston County residents;

1.b To help reduce congestion in the Thurston County court system by providing an efficient method for resolving citizen and community disputes that may be appropriate for non-judicial resolution;

1.c To provide community education about various methods of conflict resolution in a manner sensitive to ethnic and language differences and to promote community responsibility for conflict prevention and resolution;

1.d To provide technical assistance to communities in the Thurston County area interested in establishing neighborhood dispute resolution programs and developing peacemaking skills.

1.e To receive and administer funds from grants, donations, and government funding. Monies received are to be used by and for the Dispute Resolution Center of Thurston County programs provided, however, that any use must be within the tax-exempt purpose of Section 501(c)(3) of the Internal Revenue Code of 1986 as now stated, or as it may hereafter be amended.

1.f Any other lawful purpose.

Section 2. LIMITATIONS

2.1 The corporation shall have no capital stock, and no part of its net earnings shall inure to the benefit of any director, officer, or member of the corporation, or any private individual.

2.2 No member, director or officer of the corporation, or any private individual, shall be entitled to share in the distribution of any of the corporate assets upon dissolution of the corporation, or the winding up of its affairs. Upon such dissolution or winding up, all the assets of the corporation remaining after paying or making provision for the payment of the liabilities of the corporation shall be distributed by the Board of Directors to any other organization of identical or similar purpose which would then qualify for exemption under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1986, as now stated, or as it may hereafter be amended.

2.3. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation except as may be permitted by Section 501(c)(3) organizations by the Internal Revenue Code of 1954, as now stated, or as it may hereafter be amended, and the corporation shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

2.4. Notwithstanding any other provisions of these Articles of Incorporation, the corporation shall not conduct or carry on activities not permitted to be conducted or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code as now stated, or as it may be hereafter amended, or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, as now stated or as it may hereafter be amended.

Section 3. POWERS. In general, and subject to such limitations and conditions as are or may be prescribed by law, or in the corporation's Articles of Incorporation or By-laws, the corporation shall have all powers which now or are hereafter conferred by law upon a corporation organized for the purpose

hereinabove set forth, or necessary or incidental to the powers so conferred, or conducive to the attainment of the purpose of the corporation.

ARTICLE V

Section 1. DIRECTORS.

1.1 The management of the corporation will be vested in a board of no less than 3 or more than 15 directors. The number, qualifications, terms of office, manner of election, time and place of meetings, and powers and duties of directors shall be such as are prescribed by the By-laws of the corporation.

1.2 The names and addresses of the directors who will first manage the affairs of the corporation until the first annual meeting of the corporation, as provided in the By-laws, and until their successors are elected and qualified are:

<u>Name</u>	<u>Address</u>
<u>Veronica Foster</u>	<u>1000 S. Adams, #4</u> <u>Olympia, WA 98501</u>
<u>Judy Olmstead</u>	<u>1425 Legion Way</u> <u>Olympia, WA 98501</u>
<u>Mark Wheeler</u>	<u>9442 Maple Beach Ln. N.W.</u> <u>Olympia, WA 98502</u>

ARTICLE VI

The name and address of the incorporators of the corporation are:

<u>Name</u>	<u>Address</u>
<u>Veronica Foster</u>	<u>1000 S. Adams, #4</u> <u>Olympia, WA 98501</u>
<u>Judy Olmstead</u>	<u>1425 Legion Way</u> <u>Olympia, WA 98501</u>
<u>Mark Wheeler</u>	<u>9442 Maple Beach Ln. N.W.</u> <u>Olympia, WA 98501</u>

ARTICLE VII

1.1. The authority to make, alter, amend or repeal By-laws is vested in the directors and may be exercised at any meeting of the Board of Directors.

1.2 Bylaws of the Corporation may be adopted by the Board of Directors at any regular meeting or any special meeting called for that purpose so long as they are not inconsistent with the provisions of the Articles.

IN WITNESS WHEREOF, the undersigned, for the purposes of forming a nonprofit corporation do make these Articles this 28th day of August, 1990.

INCORPORATORS(S)

Veronica Foster

Veronica Foster

Judy Olmstead

Judy Olmstead

Mark F. Wheeler

Mark Wheeler

CONSENT TO SERVE AS REGISTERED AGENT

Evan Ferber hereby consents to serve as Registered agent, in the State of Washington, for the following corporation, Dispute Resolution Center of Thurston County. He understands that as agent for the corporation, it will be his responsibility to receive service of process in the name of the corporation, to forward all mail to the corporation; and to immediately notify the office of the Secretary of State in the event of his resignation, or of any changes in the registered office address of the corporation for which he is agent.

August 28, 1990
Date

Evan Ferber
Evan Ferber



City Hall
555 Israel Road SW
Tumwater, WA 98501-6515
Phone: 360-754-5855
Fax: 360-754-4138

**CITY OF TUMWATER
COMMUNITY HUMAN SERVICES PROGRAM
APPLICATION: ENTITY CERTIFICATION**

Legal Name of Agency / Individual: **Big Brothers Big Sisters of Southwest Washington**

Address: **2424 Heritage Ct SW #302**

City, State, Zip: **Olympia, WA 98502**

Contact Person: **Jeff Engle**

Title: **Executive Director**

Tax ID Number: **91-1225443**

Date of Application: **September 28, 2022**

Telephone Number: **(360) 943-0409**

E-mail Address: **jeff@swwabigs.org**

Amount of Funding Requested: **\$ 5,000**

CERTIFICATIONS:

I hereby state on behalf of **Big Brothers Big Sisters of Southwest Washington**
that:

(Name of Organization)

1. Please check the appropriate agency classification. The applicant is:

- ☐ a. A unit of local government
☐ b. A special purpose unit of government

Xc. A private non-profit corporation registered with the Office of the Secretary of State, State of Washington, and recognized by the Internal Revenue Service as tax exempt.

**CITY OF TUMWATER
COMMUNITY HUMAN SERVICES PROGRAM APPLICATION
ENTITY CERTIFICATION - PAGE 2**

2. The applicant has in effect an affirmative action policy and / or plan governing its personnel practices and a policy prohibiting discriminatory delivery of services; said policy is available to the City of Tumwater at its request.
3. The applicant has, or can obtain, general liability insurance covering no less than \$2,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage.
4. The applicant has attached a list of the Board of Directors of the organization with articles of incorporation and by-laws.
5. I understand that this is an application for purchase of a service contract, which, if awarded, will be paid on a reimbursement basis.
6. The applicant has accounting and record-keeping systems, which can:
 - a. Show the purposes for which City of Tumwater funds have been spent; and
 - b. Be opened to inspection by the City of Tumwater or its agents; and
 - c. Be maintained for at least six (6) years following the end of any contract.
7. I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater.
8. I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization making application.
9. I hereby certify that the person signing this application is duly authorized to execute and deliver this document on behalf of the applicant entity.

Jeff Engle
Name

Executive Director
Title

Jeff Engle
Original signature or e-signature

September 28, 2022
Date

CITY OF TUMWATER COMMUNITY HUMAN SERVICES PROGRAM APPLICATION OF FUNDS

LEGAL NAME OF AGENCY: Big Brothers Big Sisters of Southwest Washington

1. What is the organization's purpose?

Big Brothers Big Sisters of Southwest Washington (BBBS) is a local affiliate of our National Organization, founded in 1904. We have been making meaningful, monitored matches between teen and adult volunteer mentors (Bigs) and children/youth (Littles) since 1984.

BBBS programs are designed to foster youth's academic development and enhance social-emotional skills. It is our goal that with the support and help of a mentor, youth can achieve 1) higher aspirations, greater self-confidence, and better relationships; 2) achievement of academic success; and 3) avoidance of risky behaviors.

The mission of BBBS is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. Our vision is that all youth achieve success and actualize their full potential in life. It is our goal that with the support of a mentor, youth can achieve higher aspirations, greater self-confidence, academic success, and avoidance of risky behaviors.

2. Who are the current officers and management employees of your organization?

Management Team:

Jeff Engle, Executive Director
Leslie Shahan, VP of Operations
Moriah Candler, Program Director
Robyn Handley, Site-Based Program Manager

<u>Board Member</u>	<u>Role</u>	<u>Professional Affiliation</u>
Ben Paylor	President	Banker
Justin Hjelm	Vice President	Real Estate Agent
Jim Winkle	Treasurer	Accountant
Shelby Hentges	Secretary	Business Owner
Tadeu Velloso	At Large	Attorney
Courtney Drennon	Member	Real Estate Agent
Amy Jackson	Member	Community Volunteer
Sean Mason	Member	Business Owner
Shaena Langley	Member	GM, Toyota of Olympia
Brian Cassidy	Member	Thurston County Sheriff
Michael Shannon MD	Member	PSW/MultiCare

Sokha Meas Colbo	Member	TAS Architects
Malcolm Waters	Member	Ovation Technology
Brandon Barnes	Member	Columbia Bank
Eva Coblentz	Member	WA Dept of Health
Lance Cromwell	Member	Retired Army/Consultant
Rachel Nabors	Member	WA State Clinician
Gina Finley	Member	ED/Turning Point

a. How are officers selected?

Our agency is governed by a volunteer Board of Directors, many of whom participated in the program as Bigs and bring a broad range of insight, talent and professional experience to the organization. Officers are nominated by the Board Development Committee based on the commitment to the agency and leadership capabilities. The nominees are submitted for election to the entire Board of Directors.

b. How many members are there in your organization?

BBBS is not a membership organization. Our mentoring programs are offered free of charge to all participants.

c. What is the number of full-time employees and part-time employees in your organization and what is the total annual payroll for each group?

Full-Time Employees: 10	Total Annual Payroll: \$517,464
Part-Time Employees: 3	Total Annual Payroll: \$50,000

Total Annual Payroll: \$567,464

3. What are your major funding sources? Attach a total budget for your organization and a project specific budget for next year.

(For the application to be complete, budget materials must be attached.)

BBBS is supported by a funding base that includes individual donor contributions and our annual fundraising events: Bowl for Kid's Sake, BIG Golf Tournament, BIG Brunch, Tennis Tournament and Fundraising Auction. Annually, we raise 44% of our total agency income from fundraising events.

BBBS is also supported with grants from private, corporate and local government sources. We expect to continue to receive support from several foundations and local governments including: Northwest Children's Fund, Norcliffe Foundation, Medina Foundation, STARS Foundation, Community Foundation of South Puget Sound, Mentor Washington, Pacific County Public Health and Human Services, Office of Public Instruction, Chehalis Tribe, Nisqually Tribe and the Squaxin Island Tribe.

Corporate donors include: Harbor Foods; TBG Holdings, LLC; Lucky Eagle Casino; Olympia Federal Savings; WA Business Bank; Capital City Honda; Toyota of Olympia; Fisher Jones Dentistry; Roof Doctor; McDonalds Corp; Virgil Adams Real Estate; Kiley-Juergens Wealth Management; Capital Electric; Heritage Bank; Greene Realty; and Print Northwest.

(*See attached for budgets)

4. Do other cities or governmental entities in the county fund your activity? Please specify the jurisdiction and the amount.

The only local city or government agencies in Thurston County that fund BBBS are:

- Tumwater Hope and Youth Coalition (Thurston County Public Health): \$16,500 annually
- North Thurston School District (Funds for Jr High Mentoring Program): \$9,404

The rest of our funding is either from other nonprofits/foundations, state agencies, or outside of the county.

5. a. For what specific programs or activities will City of Tumwater funds be used?

Funds from a City of Tumwater grant would be used to expand our Site-Based mentoring program into Tumwater school districts, where both middle and high school youth would benefit from one-to-one mentorship.

The two major types of match meet-ups we focus on are Site-Based and Community-Based. Our Site-Based program has Bigs and Littles meeting at a local community center or virtually, typically one hour a week after school. This allows matches to build a friendship within a structured setting with professional staff support nearby. Activities follow a curriculum focusing on STEAM activities, diversity, career exploration, social-emotional skill building, and healthy relationship development.

If our grant request is received, we would put the money towards staff salaries, specifically a Match Support Specialist, which would allow us to increase the amount of matches between underserved youth and trained adult mentors. At a cost of \$400-500 per match, general operating funds would be instrumental in helping us to reach our goal of establishing ten new Site-Based matches in the Tumwater School District by the end of the funding cycle in 2023.

b. How do these programs or activities benefit the Tumwater community?

Our mission reflects our effort to respond to each community's needs; build on community strengths and assets; transform our schools, neighborhoods and communities for the better. Youth mentoring is a proven, cost-saving method for investing in our youth. We also work with local organizations to encourage people in the community to volunteer as mentors.

Children and youth from historically underserved backgrounds are more vulnerable than their peers. As a result, they have an increased risk for poor school performance, dropping out of school, violent or criminal behaviors, and use of alcohol and drugs. With intervention such as a positive mentoring relationship, these youth are proportionately less likely to experience chronic unemployment, participation in the welfare system, substance abuse and/or criminal activity.

BBBS mentoring program is unique because of its emphasis on: 1) one-to-one community volunteer and client commitments; 2) intensive, consistent contact between mentor and client; 3) comprehensive community volunteer mentoring protocols developed over 104 years of experience; 4) professional mentor/child supervision and adherence to mentoring protocols developed over 104 years of experience; and 5) availability of both community-based youth development and site-based experiences.

National research by Harris Interactive has shown that positive relationships between Bigs and Littles have a direct and measurable impact on children's lives. Former Littles reported that having a Big played an important role in who they are today. Being in the program also taught Littles new things, influenced aspects of their education, and helped them make better decisions overall.

Our most recent survey results showed: 89% of our youth reported closeness to their Bigs; 91% of our youth reported their relationship with their Big is important to them; 87% of our youth reported using their Big to help them cope; 90% of our youth are on track to graduate high school; 94% of our youth reported having confidence in school; and 91% reported having higher academic goals.

Youth served by the Big Brothers Big Sisters program who live in Tumwater:

- Youth served ages 5-18 in 2021: 15
- Youth served ages 5-18 in 2022: 17
- Youth in waiting to be matched: 14

6. Is the City of Tumwater's financial support expected to be for one year or continually?

BBBS does not expect continued support for the proposed projects from city funds. However, our long-term services levels within the City of Tumwater will depend heavily on consistent, committed community interest and support from a diverse community base. We seek support not only from sources such as city government, but also from sources such as Tumwater community business, service groups, and individuals; county, state, and/or federal funding to support our programs; and collaboration with other social service organizations to further serve Tumwater youth.

7. What will result if no City of Tumwater funds are provided?

If no City of Tumwater funds are provided, mentoring services in that area may be limited until our organization finds a viable funding source. However, BBBS will continue to pursue various funding opportunities to support this important mentoring program for the Tumwater community.

8. What would be the cost per unit of service provided in Tumwater?

The cost of each of our matches varies depending on whether they are site or community based. Site-Based matches cost an average of \$400-500, with costs including enrollment fees, background and reference checks for Bigs, as well as providing ongoing match support to guarantee the safety of all involved.

A \$5,000 grant from the City of Tumwater would allow us to make at least ten new site-based matches for students in the Tumwater School District, therefore helping us reach even more vulnerable youth. These funds would be pivotal in allowing us to continue providing valuable mentoring support: serving youth, families and volunteer mentors at a time when they need us the most. This includes safely matching caring and qualified mentors with youth that have been waiting up to 1½ to 2 years for a mentor and providing thorough match support for existing matches.

9. Is there any other information the Council needs to know about your proposal?

The 2022 “Report to the Legislature & Governor”, presented by the Youth Development Workgroup, shared results on the first-ever nationally representative survey of young people on the topic of both informal and formal mentoring. The findings exemplified the powerful effect of mentoring as demonstrated by the life experiences of the young people surveyed and mentoring’s link to improved academic, social, and economic prospects. For example, the results stated that 76% of at-risk youth with a mentor planned to enroll in and graduate from college, as opposed to 56% of at-risk youth who did not have a mentor. Youth with a mentor were also more like to participate

in sports and clubs, hold a leadership position in school, and volunteer in their communities.

Signature on Page 2 – Entity Certification

Attach Budget	Organization	Total
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Attach Project Specific Budget

Attach list of Board of Directors

Attach Articles of Incorporation and Bylaws

BBBSSWWA Tumwater Youth Mentoring Program Budget

Duration: September 2022-August 2023

Expenses	Budget
Salaries (includes payroll taxes/benefits)	24,700.00
Staff Training	200.00
Postage	50.00
Copier/Printing Fees	110.00
Program Site Supplies	500.00
Program Activity Fees and Expenses	500.00
Background Checks	300.00
Staff Recognition	50.00
Advertising/Promo (Mentor Recruitment)	250.00
Phone/Internet	60.00
Youth Retreat	1,300.00
Mileage Reimbursement	250.00
Total	28,270.00

BBBSSWWA 2022 Budget	
	2022 Budget
INCOME	
Interest Income/Loss	50
Credit Card Rewards	350
In-Kind Contributions	73750
Contributions	
Corporate/Business	6000
Individual	30000
Workplace Giving	1500
3rd Party Fundraising	250
Total Contributions	37750
Grants	
City of Tumwater	0
Federal	0
Foundation	90000
Local-State/County/City	30000
Total Grants	120000
United Way	
United Way - Grays Harbor	8500
Donor Designated	400
United Way-Thurston County	5400
United Way - Lewis County	
Total United Way	14300
Contract Services	
Lewis County	0
OSPI	0
Pacific County	57000
Tumwater	8750
OSPI Mentor U (BBBSPS)	120000
Work Source	0
Total Contract Services	185750
Special Events	
Big Brunch	
Business Donations	20000
Individual Donations	0
Sponsors	20000
Total Big Brunch	40000
Big Swing Golf	
Golf Admissions - Registration	7000
Raffle Tickets	14000
Sponsors	34000
Total Big Swing Golf	55000
Big Spring Golf/Bowling	
Registrations	0
Sponsors	20000
Day of Sales	15000
Total Big Spring Golf/Bowling	35000
Auction	
Dinner Registration	10000
Dessert Dash	20000
Donations	5000
Fund A Match	70000
Live Auction	75000
Raffle	5000
Silent Auction	25000
Sponsors	90000
Total Auction	300000
MY STEAM Learning Lab	20000
Big Drive-IN	0
Big Reasons	0
Total Special Events	450000
TOTAL INCOME	881950
EXPENSES	
Advertising and Promotion	
Brochures	1000
Video - Media - Recordings	100
Total Advertising and Promotion	1100
Administrative Fees	200
Bank Charges	
Bank Charges - Other	0
General	700
Special Events	3000
Interest Expense	0
Total Bank Charges	

Contract Service	
Accounting	16000
Audit	8500
Grant Consultation	20000
Website	1500
Lobbyist Contract	15000
Human Resources	7200
IT Consulting	200
Marketing	21600
Total Contract Service	90000
Depreciation Expense	20000
Donor Recruitment	
Food/Beverages	100
Donor Stewardship	25
Total Donor Recruitment	125
Dues and Subscriptions	
Other	850
AIM	0
Chamber of Commerce	600
E-Tapestry Database	5085
National Dues	16500
Service Club Dues	200
Local Organizations & Bus. Dues	500
Compass 360	1600
Total Dues and Subscriptions	25335
Education & Training	
Conference Registration Fees	600
Meals	100
Training Registration Fees	5000
Total Education & Training	5700
Equipment Purchase/Rental	
Computers	200
Copier Rental	1200
Phones	330
Total Equipment Purchase/Rental	1730
In-Kind Expense	73750
Insurance	
Director & Officers	1500
Liability	16000
Total Insurance	17500
Meeting Expenses	
Other	50
Board Committee Meetings	400
Board of Director Mtgs/Retreat	3000
Chamber Meetings/Events	60
Staff Meetings/Retreat	50
Total Meeting Expenses	3560
Mentor Training	
Printing Costs	0
Total Mentory Training	0
Mentor Appreciation & Rec.	
Gift Cards	250
Printing Expenses	50
Total Mentor Appreciation & Rec.	300
Mentor Recruitment	
Other	75
Food & Beverage	200
Recruitment Event Reg Fees	850
Supplies	350
Total Mentor Recruitment	1475
Office Supplies	900
Payroll Expenses	
Other	200
AmeriCorps	0
Quickbooks Payroll Service	300
Salaries/Wages	404308
Total Payroll Expenses	404808
Payroll Taxes & Benefits	
Medical/Aflac	26270
Payroll Taxes	34487
Retirement	7764
Total Payroll Taxes & Benefits	68521
Printing Costs	
Business Cards	50
Copier Printing Expenses	100
Display Boards	650

Stationary/Envelopes	400
Total Printing Costs	1200
Postage	
Other	70
Bulk Mail	525
Stamps, Postage & Shipping	600
Total Postage	1195
Program Expenses	
Activity Fees/Event Expenses	400
Background Checks	1700
Food/Snacks	730
Match Picture Expenses	35
Site Supplies	300
Family Engagement	30
Match Meetings	25
Program Supplies	500
Instructional Supplies	450
Total Program Expenses	4170
MY STEAM Learning Expenses	
Supplies	4500
Food & Beverage Costs	500
Total MY STEAM Learning Expenses	5000
PL Enrichment Fund	500
Rent & Utilities - Other	42000
Board Appreciation	1000
Staff Appreciation	1250
Special Events	
Big Brunch	
Room & Food Charges	500
Total Big Brunch	500
Big Swing Golf	
Course Fees	8000
Event Merchandise & Supplies	50
Food & Beverage Expenses	3000
Recognition & Award Expenses	100
Total Big Swing Golf	11150
Auction	
Auction Item Exp Live & Silent	7500
Committee & Meeting Expenses	200
Contracted Services	8000
Decorations	1250
Event Merchandise & Supplies	2000
Food & Beverage Expense	45000
Total Auction	63950
Big Spring Golf/Bowling	
Course Fees	7000
Food & Beverage Expense	1500
Printing Expenses	500
Recognition & Award Expenses	500
Total Big Spring Golf	9500
Total Special Events	85100
Telephone/Internet Expenses	
Other	150
Cell Phone Charges	1200
Internet/E-mail Charges	7000
Total Telephone/Internet Expenses	8350
Travel & Mileage	
Other	500
Local Transportation Expenses	14
Mileage & Parking	3500
Total Travel & Mileage	4014
Total Expenses	872483
 NET INCOME (LOSS)	 9467

BBBS Board Members

Name	Phone	Email	Affiliation	Position	Picture
Ben Paylor	H: 206-999-8564 M: 206-919-4589	bpaylor@bankofthepacific.com	Bank of the Pacific	President	
Jim Winkle	H: 360-893-8109	jim.winkle@harborfoods.com	Harbor Foods	Treasurer	
Shelby Hentges	H: 360-866-1436 W: 360-570-8540	shelby@mphholdings.com	MPH Holdings, LLC	Secretary	
Tadeu Velloso	M: 925-323-5099	Tadeu.veloso3@gmail.com	Phillips Burgess Law	At Large	
Brian Cassidy	M: 360-507-2390	cassidb@co.thurston.wa.us	Thurston County Sherriff's Office	Member	
Courtney Drennon	M: 360-790-0262	courtneykelley@gmail.com	Morrison House Sotheby's Realty	Member	
Justin Hjelm	M: 360-480-8813 W: 360-529-4160	justinhjelm@greenerealty.com	Green Realty	Member	
Amy Jackson	M: 253-988-8846	aajlacey@gmail.com	Community Volunteer	Member	
Sean Mason	H: 360-580-0898	sean5065@aol.com	MASCO Petroleum	Member	
Michael Shannon	C-206-852-8596	mshannonmd@gmail.com	Physicians of SW WA/ MultiCare	Member	
Sokha Meas Colbo	C-253-225-0932	sokha@tasolympia.com	Thomas Architecture Studios	Member	
Malcolm Waters	C-360-292-8662	malcolm@ovttech.com	Ovation Technology LLC	Member	
Shaena Langley	C-360-789-1671	shaenal@toyotaofolympia.com	Toyota of Olympia	Member	
Brandon Barnes		barnesb@columbiabank.com	Columbia Bank	Member	

Eva Coblentz	925-724-8979	evastreasures@gmail.com	WA St. Dept. of Health	Member	
Lance Cromwell	425-591-9555	lance.n.cromwell@gmail.com	Army	Member	
Rachael Nabors	253-678-8971	rachelvictoria333@gmail.com	WA State Behavioral Clinician	Member	
Gina Finley	206-478-2215	executivedirector@turningpointe.org	Turning Point	Member	

Updated June 2022

BYLAWS

Big Brothers Big Sisters of Southwest Washington

ARTICLE I: NAME

The name of this organization shall be known as Big Brothers Big Sisters of Southwest Washington (hereafter known as BBBS SWWA).

ARTICLE II: OBJECTIVES

This organization exists exclusively for charitable, educational, recreational, and youth social services to youth residing in Thurston, Grays Harbor, Lewis, Mason, and Pacific Counties. This will include, but not limited to, the following activities:

1. Provide screened volunteers as mentors to children from at-risk families. The needs of the youth shall be the primary criteria in arranging a match with a responsible and caring mentor.
2. Supervise, monitor and evaluate the progress of all matches consistent with the guidelines of Big Brothers Big Sisters of America defined as the National Organization herein.
3. Provide referrals to appropriate social service agencies for families who need additional assistance.
4. Obtain sufficient funds to operate the Agency.

ARTICLE III: ORGANIZATIONAL MEMBERSHIP

The organization of BBBS SWWA shall consist of a governing Board of Directors (Article V), including within its members Honorary Board members (Article V, Section 2), an Executive Committee (Article VII, Section 1) and a paid staff under the direction and supervision of the Executive Director.

ARTICLE IV: MEETINGS

Section 1. Annual Meeting. The annual meeting of BBBS SWWA for the election of Board members and officers and for the transaction of such other business as may properly come before the meeting shall be held in a month designated by the Board or in December of each year. The order of business at the annual meeting shall be as follows:

- A. Calling the meeting to order
- B. Proof of notice of meeting
- C. Reading of minutes of last annual meeting
- D. Reports of officers
- E. Reports of committees
- F. Election of directors
- G. Miscellaneous business

Section 2. Bi-Monthly Meetings. The Board of Directors shall hold regularly scheduled meetings every other month, beginning in January for the purpose of transacting business.

Section 3. Special Meetings. The President or Board of Directors may call special meetings for any purpose at any time.

Section 4. Notice. Notice of special and monthly meetings shall be given in writing or via e-mail at least 10 days and not more than 40 days prior to the meeting. Notice of the annual meeting should be given in writing at least 30 days and not more than 50 days prior to the meeting. The Secretary shall state the time, date, and place of each meeting and, if a special meeting, its purpose.

Section 5. Quorum. A quorum at any Board meeting shall be a majority of the active board.

Section 6. Proxies. A voting member of the Board may vote in person or by proxy executed in writing.

ARTICLE V: BOARD OF DIRECTORS

Section 1. Board Members.

A. Number, Qualifications, and Powers. Members of the Board of Directors shall be representative of the community and possess versatile experience. They shall be at least 18 years of age and supportive of the objectives of the organization. The Board of Directors shall have a maximum of (25) twenty-five members with staggered terms. In addition to the powers and authorities of these Bylaws and the Articles of Incorporation expressly conferred upon it, the Board of Directors may exercise all such powers of the corporation and do all such lawful acts and things as are not by statute or by the Articles of Incorporation or by these Bylaws directed.

B. Elections. Members at the monthly Board meetings shall elect Board members. A nominating committee shall submit the name and qualifications of each proposed Board member to the Board during the monthly meeting prior to the next meeting. The Internal Affairs/Personnel/Board Recruitment Committee shall solicit or accept resumes from individuals who desire to stand for election. A majority show of hands shall be required for the election of candidates for the Board of Directors.

C. Attendance. Regular attendance and participation at scheduled board meetings and standing committee meetings is expected with a minimum acceptable attendance level of 75%.

D. Terms. Board members shall serve individual terms of (3) years, with a minimum of (1) year. Renewal for an additional term is available at the Board's invitation.

E. Resignation of Directors. Board members and Honorary Board members who wish to resign may do so by submitting a letter of resignation addressed to the Board, which shall be acknowledged by the Secretary. Vacancies caused by the resignation shall be filled as outlined in Article V.

F. Removal of Directors. At a meeting of the Board of Directors called expressly for that purpose, a Board member may be removed by a majority vote of the Board members present. Notice shall be as detailed in Article IV, Section 4. Grounds for removal must include a determination that the Board member in question has been non-supportive of the objectives of BBBS SWWA. Efforts to resolve a problem shall be exhaustive and conducted in a diplomatic and sensitive manner.

G. Mid-Term Vacancies. A mid-term vacancy occurring on the Board may be filled at the next regular Board meeting by majority vote; however, should that vacancy reduce the number of members below fifteen (15), the vacancy must be made a high priority action item for the next board meeting.

A mid-term vacancy occurring in the offices of Vice-President, Secretary, or Treasurer may be addressed at the next regular Board meeting. The election of that office by a majority vote and immediate installation shall be the first regular order of business.

The Vice-President shall immediately and automatically fill a mid-term vacancy occurring in the office of President. The vacancy thus created in the office of Vice-President may be addressed through majority vote at the next regular Board meeting.

Section 2. Honorary Board Members. Honorary Board members shall be persons who have given or are willing to give time and service to the organization, but who cannot serve actively as Board members. There shall be no limit placed on the number of Honorary Board members. By majority vote of Board members at any monthly meeting, the Board may nominate and elect a qualified individual to be an Honorary member of the Board. Honorary Board members are invited to attend Board meetings and may be furnished, upon request, Board minutes and notification of regular Board meetings and agency-sponsored events. They are invited to comment on issues discussed at regular meetings but shall not have a vote in final decisions on Board matters, other than elections to the Honorary Board.

ARTICLE VI: OFFICERS

The officers of the BBBS SWWA, all of whom shall be chosen from among the Directors, shall consist of the President, Vice President, Secretary, and Treasurer. The officers, Board Counsel, and past President shall comprise of the Executive Committee.

Members at the annual meeting shall elect officers. The Internal Affairs/Personnel/Board Recruitment Committee shall submit the name of each proposed Officer to the Board during the monthly meeting prior to the annual meeting. The Internal Affairs/Personnel/Board Recruitment Committee shall solicit or accept nominations from individuals who desire to stand for election. The current Vice-President shall fill the office of the President; otherwise a majority show of hands shall be required for the election of officers.

Officers shall serve on the Executive Committee for one (1) fiscal year or from their date of mid-term election to the following annual meeting. An officer may serve more than one (1) term of office.

Section 1. The President. The President shall have general charge of the affairs of BBBS SWWA, shall preside at the meetings of the members of the Board of Directors, and shall perform such other duties as are provided in the Bylaws, and, in addition thereto, as the Board of Directors may from time to time determine.

Section 2. Vice President. At the request of the President, or in the event of his/her absence or disability, the Vice President at any time and from time to time may perform any or all duties of the President and shall have such other powers to perform other duties as the Board of Directors may determine.

Section 3. Secretary. The Secretary shall attend and keep the minutes of all meetings of the Board of Directors and shall be responsible for keeping a record, containing the names, alphabetically arranged, of all persons who are Board members of BBBS SWWA, showing their places of residence and shall, in general, perform all the duties incident to the office of Secretary, and shall have such other powers and perform such other duties as the Board of Directors may, from time to time, determine.

Section 4. Treasurer. The Treasurer shall be responsible for the funds of BBBS SWWA as directed by the Board of Directors. The Treasurer shall render periodic financial statements to the Board of Directors and to the Executive Committee, and such other reports and accounts of the financial condition of the BBBS SWWA as may, from time to time, be requested by the Executive Committee, and shall perform such other duties as are incident to the office of Treasurer and shall have such other powers and perform such other duties as the Board of Directors may from time to time, determine.

Section 5. Board Counsel. The Board Counsel shall be an attorney admitted to the practice of law in the State of Washington. The Board Counsel shall be the legal advisor to the Executive Committee and to the Board of Directors. In addition he/she shall be responsible for keeping the bylaws current.

ARTICLE VII: COMMITTEES

Board committees are composed of Board members (with BBBS SWWA parents, honorary board members and volunteers serving as requested) and assignments to committees will be made as needed. In addition to such other committees as the Board of Directors and the Executive Committee may, from time to time, authorize or appoint, there shall be the following regular and standing committees: Executive/Strategic Direction Committee; Internal Affairs/Personnel Committee; Program/Mentor Development Committee; and Funds Development/Public Relations Committee.

The standing committees shall meet at least once in any month the entire board is not scheduled to meet.

Section 1. Executive/Strategic Direction Committee. The Executive/Strategic Direction Committee shall be composed of the officers, immediate Past President, and the Board Counsel. The Executive/Strategic Direction Committee shall act for the Board of Directors during the interim between board meetings. The Executive Committee, however, shall make no decision without the participation of the Treasurer and the Board Counsel. The President, who shall be the chairperson of the committee, shall call meetings of the Executive/Strategic Direction Committee. This committee shall

periodically re-evaluate the mission of the agency and establish appropriate strategic goals to permit the agency to fulfill its mission. This committee is responsible for development of the Annual Fiscal Budget, a 3-year strategic plan, establishing financial goals, arranging fiscal audits, and providing support for grant proposals as requested.

Section 2. The Internal Affairs/Personnel/Board Recruitment Committee. The duties of this committee shall be to recruit and nominate candidates for Board membership, as well as maintain a current list of potential candidates to ensure the best possible slate of directors for the BBBS SWWA. A qualified slate of officers is to be presented at the Board's November meeting. This committee shall also evaluate the accomplishments of the Board's other committees. This committee shall assist the Executive Director in establishing and maintaining the personnel policies and manual for paid and volunteer staff. In addition, this committee shall assist the Executive Director in the recruitment and selection, with the Executive/Strategic Direction Committee, of the professional staff of the agency. This committee should ensure that agency key personnel have up-to-date job descriptions; and review the compensation and merit increase plans prepared by the Executive Director prior to submission to the Board's Executive/Strategic Direction Committee.

Section 3. Program/Mentor Development Committee. This committee shall be responsible for establishing a 3-year strategic program/mentor plan to be reviewed annually. In addition, this committee is responsible for establishing and maintaining a successful BBBS program consistent with the National Organization's policies and procedures. This committee is responsible for a quality assurance program that includes an annual audit of case records and an annual review of corporate policies and procedures.

Section 4. Funds Development/Public Relations Committee. This committee shall assist the Executive Director in the preparation and implementation of a 3-year strategic plan for funds development that will allow BBBS SWWA to finance the achievements of its strategic goals and mission. This plan will be reviewed and updated annually or at the annual meeting. This committee assists the Executive Director in ensuring maximum attention is given to the establishment of a sound public relations program, both within the organization and the community at large.

Section 5. All Committees. The President shall make appointments of members to all committees immediately following the annual meeting, with the exception of the Executive/Strategic Committee. Each committee shall consist of a chairperson, who must be a member of the Board of Director, and such other number of members as the President may deem necessary, one of whom shall act as the secretary of the committee as needed. Subcommittees may be appointed as the chairperson as the committee deems necessary.

Unless otherwise determined by the Board of Directors or Executive/Strategic Direction Committee, the members of all committees shall hold office from the date of selection to the next annual meeting of the Board of Directors and the election and qualification of their successors.

The majority of the members of each committee shall constitute a quorum, and the act of the majority of a quorum present at a meeting shall constitute the act of such

committee. Any two members of such committee or the committee chairperson on ten days notice may call or request meetings of each committee.

Section 6. Special Committees. The Board of Directors shall establish special Committees as necessary. The President shall appoint all members of the Special Committees. Members of Special Committees, in the absence of special direction by the Board, need not be members of the Board of Directors.

Section 7. Fundraising/Special Events Committee. Each board member shall participate in one major fundraising/special event by being a member of one fundraising/special events committee.

ARTICLE VIII: EXECUTIVE DIRECTOR/CEO

The Board of Directors of BBBS SWWA shall have the discretion to appoint its Executive Director/CEO among the nominees who shall have been certified as qualified consistent with the National Organization's requirements. The Executive Director shall be the agency's chief administrator, and shall have the duties of implementing the directives, decisions, and policies of the Board of Directors pertaining to administration, personnel, program, financing, and public relations. The Executive Director shall not be a member of the Board of Directors during his/her service under such appointment. The Executive Director shall continue to serve at the pleasure of the board or upon terms of his/her appointment or from time to time thereafter.

ARTICLE IX: GENERAL PROVISIONS

A CPA firm acceptable to the Board and funding agencies shall conduct a biannual schedule alternating an Audit and Review of the agency's Financial Management Policies and Procedures and the resulting Financial Statement of the BBBS SWWA agency and enterprises.

Checks in payment of the agency obligations and in excess of \$1,000 shall require two signatures. The President, Vice-President, Treasurer and other Board or staff members as authorized by the Board, with proper bank authority, will co-sign such checks.

The Treasurer will monitor the financial activities and accounts of the agency and report to the Board monthly on the financial status.

Discretionary funds shall be placed on deposit in a Board-approved bank, savings and loan association, or other commercial depository yielding maximum interest consistent with standard and customary investment practices for investment savings vehicles.

Funds availability for investment by the corporation shall be invested upon the approval of a single majority vote of the Board of Directors.

ARTICLE X: PARLIAMENTARY AUTHORITY

The rules contained in ROBERTS RULES OF ORDER shall generally govern this organization.

ARTICLE XI: INDEMNIFICATION

Board members shall be indemnified and held harmless against any loss, damage, liability, or expense incurred by BBBS SWWA or its partners, directors, officers or employees arising out of or in connection with the failure to observe and comply with the provisions of this Agreement, or arising out of any services performed by board members or employees of the Agency. This indemnity shall apply at all judicial, arbitration, or administrative proceedings, trial or appellate levels.

ARTICLE XII: AMMENDMENTS TO BYLAWS

Amendment(s) to the Bylaws shall be proposed in writing and shall be provided to each Board member at least two weeks prior to any regular Board meeting. An affirmative vote of two-thirds of the full Board membership, not including Honorary members, shall be required for approval and adoption of the proposed amendments(s). Providing a quorum is present at the Board meeting, proxy votes may be accepted, confirmed, and voiced by the President to constitute the two-thirds vote. Once so affirmed, the amendment(s) to the Bylaws shall become binding immediately.

ARTICLE XIII: DISSOLUTION

In the event that the corporation is dissolved, its assets and liabilities will be determined by the Board and discussed at a Board meeting attended by two-thirds of the membership. Liabilities will be discharged and assets remaining will be disbursed to another non-profit corporation whose goals are similar to those of the National Organization. The National Organization's charter shall govern and direct this disbursement as required by Washington State Law.

ARTICLE XIV: AFFIRMITIVE ACTION

It is the policy of this corporation to comply with all legal and moral requirements of non-discrimination on the basis of race, color, age, religion, sex or any other unfair bias. The actions of the corporation shall in all ways reflect sensitivity to the diverse groups within our pluralistic, democratic republic. The Board will review affirmative action accomplishments and goals annually.

Date

7/26/2006


 Jon Tunheim, Board President

Approved	04/16/1997
Revised	09/17/1997
Approved	05/20/1998
Revised	06/15/1999
Approved	06/30/1999
Revised	08/23/2001
Approved	09/27/2001
Revised	08/29/2002
Approved	02/26/2003
Revised	05/26/2006
Approved	07/26/2006

STATE OF WASHINGTON



SECRETARY OF STATE

BIG BROTHERS BIG SISTERS OF SOUTHWEST
WASHINGTON
ROGER JONES
1802 BLACK LAKE BLVD SW #102
OLYMPIA WA 98512

AMENDMENT

I, Sam Reed, Secretary of State of the State of Washington and
custodian of its seal, hereby certify that documents meeting
Washington statutory requirements have been filed and processed
with the Secretary of State on behalf of:

BIG BROTHERS BIG SISTERS OF SOUTHWEST WASHINGTON

A Washington Nonprofit Corporation
UBI: 601 138 745
Filing Date: February 08, 2010
Effective Date: February 08, 2010

Previous Name:

BIG BROTHERS/BIG SISTERS OF THURSTON COUNTY



Given under my hand and the seal of the State
of Washington at Olympia, the State Capital.

Sam Reed, Secretary of State



STATE of WASHINGTON SECRETARY of STATE

I, **Ralph Munro**, Secretary of State of the State of Washington and custodian of its seal, hereby issue this

CERTIFICATE OF INCORPORATION

to

BIG BROTHERS/BIG SISTERS OF THURSTON COUNTY

a Washington non profit corporation. Articles of Incorporation were
filed for record in this office on the date indicated below.

Corporation Number: 2-332755-4

Date: May 23, 1983



Given under my hand and the seal of the State
of Washington, at Olympia, the State Capitol.

Ralph Munro, Secretary of State

Master file copy

FILED
MAY 23 1983
SECRETARY OF STATE
STATE OF WASHINGTON

ARTICLES OF INCORPORATION

The undersigned, for the purpose of forming a corporation under the non profit laws of the state of Washington, (RCW24.03) states the following:

ARTICLE I

The name of the corporation shall be Big Brothers/Big Sisters of Thurston County.

ARTICLE II

The term of existence shall be perpetual.

ARTICLE III

The purposes for which the corporation is organized are as follows: To provide the service of matching up children in need with an adult friend who can become a model for the child, worthy of emulating in accordance with the guidelines of the National Organization, Big Brothers/Big Sisters of America.

ARTICLE IV


The name of the registered agent of the corporation is Christopher Jon Holland. The registered office address, which is also the address of the registered agent, is 4328 68th NE, Olympia, WA 98506.

CONSENT TO APPOINTMENT AS REGISTERED AGENT

I, Christopher Jon Holland, hereby consent to serve as registered agent, in the state of Washington, for the corporation herein named. I understand that as agent for the corporation, it will be my responsibility to receive Service of Process in the name of the corporation; to forward all mail to the corporation; and to immediately notify the office of the Secretary of State in the event of my resignation or of any change in the registered office address of the corporation for which I am agent.

1-12-83

(Dated)


(Signature of Registered Agent)

ARTICLE V

There shall be 18 directors serving as the initial Board of Directors. Their names and addresses are as follows:

Chris Holland, President	4328 68th NE, Olympia, WA 98506
John Turner, Vice President	2350 Chapperel Dr.SW; Olympia, WA 98506

ARTICLES OF INCORPORATION
OF
Big Brothers/Big Sisters of Thurston County

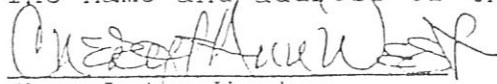
Jerry Hill, Treasurer	7550 Robin Ct., SE; Olympia, WA 98503
Ann Casey, Secretary	7831 Samurai Dr #21; Olympia, WA 98503
Robert Cox	2535 70th Ave SW, sp 28; Tumwater, WA 98502
Howard Primer	6312 Tamoshan Ct. NW; Olympia, WA 98502
Jon Taylor	1801 Evergreen Pk. Ct. #1; Olympia, WA 98502
Cheryl West	512 N. Central, Apt B; Olympia, WA 98506
John Mitchell	2204 Dublin Dr NW; Olympia, WA 98502
Joe Scherting	1201 Brawne; Olympia, WA 98502
Trudy Scherting	1201 Brawne; Olympia, WA 98502
Vernon Stoner	Lacey City Hall; Lacey WA 98503
John Koehler	P.O. Box 766; Olympia, WA 98501
Tony Kroon	1109 Marion; Olympia, WA 98502
John Clees	P.O. Box 1157; Olympia, WA 98507
Hon. Robert Utter	2110-4 52nd NW; Olympia, WA 98502
Ron McDonald	411 W. Lee, Apt K-6; Tumwater, WA 98501
Bob Ashby	202 E. 9th Street; Olympia, WA 98501

ARTICLE VI

In the event of the dissolution of the corporation, its assets and liabilities will be determined by the Board and discussed at a Board meeting attended by 2/3 of the membership. Liabilities will be discharged and assets remaining will be disbursed to another nonprofit corporation whose goals are similar to those of Big Brothers/Big Sisters of Thurston County. The Big Brothers/Big Sisters charter shall govern and direct this disbursement as required by Washington State Law.

ARTICLE VII

The name and address of the incorporator is as follows:


Cheryl Ann West

512 N. Central, Apt B; Olympia, WA 98506

RESOLVED, That Christopher J. Holland shall consent to serve as registered agent, in the state of Washington, for the corporation to be known as Big Brothers/Big Sisters of Thurston County.

I, AnneCasey, Secretary for the corporation to be known as Big Brothers/ Big Sisters of Thurston County, do hereby certify that on January 12, 1983, the Board of Directors designated Christopher J. Holland as registered agent for the corporation herein named. Attached is a copy of the designating resolution.

Anne Casey 2/17/83



STATE of WASHINGTON SECRETARY of STATE

I, Ralph Munro, Secretary of State of the State of Washington and custodian of its seal, hereby issue this

CERTIFICATE OF AMENDMENT

to

BIG BROTHERS/BIG SISTERS OF THURSTON COUNTY

a Washington Non Profit corporation. Articles of Amendment were
filed for record in this office on the date indicated below.

Amending Article VI

Corporation Number: 2-332755-4

Date: June 21, 1985

Given under my hand and the seal of the State
of Washington, at Olympia, the State Capitol.

Ralph Munro, Secretary of State

JUN 21 1985

SECRETARY OF STATE
STATE OF WASHINGTON

NON PROFIT ARTICLES OF AMENDMENT

Pursuant to the provisions of RCW 24.03 of the Washington Nonprofit Corporation Act, the undersigned adopts the following articles of amendment to the articles of incorporation.

(1) The name of the corporation is BIG BROTHERS/BIG SISTERS OF THURSTON COUNTY

(2) The following amendment(s) to the articles of incorporation were (was) adopted on June 19, 1985.

ARTICLE VI.

This corporation is organized exclusively for charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Upon the winding up and dissolution of the corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which has established its exempt status under section 501(c)(3) of the Internal Revenue Code. This organization is not organized for profit, and no part of the net earnings shall inure to the benefit of any private shareholder.


(3) Complete and/or check one of the following applicable statements:

☒ June 19, 1985 was the date of the meeting of members at which the amendment was adopted. A quorum was present at the meeting and the amendment received at least two-thirds of the votes which members present or represented by proxy were entitled to cast.

☐ The amendment was adopted by a consent in writing by all members entitled to vote thereto.

☐ There are no members, or no members having voting rights. The amendment received the vote of a majority of directors in office at a meeting of the board held on _____.

June 19th, 1985
(date)


(Signature and title of officer)

FILE IN DUPLICATE



City Hall
555 Israel Road SW
Tumwater, WA 98501-6515
Phone: 360-754-5855
Fax: 360-754-4138

CITY OF TUMWATER COMMUNITY HUMAN SERVICES PROGRAM APPLICATION: ENTITY CERTIFICATION

Legal Name of Agency / Individual: Family Education and Support Services

Address: 6840 Capitol Blvd, Building #3

City, State, Zip: Tumwater, WA 98501

Contact Person: Shelly Willis

Title: Executive Director

Tax ID Number: 91-2003171

Date of Application: 9/28/2022

Telephone Number: 360-754-7629

E-mail Address: Shelly@FamilyESS.org

Amount of Funding Requested: \$ \$5,000

CERTIFICATIONS:

I hereby state on behalf of Family Education and Support Services that:
(Name of Organization)

1. Please check the appropriate agency classification. The applicant is:

- ☐ a. A unit of local government
- ☐ b. A special purpose unit of government
- ☒ c. A private non-profit corporation registered with the Office of the Secretary of State, State of Washington, and recognized by the Internal Revenue Service as tax exempt.

**CITY OF TUMWATER
COMMUNITY HUMAN SERVICES PROGRAM APPLICATION
ENTITY CERTIFICATION - PAGE 2**

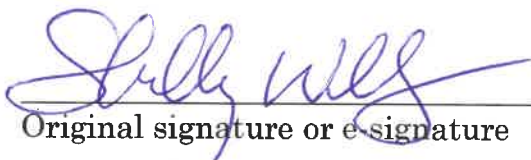
2. The applicant has in effect an affirmative action policy and / or plan governing its personnel practices and a policy prohibiting discriminatory delivery of services; said policy is available to the City of Tumwater at its request.
3. The applicant has, or can obtain, general liability insurance covering no less than \$2,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage.
4. The applicant has attached a list of the Board of Directors of the organization with articles of incorporation and by-laws.
5. I understand that this is an application for purchase of a service contract, which, if awarded, will be paid on a reimbursement basis.
6. The applicant has accounting and record-keeping systems, which can:
 - a. Show the purposes for which City of Tumwater funds have been spent; and
 - b. Be opened to inspection by the City of Tumwater or its agents; and
 - c. Be maintained for at least six (6) years following the end of any contract.
7. I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater.
8. I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization making application.
9. I hereby certify that the person signing this application is duly authorized to execute and deliver this document on behalf of the applicant entity.

Shelly Willis

Name

Executive Director

Title


Original signature or e-signature

9/28/2022

Date

CITY OF TUMWATER COMMUNITY HUMAN SERVICES PROGRAM APPLICATION OF FUNDS

LEGAL NAME OF AGENCY: Family Education and Support Services

1. What is the organization's purpose?

To ensure healthy child development through the provision of quality family strengthening services.

2. Who are the current officers and management employees of your organization?

Board President: Christopher Desmond, Attorney
 Board Vice Chair: Lelah Fields, Buisness Owner
 Treasurer: Dave Echtle, OBEE
 Secretary: Jerod Lee DSHS Children's Services
 Board Member: Seth Stauffer, Tumwater Police Dept.
 Board Member: Leatta Dahlhoff, DES/Tumwater Council Member
 Board Member: Madelin White, Business Owner - Merle Norman Cosmetics
 Board Member: Caprice Padawano, SPSCC Higher ED
 Board Member: Katya Miltmore, Boys and Girls Club
 Board Member: Tanya Murray, SPSCC Higher ED
 Board Member: Carlos Mejia Rodriguez, Non Profit
 Board Member: Chris Desmond,
 Staff Executive Team
 Executive Director: Shelly Willis
 Deputy Director/Chief Finance Officer Karin Ocegerra
 Clinical Director: Scott Hanauer
 Contract support for Board: Bob (Vern) Partlow

a. How are officers selected?

Board members are invited to apply on via an application on our web site www.familyess.org. There should be a referral included by another Board Member, or a member of the leadership team. The Board has a membership committee that reviews all applications and then meets with the applicant to vet their interest and share the expectations of the Board. Once approved by the committee the applicant is invited to audit a board meeting to meet other board members and learn more about expectations. The Executive Committee would then meet to review the application and make a decsion to forward a vote to the full board. The board then votes on the application and if the applicat is accepted they would be invited to orienttion where further vetting (back ground check,

conflict of interest forms etc) and a Board engagement letter would be signed. All board members are asked to audit 3 of our agency programs within the first year and also contribute, or secure a minimum of \$100 to the organization. 100% of our Board has made fiscal contributions.

b. How many members are there in your organization?

Currently we have 12 Board members and the ability to welcome up to 15.

c. What is the number of full-time employees and part-time employees in your organization and what is the total annual payroll for each group?

We have 25 full time employees and 8 working part time. We have budgeted payroll for our fiscal year July 1, 2022-June 30, 2023 for \$1,543,600 and an additional \$123,488 for payroll taxes. For the first two months of our fiscal year (July/Aug) we have expended \$238,094.85 with \$20,379.44 expended on payroll taxes. This equates to 32% of our budget for payroll. Our agency budget is \$2,433,833.

3. What are your major funding sources? Attach a total budget for your organization and a project specific budget for next year.

(For the application to be complete, budget materials must be attached.)

A total budget and budget vs actual is attached. We expect our revenue in the next year to be \$2,433,833

Funding sources include:

Contracts (Health Care Authority, DCYF, Aging and Disability) \$1,591,884

Donations/Grants: \$449,904

Fee for Service: \$329,121

Fundraiser Income (Seeds of hope & CornHole Tourney: \$124,125

* Please note our budget does not include our Capital Campaign for 2.2 million dollars we are requesting from the State Legislature to support our sustained occupancy lease in Tumwater.

4. Do other cities or governmental entities in the county fund your activity? Please specify the jurisdiction and the amount.

We have had contracts with several DSHS entities including, Health Care Authority \$1,859,698, and another for \$80,000, Department of health \$20,000, Area Agency on Aging \$175,000, DCYF \$38,000. We also contract with Thurston County for a variety of projects within Treatment Sales Tax funds approximately \$120,000.

5. a. For what specific programs or activities will City of Tumwater funds be used?

We are seeking \$5,000 to support our provision of two six week series of prevention based parenting programs called "Guiding Good Choices". Working closely with the Boys and Girls Club, and the Tumwater School district we plan to offer two six-week series of this evidence based prevention model targeting the reduction of youth substance abuse. We will make every effort to prioritize vulnerable families in collaboration with our community partners. Both series of classes will be held in Tumwater. One will be offered in late January of 2023 and the second prior to June 30 of 2023.

b. How do these programs or activities benefit the Tumwater community?

Both of the two six-week series of trainings will be offered in Tumwater, for Tumwater residents. This service is provided FREE for parents and Caregivers. Each series will welcome a minimum of 15 families and will be offered in the evening from 5:30-7:30pm. We will provide dinner (in collaboration with local Tumwater Business), and a welcome family ice breaker. Then children will move into another area where activities will be provided and supervised by our partners at the Boys and Girls Club. Parent/Caregiver instruction will include the evidence based prevention information provided by the Guiding Good Choices curriculum. This will include family management skill building, substance abuse prevention strategies, and although we will share community resources each week the final class will feature a robust offering including a presentation on vaping in collaboration with the Thurston County Health Department. We will provide incentives each week to promote attendance. Some of these items will include passed and a few memberships for YMCA engagement, Hands On Museum passes, and gift cards for gas and food. We also plan to give away a computer and tablets on the final evening. Guiding Good Choices classes will include our partnership with other non profit family serving organizations, and businesses including: local schools, YMCA, Boys and Girls club, McDonalds/Lauri Berryman, Rameriz, Dutch Brothers, and others. The Tumwater community will benefit by having a parenting resource to help strengthen families now, and in the future through the increased awareness of prevention strategies. Tumwater businesses will benefit with increased marketing about their business as well as revenue we will invest in Tumwater, and participating families will have an opportunity to increase their informal social support systems as they meet other parents and build relationships. This project reduces social isolation and increases connection to others, resources, and supports.

6. **Is the City of Tumwater's financial support expected to be for one year or continually?**

One year.

7. **What will result if no City of Tumwater funds are provided?**

The goal in offering this program is to prevent future youth substance abuse issues, smoking/vaping, and to improve family well-being by promoting parent/caregiver family management skills, communication and connection to each other, and to community resources. The landscape of support services has changed considerably since pandemic, and through participation in this parenting classes families will gain increased awareness of and access to supportive resources. Guiding Good Choices reduces risk factors related to social isolation, child abuse and neglect, youth addiction while promoting protective factors of building parental capacity to implement researched based prevention strategies for preventing youth addiciton, increasing supportive options so parents have someone to call on in times of stress or need.

8. **What would be the cost per unit of service provided in Tumwater?**

The cost in providing each series is \$5,000. We have matching funds provided by the Health Care Authority. Two sereis would run \$10,000 and we anticipate serving 30 indivduals each sereis (15 adults and 15 children) for a total of 60 individuals. This cost per person is \$167 per person.

9. **Is there any other information the Council needs to know about your proposal?**

We have been successful in providing similar classes in Tumwater with great results. We recognize the families of Michael T Simmons and Peter G Schmidt are struggling with with a variety of issues from increased anxiety, to access toresources. Research is clear that when families engage in Guiding Good Choices gives families information and tools that work to protect preteens and teens from the inevitable risks they encounter as they become more independent. Just as important, families will learn ways to build or maintain lasting relationships, because teenagers who are more closely connected to their families have better health and educational outcomes. The time spent in these classes helps build bonds, promotes health and brings resoruces to Tumwater families.

Research indicates the families who participate in Guiding Good Choices are:
54% are less likely to progress to serious drug use
28% more likely to remain drug free
41% less likely to use alcohol and marijuana

- ☐ Supplemental Page 1 - Entry Certificate
- ☐ Attach Organization Data Report
- ☐ Attach Project Specific Budget
- ☐ Attach List of Board of Directors
- ☐ Attach Articles of Incorporation and Bylaws



Family Education and Support Services

Guiding Good Choices Budget : Tumwater 2022-2023

Line Item - use categories as needed	Tumwater	other leveraged func	In-Kind	Total Budget	Comments
1 Personell: Coordintor	1,200	6726		7,926	Coord. donations, facilities, community partners, marketing
Data Collection and Reporting	0	2800		2800	0.10 FTE
2 Goods and Services Total	2,500	2780	1,200	6,480	Meals, supplies
Curriculum Packets	300	0		300	Curriculum/Participant Books estimated \$15 X 30 people
Office Supplies	0	200		200	Office Supplies
Participant Incentives		2000	400	2400	Incentive -YMCA memberships, computer, tablets
4 Contracted Services		2200	0	2200	Contracted Services Details
Child Care Services		4500		4500	Work with local YMCA, Head Start, or Big Brothers big Sisters
6 Administrative	1000			1,000	10%
TOTAL	5,000	21206	1600	27,806	TOTAL

Administrative

Other sources/amounts of OTHER funding for this project

DCYF Strengthening Families Grant

Local buisness donors such as

- * Rameriz
- * McDonalds
- * Kentuky Frid Chicken
- * Safeway
- * Dollar Tree
- * WalMart
- * Fred Meyer
- * Panda Express
- * Dominos Pizza

Family Education and Support Services

17%

2 out of 12
months
Year
Elapsed

Budget vs. Actual

Board No restricted accounts

	Approved Budget FY23	Actual thru August 2022	% of Budget	Actual thru August 2021	Difference FY22 to FY23	% Difference
Ordinary Income/Expense						
Income						
Donations-Cash & Check						
Community Donation	46,500	3,493	7.5%	1,381	2,113	153%
Corporate/Private Foundation	215,558	18,813	8.7%	15,330	3,483	23%
Tribal Donation	25,000	3,050	12.2%	-	3,050	100%
Legislative Grant	162,846	27,141	16.7%	27,141	-	0%
Contracted	1,591,884	293,271	18.4%	182,920	110,351	60%
Family Ed - Class Fees	329,121	20,302	6.2%	22,703	(2,401)	-11%
Fund Raiser Income	124,125	8,713	7.0%	6,915	1,798	26%
Fund Raising Expenses	(61,200)	(1,289)	2.1%	(23)	(1,265)	-5,464%
Total Income	2,433,833	373,493	15.3%	256,365	117,128	46%
Expense						
Bank Service Charges, Fees & Interest	720	100	13.9%	132	(32)	-24%
Contract Fee - Facility	13,400	50	0.4%	151	(101)	-67%
Contract Labor	73,500	6,610	9.0%	10,714	(4,104)	-38%
Direct Service	144,328	59,537	41.3%	15,354	44,182	288%
Dues and Subscriptions	10,400	2,386	22.9%	1,728	657	38%
Liability Insurance	15,500	834	5.4%	1,917	(1,082)	-56%
Repairs & Maintenance - Computer & Building	49,100	7,396	15.1%	7,561	(164)	-2%
Marketing Expense	31,600	5,333	16.9%	12,106	(6,773)	-56%
Merchant CC Service Fee	6,000	764	12.7%	621	143	23%
Staff Wages	1,543,600	234,381	15.2%	176,998	57,383	32%
Medical Benefits	39,804	3,713	9.3%	8,307	(4,593)	-55%
Payroll Taxes	123,488	20,379	16.5%	14,778	5,602	38%
Postage and Delivery	6,200	269	4.3%	579	(309)	-53%
Printing and Reproduction	14,300	2,319	16.2%	1,361	958	70%
Accounting	20,000	951	4.8%	7,404	(6,452)	-87%
Rent	171,846	28,562	16.6%	28,415	147	1%
Supplies & Other Miscellaneous	21,000	3,912	18.6%	2,542	1,370	54%
State - Excise Taxes	6,550	-	0.0%	-	-	0%
Telephone	30,000	4,353	14.5%	4,624	(271)	-6%
Training	7,500	195	2.6%	-	195	100%
Travel	30,700	3,141	10.2%	2,561	580	23%
Utilities	6,700	1,118	16.7%	1,083	35	3%
Staff & Board Retention	17,500	4,968	28.4%	1,916	3,052	159%
Total Expense	2,383,736	391,272	16.4%	300,852	90,420	30%
Other Income	5,000	122		7,565		
Net Ordinary Income	55,097	(17,656)		(36,921)	19,265	
Reserve Balance as of 08/31/22		221,217		200,176	21,041	



Family Education and Support Services

Board of Directors

July 1 2022-June 30 2023

FESS Bylaws 3.3

“The Board of Directors shall consist of not less than eight (8) and not more than sixteen (16) Directors”

EXECUTIVE COMMITTEE MEMBERS

Bonnie Jacques, Past President

Retired, Works with Combined Fund Drive DSHS

2050 Beverly Beach Dr NW

Olympia WA 98502 360 866-4935 cell 360 259-8368 jacquesdb@comcast.net

Christopher Desmond, Risk Manager, President

Attorney, Desmond Law Group

401 Bristol Ct SW, Ste C-102

Olympia WA 98502

360 352-7506 fax 360 570-0714 christopher@desmondlaw.org

Lelah Fields, Vice President

Insurance Broker

360-764-6145 lelahfields@hotmail.com

Jerrod Lee, Secretary

Foster Care Licenser, DCYF

2037 Marion St NE

Olympia WA 98506 206 794-1493 jrodlee3@yahoo.com

Dave Echtle, Treasurer

Chief Lending Officer, OBee Credit Union

7108 Southwick Ct SW

Tumwater WA 98512 253 273-8414 dechtle@obee.com

Bob Partlow, Secretary Support

Retired DSHS employee, retired reporter

2215 Fir St SE

Olympia WA 98501 360 539-7863 cell 360 528-9025 bpartlow1970@hotmail.com

MEMBERS

Tanya Murray

Higher Education

3609 13th Ave SW Olympia WA 98512 360 701-3646 murray5dt@comcast.net

Carlos A Mejia Rodriguez

Choice Regional Health Network

360 489-7969 camrod58@gmail.com

Caprice Paduano

Higher Education, SPSCC

4001 Morton Ct SE Olympia WA 98501 360 259-1659 cpaduano@spscc.edu

Katya Miltimore

Boys and Girls Club

360-550-8511 937 7th Ave SE, Olympia, WA 98501 katyagirl888@gmail.com

Madelin White

Merle Norman Cosmetics, Wig & Day Spa

2746 Hidden Springs Loop SE

Lacey, WA 98503 (360) 491-4139 C: (360) 561-2093 madelin@mncoly.com

Leatta Dahlhoff

Department of Employment Security

Tumwater City Council

2819 Foster Ct. SW 206-409-5287 leatta.dahlhoff@gmail.com

Seth Stauffer

Tumwater Police Officer

18920 Prairie Street SW, Rochester, WA 360-628-7937 sethyboy682@gmail.com

**AMENDED BYLAWS
of
Family Education and Support Services**

**ARTICLE I
NAME OF THE ORGANIZATION**

- 1.1 The name of this organization is Family Education and Support Services (FESS), a not-for-profit organization incorporated under the laws of the state of Washington.

**ARTICLE II
MISSION**

- 2.1 The mission of Family Education and Support Services is to inspire healthy child development through the provision of quality family support services.

**ARTICLE III
BOARD OF DIRECTORS**

3.1 Common Goal

Family Education and Support Services is a non-profit, professional organization of individuals with a common goal of promoting healthy child development. FESS operates without regard to age, color, creed, disability, gender, nationality, race, sexual orientation or political affiliations. The Board shall be composed of those committed to the Mission set forth in these Bylaws.

3.2 General Powers

The business and affairs of Family Education and Support Services shall be vested in the Board of Directors, except as otherwise provided in these Bylaws.

3.3 Number and Election

The Board of Directors shall consist of not less than eight (8) and not more than sixteen (16) Directors. Members of the Board of Directors will be approved by a majority vote of the Board members present and voting at a regularly scheduled meeting and will be representative of the diversity of the

community and of the population served by Family Education and Support Services.

3.4 Composition of the Board of Directors

The Board shall be comprised of the Elected Officers, the current elected members of the Board, and such non-voting members appointed by the President of the Board.

3.4.1 Voting Members

The Board shall seek to have representatives from groups as identified in the Board Strategic Plan, as attached as an appendix to these Bylaws

3.4.2 Non-Voting Members

The President of the Board of Directors may appoint non-voting members to serve one-year terms, with no term limits. Non-voting members are not included when calculating the number of Board members. Such appointments may be made whenever necessary, but expire at the end of the FESS fiscal year. Non-voting members to be appointed by the President include:

- Any Members-at-Large as deemed appropriate by the President in consultation with the other members of the Board.

3.5 Term of Office

The terms of Board members shall begin on the on the first day of the month after they are approved by the Board for membership. This shall apply retroactively to all current Board members and to new members as they are approved for membership.

3.5.1 General Rules re Board Member Term of Office

Board members serve a three-year term of office and may succeed themselves for two additional three-year terms of office. After completing all three terms, a Board member may re-apply for Board membership after an absence of one calendar year from the FESS Board.

3.6 Board Officer Elections and Terms of Office

During the regular May Board meeting of each fiscal year, the Board shall elect officers by a majority of Board members present at such meeting, provided there is a quorum present. Elected officers will begin serving their terms on the first day of the next fiscal year (July).

The president and vice president shall be elected to serve two-year terms.

The Treasurer will be automatically serve from one year to the next without a Board vote.

A non-Board member may be appointed as a Board administrative support person to help perform the duties of the Secretary as described in the Bylaws.

3.7 Board Approval Process

The approval process shall be aligned in these Bylaws with the approved Board policy for approval, as attached as an appendix to these Bylaws.

3.8 Meetings of the Board

Regular meetings of the Board shall be held every month except December and August, unless a majority of the Board members votes at a regular meeting to not hold a regular meeting on the following month.

An annual meeting/retreat shall be held in May or June, either separately or as part of the regular May or June meeting

Other meetings may be held at times and places as the Board may determine necessary. A minimum of ten (10) days notice in writing delivered personally, mailed, or electronically delivered to all Board members shall be made for any meeting unless waived by a majority of the Board members.

All documents to be reviewed by the Board at a regular or special meeting shall be sent to the Board members electronically no later than seven calendar days before the meeting. Such documents shall include, but not be limited to: the agenda for the next meeting; minutes from the last meeting; Treasurer's report; report of the Executive Director; and a fund development report.

Special meetings may be called at any time at the discretion of the President and must be called within fifteen days of receipt of a written petition of no less than three (3) members of the Board. The notice shall state the time and place of the meeting. The purpose shall be stated in the call, but business of the called meeting shall not be limited to the items stated in the call.

3.10 Resignation, termination, and absences.

A Board member's resignation from the Board must be in writing and received by the Secretary.

If a member of the Board misses two unexcused consecutive meetings, the Director may be subject to removal from the Board by a majority Board vote.

Board members shall e-mail the Secretary and Executive Director in advance of any meeting they will not be attending. If such notice is not given, the absence shall be unexcused.

Upon written request by a Board member, a leave of absence may be granted with the approval of the Executive Committee and shall constitute an excused absence.

ARTICLE III GOVERNANCE OF THE ORGANIZATION

4.1 Governance in General

Family Education and Support Services shall be governed by the Board of Directors. The Executive Director is responsible for the day-to-day management of FESS. The Executive Director attends all regular meetings of the Board of Directors and consults with the Board as needed.

4.1.1 Authority of the Board

The Board of Directors has authority to take lawful action in the name of the organization consistent with the Articles of Incorporation and these bylaws. The Board of Directors has the authority to approve the annual Budget.

4.1.2 Executive Committee

Between meetings of the Board of Directors, the authority of the Board is vested in an Executive Committee consisting of five (5) persons: the President, Vice President, Secretary, Treasurer and Past President. A majority of the Executive Committee constitutes a quorum; participation by telephonic or any interactive electronic means is authorized and considered to be attendance for purposes of obtaining a quorum. Any action of the Executive Committee may be subject to ratification, revision or modification by the affirmative vote of a majority of the Board members present and voting at a regular or special meeting of the Board of Directors.

4.2 Quorum

At least fifty percent of the currently serving voting members of the Board of Directors must be present at any meeting to constitute a quorum to transact business.

4.3

Members of the Board of Directors may designate a proxy to vote at any regular or special meeting. Members of the Board may send representatives

to attend meetings, however, such individuals may not vote, unless specifically given written permission by the member they are representing.

ARTICLE V OFFICERS AND DUTIES

5.1 Board Officers

There shall be four officers of the Board, consisting of a President, Vice President, Secretary and Treasurer. Their duties are as follows:

5.1.1 President

The President convenes regularly scheduled Board meetings, and presides, or arranges for other members of the Executive Committee to preside, at each meeting in the following order: the Vice President then the Secretary if the Vice President is unavailable. The President serves as an *ex officio* member of all Standing and *ad hoc* Committees of the FESS Board of Directors. If the Secretary or administrative Support person is unable to attend a meeting of the Board, the President appoints one of the Board members present to take the minutes of that meeting.

5.1.2 Vice President

The Vice President chairs committees on special subjects as designated by the Board, convenes and presides at Board meetings when the President is unavailable.

The Vice President automatically becomes President of the Board when President's term of office expires.

5.1.3 Secretary

The Secretary is responsible for keeping records of Board actions, including overseeing the taking of minutes at all Board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained.

In consultation with the Board President and Executive Director, the Secretary shall produce an agenda for the next regularly scheduled meeting of the Board. The Secretary shall distribute the agenda no later than one week (seven calendar days) before the next Board meeting. The Secretary shall also distribute no later than one week (7 days) before the next Board meeting the minutes of the previous meeting, the Treasurer's Report and all other relevant documents to be discussed by the Board at the Board next meeting.

5.1.4 Treasurer

The Treasurer must have a background in finance and budgeting. A Treasurer's report must be made at each Board meeting. In the absence of the Treasurer, the report can be made by the Executive Director or Board President. The Treasurer chairs the finance committee, assists in the preparation of the budget, helps develop fundraising plans and makes financial information available to Board members and the public

5.2.

Terms of Board offices Board officers, with the exception of Treasurer, shall be for two years and commence from July 1 after their election until June 30 two years after that. Elections shall be held in May or June of each year.

5.3.

Board members must disclose verbally to the Board at a regular or special meeting any personal conflicts of interest they have that would influence the decisions of the Board or the work of Family Education and Support Services. Board members may not take part in any discussion or vote on any matter in which they have a conflict of interest.

ARTICLE VI COMMITTEES

6.1 Board Committees

The Board shall have three standing committees. They are the Executive Committee, the Board Development Committee and the Finance Committee. Their duties are defined in sections 6.1.2, 6.1.3 and 6.1.4.

Ad hoc committees shall be appointed to undertake specific, time-limited tasks as directed by the Board President, in consultation with the Executive Committee. Such tasks shall include, but not be limited to, specific issues related to advancement and marketing and program and data.

6.1.2 Executive Committee

Membership includes the President, Vice President, Secretary, Treasurer and Past President.

Duties:

- Annual performance evaluation of Executive Director

- Lead an annual evaluation of Board performance.
- Review agency policies and recommend revisions as deemed appropriate
- Review Succession Plan and recommend updates as deemed appropriate.
- Lead the Board in updating the agency's Strategic Plan.
- Prepare the agenda for the monthly Board meeting.

6.13 Board Development Committee

The committee shall consist of two members each serving two-year terms, with one of the members leaving each year at the start of the fiscal year to ensure one exiting member of the committee remains.

Duties:

- To lead the Board in recruitment efforts for new Board members, including contacting potential Board members identified by Board members and others.
- To interview and vet potential new Board members with the goal of making recommendations to the entire Board for a vote.

6.1.4 Finance Committee

Membership includes the Treasurer and at least one other Board member.

Duties:

- Work with the Executive Director and Chief Financial Officer to prepare the monthly Finance Report.
- Work with the Executive Director and Chief Financial Officer to offer input on developing detailed financial information related to expenditures and income for each of the agency programs and for the agency as a whole.

6.2 Other Committees or Task Forces

The President may appoint a member of the FESS Board of Directors to such other special committees or task forces, or as liaisons to other organizations, as the Board of Directors may designate, to further the mission of Family Education and Support Services.

Article VII INDEMNIFICATION

7.1 Indemnification

Family Education and Support Services shall indemnify any and all of its present or former officers and Board members against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding in which they, or any of them, are made parties or a party by reason of being or having been officers or Board members of FESS, except with regard to matters in which any officer or Board member is adjudged by a court of competent jurisdiction to be liable for negligence or misconduct in the performance of his or her duties. Such indemnification shall not be deemed exclusive of any other rights to which the officers or Board members may be entitled under any agreement, vote, members' insurance or otherwise.

ARTICLE VIII GENERAL PROVISIONS

8.1 Offices

The principal office and headquarters of Family Education and Support Services are currently located at 6840 Capitol Blvd., Building 3, Tumwater Washington, Thurston County, Washington, but in the future may be located in such other place or places as deemed necessary or designated by the Board of Directors ("the Board").

8.2 Check Signing Authority

All checks drawn on any account in the name of Family Education and Support Services must be signed by at least one of the following people: the Executive Director, Chief Financial Officer, Board Of Directors President, Board of Directors Treasurer.

All checks of \$5,000 or greater drawn on any account in the name of Family Education and Support Services must be signed by two of the following people: the Executive Director, Chief Financial Officer, Board of Directors President, Board of Director's Treasurer.

8.3 Contract Signing Authority

The Executive Director is authorized to sign contracts, applications and other legal documents as the authorized agent of Family Education and

Support Services, consistent with the Articles of Incorporation, these Amended Bylaws, and the decisions of the Board of Directors.

8.4 Parliamentary Rules

The proceedings of all meetings of Family Education and Support Services are subject to parliamentary rules as indicated in Roberts' Rules of Order.

8.5 Policies and Procedures

FESS Policies and Procedures must be adopted by a majority vote of the Board of Directors. They shall serve as the rules under which FESS operates. The Policies and Procedures must be reviewed annually to determine their continued relevancy. Such review will be done by the Executive Committee, which will recommend any proposed changes to the Board.

ARTICLE IX AMENDMENTS

9.1 Procedure for Amendments

The FESS Bylaws may be altered or amended at any regular or special meeting of the organization by a two thirds (2/3) vote of the members present. Amendments may be made to one or more sections of the existing Bylaws, or Amended Bylaws may be adopted to replace any current version of the Bylaws in its entirety.

9.2 Prior Versions of Bylaws Replaced in Their Entirety

These Amended Bylaws as approved and adopted this date are intended to replace in their entirety any prior versions of Bylaws adopted by Family Education and Support Services.

CERTIFICATION

These Amended Bylaws were approved at a meeting of the Family Education and Support Services Board of Directors by a two-thirds majority vote on 5/16/2022

Jerrod Lee, Board Secretary

Date: May 16, 2022



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0752884936
Nov. 13, 2019 LTR 4168C 0
91-2003171 000000 00

00022782
BODC: TE

FAMILY EDUCATION AND SUPPORT
SERVICES
PO BOX 14907
TUMWATER WA 98511-4907

027542

Employer ID number: 91-2003171
Form 990 required: Y

Dear FAMILY EDUCATION AND SUPPORT :

We issued you a determination letter in November 2000, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Section 509(a)(2).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

SECRETARY of STATE



FILED
STATE OF WASHINGTON

APR 08 1999

RALPH MUNRO
SECRETARY OF STATE

Corporations Division
Office of the Secretary of State
505 E. Union, 2nd Floor
P.O. Box 40234
Olympia, WA 98504-0234
Information: (206) 753-7115

UBI# 601 945 899

NONPROFIT CORPORATION ARTICLES OF INCORPORATION

The undersigned, for the purpose of forming a corporation under the nonprofit laws of the State of Washington, RCW 24.03, hereby adopts the following Articles of Incorporation:

ARTICLE I

The name of the corporation shall be: Child Care and Educational Services

ARTICLE II

The term of existence shall be: (check only one box) ☒ perpetual ☐ _____ (number of) years

ARTICLE III

The purposes for which the corporation is organized are as follows:

To provide child care, early childhood education
and training.

ARTICLE IV

The name of the Registered Agent of the corporation is: Pamela Grigsby Jones

The street address of the Registered Office, which is also the address of the Registered Agent is as follows:

Number and Street 260 Hudson Road

City Shelton, WA Zip Code 98584

The post office box number, which may be used in conjunction with the Registered Agent address, located in the same city, is: NA

PO Box # _____ City _____, WA Zip Code _____

ARTICLE V

There shall be 5 director(s) serving as the initial Board of Directors. Their names and addresses are as follows (attach additional pages if necessary):

Name	Address	City	State	Zip Code
Pamela Grigsby Jones	260 Hudson Rd	Shelton	WA	98584
Leatha Kay Martin	743 E. Bell Rd #2-123	Phoenix	AZ	85022
Lorri Trimble	3506 13 th Ave S.W.	Olympia		98512

ARTICLE VI

In the event of dissolution of the corporation, the net assets are to be distributed as follows:

payment of all outstanding bills and remainder to the
Child Care Action Council, a non-profit resource and referral
agency.

ARTICLE VII

The name and address of each incorporator is as follows (attach additional pages if necessary):

Name	Address	City	State	Zip Code
Pamela Grigsby Jones	260 Hudson Rd	Shelton	WA	98584

IN WITNESS WHEREOF each incorporator has affixed his/her signature on this 7th day of

April, 1999.

Pamela Grigsby Jones

CONSENT TO APPOINTMENT AS REGISTERED AGENT

I, Pamela Grigsby Jones, hereby consent to serve as Registered Agent in the state of Washington for the corporation herein named. I understand that as agent for the corporation, it will be my responsibility to accept Service of Process in the name of the corporation; to forward all mail to the corporation; and to immediately notify the Office of the Secretary of State in the event of my resignation or of any change in the Registered Office address of the corporation for which I am agent.

April 7 1999
 (Date)

Pamela Grigsby Jones
 * (Signature of agent designated in Article IV)
 * Must be signed to meet filing requirements

Article V - Board of Directors

Kathy Alonzo 6232 Alder Glen Dr. SE., Olympia, WA 98513-4347
Kevin Jones 260 Hudson Road, Shelton, WA 98584


**STATE OF WASHINGTON
SECRETARY OF STATE**
**SECRETARY OF STATE
SAM REED**

- Please PRINT or TYPE in black ink
• Sign, date and return original AND ONE COPY to:

CORPORATIONS DIVISION
801 CAPITOL WAY SOUTH • PO BOX 40234
OLYMPIA, WA 98504-0234

01/21/2009

STATE OF WASHINGTON

- BE SURE TO INCLUDE FILING FEE Checks
should be made payable to "Secretary of State"

**ARTICLES OF AMENDMENT
WASHINGTON
NONPROFIT CORPORATION**

(Per Chapter 24.03 RCW)

FEE: \$20

EXPEDITED (24-HOUR) SERVICE AVAILABLE - \$20 PER ENTITY
INCLUDE FEE AND WRITE "EXPEDITE" IN BOLD LETTERS
ON OUTSIDE OF ENVELOPE

FOR OFFICE USE ONLY

FILED: / /

IMPORTANT! Person to contact about this filing

Shelly Willis

Daytime Phone Number (with area code)

360-754-7629

AMENDMENT TO ARTICLES OF INCORPORATION

NAME OF CORPORATION (As currently recorded with the Office of the Secretary of State)

Child Care and Educational Services

UBI NUMBER

601 945 899

CORPORATION NUMBER (If known)

AMENDMENTS TO ARTICLES OF INCORPORATION WERE ADOPTED ON

Date: 1-19-09

EFFECTIVE DATE
OF ARTICLES OF
AMENDMENT

(Specified effective date may be up to 30 days AFTER receipt of the document by the Secretary of State)

☐ Specific Date: _____☒ Upon filing by the Secretary of State

ADOPTION OF THE ARTICLES OF AMENDMENT (Please check ONE of the following)

- ☐ The amendment was adopted by a meeting of members held on (specify date): _____. A quorum was present at the meeting and the amendment received at least two-thirds of the votes which members present or represented by proxy were entitled to cast.
- ☐ The amendment was adopted by a consent in writing and signed by all members entitled to vote.
- ☒ There are no members that have voting rights. The amendment received a majority vote of the directors at a board meeting held on (specify date): 1-19-09.

AMENDMENTS TO THE ARTICLES OF INCORPORATION ARE AS FOLLOWS
If necessary, attach additional amendments or information.

Article I - The name of the corporation shall be Family Education and Support Services.

Article III - The purposes for which the corporation is organized are as follows: To support and inspire healthy child development through the provision of quality child care services, education and family support.

Article IV - The name of the Registered Agent of the corporation is Shelly Willis. The street address of the Registered office, which is also the address of the Registered Agent is, as follows: 1202 Black Lake Boulevard #B, Olympia, WA 98508.

Article VI - In the event of dissolution of the corporation, the net assets are to be distributed as follows: Payment of the net assets to United Way of Thurston County, a nonprofit organization.

SIGNATURE OF OFFICER

This document is hereby executed under penalties of perjury, and is, to the best of my knowledge, true and correct.

Signature of Officer

Shelly Willis

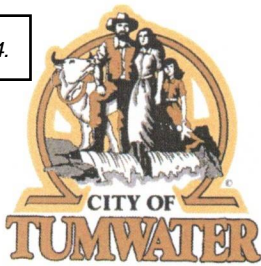
Printed Name

1/19/09

Date

INFORMATION AND ASSISTANCE - 360/753-7115 (TDD - 360/753-1485)

045-005 (100)



City Hall
555 Israel Road SW
Tumwater, WA 98501-6515
Phone: 360-754-5855
Fax: 360-754-4138

CITY OF TUMWATER COMMUNITY HUMAN SERVICES PROGRAM APPLICATION: ENTITY CERTIFICATION

Legal Name of Agency / Individual: SafePlace

Address: 521 Legion Way SE

City, State, Zip: Olympia, WA 98501

Contact Person: Diane Barbee

Title: Development Director

Tax ID Number: 91-1153988

Date of Application: 09/26/22

Telephone Number: 360-786-8754

E-mail Address: dianeb@safeplaceolympia.org

Amount of Funding Requested: \$ 6,000

CERTIFICATIONS:

I hereby state on behalf of SafePlace that:
(Name of Organization)

1. Please check the appropriate agency classification. The applicant is:

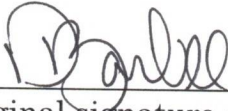
- ☐ a. A unit of local government
- ☐ b. A special purpose unit of government
- ☒ c. A private non-profit corporation registered with the Office of the Secretary of State, State of Washington, and recognized by the Internal Revenue Service as tax exempt.

**CITY OF TUMWATER
COMMUNITY HUMAN SERVICES PROGRAM APPLICATION
ENTITY CERTIFICATION - PAGE 2**

2. The applicant has in effect an affirmative action policy and / or plan governing its personnel practices and a policy prohibiting discriminatory delivery of services; said policy is available to the City of Tumwater at its request.
3. The applicant has, or can obtain, general liability insurance covering no less than \$2,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage.
4. The applicant has attached a list of the Board of Directors of the organization with articles of incorporation and by-laws.
5. I understand that this is an application for purchase of a service contract, which, if awarded, will be paid on a reimbursement basis.
6. The applicant has accounting and record-keeping systems, which can:
 - a. Show the purposes for which City of Tumwater funds have been spent; and
 - b. Be opened to inspection by the City of Tumwater or its agents; and
 - c. Be maintained for at least six (6) years following the end of any contract.
7. I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater.
8. I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization making application.
9. I hereby certify that the person signing this application is duly authorized to execute and deliver this document on behalf of the applicant entity.

Diane Barbee
Name

Development Director
Title


Original signature or e-signature

09/26/22
Date

**CITY OF TUMWATER
COMMUNITY HUMAN SERVICES PROGRAM
APPLICATION OF FUNDS**

LEGAL NAME OF AGENCY: SafePlace

1. What is the organization's purpose?

SafePlace works for societal change to prevent sexual and domestic violence while offering crisis intervention, education, and long-term advocacy services. SafePlace is the only dual service provider for Domestic Violence and Sexual Assault services in Thurston County.

2. Who are the current officers and management employees of your organization?

The agency has a 8 member Board of Directors. There are four people that serve as Directors (Executive, HR, Development, Programs) as well as five managers for various agency programs.

a. How are officers selected?

Board Members are community volunteers that complete a formal application and nomination process, which includes completion of Advocacy Core Training.

b. How many members are there in your organization?

There are currently 8 members on the Board of Directors.

c. What is the number of full-time employees and part-time employees in your organization and what is the total annual payroll for each group?

The agency currently staffs 32 full-time employees and 1 part-time employees. Annual total personnel expenses are \$1,844,800, with full-time personnel costs for \$1,797,100 and part-time personnel costs totalling \$47,700.

3. What are your major funding sources? Attach a total budget for your organization and a project specific budget for next year.
(For the application to be complete, budget materials must be attached.)

Major funding sources include contracts with DSHS, Dept. of Commerce (primarily Office of Crime Victims Advocacy), and Thurston County Public Health and Human Services. Additional foundation support includes Dawkins Charitable Trust, Medina Foundation, and Northwest Children's Foundation. Agency and Project Budgets are attached.

4. Do other cities or governmental entities in the county fund your activity? Please specify the jurisdiction and the amount.

The agency has contracts with Thurston County (specific to Operations and Maintenance costs, program basic needs, and client assistance). We also have a number of contracts with Thurston County to support the needs of the homeless population.

5. a. For what specific programs or activities will City of Tumwater funds be used?

Funds through this opportunity would support Community Advocacy clients, which is generally in the form of some type of custom solution for survivors and their children to seek safety and stability from an abusive situation. Sometimes it is help with a utility bill at a new apartment, sometimes it is a mechanical fix or a fuel card that is the only obstacle from getting a family to safety. Having this support to provide these crucial services leverages the program already in place with resources to give additional Tumwater survivors and their children the assistance they otherwise would not receive due to lack of available funding.

b. How do these programs or activities benefit the Tumwater community?

SafePlace is the go-to service provider for the Tumwater Community for programs/activities that address domestic violence and/or sexual assault. When the City receives request for domestic violence and/or sexual assault services, they are referred to the SafePlace 24/7 crisis call line and connects them with the appropriate Prevention and Intervention services specific to domestic violence and/or sexual assault advocacy operated by SafePlace. The agency also operates the only Emergency Shelter for Domestic Violence survivors in Thurston County. The program provides unhoused survivors needing to relocate with the basic needs such as food, housing, car repairs, and fuel purchases; all of which are provided by businesses in the local community.

6. Is the City of Tumwater's financial support expected to be for one year or continually?

This continued support would be for a program that is in operation, and would directly impact an increase of services for City of Tumwater residents in need. The program is currently sustained through additional funding opportunities, which allows it to be fully staffed and operate from an office (and/or virtually when required). So this funding is particularly exciting as it can go directly to client assistance and leverage this program already staffed and in operation.

7. What will result if no City of Tumwater funds are provided?

While these clients would still get advocacy and assistance, not having this funding would limit the number of people we are able to serve with the necessary assistance that they require.

8. What would be the cost per unit of service provided in Tumwater?

See below for an explanation of the expected breakdown to help Tumwater survivors:

Fuel Cards @ \$50 each x 32 = \$1600

Mechanical Repairs @ \$200 each x 15 = \$3000

Utilities & other client support @ \$70 each x 20 = \$1400

Total potential of helping 67 Tumwater survivors and their children in need, the average cost per unit for \$6000 is about \$90 per person.

9. Is there any other information the Council needs to know about your proposal?

SafePlace is very appreciative for this opportunity, and looks forward to hopefully establishing this formal support as the agency has historically had to leverage outside funds to support direct referrals and walk-in/call-in clients. Thank you for considering this collaboration to better position SafePlace to continue serving City of Tumwater survivors and their children!



Tumwater Annual Program Budget and Spending Tracking

Year: 2023 Program: City of Tumwater

Item Description	Annual Budget	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Total Spent	Total Remaining
Client Assistance	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00
<i>Fuel Cards</i> <i>(\$50 ea x 32 = \$1600)</i>	\$ 1,600.00													\$ -	\$ 1,600.00
<i>Mechanical Repairs</i> <i>(\$200 ea x 15 = \$3000)</i>	\$ 3,000.00													\$ -	\$ 3,000.00
<i>Utilities & Other Client Support</i> <i>(\$70 ea x 20 = \$1400)</i>	\$ 1,400.00													\$ -	\$ 1,400.00
	\$ -													\$ -	\$ -
	\$ -													\$ -	\$ -
Other Expenses <i>(must be approved by Program Director)</i>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
														\$ -	
														\$ -	
														\$ -	
														\$ -	
														\$ -	
TOTAL	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00

Proposed Budget Detail

	2022 Orig Budget	2022 Proposed Rev 1		Rez Svcs	O&M	Comm Svc	Housing	Supplmtl Svc	Admin	Developmt		
Personnel												
Salaries	\$1,528,950	\$1,487,739		395,303	89,130	490,226	185,694	68,000	140,668	118,718	1,487,739	
Payroll Taxes	\$131,723	\$135,609		36,316	8,797	44,194	17,155	5,963	12,579	10,606	135,609	
Benefits	\$184,127	\$174,936		52,271	8,347	53,828	21,861	7,675	16,323	14,630	174,936	
<i>Subtotal Personnel</i>	\$1,844,800	\$1,798,284	<i>Subtotal Personnel</i>	483,890	106,273	588,248	224,710	81,638	169,570	143,954	1,798,284	
Operating												
5310 Legal Fees	\$0	\$0						0				
5320 Audit	\$10,200	\$10,200	<i>Estimated cost</i>	3,000	800	2,700	1,600	700	400	1,000		
5330 Subcontract/ consultant	\$107,500	\$107,500	BoS - Hope Alliance					80,000		0		
			BoS - Turning Pointe					27,500				
5340 Contracted Svcs	\$31,950	\$111,200	Sound Benefit - cobra coverage						1,200			
			Event Support - sound & lighting, etc							4,000		
			One3Social - Dev							49,000		
			Rosalie - Fiscal					57,000				
			Athena Group					11,037				
5350 Prof Fees - Software	\$45,745	\$48,995	BlackLock IT - TED!	7,000	800	6,000	2,000	1,000	1,000	1,400	19,200	
			MIP Registrtn - Annual					1,365				
			Clark Nuber MIP support					1,300				
			DonorPerfect							3,000		
			NoteHouse case mgmt software	2,000		2,500	520					
		?	Docu-sign				1,160					
			Bamboo Eval module						1,750			
			Bamboo HR - yearly						3,500			
			CRS (10 licenses) \$20/mo						240			
			Predictive Index						5,260			
			Wellness/Safety - HR						2,400			
			LMS						600			
			Nova Certification						3,000			
			Microsoft 365 fees					1,200				
5360 Prof Fees Interpreting	\$5,600	\$5,600	Pacific Interpreters - hotlines	4,000		1,000	500					
			Language Line			100						
5370 Professional Training	\$5,000	\$5,000	Special Event catering							5,000		

Proposed Budget Detail

	2022 Orig Budget	2022 Proposed Rev 1		Rez Svcs	O&M	Comm Svc	Housing	Supplmtl Svc	Admin	Developmt		
5410 Rent	\$1,500	\$1,500	Special events fac rent							1,500		
5420 Utilities	\$27,535	\$27,535	PSE - gas & elect	1,400	8,000	3,500	1,500	1,500	400	800		
			CITY of Olympia - water, sewer, garbage	1,025	4,000	1,100	300	800	175	400		
			Pacific Disposal @ 28/mo			120	35	50	50	80	335	
			CSO Eastwing					2,300				
5430 Phone	\$16,550	\$16,500	Comcast - HO	5,500	100							
			Comcast - BO			4,500	1,500	600	600	700	7,900	
			Elevator		1,000							
			Comcast - client lines	2,000								
5435 Wireless	\$18,000	\$18,000	Verizon - wireless	700		1,300						
			Phones for everyone	7,000		2,600	1,900	1,300	1,300	1,900		
5440 Facilities - maintenance	\$70,905	\$70,905	Pioneer Fire			250	150	75	75	100	650	
			Sound Guard Sec Sys		1,300							
			City of Oly - Fire inspectn		280			140				
			Venables		600	110	75	50	50	75	360	
			Misc - unpredictable		1,000			1,000				
			Sh Floors 1.5/yr+clean		2,100							
			Olympia Sheet Metal-CSO			1,200	700	250	250	360	2,760	
			Duct Cleaning (\$800 annl)		800							
			Shelter painting		800							
			Capital Heatg&Coolg		2,000							
			Elevator Req'd maint&monthly		4,800							
			BO Irrigation					1,500				
			Landscaping		2,000			500				
			Miracle Workers		31,000			15,815				
			Knight Fire - back flow		750	300	150	100	100	100	1,500	
5450 Facilities - Repair	\$4,200	\$4,200	Misc - unpredictable		1,000			1,000				
			Reliable Electric		1,000							
			Plumbing Repairs		1,200							
5460 Liability Insurance	\$13,370	\$13,370	Property & Bldgs		4,100	3,000	1,200	800	500	750	10,350	
			Vehicle insurance	960	1,100	960						

Proposed Budget Detail

	2022 Orig Budget	2022 Proposed Rev 1		Rez Svcs	O&M	Comm Svc	Housing	Supplmtl Svc	Admin	Developmt		
5465 Prof Liability Insurance	\$32,610	\$32,610	Professional liab insur	3,500	500	3,300	1,200	1,000	800	1,500	11,800	
			Board/Dir. liability					20,810				
5510 Equipment Expense	\$6,250	\$26,050	Computers, monitors	2,000		2,000	500					
			Misc	400	5,000	400		50	300	100		
			Tech & equipmt - CS			300						
			Desks, file cabinets, etc.	4,000		6,000	4,000		1,000			
5520 Equipment Lease/rental	\$5,400	\$5,400	House Washers/dryers lease		1,200							
			Leased printers	2,760		490	250	200	250	250	4,200	
5530 Equipment - maint/repair	\$2,400	\$2,400	computer repairs, etc.	300	50	300	150	50	50	50		
			Generator Annual Svc		750							
			Van - repairs		500	200						
5610 Supplies	\$11,470	\$11,970	General supplies	800	500	600	200	300	500	400	3,300	
			Vol Trng Supplies			500						
			CFD/ tabling - pens							470		
			Cbens							800		
			Comm Newsletter							1,200		
			Direct Mail Supplies							1,200		
			Event Supplies							1,500		
			SA Supplies			300						
			Y&PP-RS supplies & upgrade toys/books	700								
			YPrev - SPEAK/Squad supplies			1,000						
			CS supplies			500						
			RS supplies	500								
5615 Supplies-Other	\$6,050	\$6,050	Cleaning Supplies	200	300			100				
			Sh bed/bug protectn		1,000							
			Paper goods		1,500	600	200	50	50	50		
			Maint Supply	100	1,250	50	50	50				
			RS Client needs	500								
5620 Postage	\$6,595	\$6,595	General postage	100		100			100			
			postage due							500		
			Dir Mail							1,955		
			Comm Newsltr							1,600		

Proposed Budget Detail

	2022 Orig Budget	2022 Proposed Rev 1		Rez Svcs	O&M	Comm Svc	Housing	Supplmtl Svc	Admin	Developmt		
			Special Events/gala							400		
			TYs							1,000		
			Developmt Misc							400		
			Grants							50		
			Bulk mail fee							250		
			PO Box annual fee					140				
5630 Printing	\$17,600	\$17,600	Genl (env/etterhead)	200		250	50	100	100	800	1,500	
			Business cards	150		150	100	50	50	100	600	
			In house printing	800	50	300	100	200	200	300	1,950	
			Direct Mail							4,000		
			Community Newsltr							2,500		
			Comm News envelopes							600		
			Special Event							1,500		
			TY							1,000		
			Agency Brochures							500		
			Workplace Givg (not CFD)							50		
			Vol ACT- ppw & traings			500						
			CS brochures/outreach			1,100						
			RS Brochures	100								
			Housing brochures				1,000					
			SA Brochures/outreach			500						
			Youth Outreach			200						
5710 Food/Meal reimb	\$5,425	\$6,525	Staff Cultiv: @ \$25/person/year; RS- Chelsea, ED, Joy, Pat	175				100	25	50		
			Janice - (4)			100						
			Staff Cultiv - Joanna (2)	25		25						
			Staff cultivation - Heather (2)				50					
			Staff Cultiv - Esme (3)	25		25	25					
			Staff Recogn/Support					500	2,000			
			Vol - cultivation			800						
			RS Youth snacks	200								
			Youth SPEAK/squad/ other snacks			600						
			Major Gift Cultivation							800		
			Board					500		250		
			Special Events							250		
5720 Food - Training/Conference	\$0	\$814	DV Conf - 4 ppl (203.50 ea)	204		407	203					
			WCSAP conf - 3 ppl									

Proposed Budget Detail

	2022 Orig Budget	2022 Proposed Rev 1		Rez Svcs	O&M	Comm Svc	Housing	Supplmtl Svc	Admin	Developmt		
			Other									
5730 Travel - Genl (reimb @ \$.40/mile)	\$5,280	\$4,880	Genl travel - reimb	300		400		100	50	100		
(reimb @ \$.40/mile)			Housing - local mileage				200					
			Van gas+gift cards	500	500	300						
			BoS travel				2,400					
			Special Events							30		
5740 Travel - Traing/Conf	\$0	\$128	Training mileage									
			WSCADV conf	64		64						
5750 Staff Traing Registratn Fees	\$7,600	\$6,200	DV training	300		300	1,000	350		300		
			Supervisor training reg	250		250	250	200	250	250		
			SA training	1,000		1,000		500				
5760 Motel/ Accomodtns	\$0	\$1,392	DV Conf - WSCADV \$116/night x 3 nights/person	348		696	348	0		0		
			WCSAP									
			Other									
5810 Advertisements	\$3,250	\$7,750	HR						2,400			
			Development							5,000		
			WSECFD							350		
5820 Dues/Membership	\$2,920	\$3,420	WSCADV	700		500	200	100			1,500	
			WCSAP	300		300	50				650	
			Lacey chamber							250		
			Thurston Cty Chamber							400		
			WA Non Profit						500			
			Costco		120							
5830 Subsc/Publicatn	\$2,910	\$3,390	The Olympian?							155		
			Zoom - Vol, RS, ED, dev, HR	165		165		165	165	165		
			Zoom - housing, SA, PD			165	165	165				
			Zoom - , SPEAK			165						
			Development subscriptions							1,200		
			Dev -form swift subscription							70		
			HR subscr Adobe/Canva							480		
5830 Books/ Traing Materials	\$1,450	\$1,450	Volunteer training materials			300						
			RS books/packets	100								
			CS Group supplies/trng mat			600						
			Youth Prev training materials			250						

Proposed Budget Detail

	2022 Orig Budget	2022 Proposed Rev 1		Rez Svcs	O&M	Comm Svc	Housing	Supplmtl Svc	Admin	Developmt		
6010 Client Assistance	\$17,800	\$18,800	Supervisor training mat					200				
			RS shelter food	10,000								
			RS client asst, hotel, transpo, gift cards	2,800								
			Fuel Cards			1,600						
			Mechanical Repairs			3,000						
			Utilities & Other Support			1,400						
6015 Housing Assistance	\$264,000	\$264,000	Housing gift cards (relo)				4,000					
			Housing assist - CHG				200,000					
			Housing Asst - BoS				30,000					
			Relocation Assistance				30,000					
6510 Misc Taxes, fees, SC	\$5,912	\$5,912	Domain name fee					125				
			WA state Filing fees					50				
			Merchant fees							2,000		
			Paypal fees							200		
			Van registration renewal	80	80	80						
			Web giving (\$5/mo)							60		
			Annl GHB renewal						250			
			Staff Background checks						1,000			
			WSP fingerprinting						400			
			Volunteer background checks			300						
			990 filing					85				
			Elevator L&I Certification		140							
			Special Events - merchant fees							800		
			Special Events - permit fees							62		
			Miscellaneous	50		50				100		
6520 Interest Expense	\$17,000	\$17,000	CSO mortgage interest					17,000				
6530 Property Taxes	\$20	\$20	prop tax fees		10			10				
6540 Reserves	\$0	\$0	Maint Reserves - last contribution made in 2019		0							
Total Operating Expenses	\$779,997	\$890,861		\$69,281	\$83,980	\$64,722	\$289,981	\$252,132	\$33,290	\$108,512	\$901,898	
	\$2,624,797	\$2,689,145	Program Subtotals	\$553,171	190,253	\$652,970	\$514,691	\$333,770	\$202,860	\$252,466		

Proposed Budget Detail

	2022 Orig Budget	2022 Proposed Rev 1		Rez Svcs	O&M	Comm Svc	Housing	Supplmtl Svc	Admin	Developmt		
			\$2,244,855									
Total Proposed Budget	\$2,624,797	\$2,689,145	program %	24.6%	8.5%	29.1%	22.9%	14.9%				
			Admin& Dev distrib by									
Rev proj	\$1,984,893	\$2,554,747	program size	112,200	38,589	132,443	104,395	67,699	0	0	455,326	
from Savings	\$120,700	\$134,398										
	\$2,105,593	\$2,689,145	Program Totals	665,371	228,843	785,413	619,086	401,469	202,860	252,466		
			approximate agency %	20.6%	7.1%	24.3%	19.1%	12.4%	7.5%	9.4%		
			cost of shelter bednights @									
			90% capacity	\$97.20								
			cost of shelter bednights									
			@ 100% capacity	\$87.50								

From: [Diane Barbee](#)
To: [Hanna Miles](#)
Subject: SafePlace Year 2023 Community Human Services Program Funding Application
Date: Wednesday, September 28, 2022 2:45:51 PM
Attachments: [Bylaws- Signed 21.09.28.pdf](#)
[Articles of incorporation SafePlace.pdf](#)
[City of Tumwater SafePlace Grant Application 9-28-22.pdf](#)
[SafePlace 2023 Tumwater Budget.pdf](#)

Hanna,

I have attached our application for the 2023 City of Tumwater Community Human Services Program Funding.

Here is the list of our current Board of Directors

Alex Sheehan	President (Acting)
Addie Gray	Treasurer
Sarah Clifthorne	Secretary
Josephine Harris	Board Member
Katt McKnight	Board Member
Amy (King) Naylor	Board Member
Kristal Wittman	Board Member
Lorraine Van Brunt	Board Member

Please let me know if there is anything else that is needed. Thank you so much!



Diane Barbee *(she/her)*

Development Director

SafePlace

521 Legion Way SE Olympia WA 98501

24 Hour Helpline: (360) 754-6300

-
- ☐ (360) 786-8754 Ext. 201
 - ☐ diane@safeplaceolympia.org
 - ☐ SafePlaceOlympia.org

Sign up for our free e-newsletter: <http://www.safeplaceolympia.org/newsletter.html>

Think green! Consider the earth before you print this email.

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AMENDED AND RESTATED BYLAWS OF SAFEPLACE

ARTICLE I. NAME AND PRINCIPAL OFFICE
ARTICLE II. CORPORATE PURPOSES AND POWERS
ARTICLE III. BOARD OF DIRECTORS
ARTICLE IV. BOARD OFFICERS
ARTICLE V. BOARD COMMITTEES
ARTICLE VI. BOARD MEETINGS
ARTICLE VII. ADMINISTRATION AND FINANCES
ARTICLE VIII. INDEMNIFICATION OF BOARD MEMBERS

ARTICLE I. NAME AND PRINCIPAL OFFICE

Section 1. Corporate Name. The name of the Corporation is **SafePlace**, hereinafter known as the Corporation.

Section 2. Principal Office. The principal office of the Corporation is at 521 Legion Way S.E., Olympia, Washington 98501, located in Thurston County. The principal office of the Corporation may be relocated at any time at the discretion of the Corporation's Board of Directors.

ARTICLE II. CORPORATE PURPOSES AND POWERS

Section 1. Corporate Purposes. The purposes of the Corporation are exclusively charitable and educational. They are to:

- B. Respond to the crises of sexual and domestic violence, including through 24-hour crisis and support services to survivors of sexual and domestic violence.
- C. Organize to create and support community social justice and anti-oppressive frameworks which educate and promote a community analysis of, and thereby prevent sexual and domestic violence.
- D. Participate in research, studies, and analyses of the problems of sexual and domestic violence, their treatment, and all related matters.

ARTICLE III. BOARD OF DIRECTORS

Section 1. Responsibilities. The Board of Directors shall bear legal, financial, and decision-making responsibility for the Corporation's program direction, personnel, and services and shall ensure that such decisions are compatible with the purposes and powers of the Corporation. The Board may delegate operational management of the Corporation's administration, but shall not delegate its policy setting authority for the Corporation. No director shall be entitled to compensation for services rendered in their capacity as such. The Board's primary responsibilities are to:

- A. Attend and actively participate in monthly Board meetings, other Committee Meetings as Directors may be appointed to, and Board-sponsored events throughout the year;
- B. Oversee the financial management of the Corporation, including careful review and approval of the annual budget;
- C. Raise funds for the Corporation;
- D. Ensure that Corporation programs and services are maintained and delivered;
- E. Amend the Articles, bylaws and policies of the Corporation;
- F. Hire, review, and support the Executive Director;
- G. Drive and direct the Corporation's strategic goals; and
- H. Ensure the Board's own effective composition and functioning through education and the recruitment of new directors, appointing directors to ad-hoc committees established by the Board, electing officers of the Board, and suspending or removing directors from the Board.

Section 2. Number, Composition, and Term.

Section 2.1. Number. The number of directors of the Corporation shall be not less than five (5) nor more than thirteen (13), not including ex-officio directors. The Board, by amendment of these Bylaws, may increase or decrease the number of directors, provided that no decrease in number shall have the effect of shortening the term of any incumbent.

Section 2.2. Composition. The Board shall include community members representative of the people the Corporation serves and of the community at large. The composition of the Board shall reflect, where possible, the Corporation's commitment to diversity of race, ethnicity, class, sexual orientation, and survivors of sexual and domestic violence.

Section 2.3. Term. Directors shall hold office for the term for which they are elected. The term of office shall be two (2) years.

Section 2.4. Term Limits. No director may serve more than five (5) consecutive terms, provided however, that a director who serves a term of twelve (12) or less months is eligible to serve one (1) additional term for a total of eleven (11) consecutive years.

Section 2.5. Voluntary Participation. No director shall be compensated for the work and time performed on behalf of the Corporation.

Section 3. Qualifications and Confidentiality. No employee or active direct services volunteer of the Corporation may serve on the Board. The right to serve on the Board shall be limited to individuals who complete the core basic SafePlace training course at the next scheduled opportunity following their election. Core basic SafePlace training consists of: (1) Introduction to values; (2) Basic Domestic Violence; (3) Basic Sexual

Assault; and (4) Anti-Oppression training. Directors shall maintain confidentiality in accordance with SafePlace policies.

Section 4. Elections. Prospective directors standing for election shall be elected at the annual meeting in February. The Board shall elect new directors from a slate of nominees presented by the Board Executive Committee. To be elected, a Director must receive two-thirds of the votes cast. Additional nominees may be added to the slate if the nominee consents to serve and a petition is submitted to the Board President in writing signed by at least three (3) directors who will be eligible to vote at the election for such nominee.

Section 5. Vacancies. The Board shall have the power to fill any vacancy occurring on the Board and any directorship to be filled by reason of an increase in the number of directors by amendment to these Bylaws. Any director elected to fill a vacancy shall be elected for the unexpired term of their predecessor. Vacancies may be filled by election at any meeting of the Board.

Section 6. Resignation. A director may resign by giving written notice to the Board Chair. A director is deemed to have been resigned if they are absent from three (3) consecutive regular Board meetings without explanation to the Board President or the Board Secretary.

Section 7. Suspension. A director who fails to complete the next scheduled mandatory training shall be suspended. A suspended director may not vote at Board meetings or participate in confidential executive sessions. Immediately upon completion of the mandatory training, the suspended director shall be reinstated without a vote of the Board.

Section 8. Removal. A director may be removed at any time, with or without cause, by a two-thirds vote of the Board. The director under consideration for removal is not eligible to participate in the vote.

ARTICLE IV. BOARD OFFICERS

Section 1. Officers Enumerated. The officers of the Corporation shall be a Board President, Vice President, Secretary and Treasurer, to be elected from among current directors within thirty-one days of the annual meeting.

Section 1.1. Board President. The President shall:

- A. Chair the Executive Committee;
- B. Schedule and facilitate Board meetings;
- C. Serve as contact person for the Corporation to the State of Washington;
- D. Monitor Board Member's compliance with requirements and address any disciplinary issues related to Board Membership that may arise; including, but not limited to, notification of suspension, removal, or other disciplinary action of Directors as appropriate; and

E. Carry out other duties as may be customary for the office or assigned by the Board.

Section 1.2 Vice President. The Vice President shall perform the duties of the President in the event of the absence of the President; and carry out other duties as may be assigned by the Board.

Section 1.3. Secretary. The Secretary shall record and maintain minutes of all Board meetings and all official records of the Corporation, serve as the election officer for annual or special meetings, and carry out other duties as may be assigned by the Board.

Section 1.4. Treasurer. The Treasurer shall be the chair of the Finance Committee, and shall assume other responsibilities as may be assigned by the Board.

Section 2. Terms. Officers are elected for one-year terms and shall perform or cause to be performed such duties as listed by office. Officers shall serve until their successors are duly elected.

Section 3. Vacancies. A vacancy in an officer position shall be filled by the directors present at the regular Board meeting following the time of the vacancy. The new officer will complete the term of their predecessor.

Section 4. Removal. An officer may be removed from their position at any time, with or without cause, by a two-thirds vote of the directors. The officer under consideration for removal is not eligible to participate in the vote.

Section 5. Misuse of Authority. No Officer shall make public any action or resolution of the Corporation or make statements for the public record, or commit the Corporation to any contract, without specific prior approval of the Board. Misuse of authority or failure to perform the required duties of office shall be grounds for removal as an Officer.

ARTICLE V. BOARD COMMITTEES

Section 1. Committees. Committees shall be either standing or ad-hoc. The standing committees are set forth in this Article. Other committees may be established as deemed advisable by the Board. All ad-hoc committees shall report their actions and recommendations to the Board for their review and approval.

Section 2. Executive Committee.

Section 2.1 Duties. The Executive Committee consists of the President, Vice President, Secretary, and Treasurer of the Board. The Executive Committee shall:

1. Manage the Board;
2. Ensure the integrity of the Board's processes;

3. Conduct an annual review of the Executive Director;
4. Prepare a slate of prospective directors to stand for election at the annual meeting;
5. Assume other responsibilities as prescribed by the Board; and
6. Act on behalf of the Board between Board meetings if it is not feasible to convene the full Board.

Section 2.2. Board Affirmation. All actions taken by the Executive Committee shall be reported and affirmed at the next regular meeting of the Board.

Section 3. Finance Committee.

Section 3.1. Duties. The Finance Committee shall have the responsibility to review all financial matters of the corporation including major asset acquisition, budget preparation, financial reporting, tax matters and bookkeeping, but not including fundraising.

Section 3.2. Composition. No more than five (5) members, including the Board Treasurer and the chief fiscal employee for the Corporation. The Treasurer shall chair this committee. Members of the Finance Committee, except for the Treasurer and Corporate employee, shall be appointed by the Board, but do not need to be members of the Board. Non-directors appointed to the Finance Committee do not need to complete the required training for all other volunteers.

ARTICLE VI. BOARD MEETINGS

Section 1. Regular and Annual Meetings. Regular meetings (including the annual meeting) of the Board shall be held monthly. All meetings of the Board, except executive session, are open to all employees and volunteer participants of the Corporation as enumerated in Article 3.

Section 2. Special Meetings. Special meetings may be held at any place and time, whenever called by the Board President or by at least thirty-five (35%) of the members of the Board.

Section 3. Notice of Meetings. Notice of the time and place of any special meeting of the Board shall be given by the Secretary, or by the director or directors calling for the meeting, by electronic mail or by personal communication over the telephone or otherwise, to all current directors, at least five (5) days prior to the date on which the meeting is held. Notice of the time and place of all regular meetings (including the annual meeting) shall be posted by the Business Office.

Section 4. Quorum. Fifty percent (50%) of the Board shall constitute a quorum for the purpose of transacting business.

Section 5. Remote Participation. Directors may participate in a meeting by telephone or video conference or any means by which all means participating in the meeting can hear each other at the same time. Directors may participate in meetings by proxy in up to two (2) meetings per year by providing a written proxy to a member of the Board of Directors who will be participating in the meeting.

Section 6. Decision Making. The rules of procedure at meetings of the Board shall be the rules contained in Roberts' Rules of Order on Parliamentary Procedure, newly revised, so far as applicable and when not inconsistent with these Bylaws, the Articles of Incorporation or with any resolution of the Board.

Section 7. Conflict of Interest. Directors shall disqualify themselves from any matter in which they have a direct or indirect financial or beneficial interest.

ARTICLE VII. ADMINISTRATION AND FINANCES

Section 1. Financial Management. The financial management policies of the Corporation shall be consistent with prevailing and accepted fiscal practices.

Section 2. Disposition of Corporate Funds. All funds of the Corporation shall be deposited into the General Fund and shall be disbursed for the purposes for which funding has been designated.

Section 3. Signatures Required. All financial instruments of the Corporation which require a signing, shall require two signatures with the exception of the Client Assistance Fund. The following persons are authorized to be signatories for the Corporation: three members of the Board, the Executive Director, and two Staff Directors. The Board shall select the three members of the Board, and the Executive Director shall select the two Staff Directors. The following persons are authorized to be signatories for the Client Assistance Fund: The Executive Director, the DV Program Director, and the Housing Program Manager.

Section 4. Loans. No loans or advances shall be contracted on behalf of the Corporation, and no note or other evidence of indebtedness shall be issued in its name, unless and except as authorized by the Board. Any such authorization may be general or confined to specific instances, and may include pledges for loans or advances and securities and other personal property held by the Corporation.

Section 5. Contracts and Leases. Members of the Board or other designated agents of the Corporation who have been specifically authorized by the Board may, in the name of and on behalf of the Corporation, enter into contracts or leases and execute such instruments which have been specifically authorized by the Board. Without the express and specific authorization of the Board, no Board member or other agent of the Corporation may enter into any contract or execute any instrument in the name of, or on behalf of, the Corporation.

Section 6. Amendment of Bylaws. These Bylaws may be altered, amended, or repealed by the affirmative vote of a majority of the Board at any annual, regular, or special meeting of the Board.


ARTICLE VIII. INDEMNIFICATION OF BOARD MEMBERS

All those who serve or have served on the Board shall be indemnified by the Corporation against expenses actually and necessarily incurred in connection with the defense of any action, suit, or proceedings to which Officers have been made parties by reason of their being or having been an Officer of the Corporation, except in relation to matters in which they are found to have acted illegally or outside the scope of their duties, or where they are adjudged to have been personally liable for gross negligence or misconduct in the performance of their duties.

CERTIFICATION OF ADOPTION

The undersigned Board President and Secretary hereby certify that the above and foregoing Bylaws of the Corporation were adopted by the Board and now constitute the Bylaws of the Corporation.

DATED this 28th day of September, 2021.



Alex Sheehan, Acting Board President



Sarah Clifthorne, Board Secretary

2-314269-8
FILE NUMBER



DOMESTIC

STATE OF WASHINGTON | DEPARTMENT OF STATE

I, **RALPH MUNRO**, Secretary of State of the State of Washington and custodian of its seal, hereby certify that

ARTICLES OF INCORPORATION

of SAFEPLACE: RAPE RELIEF/WOMEN'S SHELTER SERVICES
a domestic corporation of Olympia, Washington,

was filed for record in this office on this date, and I further certify that such Articles remain on file in this office.



In witness whereof I have signed and have affixed the seal of the State of Washington to this certificate at Olympia, the State Capitol,

October 9, 1981

RALPH MUNRO
SECRETARY OF STATE

ARTICLES OF INCORPORATION

OF

Safeplace: Rape Relief/Women's Shelter ServicesFILED
OCT 9 1981SECRETARY OF STATE
STATE OF WASH.

We, the undersigned persons, acting as the incorporators of a corporation under the provisions of the Washington Nonprofit Corporation Act, Revised Code of Washington 24.03, adopt the following articles of incorporation for such corporation:

ARTICLE I

Name

The name of the Corporation shall be Safeplace: Rape Relief/Women's Shelter Services.

ARTICLE II

Duration

The period of duration of the Corporation shall be perpetual.

ARTICLE III

Purposes

1. General Purposes: To operate exclusively for charitable and educational purposes within the meaning of Section 501(c) (3) and exempt from taxation under Section 501 (a) of the Internal Revenue Code, as now in force, or afterwards amended.

2. Ancillary Purposes: To do and engage in all lawful activities that are in furtherance of one or more of the general purposes of the Corporation.

3. Statutory Powers: To have and exercise the powers specified in the Washington Nonprofit Corporation Act, R.C.W. 24.03.035. Notwithstanding any other provision of these Articles, the Corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future U.S. Internal Revenue law), or, (b) by a corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future U.S. Internal Revenue law).

4. Specific Purposes: To promote the understanding of and prevention of domestic violence and sexual assault and to provide 24-hour crisis service and support to victims.

ARTICLE IV

Regulated Activity

The following additional provisions are inserted for the regulation of the affairs of the corporation:

1. Legislative and Political Activities. No substantial part of the activities of the Corporation shall consist of attempting to influence legislation or participating to any extent in a political campaign for or against any candidate for public office.

2. Distribution of Assets on Dissolution. Upon dissolution of the Corporation, its remaining assets, if any, shall be distributed to one or more organizations organized and operated exclusively for charitable or educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, as now in force or afterwards amended, as the directors of the Corporation shall determine. Any such assets not so distributed shall be distributed by the Superior Court of Thurston County exclusively to such organizations as said court shall determine qualify as exempt organizations under 501 (c) (3) of the Internal Revenue Code.

3. Accumulation of Income. The Corporation shall not unreasonably accumulate income within the meaning of Section 504 of the Internal Revenue Code, as now in force or afterwards amended. The Corporation shall distribute its income for each tax year at such time and in such manner as not to become subject to the tax on undistributed income imposed by section 4942 of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws.

4. Trade or Business. The Corporation shall not be operated for the primary purpose of carrying on an unrelated trade or business as defined in Section 513 of the Internal Revenue Code, as now in force or afterwards amended.

5. Distribution of Earnings. No part of the net earnings of the Corporation shall inure to the benefit of any private shareholder or individual within the meaning of Section 501 (c) (3) of the Internal Revenue Code, as now in force or afterwards amended.

6. Compensation. No compensation shall be paid to any member, officer, director, trustee, creator, or organizer of the Corporation or substantial contributor to it except as a reasonable allowance for service actually rendered to or for the Corporation.

7. Public Purposes. The Corporation is organized to serve public interests. Accordingly, it shall not be operated for the benefit of Private interests, such as contributors to the Corporation, or for persons controlled directly or indirectly by such private interests.

ARTICLE V

Registered Office and Agent

The address of the initial registered office of the Corporation shall be:

Safeplace: Rape Relief/Women's Shelter Services
220 E. Union
Olympia WA 98501

The name of the initial registered agent of the Corporation at such address shall be:

Leslie W. Owen

ARTICLE VI
Board of Directors

The number of directors constituting the initial Board of Directors of the Corporation shall be 12 directors. The names and addresses of the persons who are to serve as the initial directors are as follows:

June Akey
1063 S. Capitol Way #217
Olympia WA 98501

Gene Liddell
2502 College
Lacey WA 98503

Sutapa Basu
4906 Keating Rd. NW
Olympia WA 98502

Leslie Owen
2800 Lilly Rd. NE
Olympia WA 98506

Claire Brown
726 S. Frederick
Olympia WA 98501

Peggy Pahl
1114 E. 9th
Olympia WA 98501

Carolyn Byerly
2800 Lilly Rd. NE
Olympia WA 98506

Maureen Parker
306 N. Percival
Olympia WA 98502

Chiquita DeBoer
5108 22nd Ave. SE
Lacey WA 98503

Earlyse Swift
3209 Long Lake Dr. SE
Olympia WA 98503

Karen LaVerne
421 N. Sherman St.
Olympia WA 98502

Rebecca Wright
3801 South Bay Rd. NE
Olympia WA 98506

ARTICLE VII
Incorporators

The names and addresses of the Incorporators of the Corporation are the same as listed under Article VI. Statements of commitment are as follows:

STATE OF WASHINGTON)
COUNTY OF THURSTON) ss.

I, Leslie Owen, being first duly sworn, say that I am an incorporator listed in the foregoing Articles of Incorporation, that I have read the foregoing Articles of Incorporation, know the contents thereof and believe the same to be true.

Leslie Owen
Leslie Owen

SUBSCRIBED AND SWORN to before me this 1st day of October, 1981.

Linda H. Rinehart
Notary public in and for the State
of Washington and residing in Olympia


**STATE OF WASHINGTON
SECRETARY OF STATE**
**ARTICLES OF AMENDMENT
WASHINGTON
NONPROFIT CORPORATION**

(Per Chapter 24.03 RCW)

FEE: \$20

- Please PRINT or TYPE in black ink
- Sign, date and return original AND ONE COPY to:

CORPORATIONS DIVISION
801 CAPITOL WAY SOUTH • PO BOX 40234
OLYMPIA, WA 98504-0234

FILED
SECRETARY OF STATE

MAR 22 2002

EXPEDITED (24-HOUR) SERVICE AVAILABLE - \$20 PER ENTITY
INCLUDE FEE AND WRITE "EXPEDITE" IN BOLD LETTERS
ON OUTSIDE OF ENVELOPE

- BE SURE TO INCLUDE FILING FEE. Checks should be made payable to "Secretary of State"

STATE OF WASHINGTON

FOR OFFICE USE ONLY

FILED: / /

IMPORTANT! Person to contact about this filing

Rosalie Saecker

Daytime Phone Number (with area code)

360 786-8754

AMENDMENT TO ARTICLES OF INCORPORATION

NAME OF CORPORATION (As currently recorded with the Office of the Secretary of State)

Safeplace: Rape Relief/Women's Shelter Services

UBI NUMBER

601 139 715

CORPORATION NUMBER (If known)

2-314269-8

AMENDMENTS TO ARTICLES OF INCORPORATION WERE ADOPTED ON

Date: 3-20-02

EFFECTIVE DATE
OF ARTICLES OF
AMENDMENT

(Specified effective date may be up to 30 days AFTER receipt of the document by the Secretary of State)



Specific Date: _____



Upon filing by the Secretary of State

ADOPTION OF THE ARTICLES OF AMENDMENT (Please check ONE of the following)



The amendment was adopted by a meeting of members held on (specify date): 3-20-02. A quorum was present at the meeting and the amendment received at least two-thirds of the votes which members present or represented by proxy were entitled to cast.



The amendment was adopted by a consent in writing and signed by all members entitled to vote.



There are no members that have voting rights. The amendment received a majority vote of the directors at a board meeting held on (specify date): _____.

AMENDMENTS TO THE ARTICLES OF INCORPORATION ARE AS FOLLOWS
If necessary, attach additional amendments or information.

**ARTICLE VII
MEMBERSHIP IN THE CORPORATION**
1. Membership

Upon approval of application, membership in the corporation shall be granted to individuals who agree in writing to support the Corporation's bylaws, philosophy and policies, and complete the Corporation's training program, as defined in Corporation policies.

2. Voting

All members who have fulfilled the above requirements for membership, have worked at least 6 hours per quarter in the 6 months prior to elections, and are current members of the agency at the time of an election, shall be eligible to vote during agency elections.

SIGNATURE OF OFFICER

This document is hereby executed under penalties of perjury, and is, to the best of my knowledge, true and correct.

Juanita T. Myers
Signature of Officer

Juanita Myers
Printed Name

3/20/02
Date

INFORMATION AND ASSISTANCE - 360/753-7115 (TDD - 360/753-1485)

005-005 (9/00)

STATE OF WASHINGTON



SECRETARY OF STATE

SAFEPLACE: RAPE RELIEF/WOMEN'S SHELTER
SERVICES

C/O JUANITA MYERS
314 LEGION WAY
OLYMPIA WA 98501

AMENDMENT

I, Sam Reed, Secretary of State of the State of Washington and
custodian of its seal, hereby certify that documents meeting
Washington statutory requirements have been filed and processed
with the Secretary of State on behalf of:

SAFEPLACE: RAPE RELIEF/WOMEN'S SHELTER SERVICES

A Washington Non-Profit Corporation
UBI: 601 139 715
Filing Date: March 22, 2002



Given under my hand and the seal of the State
of Washington at Olympia, the State Capital.

Sam Reed, Secretary of State



STATE OF WASHINGTON
SECRETARY OF STATE

107-1945, U
2003

ARTICLES OF AMENDMENT
WASHINGTON
NONPROFIT CORPORATION

(Per Chapter 24.03 RCW)

FEE: \$20

- Please PRINT or TYPE in black ink
- Sign, date and return original AND ONE COPY to:

CORPORATIONS DIVISION
801 CAPITOL WAY SOUTH • PO BOX 40234
OLYMPIA, WA 98504-0234

FILED
SECRETARY OF STATE

EXPEDITED (24-HOUR) SERVICE AVAILABLE - \$20 PER ENTITY
INCLUDE FEE AND WRITE "EXPEDITE" IN BOLD LETTERS
ON OUTSIDE OF ENVELOPE

- BE SURE TO INCLUDE FILING FEE. Checks should be made payable to "Secretary of State"

APR 16 2003

FOR OFFICE USE ONLY

FILED: / /

STATE OF WASHINGTON

IMPORTANT! Person to contact about this filing

Mary Pontarolo

Daytime Phone Number (with area code)

360-786-8754

AMENDMENT TO ARTICLES OF INCORPORATION

NAME OF CORPORATION (As currently recorded with the Office of the Secretary of State)

Safeplace: Rape Relief/Women's Shelter Services

UBI NUMBER

601 139 715

CORPORATION NUMBER (If known)

2-314269-8

AMENDMENTS TO ARTICLES OF INCORPORATION WERE ADOPTED ON

Date: April 14, 2003

EFFECTIVE DATE
OF ARTICLES OF
AMENDMENT

(Specified effective date may be up to 30 days AFTER receipt of the document by the Secretary of State)

☐ Specific Date: _____

☒ Upon filing by the Secretary of State

ADOPTION OF THE ARTICLES OF AMENDMENT (Please check ONE of the following)

☒

The amendment was adopted by a meeting of members held on (specify date): April 14, 2003. A quorum was present at the meeting and the amendment received at least two-thirds of the votes which members present or represented by proxy were entitled to cast.

☐

The amendment was adopted by a consent in writing and signed by all members entitled to vote.

☐

There are no members that have voting rights. The amendment received a majority vote of the directors at a board meeting held on (specify date): _____

AMENDMENTS TO THE ARTICLES OF INCORPORATION ARE AS FOLLOWS
If necessary, attach additional amendments or information.

ARTICLE I

Name

The name of the Corporation shall be Safeplace

ARTICLE VII

(Amended 3/22/2002)

Membership in the Corporation

becomes

ARTICLE VIII

Membership in the Corporation

SIGNATURE OF OFFICER

This document is hereby executed under penalties of perjury, and is, to the best of my knowledge, true and correct.

Melody A. Younglove
Signature of Officer

Melody A. Younglove
Printed Name

4/14/03
Date

INFORMATION AND ASSISTANCE - 360/753-7115 (TDD - 360/753-1485)

FOR OFFICE USE ONLY

FOR OFFICE USE ONLY

005-005 (9/00)

FILED
Vail: 04/15/2003 - 263738
\$20.00 on 04/15/2003
Check - 04/15/2003 - 3877

STATE OF WASHINGTON



SECRETARY OF STATE

SAFEPLACE

C/O MARY PONTAROLO
PO BOX 2002
OLYMPIA WA 98507-2002

AMENDMENT

I, Sam Reed, Secretary of State of the State of Washington and custodian of its seal, hereby certify that documents meeting Washington statutory requirements have been filed and processed with the Secretary of State on behalf of:

SAFEPLACE

A Washington Non-Profit Corporation
UBI: 601 139 715
Filing Date: April 16, 2003

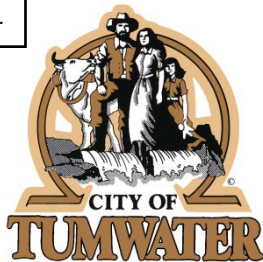
Previous Name:

SAFEPLACE: RAPE RELIEF/WOMEN'S SHELTER SERVICES



Given under my hand and the seal of the State of Washington at Olympia, the State Capital.

Sam Reed, Secretary of State



City Hall
555 Israel Road SW
Tumwater, WA 98501-6515
Phone: 360-754-5855
Fax: 360-754-4138

**CITY OF TUMWATER
COMMUNITY HUMAN SERVICES PROGRAM
APPLICATION: ENTITY CERTIFICATION**

Legal Name of Agency / Individual: **Family Support Center of South Sound**

Address: **3545 7th Ave SW, Suite 200**

City, State, Zip: **Olympia, WA 98502**

Contact Person: **Trish Gregory**

Title: **Executive Director**

Tax ID Number: **91-2003828**

Date of Application: **September 28, 2022**

Telephone Number: **360-754-9297 x 206**

E-mail Address: **trishg@fscss.org**

Amount of Funding Requested: \$ **5,000**

CERTIFICATIONS:

I hereby state on behalf of **Family Support Center of South Sound** that:
(Name of Organization)

1. Please check the appropriate agency classification. The applicant is:


- ☐ a. A unit of local government
- ☐ b. A special purpose unit of government
- ☒ c. A private non-profit corporation registered with the Office of the Secretary of State, State of Washington, and recognized by the Internal Revenue Service as tax exempt.

**CITY OF TUMWATER
COMMUNITY HUMAN SERVICES PROGRAM APPLICATION
ENTITY CERTIFICATION - PAGE 2**

2. The applicant has in effect an affirmative action policy and / or plan governing its personnel practices and a policy prohibiting discriminatory delivery of services; said policy is available to the City of Tumwater at its request.
3. The applicant has, or can obtain, general liability insurance covering no less than \$2,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage.
4. The applicant has attached a list of the Board of Directors of the organization with articles of incorporation and by-laws.
5. I understand that this is an application for purchase of a service contract, which, if awarded, will be paid on a reimbursement basis.
6. The applicant has accounting and record-keeping systems, which can:
 - a. Show the purposes for which City of Tumwater funds have been spent; and
 - b. Be opened to inspection by the City of Tumwater or its agents; and
 - c. Be maintained for at least six (6) years following the end of any contract.
7. I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater.
8. I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization making application.
9. I hereby certify that the person signing this application is duly authorized to execute and deliver this document on behalf of the applicant entity.

Trish Gregory
Name

Executive Director
Title


Original signature or e-signature

9/28/2022
Date

CITY OF TUMWATER COMMUNITY HUMAN SERVICES PROGRAM APPLICATION OF FUNDS

LEGAL NAME OF AGENCY: Family Support Center of South Sound

1. What is the organization's purpose?

Family Support Center of South Sound, founded in 1992, provides families with children and survivors of domestic violence/sexual assault with coordinated supportive services to accomplish the mission, "Working Together to Strengthen All Families". The organization builds strong, healthy, hopeful families through collaborative programs to reduce the negative impacts of poverty, homelessness, and family violence. Family Support Center of South Sound (FSC) operates as a 'one stop shop', co-locating with 15+ government and nonprofit organizations in a single location thereby reducing the number of places a family or survivor in crisis must go to for services, resources, and support. FSC's own programs include: Homeless Family Services: provides coordinated entry, case management, rapid re-housing assistance, and housing search and placement for ANY family experiencing homelessness. This program alone serves approximately 1,000 parents and children experiencing homelessness each year. Family Shelter Program: which includes Pear Blossom Place, the region's largest 24-hour emergency homeless family shelter with 36 year-round beds and seven onsite permanent housing units with supportive services; 10 beds at the new family shelter located on the Family Support Center Campus which also operates as a 24/7 emergency shelter; and coordination of 20+ hotel rooms serving as emergency family shelter. This program provided over 21,000 nights of emergency shelter last year. Parent & Child Education Program: provides formal and informal parenting education, breast/chest feeding support, community-wide workshops, and family engagement opportunities for over 125 families annually. Family Resource Services Program: provides 300+ families annually with hygiene supplies, transportation assistance, mainstream benefits enrollment, financial education, resource navigation, utility assistance, eviction prevention, diversion, and support in accessing any and all available resources in the community. Family Justice Center: a collaborative, co-located program that offers both confidential community-based services and criminal justice system support for more than 200 domestic violence and sexual assault survivors annually. The majority of the agency's programs and services are offered at the FSC Campus located on the west side of Olympia, WA. Pear Blossom Place family shelter is located in downtown Olympia and serves the entire South Sound region.

2. Who are the current officers and management employees of your organization?

Current Officers:

Marie Lanese - Chair
 Dan Smith - Vice Chair
 Nam Nguyen -Treasurer
 Katie McMurray - Secretary

Management Employees:

Trish Gregory - Executive Director
 Natalie Skovran - Deputy Director
 Maija Glasier-Lawson - Development Director
 Alicia Crowley - Homeless Family Services Program Manager
 Amanda King - Family Shelters Program Manager
 Dan Hillard - Family Justice Center Program Manager

a. How are officers selected?

Family Support Center of South Sound officers are nominated by members of the board. There is a subsequent vote and the nominee who receives the most votes is selected for that position.

b. How many members are there in your organization?

Family Support Center of South Sound currently has 9 board members and 1 general counsel position. Family Support Center is actively recruiting for 6 additional board members. Over the last three years, the Board of Directors has shifted recruitment strategies to be purposeful in its approach to attracting diverse applicants. Board recruitment and hiring materials encourage applicants who represent people of color, Spanish speaking families, those who identify as LGBTQ, and other diverse groups.

c. What is the number of full-time employees and part-time employees in your organization and what is the total annual payroll for each group?

The organization currently has 30 full time employees, 5 part-time employees, and is supported by 20+ volunteers annually. The annual total payroll for the current fiscal year is \$1,821,946 for full time employees and \$132,481 for part-time employees.

3. What are your major funding sources? Attach a total budget for your organization and a project specific budget for next year.
 (For the application to be complete, budget materials must be attached.)

Family Support Center of South Sound's programs and service are funded through a variety of sources including local, state, and federal contracts and grants, charitable organizations and funds, as well as individual and corporate sponsors. The Family Resource Services program receives funding through Thurston County Public Health and Social Services as well as pass through funding for direct client provisions through from Help Us Move In Inc, individual and corporate contributions, and local Faith-based organizations. As noted above, FSC has been actively working to expand the funding possibilities for this program to meet the increasing community need. A majority of the funding for this program is passed directly on to the families and survivors the program serves. FSC is requesting \$5000 from the City of Tumwater to help leverage the staffing needed to distribute the programs flexible financial assistance and to that Tumwater residents have access to the concrete supports needed to raise healthy, safe, and hopeful families.

4. Do other cities or governmental entities in the county fund your activity? Please specify the jurisdiction and the amount.

The Family Resource Services program is not currently supported by County funding nor other governmental agencies. The agency is awaiting a response to its most recent funding request to the County for eviction prevention which would provide funding for an additional Family Resource Services Navigator.

5. a. For what specific programs or activities will City of Tumwater funds be used?

Family Support Center of South Sound (FSC) works with resilient, tough, hardworking families, who just happen to be going through one of the most difficult and stressful times in their lives. When other people, places, services, landlords give up on families, FSC does not. Homelessness was identified as the most critical Thurston County health issue during a March 2018 Thurston Thrives Action Team; unfortunately, homelessness has only continued to rise since then. Much of the Thurston County response to this critical health issue has focused on helping people after they have entered the homeless response system. Though it is cheaper to prevent someone from becoming homeless than it is to get them rehoused, there are not nearly as many programs and resources for families who are facing a housing crisis but not yet literally homeless. FSC has been working to fill this gap for years through the agency's Family Resource Services program. With support from the City of Tumwater, this program provided support to more than 320 households last year. These are the families and survivors who were going to be evicted within 14 days, did not have the support system or resources to secure new housing, or were doubled up with friends, family, or strangers.

Family Resource Services (FRS) is a prevention focused support program that affords ANY family with children with services provided by a trained, Family Resource Navigator. The FRS Navigator builds compassionate, trusting relationships with families and works to mitigate any crisis they are currently experiencing. The FRS Navigator works with families to determine what's going well; what resources they have, what social connections are in place, and what their next step will be. Through this process, they're discussing how to best meet the needs of the family, and may directly meet that need through internal financial resources (i.e.: utility assistance, eviction assistance, application fees, etc.), physical items (i.e.: children's supplies, basic need items, etc.), or by directly connecting the household to a community resource. . This reduces the places a family must go, people to tell their story to, and allows for more collaboration across programs serving households experiencing a housing crisis. The FRS program is about mitigating crisis and problems, and NOT just providing another brochure for a family to take and continue navigating the situation on their own.

On average, 25 households per day reach out to FSC seeking the services offered by the Family Resource Services Program (via phone, social media, email, and walk-in). With the current capacity, the FRS program serves 350+ households annually, typically with one or two brief appointments to mitigate an immediate crisis. To increase program efficiency, Pear Blossom Place staff have been tasked with helping the FRS Navigator screen and log the overwhelming number of calls this program receives each week. This decreases the amount of time the FRS Navigator spends wading through voicemails and increases the amount of time the Navigator spends working directly with clients. This has also enabled the Navigator to spend more time with families and connect people to community resources. FSC offices reopened on September 7, 2022 and families are once again able to simply walk in and talk directly with a trained staff member and access resources such as hygiene supplies, diapers, and more. FSC believes in meeting the client where they are and all staff, including the Family Resource Service Navigator, are mobile and well versed in helping clients virtually or over the phone, ensuring that clients across the County will receive services even if they are unable to get to the office. The Resource Navigator participates in community meetings, and regularly partners with providers in Tumwater including DCYF, Together's Community Schools Program, Family Education & Support Services PCAP program, and more. FSC is connected to multiple organizations and groups throughout the County all of which are accessed through this program. It is the FRS Navigator's knowledge of available resources and ability to tap into them that so often allows families to overcome their current crisis. By working hand in hand with families, helping them realize the resources and strengths of their own family unit, providing concrete supports, and advocating for them and offering support every step along the path to achieving their goals, FSC is able to increase family resilience for current and future

generations.

b. How do these programs or activities benefit the Tumwater community?

Many families in Thurston County are feeling the impact of the nationwide health and economic crisis, and they will be for months, if not years, to come. Family Support Center of South Sound is here to help, and the Family Resource Services program is one of the County's only programs that is available to help families BEFORE they become homeless. The Family Resource Services Program (FRS) is a critical asset to our community's families in need. In the 2021 Housing Needs Assessment published by the Thurston Regions Planning Council, 30% of Tumwater were families. This same report indicates that roughly 50% of Tumwater families make less than \$60,000 or 80% of the area's median income (AMI). According to Rent.org, our area has "very high" fair market rental prices compared to the rest of the Nation which means many families pay more than 30% of their income toward rent. These are Tumwater families who live paycheck to paycheck, many of them one emergency away from financial disaster or even homelessness. Thurston County's Regional Action Housing plan notes that, "evictions and foreclosures are both destabilizing and can lead to long-term poverty" and that "these events also make it more likely a household will experience homelessness". Children in particular suffer when a family is struggling. The CDC has shown that adverse childhood experiences (ACEs) such as homelessness, poverty, and familial abuse can lead to long term health issues, decreased educational attainment, and generational cycles of abuse. Additionally, the National Center for Children in Poverty, note that children experiencing homelessness exhibit higher toxic stress than their housed peers; 74% chronically worrying about where they will sleep and 87% worrying something bad will happen to their parent(s), making it imperative that families stay housed. Over the last year, not only has there been an explosion in the cost of rental units, both homes and apartments, making it even harder for families to retain and/or secure stable housing, but the cost of food, gas, and of almost all other goods and services have all increased recently. This means that more families than ever are struggling to make ends meet, often having to work multiple jobs to ensure they can provide for their families. It is important that programs that increase families' economic and housing stability receive adequate funding to meet their community's needs and support the overall success of families. The services and resources provided to families by FSC are unique and FSC is often the ONLY option for a family facing a housing crisis. Funding from the City of Tumwater will help to ensure a trained, Family Resource Navigator is available for Tumwater families who are in need, including those referred by Together!'s Tumwater Community Schools program. Staff will work to ensure families residing in Tumwater can remain in their home if facing eviction, and support those

seeking housing in Tumwater.

6. Is the City of Tumwater's financial support expected to be for one year or continually?

Family Support Center is currently seeking a one-year commitment from the City of Tumwater for the Family Resource Services program. However, multiyear commitments are always preferred as it ensures longer term stability of services for families in need.

7. What will result if no City of Tumwater funds are provided?

Family Support Center has been working to increase capacity for the Family Resources Services program, and thus its prevention services, by increasing the number of grants it has applied for including Department of Youth, Children and Families and Thurston County. Though prevention is quickly growing in importance in Thurston County homeless response system conversations, it is still grossly underfunded. It is important the families have the support of local jurisdictions to help fill funding gaps not met by state or county funding. Without the support from the City of Tumwater, families in the Tumwater community will not have ready access to the timely, concrete services provided by the Family Resource Services program. The resources and services provided by this program are critical to helping families prevent evictions, sustain utilities, and support individual needs of each family member. Not funding this grant request will result in more families becoming literally homeless, creating additional family trauma as well as situations where a more costly response is needed to assist families in identifying new housing options.

8. What would be the cost per unit of service provided in Tumwater?

It is projected that 31.25 families will be served with the \$5,000 award from the City of Tumwater, with an average cost per household of \$160.

9. Is there any other information the Council needs to know about your proposal?

Family Support Center of South Sound has worked with families in Thurston County for 30 years. The agency serves as the County's designated Coordinated Entry point for ALL homeless families with children as well as families facing a housing crisis and survivors of domestic violence who are seeking housing services. FSC staff and programs are intended to reduce barriers for families in need, and staff will go the extra mile to support families in need in achieving their goals. Families who are doubled up, sleeping on the floors at friends or

family member's homes, and who are on the brink of eviction reach out to FSC every day. When funding levels preclude FSC from being able to offer financial support or the requested resources, staff still work to make sure that families are connected to applicable services and receive resources in the way of basic need items, transportation assistance, and referrals. The needs of families in our community are growing and agencies like FSC need additional funding to help ensure fewer families enter the homeless system. Why should someone have to tip over the line of 'imminently homeless' into living in their car or on the street before they receive support? It is cheaper, easier, and more efficient to prevent someone from becoming homeless than it is to help them once they have become homeless, it is also less traumatic for the entire family. The City of Tumwater can help make an immediate difference for families with children in Tumwater by funding this application to support the Family Resources Services program.

It is also worth noting that Family Support Center is a leader in our community, actively seeking to identify and fill gaps as they emerge. This includes the recent completion of a 96-slot childcare center in partnership with Olympia Learning Center. Additionally, FSC recently broke ground on phase one of 'The Landing', which will provide 62 units of affordable housing with supportive services for families with children and survivors of family/domestic violence. FSC believes it is important to center equity in all programs and services and strives to provide programs and services that are accessible to all. Furthermore, FSC staff actively participate in county and state level workgroups on racial equity, with the goal to better reduce racial disproportionality and support historically vulnerable and disadvantaged populations. FSC utilizes the 'Principles of Family Support' as a guide; including the idea that individual strengths and experiences should be recognized, valued, and respected. FSC works in tandem with households to determine goals that will help households become more self-reliant and self-sufficient, creating plans to reach those goals, and then following up with families to support them every step of the way. An investment in Family Support Center is an investment in the health, hope, and happiness of Tumwater families and our entire community.

- ☐ Signature on Page 2 – Entity Certification
- ☐ Attach Organization Total Budget
- ☐ Attach Project Specific Budget
- ☐ Attach list of Board of Directors
- ☐ Attach Articles of Incorporation and Bylaws

**Family Support Center of South Sound
Agency Budget FY 2022-2023**

		00 ADMIN	04HFS	10FJC	02FRS	03 PE	09PBP Campus Shelter	PROGRAMS TOTAL	01 Facilities	OTAL BUDGET
10000 Fees for service		\$8,000	\$120,000	\$0	\$0	\$0	\$2,650	\$0	\$130,650	\$130,650
10010 Tenant Rent		\$11,324	\$7,680	\$0	\$0	\$0	\$91,920	\$0	\$110,924	\$386,003
10020 Board Dues		\$1,800	\$0	\$0	\$0	\$0	\$0	\$0	\$1,800	\$1,800
20010 Govt. Contracts--Federal		\$69,035	\$657,374	\$116,600	\$0	\$0	\$0	\$0	\$843,009	\$0
20020 Govt. Contracts--State		\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$10,000	\$0
20030 Govt. Contracts--City		\$6,000	\$0	\$54,000	\$4,000	\$0	\$0	\$0	\$64,000	\$0
20040 Govt Contracts--County		\$213,065	\$913,226	\$279,668	\$0	\$0	\$877,105	\$198,960	\$2,482,024	\$0
30000 Grants		\$600	\$10,000	\$5,400	\$0	\$23,500	\$30,250	\$0	\$69,750	\$0
31000 Tribal		\$1,860	\$0	\$0	\$0	\$11,600	\$0	\$0	\$13,460	\$0
32000 United Way			\$0	\$0	\$0	\$600	\$0	\$0	\$600	\$0
40010 Contributions--Individual		\$14,085	\$41,915	\$2,796	\$0	\$1,300	\$7,500	\$0	\$67,596	\$0
40020 Contributions--Corporate/business		\$47,560	\$20,000	\$0	\$13,000	\$0	\$250	\$0	\$80,810	\$0
40030 Contributions--Board Members		\$5,400	\$0	\$0	\$0	\$0	\$0	\$0	\$5,400	\$0
40040 Contributions--Service Clubs			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40050 Contributions--Faith based		\$12,500	\$0	\$0	\$25,000	\$0	\$6,000	\$0	\$43,500	\$0
50000 Interest Income		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
51000 Fundraising Events		\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000	\$0
		\$431,229	\$1,770,195	\$458,464	\$42,000	\$37,000	\$1,025,675	\$198,960	\$3,963,523	\$386,003
										\$4,349,526
expenses to be allocated across programs										
60460 Program Fees			\$1,000	\$838	\$0	\$0	\$480	\$0	\$2,318	\$0
60690 Program Equipment		\$0	0	\$0	\$0	\$0	\$0	\$500	\$500	\$500
60700 Office Supplies	1800	\$252	\$522	\$144	\$18	\$36	\$666	\$144	\$1,782	\$18
60740 Volunteer expense	500	\$200	\$0	\$0	\$0	\$0	\$300	\$0	\$500	\$500
61798 Staff Care	1000	\$1,000							\$1,000	\$0
60850 Payroll Expense		\$264,830	\$475,322	\$218,167	\$3,438	\$29,918	\$465,924	\$113,563	\$1,571,162	\$18,882
60800 Payroll Benefits		\$14,000	\$23,000	\$12,334	\$400	\$269	\$22,000	\$4,400	\$76,403	\$1,590,044
60900 Payroll Taxes		\$26,483	\$47,532	\$21,817	\$344	\$2,992	\$46,592	\$7,851	\$153,611	\$18,888
60950 Postage & shipping		\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,500
61000 Printing In house	7000	\$980	\$2,030	\$560	\$70	\$140	\$2,590	\$560	\$6,930	\$70
61020 Marketing/Adv	2800	\$392	\$812	\$224	\$28	\$56	\$1,036	\$224	\$2,772	\$28
61250 Subcontractor payments		\$15,768	\$110,000	\$13,947	\$0	\$0	\$0	\$0	\$139,715	\$139,715
61300 Telephone--General	12000	\$1,680	\$3,480	\$960	\$120	\$240	\$4,440	\$960	\$11,880	\$120
61310 Telephone--Cellular	4800	\$960	\$1,920	\$960	\$0	\$0	\$960	\$0	\$4,800	\$4,800
61370 Travel Staff	8265	\$1,260	\$2,610	\$720	\$90	\$145	\$3,330	\$75	\$8,230	\$25
61359 meetings and events		\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,000
DEI/POC lived experience Stipends	2475	\$350	\$725	\$200	\$25	\$50	\$925		\$2,275	\$2,275
61360 Training, Conferences		\$500	\$2,000	\$13,188	\$300	\$0	\$1,000	\$0	\$16,988	\$16,988
61379 Staff Appreciation	2600	\$364	\$754	\$208	\$26	\$52	\$962	\$208	\$2,574	\$26
61380 Staff Development	5200	\$728	\$1,508	\$416	\$52	\$104	\$1,924	\$416	\$5,148	\$52
61500 Rent	149772	\$37,451	\$44,920	\$2,971	\$4,137	\$2,493	\$0	\$57,800	\$149,772	\$149,772
61640 Client Hotel		\$0	\$0	\$164,700	\$2,166	\$0	\$358,622	\$0	\$525,488	\$525,488
61650 Client Utility Assistance		\$0	\$7,500	\$0	\$3,966	\$0	\$0	\$0	\$11,466	\$11,466
61600 Family General Financial Assistance		\$5,000	\$0	\$0	\$4,969	\$0	\$2,000	\$0	\$11,969	\$11,969
61610 Family Rental Assistance		\$0	\$1,035,430	\$0	\$6,800	\$0	\$0	\$0	\$1,042,230	\$1,042,230
61620 Family Transportation Assistance		\$0	\$1,000	\$0	\$6,133	\$0	\$4,000	\$0	\$11,133	\$11,133
61603 Family Supplies		\$0	\$0	\$700	\$7,166	\$0	\$4,000	\$2,997	\$14,863	\$14,863
61700 Technology	22000	\$3,080	\$6,380	\$1,760	\$220	\$440	\$8,140	\$1,760	\$21,780	\$220
61710 Technology equipment	6000		\$1,000	\$1,000	\$1,282		\$2,000	\$0	\$5,282	\$5,282
60000 Accounting - Audit		\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000
60050 Accounting - Routine		\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000
60100 Board Designated Expenses		\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$500
60200 Fundraising Expenses		\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000
60150 Bank Service Fees		\$4,500	\$0	\$0	\$0	\$0	\$0	\$0	\$4,500	\$0
60350 Dues/Subscriptions		\$2,000	\$750	\$2,650	\$250	\$66	\$0	\$0	\$5,716	\$5,716
60400 Facilities Maintenance		\$0	\$0	\$0	\$0	\$0	\$19,000	\$0	\$19,000	\$30,067
										\$49,067

60410 Facility Repair		\$0	\$0	\$0	\$0	\$0	\$5,040	\$0	\$5,040	\$3,350	\$8,390
60760 Facility Supplies		\$0	\$0	\$0	\$0	\$0	\$7,025	\$7,502	\$14,527	\$2,700	\$17,227
Facility Improvements		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
60500 Insurance- Program			\$0					\$0			\$0
60510 Insurance--General/D&O		\$14,452	\$0	\$0	\$0	\$0	\$9,486	\$0	\$23,938	\$26,292	\$50,230
61400 Utilities Electric & Gas		\$0	\$0	\$0	\$0	\$0	\$14,200	\$0	\$14,200	\$58,000	\$72,200
61410 Utilities Water & Sewer		\$0	\$0	\$0	\$0	\$0	\$12,000	\$0	\$12,000	\$17,800	\$29,800
61420 Utilities Garbage Recycling		\$0	\$0	\$0	\$0	\$0	\$14,004	\$0	\$14,004	\$18,000	\$32,004
61430 Utilities Internet/Cable		\$0	\$0	\$0	\$0	\$0	\$3,000	\$0	\$3,000	\$4,000	\$7,000
61600 Property Taxes		\$0	\$0	\$0	\$0	\$0	\$29	\$0	\$29	\$34	\$63
61500 Replacement Reserves			\$0	\$0	\$0	\$0	\$10,000	\$0	\$10,000	\$0	\$10,000
8010 Facility Improvements								\$0	\$0		\$0
Interest Expense									\$0		\$0
Mortgage									\$0	\$156,000	\$156,000
Operational Reserves		\$10,000							\$10,000	\$48,431	\$58,431
		\$431,229	\$1,770,195	\$458,464	\$42,000	\$37,000	\$1,025,675	\$198,960	\$3,963,523	\$386,003	\$4,349,526

**Family Support Center of South Sound
Family Resources Services Program
Budget FY 2022-2023**

Income**Family Resource Services**

20030 Govt. Contracts--City	\$4,000
40020 Contributions--Corporate/business	\$13,000
40050 Contributions--Faith based	\$25,000
	\$42,000

Expenses

60700 Office Supplies	\$18
60850 Payroll Expense	\$3,438
60800 Payroll Benefits	\$400
60900 Payroll Taxes	\$344
61000 Printing In house	\$70
61020 Marketing/Adv	\$28
61300 Telephone--General	\$120
61310 Telephone--Cellular	\$0
61370 Travel Staff	\$90
61359 meetings and events	\$0
DEI/POC lived experience Stipends	\$25
61360 Training, Conferences	\$300
61379 Staff Appreciation	\$26
61380 Staff Development	\$52
61500 Rent	\$4,137
61640 Client Hotel	\$2,166
61650 Client Utility Assistance	\$3,966
61600 Family General Financial Assistance	\$4,969
61610 Family Rental Assistance	\$6,800
61620 Family Transportation Assistance	\$6,133
61603 Family Supplies	\$7,166
61700 Technology	\$220
61710 Technology equipment	\$1,282
60350 Dues/Subscriptions	\$250
	\$42,000



Family Support Center of South Sound Board of Directors Roster Fiscal Year 2021-2022

OFFICERS

- **Marie Lanese, Chair**
Retired
- **Dan Smith, Vice Chair**
City of Tumwater
- **Katie McMurray, Secretary**
Business Owner – Sensory Tool House
- **Nam Nguyen, Treasurer**
Washington State Office of the Attorney General

BOARD MEMBERS

- **Jane Field**
Retired, Washington State Employment Security Department
- **Eric Sullivan**
Thurston County Treasurer's Office
- **Alyssa Humbert**
Community Member
- **Jessica Volkman**
Aaron Thomas Home Team
- **Leatta Dahlhoff**
Washington State Department of Ecology, Tumwater City Council
- **Kristina Linehan**
Image Source
- **Blake Chard**
Retired, Non-Profit Sector

"working together to strengthen all families"

EXECUTIVE DIRECTOR: Trish Gregory OFFICERS: Marie Lanese, Chair • Dan Smith, Vice Chair • Katie McMurray, Secretary • Nam Nguyen, Treasurer
BOARD MEMBERS: Jane Field • Eric Sullivan • Leatta Dahlhoff • Jessica Volkman • Alyssa Humbert • Daniel Berner, General Council

**Family Support Center
of
South Sound**

BYLAWS

“Working Together to Strengthen All Families”

Building strong, healthy, and hopeful families since 1992.

ARTICLE I: NAME

The name of the corporation is the Family Support Center of South Sound, hereinafter referred to as the Family Support Center (FSC and FSCSS).

ARTICLE II: MISSION AND PURPOSE

The mission of the Family Support Center is “Working Together to Strengthen ALL Families”. We envision a community where all families are valued and nurtured and have the resources to be strong, healthy, and hopeful.

The Family Support Center works collaboratively with other community based agencies and programs that share these goals to promote family resilience and celebrate diversity.

We believe in focusing on family strengths rather than limitations, the human spirit in all people is worthy of respect, and that all families deserve the opportunity for positive change and growth.

ARTICLE III: MEMBERSHIP

- 3.1 Organizational members include individuals or organizations who contribute to the Family Support Center of South Sound either through financial or in-kind contribution. Members also include individuals and organizations who receive regular communication from the organization through social media, e-blast, or other media platforms.
- 3.2 Members of the Board of Directors are the directors of the corporation and shall be considered General Members of the corporation. The Board of Directors shall consist of no fewer than seven (7) and up to 17 members (up to 15 full board members plus one honorary board member and one general counsel position) recruited from the community and elected by the Board of Directors.
- 3.3 Organizational, Honorary and General Counsel members are not subject to annual dues and do not have voting rights.

- 3.4 Members of the Board of Directors are expected to attend 75% of meetings each year.
- 3.5 Members of the Board of Directors will pay annual membership dues as set by the Board and make financial contributions that are personally significant.
- 3.6 All members of the Board of Directors (including the honorary board member and general counsel position) will receive written notice of the annual meeting as well as regular communication regarding the Family Support Center.
- 3.7 The Board of Directors may appoint an honorary board member who may attend select board meetings, act as an advisor to the board, and serve on committees, and other activities; but, without full board responsibilities or voting privileges. An honorary member is expected to attend the annual meeting and participate in at least one annual fundraising or outreach event.
- 3.8 The Board of Directors sets agency policy and holds the Executive Director accountable.
- 3.9 Members of the Board of Directors who fail to act according to the Bylaws may be removed from the board with a two-thirds (2/3) affirmative vote of the current board members.

ARTICLE IV: OFFICERS

- 4.1 The Board of Directors shall include the following officers: Chair, Vice Chair, Immediate Past Chair, Treasurer and Secretary who shall comprise the Executive Committee. Officers shall be responsible for carrying out the duties of their office as defined below.
- 4.2 The Chair presides at meetings of the Board of Directors and facilitates meetings of the Executive Committee, and executes deeds, transfers, bills of sale, contracts and other instruments as authorized by the board. The Chair appoints chairpersons of committees in consultation with other Board members and serves *ex-officio* as a member of all committees. The Chair becomes the Immediate Past Chair at the end of his/her term.
- 4.3 The Vice Chair shall exercise all duties and responsibilities of the Chair whenever the Chair is absent, unable to carry out his or her duties, or if the Chair acts outside the scope of his or her authority as determined by the Board of Directors.
- 4.4 The Immediate Past Chair serves a minimum of one year after completing his or her last term as Board Chair.
- 4.5 The Secretary shall keep records of the Family Support Center, including the official minutes of Board meetings, and together with the Chair shall execute official correspondence, deeds, transfers, bills of sale, contracts and other instruments as authorized by the Board. The Secretary ensures minutes are distributed to members after each meeting.

- 4.6 The Treasurer oversees the finances of the organization. He or she shall provide oversight for the current and complete books of account pertaining to the Family Support Center. The Treasurer shall report the current financial condition of the Family Support Center at meetings of the Board of Directors. The Treasurer will present an annual budget to the board.
- 4.7 The term of office for officers is two years except for the Immediate Past Chair, which is one year. Officers may seek and serve more than one consecutive term of office.
- 4.8 An officer may be removed from his or her position with a two-thirds (2/3) affirmative vote of the current board members.
- 4.9 Board members are considered volunteers of the family support center in addition to being directors of the corporation. Background check requirements that apply to other general volunteers also apply to members of the board of directors.

ARTICLE V: MEETINGS

- 5.1 Unless otherwise stated, fifty-one percent (51%) of presently seated members of the Board of Directors constitutes a quorum for action by the Board.
- 5.2 The Board of Directors shall meet at least ten (10) times per year at a regularly scheduled time and date to be determined by the Executive Committee. The time and date shall be announced to all members of the Board of Directors a minimum of five (5) days prior to the meeting.
- 5.3 The location of the meeting will be determined by the Executive Committee.
- 5.4 There shall be an Annual Meeting on the fourth Thursday in June with the time and date determined by the Executive Committee. The time and date shall be announced to the Board of Directors a minimum of two (2) weeks prior to the meeting. Members present at the annual meeting shall constitute a quorum. At the annual meeting the Members shall elect Directors and Officers. Any business may be considered at an Annual Meeting.
- 5.5 Minutes of all board meetings and formal actions shall be recorded.
- 5.6 Executive sessions may be convened for the purpose of discussion and hearing recommendations of staff or legal counsel with respect to any pending or potential litigation, pending or potential real property transactions, pending or potential personnel actions, the pending or potential removal of a member of the Board of Directors, or the pending or potential termination of a Lease.
- 5.7 Special meetings of the membership may be called by Board Chair or Vice Chair in accordance with RCW 24.03.075, as now written or as hereinafter amended. Notice of the time, place, and purpose of the meeting must be sent to all members in advance of the meeting. At a special meeting, members can discuss only the business that was stated in the notification.

- 5.8 In accordance with RCW 24.03.085, proposals may be voted on by electronic mail ("email"). A notice of the e-mail vote must be sent to all members with the specific proposal to be decided and the deadline for the vote. The e-mail response from voting members must include the specific proposal and a vote of yea or nay and must be received by the deadline. Members voting by email are present for all purposes of quorum, counts of votes, and percentages of total voting power present.
- 5.9 Conflicts of interest by staff, members of the Board of Directors, or volunteers are prohibited. For the purpose of this section, a conflict of interest is defined as the participation by staff, volunteers or members of the Board of Directors (other than acts within the scope of agency employment) in any transaction that directly or indirectly benefits the specific person, a member of his or her family, or a business entity in which the individual or a member of this or her family has a direct or beneficial interest. For the purpose of this section, the term "family" includes persons who reside in the same home, who have reciprocal, natural and/or moral duties to, and do, provide support for one another.
- 5.10 Members of the Board of Directors abide by the Family Support Center's conflict of interest and confidentiality policies.
- 5.11 Each Officer and member of a committee with board-delegated powers shall annually sign a statement that affirms that such person:
- a. has received a copy of the conflict of interest policy;
 - b. has read and understands the conflict of interest policy;
 - c. has agreed to comply with the policy; and,
 - d. understands the Family Support Center is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE VI: BOARD OF DIRECTORS

- 6.1 The term of office for a Board of Director shall be three (3) years. However, Officers shall serve staggered terms to balance continuity with new perspectives.
- 6.2 A member of the Board of Directors may be allowed to serve multiple terms of office.
- 6.3 The business and affairs of the Family Support Center shall be directed by the Board of Directors. The Board of Directors shall have those powers and duties incident to achieving the purposes of the Family Support Center, including but not limited to the specific powers and duties set forth below.
- a) Hire and oversee activities of the Executive Director, delegating such responsibilities to the Executive Director as the Board sees appropriate.
 - b) Enter into necessary contracts and take necessary legal action in effecting the

purposes of the Family Support Center.

- c) Insure against legal liabilities of the Family Support Center, its trustees, officers, members, employees and volunteers, as advised.
- d) Assume legal fiduciary responsibility for the Family Support Center.
- e) Open and maintain accounts in banks and other depositories in the name of the Family Support Center.
- f) Require an annual financial review or independent financial audit.
- g) Authorize one or more officers or other members of the Board of Directors to make necessary withdrawals and expenditures.
- h) Ensure written policies are in place to carry out the mission of the Family Support Center and enumerated board activities.
- i) Ensure use and maintenance of the Family Support Center is in a manner that is consistent with the purpose defined in Article II and consistent with the terms described in the Use and Lease Agreement with the City of Olympia.
- j) Review, implement and re-negotiate the Use and Lease Agreement with the City of Olympia.
- k) Reconcile or modify any inconsistencies in the Family Support Center By-Laws.
- l) Designate committees with power to exercise the discretionary authority as delegated by the Board of Directors.
- m) Make determinations on the acceptance or removal of any member of the Board of Directors by a two-thirds (2/3) affirmative vote of those Directors currently seated on the Board.
- n) Adopt an annual operations and maintenance budget for the Family Support Center building and associated appurtenances.
- o) Decide space allocations and leasing rates for agencies and organizations that occupy and use space within the building.
- p) Conduct strategic planning every three (3) years.

ARTICLE VII: COMMITTEES

- 7.1 Committees shall be appointed by the Board of Directors as needed.
- 7.2 All committees shall make regular reports and recommendations, as appropriate, to the Board of Directors.
- 7.3 All committee recommendations that require action must be approved by the Board of Directors.
- 7.4 At least two members of the Board of Directors shall serve on each committee.

7.5 Non-members of the Board of Directors may participate in committee meetings.

ARTICLE VIII: AMENDMENT OF BYLAWS

The Bylaws may be altered, amended or repealed by an affirmative vote of two-thirds (2/3) of those members of the Board of Directors presently seated on the board providing a written notice was given to all members no less than two weeks in advance of the meeting at which such vote is taken. This notice must include the purpose of the bylaws revision and a copy of the draft amendments.

ARTICLE IX: STATEMENT OF INDEMNIFICATION

9.1 Right to Indemnification: Subject to Section 9.6 of this Article below, each person who is or was made a party to, or is threatened to be made a party to, or is otherwise involved (including, without limitation, as a witness) in any actual or threatened action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that he or she is or was a director or officer of the Family Support Center or, while a director or officer, he or she is or was serving at the request of the Family Support Center as a director, trustee, officer, employee or agent of another corporation or of a partnership, joint venture, trust or other enterprise, including service with respect to employee benefit plans, shall be indemnified and held harmless by the Family Support Center, to the full extent permitted by applicable law as then in effect, against all expense, liability and loss (including attorney's fees, judgments, fines, ERISA excise taxes or penalties and amounts to be paid in settlement) actually and reasonably incurred or suffered by such person in connection therewith, and such indemnification shall continue as to a person who has ceased to be a director, trustee, officer, employee or agent and shall inure to the benefit of his or her heirs, executors and administrators; provided, however, that except as provided in this Article with respect to proceedings seeking solely to enforce rights to indemnification, the Family Support Center shall indemnify any such person seeking indemnification in connection with a proceeding (or part thereof) initiated by such person only if such proceeding (or part thereof) was authorized by the board of directors of the Family Support Center. The right to indemnification conferred in this Section shall be a contract right and shall include the right to be paid by the Family Support Center the expenses incurred in defending any such proceeding in advance of its final disposition; provided, however, that the payment of such expenses in advance of the final disposition of a proceeding shall be made only upon delivery to the Family Support Center of an undertaking, by or on behalf of such director or officer, to repay all amounts so advanced if it shall ultimately be determined that such director or officer is not entitled to be indemnified under this Section 9.1 or otherwise.

9.2 Right of Claimant to Bring Suit: Subject to Section 9.6 of this Article below, if a claim for which indemnification is required under Section 1 of this Article is not paid in full by the Family Support Center within sixty (60) days after a written claim has been received by the Family Support Center, except in the case of a claim for expenses incurred in

defending a proceeding in advance of its final disposition, in which case the applicable period shall be twenty (20) days, the claimant may at any time thereafter bring suit against the Family Support Center to recover the unpaid amount of the claim and, to the extent successful in whole or in part, the claimant shall be entitled to be paid also the expense of prosecuting such claim. The claimant shall be presumed to be entitled to indemnification under this Article upon submission of a written claim (and, in an action brought to enforce a claim for expenses incurred in defending any proceeding in advance of its final disposition, where the required undertaking has been tendered to the Family Support Center), and thereafter the Family Support Center shall have the burden of proof to overcome the presumption that the claimant is not so entitled. Neither the failure of the Family Support Center (including its board of directors, independent legal counsel or its members, if any) to have made a determination prior to the commencement of such action that indemnification of or reimbursement or advancement of expenses of the claimant is proper in the circumstances nor an actual determination by the Family Support Center (including its board of directors, independent legal counsel or its members, if any) that the claimant is not entitled to indemnification or to the reimbursement or advancement of expenses shall be a defense to the action or create a presumption that the claimant is not so entitled.

9.3 Non-exclusivity of Rights: Subject to Section 9.6 of this Article below, the right to indemnification and the payment of expenses incurred in defending a proceeding in advance of its final disposition conferred in this Article shall not be exclusive of any other right which any person may have or hereafter acquire under any statute, provision of the Articles of Incorporation, Bylaws, agreement, vote of members, if any, or disinterested directors or otherwise.

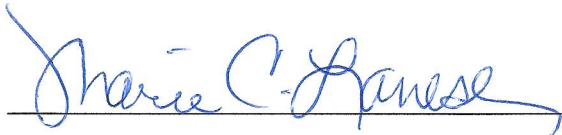
9.4 Insurance, Contracts and Funding: The Family Support Center may maintain insurance at its expense to protect itself and any director, trustee, officer, employee or agent of the Family Support Center or another corporation, partnership, joint venture, trust or other enterprise against any expense, liability or loss, whether or not the Family Support Center would have the power to indemnify such persons against such expense, liability or loss under the Washington Business Corporation Act, as applied to nonprofit corporations, or under the Washington Nonprofit Corporation Act. The Family Support Center may, without further action, enter into contracts with any director or officer of the Family Support Center in furtherance of the provisions of this Article and may create a trust fund, grant a security interest or use other means (including, without limitation, a letter of credit) to ensure the payment of such amounts as may be necessary to effect indemnification as provided in this Article.

9.5 Indemnification of Employees and Agents of the Family Support Center: Subject to Section 9.6 of this Article below, the Family Support Center may, by action of its Board of Directors from time to time, provide indemnification and pay expenses in advance of the final disposition of a proceeding to employees and agents of the Family Support Center with the same scope and effect as the provisions of this Article with respect to the indemnification and advancement of expenses of directors and officers of the Family Support Center or pursuant to rights granted pursuant to, or provided by, the

Washington Business Corporation Act, as applied to nonprofit corporations, or otherwise.

- 9.6 Limitations on indemnification: Any and all rights to indemnification provided for in the foregoing sections of this Article 9 are restricted and limited as follows: (a) the Family Support Center shall not indemnify a director in connection with a proceeding by or in the right of the Family Support Center in which the director was adjudged liable to the Family Support Center, and (b) the Family Support Center shall not indemnify a director in connection with a proceeding charging improper personal benefit to the director, whether or not involving action in the director's official capacity, in which the director was adjudged liable on the basis that personal benefit was improperly received by the director.

These bylaws are effective on the 16th day of April, 2020.



Chair, Board of Directors



Vice Chair, Board of Directors



Secretary, Board of Directors



Treasurer, Board of Directors

STATE of WASHINGTON



SECRETARY of STATE

I, **RALPH MUNRO**, Secretary of State of the State of Washington and custodian of its seal, hereby issue this

CERTIFICATE OF INCORPORATION

to

THE FAMILY SUPPORT CENTER OF SOUTH
SOUND

a Washington Non Profit corporation. Articles of Incorporation were filed for record in this office on the date indicated below.

UBI Number: 601 967 753

Date: July 12, 1999



Given under my hand and the Seal of the State
of Washington at Olympia, the State Capital

Ralph Munro, Secretary of State
2-897061-4

TO: Budget and Finance Committee
FROM: Troy Niemeyer, Finance Director
Bill Sampson, Senior Accountant
DATE: October 19, 2022
SUBJECT: 2021-2022 Budget 3rd Amendment

1) Recommended Action:

Make a motion to approve budget amendment number three as a committee, and move it to a Public Hearing at November 15, 2022 Council Meeting.

2) Background:

Staff conducted an analysis of budgeted 2021-2022 resources and expenditures. This allows staff to amend the current budget for any previously unknown revenues or expenditures. This amendment is largely to “clean up” the final budget as we approach the end of the biennium.

3) Policy Support:

Be fiscally responsible and develop sustainable financial strategies.

4) Alternatives:

☐ Delay the public hearing and send back to staff for changes.

5) Fiscal Notes:

Attachment A to the agenda report shows the proposed changes to each City fund for the 2021-2022 biennium's beginning fund balance, revenues, expenditures and ending fund balance. The Finance Department has a detailed list of all changes for review if desired.

6) Attachments:

A. Attachment A – Proposed changes to each City Fund for the 2021-2022 biennium.

CITY OF TUMWATER
Budget Adjustment 3
2021 - 2022

Attachment A

FUNDS BY TYPE	Beginning Fund Balance	Revenues	Total Resources	Expenditures	Ending Fund Balance	Proposed Budget
General Government Funds						
001 General Fund	\$ 11,122,465	\$ 62,949,716	\$ 74,072,181	\$ 68,546,308	\$ 5,525,873	\$ 74,072,181
002 Public Safety Reserve	1,133,800	3,796,000	4,929,800	3,966,500	963,300	4,929,800
007 Permit Reserve	402,855	108,000	510,855	-	510,855	510,855
008 Emergency Reserve	1,404,149	24,000	1,428,149	-	1,428,149	1,428,149
009 Facilities Reserve Fund	806,777	1,193,000	1,999,777	70,000	1,929,777	1,999,777
012 Recreation Special Programs	91,100	70,000	161,100	90,150	70,950	161,100
015 Parks Board	39,337	99,968	139,305	59,968	79,337	139,305
016 E-Link & Fiberoptics	618,209	116,100	734,309	175,000	559,309	734,309
017 Historical Commission	49,350	20,000	69,350	60,000	9,350	69,350
018 K-9	23,005	-	23,005	23,005	-	23,005
019 US Flag Recognition	14,466	250	14,716	1,000	13,716	14,716
GENERAL GOVERNMENT FUNDS	\$ 15,705,513	\$ 68,377,034	\$ 84,082,547	\$ 72,991,931	\$ 11,090,616	\$ 84,082,547
Special Revenue Funds						
105 Affordable Housing Sales Tax Fund	\$ 84,041	115,974	\$ 200,015	\$ 200,015	\$ -	\$ 200,015
107 Domestic Violence Prevention Fund	14,230	1,000	15,230	13,885	1,345	15,230
108 Drug & Other Seizure Fund	59,504	-	59,504	37,500	22,004	59,504
109 Lodging Tax Fund	464,453	606,000	1,070,453	593,970	476,483	1,070,453
111 Development Fees Fund	11,988,568	5,120,000	17,108,568	5,472,300	11,636,268	17,108,568
120 Barnes Lake Management District Fund	31,767	34,610	66,377	31,300	35,077	66,377
130 Transportation Benefit District	3,595,104	3,510,000	7,105,104	5,212,800	1,892,304	7,105,104
Debt Service Fund						
200 General Obligation Debt Service Fund	\$ 57,004	\$ 1,446,400	\$ 1,503,404	\$ 1,442,650	\$ 60,754	\$ 1,503,404
Capital Project Funds						
303 General Government CFP Fund	\$ (565,033)	\$ 12,234,600	\$ 11,669,567	\$ 12,126,331	\$ (456,764)	\$ 11,669,567
304 Transportation CFP Fund	7,188,647	21,124,850	\$ 28,313,497	21,936,954	6,376,543	28,313,497
Proprietary Funds						
400 Water Utility Fund	\$ 10,149,579	\$ 13,608,361	\$ 23,757,940	\$ 21,024,525	\$ 2,733,415	\$ 23,757,940
401 Sewer Utility Fund	11,747,052	20,674,227	\$ 32,421,279	24,238,428	8,182,851	\$ 32,421,279
411 Storm Utility Fund	6,420,770	7,928,723	\$ 14,349,493	9,328,166	5,021,327	\$ 14,349,493
480 Golf Course Fund	177,094	4,632,933	\$ 4,810,027	4,658,581	151,446	\$ 4,810,027
Internal Service Funds						
501 Equipment Rental & Reserve Fund	\$ 4,911,675	\$ 6,523,700	\$ 11,435,375	\$ 11,435,375	\$ -	\$ 11,435,375
CITY-WIDE TOTALS	\$ 72,029,968	\$ 165,938,412	\$ 237,968,380	\$ 190,744,711	\$ 47,223,669	\$ 237,968,380