

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorizing the City Manager to Execute a Contract with the Center for Human Services in the Amount of \$104,400 for the Youth Outreach Leadership and Opportunities Program
<b>DEPARTMENT:</b>	Parks, Recreation and Cultural Services
<b>PRESENTED BY:</b>	Mary Reidy, Recreation Superintendent
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing <input type="checkbox"/> Discussion

**PROBLEM/ISSUE STATEMENT:**

King County Best Starts for Kids (BSK) is a voter approved initiative designed to “help put every baby born and every child raised in King County on a path toward lifelong success”. The City of Shoreline’s Teen Program was awarded \$543,355 over three years in grant funding to the City for the Youth Outreach Leadership and Opportunities (YOLO) program. The City Council approved the acceptance of this grant award at the November 13, 2017, Council meeting. King County has extended the grant for an additional year awarding the City an additional \$112,113 for 2021, which Council is also considering on tonight’s agenda.

The YOLO program provides much needed resources and opportunities at the City of Shoreline Teen Center and the Ballinger Homes King County Housing Authority complex with a focus on youth-led outreach efforts via employment opportunities for those youth. As part of the YOLO program, the Center for Human Services provides on-site mental health therapy services and hosts the youth leaders at their Ballinger out-of-School Program. Tonight, Council is being asked to authorize the City Manager to enter into this service contract with the Center for Human Services for these YOLO services. The scope of work of the Center for Human Services contract is attached to this staff report as Attachment A.

**RESOURCE/FINANCIAL IMPACT:**

This 1-year service contract is \$104,400 and is funded by the BSK grant award. This grant funded project is scheduled to be completed by December 31, 2021.

**RECOMMENDATION**

Staff recommends that the Council move to authorize the City Manager to execute an agreement with the Center for Human Services for \$104,400 to provide services for the Youth Outreach Leadership and Opportunities program for 2021.

**ATTACHMENTS:**

Attachment A – Scope of Work for Center for Human Services – YOLO Program

Approved By: City Manager **DT** City Attorney: **MK**

## EXHIBIT A

### AGREEMENT FOR HUMAN SERVICES SCOPE OF SERVICES TO BE PERFORMED AND PROGRAM PERFORMANCE MEASURES

Scope of Services to be Provided by the Consultant during the term of this agreement: The Consultant shall work in collaboration with the City of Shoreline's Youth and Teen Development Program (YTDP) to implement the King County Best Starts for Kids funded Youth Outreach Leadership and Opportunities (YOLO) program. The YOLO program will provide much needed resources and opportunities at the City of Shoreline Teen Center and the Ballinger Homes King County Housing Authority complex with a focus on youth-led outreach efforts via employment opportunities for those youth. The program includes employing youth leaders to promote the wide range of Shoreline Teen Programs, and an on-site mental health specialist.

#### 1. Scope of Work.

As part of this program, the Consultant will provide the following as it related to those program components:

- a) Youth Leaders. While the youth leaders will be City extra help employees, the Consultant will "host" leaders at their Ballinger Homes Out-of-School Program, as agreed upon with City staff.
- b) On-site Mental Health Therapist. The Consultant will employ a mental health therapist that will be embedded into the service delivery teams at both locations. The therapist will "hang-out" with the kids at the Teen Center and at the Ballinger Homes OST Program to build rapport with the youth and gently solicit participants in the training program or other services. The therapist will be a caring adult outside of the youth's families who serves as a role model. After rapport is established, the therapist may introduce the idea of participating in the trainings, and/or screening/assessment to youth who seem to be experiencing behavioral health issues. The therapist may provide on-site individual therapy or group therapy for those who want it, depending on the willingness of the youth. The therapist will also be in the position to refer youth to more intensive treatment or other services if necessary.

#### 2. Program Requirements and Performance Measures.

- a) The Consultant agrees to provide, at minimum, 100 youth contact hours per month, either directly in the program or through a virtual platform as agreed upon with YTDP staff monthly.
- b) The Consultant agrees to attend monthly community partner meetings as well as weekly YTDP staff team meetings.
- c) The Consultant will coordinate with YTDP to develop a monthly work calendar that will outline direct service program hours and administrative time.
- d) The Consultant will provide a qualified substitute Mental Health Therapist, pre-approved by YTDP staff, in the event of anticipated or extended leave longer than one week.
- e) The Consultant agrees to coordinate with YTDP staff to submit quarterly reports required by King County Best Starts for kids including relevant client data and program narrative in a timely manner as required by the funder.

### **3. Public Information.**

Whenever possible, the City of Shoreline and the Best Starts for Kids Grant program will be recognized in Consultant publications and other informational mediums as a financial supporter of the program.

### **4. Conflict of Interest.**

Interest of Officers, Employees, or Agents: No officer, consultant, elected or appointed official, employee, or agent of the Contractor or Agency who exercises any functions or responsibilities in connection with the planning and carrying out of the Block Grant Program, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to CDBG assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

### **5. Public Information and Records Management.**

- a) In all news releases and other public notices related to projects funded under this Agreement, the Contractor shall include information identifying the source of funds as the City of Shoreline and the King County Best Starts for Kids program.
- b) All records required by this agreement shall be retained by the Consultant for a minimum of seven (7) years, unless there is litigation, claims, audit, negotiation, or other actions involving the records, which has started before expiration of the seven-year period. The period of time shall commence on January 1 of the year following the year in which the final invoice was paid.

### **6. Payments.**

Consultant will be paid on a reimbursement-based system. 2021 costs are estimated not to exceed \$104,400.

### **7. Contract Administration.**

- a) The Consultant will notify the City, in writing, within ten (10) days of any changes in program personnel or signature authority.
- b) The Consultant's main contact for the day-to-day operations of the program will be Beratta Gomillion.
- c) The City's main contact for the day-to-day contract administration will be Amanda Zollner.
- d) The Consultant will provide the City with a copy of their independent audit, when completed.

### **8. Reports and Reimbursement Requests.**

The Consultant shall submit a Billing Voucher and Performance Measures Report on a monthly basis.