

Implementation of the Human Services Element (HSE) HHHS Status Report: April, 2007

Goal 1: Implement the Human Services Element (HSE). Designate the Health, Housing and Human Services Council (HHHS), a non-profit Washington Corporation, as the official body of the City empowered to act on all matters pertaining to the implementation (including coordination and delegation of the goals and policies of the HSE of the Comprehensive Plan consistent with the provisions of the Bainbridge Island Municipal Code and the Comprehensive Plan.

Policy	Current Status / Accomplishments to Date
<p>HSE 1.1 HHHS shall be responsible for monitoring the implementation and progress of the Human Services Element, and reporting on same to the City and community on a regular basis.</p>	<p>HHHS reports progress on HSE implementation through:</p> <ul style="list-style-type: none"> • HHHS Annual Report • Annual HSE Progress Report • Monthly Community Connections, Community Housing Coalition updates provided to HHHS board and agency boards • Needs assessment follow-up reports at HHHS board meetings and Community Connections meetings • HHHS E-news and website • Periodic meetings with Mayor, City Council committees, and City Council members as needed or requested
<p>HSE 1.2 HHHS shall serve as the primary voice of the human services community to the City.</p>	<p>HHHS acts as primary voice of human services community to City through:</p> <ul style="list-style-type: none"> • Annual reports provided to the City Council • A Statement of Needs and Budget Request for agency funding developed annually and presented to City Council • Presentation to City Council Committees; meetings with Mayor and City staff • Presentation to City Council at COBI Budget Hearing, workshops
<p>HSE 1.3 HHHS, as the official body of the City, shall have appropriate staffing, funding for which shall be included in the allocation to HHHS for administrative costs.</p>	<p>COBI funding supports:</p> <ul style="list-style-type: none"> • .9 FTE HHHS Executive Director • .63 FTE HHHS Administrative Assistant • 1 FTE Community Housing Coalition Director • .25 FTE Community Housing Coalition Administrative Support
<p>HSE 1.4 HHHS shall be responsible for setting criteria for and allocating City of Bainbridge Island general fund money to nonprofit human service agencies located on Bainbridge Island that provide direct services to assist in meeting the human services needs of Bainbridge Island residents.</p>	<p>HHHS responsible for agency funding process:</p> <ul style="list-style-type: none"> • Agency Funding Policy (updated in 2004) outlines funding criteria; Contingency Fund Policy updated (2006). • Allocation recommendations made on an annual basis. • Agency Funding Committee reviews applications, makes recommendations to full HHHS Council; HHHS Council makes recommendation to City. • Service contracts developed; contract compliance monitored.

<p>HSE 1.5 HHHS shall be responsible for the integration of the Human Services Element with other Comprehensive Plan elements.</p>	<p>HHHS monitors and implements HSE and Community Housing Coalition focuses on Housing Element. HHHS board looks for opportunities for integration.</p>
<p>HSE 1.6 HHHS shall collaborate with the island taxing jurisdictions to build a comprehensive and affordable safety net of human services.</p>	<p>Collaboration occurring with BI Metropolitan Parks and Recreation District and the BISD through the monthly Directors' Forum. HHHS participated in emergency preparedness meeting hosted by Police Department in January, 2007. Police Chief invited to HHHS meeting on an annual basis.</p>
<p>HSE 1.7 HHHS should work with regional planners for the delivery of human services.</p>	<p>Examples of collaboration with regional planners:</p> <ul style="list-style-type: none"> • Collaboration with Area Agency on Aging, Lutheran Social Services, and Elder and Adult Day Services around HHHS sponsored Elder-Friendly Community Initiative • Participation in Bremerton/Kitsap Health District Healthy Standards Initiative, involving approximately 20 regional planners • HHHS sponsors Medical/Mental Health Collaborative involving Kitsap Mental Health, Peninsula Community Health Clinic, Area Agency on Aging, Virginia Mason Clinic and Helpline. KMH attributes HHHS with playing catalyst role leading to opening of new KMH clinic in Poulsbo in January, 2007, providing easier access to mental health services for BI residents.

Goal 2: Services to Human Services Providers. Support and create opportunities that facilitate the coordination, collaboration, communication, and cooperation among Human Service organizations.

Policy	Current Status / Accomplishments to Date
<p>HSE 2.1 HHHS shall regularly convene agency administrators and/or representatives from the Bainbridge Island human services organizations and taxing districts to serve as a forum for discussion and planning regarding issues confronting human services.</p>	<p>HHHS provides facilitation, staffing and support for Community Connections project:</p> <ul style="list-style-type: none"> • Monthly Directors Forum meetings for agency directors have occurred since March, 2000 when Community Connections was first established. • Participants include agency directors from the COBI funded human service organizations and partner organizations such as BISD, BI Metropolitan Park District, BI Senior Center and IslandWood. <p>Community Connections Project results in:</p> <p>Well-coordinated service delivery system</p> <ul style="list-style-type: none"> • Jointly developed vision, mission, and work plan guides Directors Forum work. Successful implementation of work plan increases individual agency capacity, improves public awareness of services, and provides the opportunity to track and review service gaps. • Increase in informal referrals across agencies. <p>More efficient human service delivery system</p> <ul style="list-style-type: none"> • Shared training for agency directors and board members of the human service agencies (professional training for Directors, Board Forum event for directors and board members). • Jointly developed community education materials promoting all of the agencies (brochure, poster, bookmark, website, and newsletter). <p>Less duplication of services / clear documentation of services</p> <ul style="list-style-type: none"> • Multiple agency database project provides service trend data across the human service delivery system.

<p>HSE 2.2 HHHS shall develop a comprehensive needs assessment and resultant planning effort.</p>	<p>Comprehensive community human services needs assessment completed in 2003:</p> <ul style="list-style-type: none"> • Survey of agencies & key contacts, focus groups, development of community demographic profile, interviews with public officials • Needs Assessment Report distributed; supporting documentation available via website <p>Follow-up planning process completed in 2004:</p> <ul style="list-style-type: none"> • 80 people participate in 5 action teams focused on each of the gap areas identified in the original needs assessment • Action Teams developed strategies to address each of the service gap areas • <i>From Assessment to Action Report</i> distributed to community <p>Two cross-agency planning initiatives launched in 2005 to address two of the gap areas identified in needs assessment:</p> <ul style="list-style-type: none"> • Community Housing Coalition (Affordable Housing) • Elder-Friendly Community Initiative (Affordable Assisted Living and Adult Day Services) <p>Medical/Mental Health Collaborative, sponsored by HHHS, addresses some of Medical/Dental Action Team and Senior Action Team recommendations:</p> <ul style="list-style-type: none"> • New program instituted to better link Virginia Mason clients with Helpline, Interfaith Volunteer Caregivers for services • KMH opens Poulsbo branch, improving access for BI clients • PCHC tests feasibility of offering services on BI by opening a BI Clinic • Sound Teeth program re-instituted – Helpline provides screening and local dentists provide pro-bono dental services <p>Just Know Coalition acts as official action team around teen alcohol and drug issues.</p> <p>HHHS has begun planning for 2007 Needs Assessment Update to identify progress on previously identified gap areas and to identify any emerging service gap areas. Discussion held at April, 2007 Directors Forum to gather agency input on upcoming needs assessment process.</p> <p>HHHS is also partnering with the Area Agency on Aging on their comprehensive 2007 “What Would Make Our Community More Elder-Friendly” Survey that will be distributed county-wide. The BI Elder-Friendly Community committee helped to inform the survey and will also assist in distributing it to BI residents. Information specific to BI residents can be obtained from this survey process.</p>
<p>HSE 2.3 HHHS shall be responsible for consistent collecting and reporting of data for the city, other agencies, and the community.</p>	<p>HHHS developed multiple agency services database in 2001 with Glaser grant funding:</p> <ul style="list-style-type: none"> • Each agency has customized services database. Core data exported to HHHS to develop aggregate and trend reports. <p>Reports:</p> <ul style="list-style-type: none"> • Each agency has customized internal agency reports to track services • Aggregate and trend reports shared with HHHS board and Directors Forum on a bi-annual basis

	<ul style="list-style-type: none"> • Data shared with City in annual budget request and at City budget presentation • Aggregate Data Summary shared with the boards of each agency
<p>HSE 2.4 HHHS shall ensure the existence and maintenance of a comprehensive database of information on agency activity for use by the human services community, the City and other taxing districts, and the general public.</p>	<p>HHHS maintains an integrated database (described above) that tracks the services provided by the nine agencies receiving City funding</p> <ul style="list-style-type: none"> • HHHS contracts with a Database Consultant and Database Programmer to support and enhance the database project as needed.
<p>HSE 2.5 HHHS should ensure the existence of a central directory of local, regional, state, and federal human services organizations.</p>	<p>While there is no central directory per se, the following sources of resource information are in place:</p> <ul style="list-style-type: none"> • Community Connections website (developed and hosted by HHHS) contains information about the local non-profit human service agencies and their services. HHHS website also links to this site. • Kitsap County Youth Yellow Pages lists all service organizations serving youth throughout the county and the • United Way Info Link website lists human service organizations across Kitsap County. • New United Way 211 telephone line can be used to find services in Kitsap, Clallam and Jefferson County. • Information about State and Federal service organizations is obtainable through the web or the local library.
<p>HSE 2.6 HHHS should ensure efficient use of public resources by avoiding unnecessary duplication of services and encouraging cooperation among agencies that serve similar populations.</p>	<p>The Agency Funding Committee takes into consideration potential duplication of services when awarding City funds.</p> <p>Database project has shown that each service agency fills a particular service niche and has a well-developed client base. There seems to be very little duplication of services, if any.</p>
<p>HSE 2.8 HHHS should initiate, sponsor or conduct, alone or in cooperation with other public or private agencies, programs or activities to promote public awareness of human services.</p>	<p>Three HHHS sponsored websites to promote public awareness:</p> <ul style="list-style-type: none"> • HHHS (upgraded in 2006) • CHC site (under construction) • Community Connections (upgraded in 2006) <p>Elder-Friendly Community Initiative sponsored by HHHS brings together 9 organizations and several other community representatives</p> <ul style="list-style-type: none"> • Public Awareness Campaign; materials shared with policy makers and a variety of community groups • Brochure, Fact Sheets (completed May, 2006) • Materials available at 2006 BI Home & Garden Show, Community Housing Summit • Traveling Display Board (and brochures) visits BI Library, City Hall, BI Senior Center, Kitsap County Caregiver Conference, BI Virginia Mason Clinic in late 2006, early 2007. • EFC Steering Committee holds expanded meetings in 2007 to include senior housing providers, as well as health care professionals, library, mental health and other agencies serving seniors to gather their input on needs and ask for their assistance in distributing the Elder-Friendly Community Survey developed by the Area Agency on Aging.

	<p>Community Connections Project</p> <ul style="list-style-type: none"> • Brochure, Poster, Bookmark (completed May, 2006). Materials made available at library, local businesses, banks, Chamber of Commerce, City Hall other community gathering places and as part of Windermere’s newcomer packet. • Community Connections Newsletter (All island mailing – Last issue, fall 2006) <p>Community Housing Coalition</p> <ul style="list-style-type: none"> • Community Housing Summit on April 29, 2006 raised awareness about housing needs and inter-relationship with human service needs • February 7, 2007 Affordable Housing Workshop with City Council aired on BITV.
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Goal 3: Financial resources. Develop fiscal stability of Bainbridge Island’s human services organizations.

Policy	Current Status / Accomplishments to Date
<p>HSE 3.1 HHHS, as the official body of the City, shall endeavor to fund the implementation of the Human Services Element based on annual prioritized need through public and private sources.</p>	<p>Three-year, \$300,000 grant obtained from the Glaser Foundation in late 1999 helped jump-start implementation of the HHHS model and the HSE goals and policies in particular. Examples include:</p> <ul style="list-style-type: none"> • Development of services database, agency coordination through the Directors’ Forum, capital planning efforts, website, ¼’ly newsletter, and majority of funding for HHHS needs assessment process & follow-up process. <p>One Call for All funds HHHS became part of the One Call for All drive in 2002. Funds are used to fund HHHS community education efforts, such as Elder-Friendly Community brochure, Community Connections brochure, poster and bookmark.</p> <p>Public funds from the City of Bainbridge Island are the main source of funding for HHHS, sole source for CHC, and fund service contracts HHHS has with nine local non-profit agencies to provide human services.</p>
<p>HSE 3.2 HHHS should develop public/private partnerships to broaden the funding base for human services organizations.</p>	<p>Partnership with the Glaser Foundation</p> <p>Member of One Call for All drive</p>
<p>HSE 3.3 HHHS should identify new funding sources for human services organizations.</p>	<p>Fundraising workshops/training sponsored by HHHS:</p> <ul style="list-style-type: none"> • Professional development workshops for Directors Forum representatives (2005, 2006, 2007) • Annual Board Forum Event provides training for board members of each of the COBI funded agencies on board development and fund raising (Four to date; last one in January, 2007) • Workshops co-sponsored by HHHS and BI Arts and Humanities Council (2002 – 2003) <p>HHHS purchased Washington Foundation Notebook (directory/database of almost 2,000 Washington foundations, including profile and grant history) for use by Directors Forum representatives (2006).</p> <p>HHHS maintains small lending library for use by Directors Forum representatives, including books on fundraising.</p>

<p>HSE 3.4 HHHS should assist nonprofit human services organizations in developing good financial practices.</p>	<p>See HHHS sponsored workshops listed above</p> <p>HHHS participates in Wage and Benefit Survey (bi-annually) and shares report with agency directors (2007 survey currently underway)</p>
<p>Goal 4: Continuum of services. Ensure a range of services is available to people who need them by promoting and supporting a variety of affordable and physically accessible human services programs.</p>	
<p>Policy</p>	<p>Current Status / Accomplishments to Date</p>
<p>HSE 4.1 The City, through HHHS and other appropriate agencies, shall support programs that meet the basic needs of survival such as food, clothing, shelter and access to emergency health care.</p>	<p>The RFP criteria for City funding prioritizes services for basic needs.</p>
<p>HSE 4.2 The City, through HHHS and other appropriate agencies, shall support programs that meet the crisis needs of vulnerable populations.</p>	<p>RFP criteria for City funding for the agencies prioritizes services to vulnerable populations to meet basic needs.</p> <p>Some examples of agency support programs that are partially funded through the City:</p> <ul style="list-style-type: none"> • Helpline House provides services to several vulnerable populations: women and children in family violence situations, elderly, mentally ill, homeless. City funding helps to fund clinical social work staff to provide both direct crisis intervention and referral services. Services include food bank, counseling, rental assistance. • Scholarships are provided through the Boys and Girls Club and Bainbridge Island Child Care Center to assure that before and after school child care services are available for families in financial need. • BYS provides crisis counseling and referral services to teens that may be homeless, experiencing mental health or substance abuse problems. • Housing Resources Board provides emergency rental assistance for families in crisis, preventing homelessness. • YWCA ALIVE provides advocacy services for victims of domestic violence • Interfaith Volunteer Caregivers provide services to vulnerable populations such as the elderly and disabled
<p>HSE 4.3 The City, through HHHS and other appropriate agencies, should support preventative and early intervention programs, emphasizing programs (e.g., job training and parenting classes) that work to prevent social problems that negatively affect the health, safety, and well-being of the community.</p>	<p>Some examples of City funded programs, through HHHS, that support preventative and early intervention programs, emphasizing programs that work to prevent social problems:</p> <ul style="list-style-type: none"> • Teen Center activities • BYS Youth Board Drug Prevention Program, Strengthening Families program, and jobs bank program, • Boys and Girls Club after school programs • BI Childcare Centers before and after school programs • Helpline Parent and Child Center employment and career counseling services • YWCA ALIVE public awareness and community education programs. • Helpline participation in BISD Teen Screen Program

<p>HSE 4.4 The City, through HHHS and other appropriate agencies, should support programs and activities that and enhance the health and quality of life of target populations.</p>	<p>All of the agencies that receive City funding through HHHS provide some activities or programs that enhance the health and quality of life of the populations they serve.</p>
<p>HSE 4.5 The City, through HHHS and other appropriate agencies, should promote and support programs that provide needed services for families, e.g., child or adult day care and respite care for caregivers.</p>	<p>Several of the agencies receiving City funding through HHHS provide programs that provide needed services for families, e.g., childcare, training and support programs for developmentally disabled adults, respite care for caregivers, etc, i.e., BI Childcare Centers, Boys and Girls Club, BI Special Needs Foundation, Helpline House, and Interfaith Volunteer Caregivers.</p> <p>Through Elder-Friendly Community Initiative, HHHS encourages development of adult day program, acting as catalyst, letting adult day program providers know the need and encouraging them to consider providing services on or near BI.</p>
<p>HSE 4.6 The City, through HHHS and other appropriate agencies, should promote and support programs designed to allow people who need assistance with “activities of daily living” to remain in their homes as long as possible.</p>	<p>Programs provided by:</p> <ul style="list-style-type: none"> • Housing Resources Board Independent Living Program (funded through COBI Housing Trust Fund) • Helpline House • Interfaith Volunteer Caregivers
<p>HSE 4.7 The City, through HHHS and other appropriate agencies, should promote partnerships between private and public sectors to expand the options for a wide variety of programs.</p>	<p>Community Connections project is an example of public/private partnership on the administrative/planning level.</p> <p>All COBI funded agencies rely on both public and private funding to support their programs</p>
<p>HSE 4.8 The City, through HHHS and other appropriate agencies, should promote development of transportation system that addresses the physical accessibility to human services both on and off the island.</p>	<p>HHHS sponsored Elder-Friendly Community Initiative encourages transportation options that meet the needs of older citizens, sharing information with City planners, Non-motorized Transportation Committee, Winslow Tomorrow Streetscape Planning Committee.</p>
<p>Goal 5: Facility Development. Support coordination and co-location of facilities.</p>	
<p>Policy</p>	<p>Current Status / Accomplishments to Date</p>
<p>HSE 5.1 HHHS shall undertake a feasibility study of facility needs of the human services sector.</p>	<p>No formal capital feasibility study has been completed. However, through the Community Connections project:</p> <ul style="list-style-type: none"> • Survey of capital needs was completed with the Directors Forum agencies in 2001 <p>Results were shared with BISD as they began plans to demolish Commodore Center, which housed several of the</p>

	human service agencies. BISD found appropriate space for each of the human service agencies who were historically housed on school district grounds
HSE 5.2 HHHS should coordinate with the public and private sectors to develop methods to address the facility and utilities needs of the human services community.	<p>Glaser grant provided funding for early work done on capital coordination with Directors Forum agencies.</p> <p>HHHS worked with BISD to address needs of human services agencies housed in Commodore Center in 2002.</p> <p>HHHS is one of five tenants in the Marge Williams Center. Housing Resources Board is also a tenant.</p> <p>HHHS board members participate in BI Senior Center Feasibility Study (2006-2007) and strategize with Bainbridge Island Child Care Centers around possible future capital campaign (2006).</p> <p>Several human service agencies participated in BIAHC Cultural Center needs assessment and planning.</p>
HSE 5.3 HHHS should encourage the compatible and efficient use and sharing of existing, as well as future, facilities by human services providers.	Capital needs coordination was one of the original Community Connections goals. Coordination and sharing of facilities are encouraged through the Directors Forum. The Teen Center and the Boys and Girls Club have shared facilities some in the past, as have the BI Child Care Centers and the Boys and Girls Club.
Goal 6: Housing and Human Services. Recognize the interrelationship between housing and human services.	
Policy	Current Status / Accomplishments to Date
HSE 6.1 The City, through HHHS and other appropriate agencies, should support emergency rental assistance subsidies.	City funding, through HHHS, goes to the Housing Resources Board and Helpline House for emergency rental assistance subsidies.
HSE 6.2 HHHS shall provide a Community Advisory Board of the Housing Trust Fund per Ordinance 99-45.	<p>HHHS seats a Community Advisory Board to review Housing Trust Fund requests for funding as requested. (Last CAB seated to review a proposal in 2006.)</p> <p>HHHS Executive Director serves on the Housing Trust Fund Executive Committee as a non-voting member.</p>
HSE 6.3 HHHS, working with other appropriate agencies, shall monitor the impact of the cost and supply of housing on human services.	<p>Efforts to monitor the impact and cost of housing on human services include:</p> <ul style="list-style-type: none"> • 2003 HHHS Needs Assessment and Affordable Housing Action Team work, which captured some general information on the impacts of the cost and supply of housing • Community Housing Coalition and Housing Resources Board update portions of 2003 Housing Needs Assessment (2005) <p>Community Housing Coalition gathered data and monitored housing market and impact on community (2006); information presented at 2006 Housing Summit.</p>
HSE 6.5 HHHS should advocate for affordable housing.	In late 1990's, HHHS provided a forum for discussion about the live-aboard issue and participated on the Mayor's 90-day Live-aboard Task Force.

	<p>HHHS monitored work on the Anchoring and Mooring Plan. Presentation was made in support of the Harbor Commission's process at the City Public Hearing in 2005. Participation at Harbor Commission meeting in April, 2007.</p> <p>In 2004, HHHS was involved in the development of the Community Housing Coalition (CHC). In 2005, the CHC was launched under the HHHS 501 c 3 umbrella. HHHS sponsors the CHC, providing fiduciary and broad work plan oversight, as well as employing the CHC Housing Director. The CHC is charged with acting as a clearinghouse for community housing needs and information, providing best practice research, and contributing to the development of effective public policy.</p>
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Goal 7: Economic Health and Human Services. Recognize the interrelationship between economic health of the community and human services.

Policy	Current Status / Accomplishments to Date
<p>HSE 7.1 The City shall serve as a model employer and an example to the large community in addressing their employees' human services needs.</p>	<p>City progress not tracked to date.</p>
<p>HSE 7.2 HHHS should work with local business organizations to encourage the creation of jobs that reflect good business practices, e.g., job training, employee benefits, and family wages.</p>	<p>No progress to date.</p>
<p>HSE 7.3 The City, through HHHS and other appropriate agencies, should encourage businesses that actively support human services for workers and their families, e.g., provide on-site child care, transportation subsidies, and flexible work hours.</p>	<p>Community Housing Coalition partnered with the Chamber of Commerce to complete a survey of major workforce employers (including COBI) on workforce housing needs (2006) and participated in Chamber Luncheon focused on affordable housing and importance of workforce housing to employers (2007).</p>
<p>HSE 7.4 The City should stress access to jobs, especially for lower-income people, youth workers, and people with disabilities, when involved with planning local and regional transportation systems.</p>	<p>City progress not tracked to date.</p>