



**BUSINESS OF THE CITY COUNCIL
CITY OF MERCER ISLAND**

**AB 6106
July 5, 2022
Consent Agenda**

AGENDA BILL INFORMATION

TITLE:	AB 6106: MIYFS Foundation Donation and Middle School Counselor Hire Ahead Request	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Accept additional donation from MIYFS Foundation and authorize hire-ahead for a middle school counselor.	

DEPARTMENT:	Youth and Family Services
STAFF:	Ali Spietz, Chief of Administration Tambi Cork, YFS Administrator
COUNCIL LIAISON:	n/a
EXHIBITS:	1. 2022 Funding Agreement with MIYFS Foundation
CITY COUNCIL PRIORITY:	2. Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUIRED	\$ n/a

EXECUTIVE SUMMARY

The purpose of this agenda bill is to accept an additional donation from the MIYFS Foundation for 2022 and to authorize the hire-ahead of a middle school counselor for the 2022-2023 school year.

- The City and the Mercer Island Youth and Family Services (MIYFS) Foundation recently signed a Cooperative Agreement, the first formal agreement established between the two entities to memorialize over three decades of partnership work for the benefit of youth and families on Mercer Island.
- The MIYFS Foundation has pledged an additional \$215,000 in 2022 to support the Youth and Family Services Department staffing and programming. Already included in the 2021-2022 budget is \$300,000 in donations from the Foundation.
- The current employee in the middle school counselor position is planning to retire at the end of the 2022-2023 school year. Authorizing the hiring of a replacement (“hire-ahead”) is part of prudent succession planning and will allow for a smooth transition and transfer of knowledge.

BACKGROUND

FOUNDATION DONATION

For over three decades, the MIYFS Foundation has provided funding for the Youth and Family Services (YFS) Department to support the City's community, human services, and prevention programs. The generosity of the Foundation's donors has allowed YFS programming to grow with the needs of the community. In 2020, the Foundation established an ongoing commitment of \$300,000 each year to support YFS. This amount was budgeted in 2021-2022 and it will continue to be added in future budgets as a stable revenue source for the YFS Department. This year, the Foundation would like to contribute an additional \$215,000 for staffing support and the Emergency Assistance program.

The City and the Foundation recently entered into a Cooperative Agreement to formalize the terms, procedures, and general understanding of the relationship between the two entities ([AB 6097](#)). This agreement acts as the "parent agreement" for the entities. Section 5.5 of the agreement states:

"The Foundation shall use its best efforts to create an environment conducive to fostering levels of private support for the mission and priorities of the YFS Department and, in consultation with the City Manager (or designee), is responsible for planning and executing comprehensive fundraising programs in support of the YFS Department's mission. These programs include annual giving, major gifts, planned gifts, special projects, and campaigns as appropriate."

For any donations pledged to the City, staff are recommending that the City and the Foundation enter into a Funding Agreement to memorialize the amount, uses, and terms of the donation. Since the Foundation has an additional donation they would like to make to the City this year, the proposed funding agreement attached as Exhibit 1 is only for 2022 (funds to be used by December 2023). In the future, the funding agreements will be for a longer term (at least four years) to provide revenue stability for the YFS Department.

YFS STAFFING

When tenured staff retire or leave the City, there is an unfortunate loss of institutional knowledge and experience for the organization. Such loss affects productivity, delays work items, and requires new staff to "figure it out." In addition, when a school-based Youth and Family Services staff member leaves the City, there is an additional loss of professional and clinical relationships with the students, families, and staff at that school. Staff has been using a proactive approach to address staff leaving the City by implementing a hire-ahead program before key positions are vacated.

ISSUE/DISCUSSION

FOUNDATION DONATION

The MIYFS Foundation would like to donate an additional \$215,000 in 2022 to the YFS Department. Staff recommend the following uses for the additional funds:

- **Hire Ahead for Middle School Counselor Position: \$100,000**
The employee holding the counselor position at Islander Middle School will retire at the end of the 2022-2023 school year. The funding will be used to "hire ahead" a middle school counselor providing for a full school year of overlap and cross-training for the two positions. The Foundation and the City share the goal of establishing funding to sustain two Middle School Counselors in the future and that will be considered as part of the City's 2023-2024 biennial budget process.

- **Trauma-Informed Organizational Consultant: \$15,000**
YFS has been utilizing grant funding since 2019 to work with consultant agency Crisis & Trauma Resource Institute to implement proactive measures to maintain and grow a positive and healthy trauma-informed workplace for employees and clients. These resources will fund the contract extension for the 2022-2023 school year (beginning July 2022).
- **Emergency Assistance Program: \$100,000**
These funds will go to the Emergency Assistance program to cover emergency rental assistance and food pantry funding needs.

NEXT STEPS

If the City Council accepts the additional donation from the MIYFS Foundation and authorizes the City Manager to sign the Funding Agreement, staff will immediately begin recruiting for the Middle School Counselor position and enter into a successor agreement with the trauma-informed organizational consultant. Emergency Assistance funds will be utilized for rent, utility, and food assistance programs.

In addition, as part of the budgeting process this fall, staff will return with a funding agreement for 2023-2026 for donation pledges from the MIYFS Foundation.

RECOMMENDED ACTION

1. Accept the additional donation of \$215,000 from the Mercer Island Youth and Family Services Foundation and authorize the City Manager to sign the Funding Agreement memorializing the donation.
2. Authorize the hire-ahead of a middle school counselor for the 2022-2023 school year.