



Inclusion | Empowerment | Relationships | Employment

## HUMAN SERVICES FUNDING 2020 FINAL REPORT

### ACTIVITIES, OBJECTIVES, AND OUTCOMES

This year, the scope of the project had to be significantly altered because of the onset of the global pandemic caused by Covid-19 in March. At the beginning of the pandemic our goals and objectives changed to focus primarily on our members wellbeing. We are grateful that the City of Bainbridge Island changed its guidelines to allow us to use the funding to do what we could to stay afloat during this difficult and unprecedented time. This process has proved to be challenging, but with the help of the PPP loan and COBI's changed grant parameters we are happy to have achieved our pivoted goals and objectives. This funding was key in our ability to continue serving our members, it was also supportive to obtaining several other grant opportunities from Puget Sound Energy, Kitsap Economic Development Alliance, and the Bainbridge Community Foundation Critical Response Fund.

Based on the Washington state Covid-19 website, Vitalize Kitsap (formerly known as Island Time Activities) is technically an essential business under the Healthcare/Public Health sector, as we serve the wellbeing of a vulnerable, economically disadvantaged population. However, we decided to close at the beginning of the pandemic because we were not equipped or prepared to ensure the safety of our staff and participants (members). The full closure initially caused a complete loss of revenue and programming. Almost overnight, all of our staff were laid off and we went from running daily clubs and classes from 9 am – 6 pm, five days a week, plus Friday evening Dinner & a Movie Club, and monthly Saturday Supper Club, to no programs at all. At the onset of the closure, our main concern was for our members wellbeing, we wanted to help them understand the circumstances, keep them connected to their peers, and continue to work towards their lifelong learning goals.

To address the questions provided, we will do our best to answer them per objective/outcome below.

- 1. Objective:** Respite, social, life and job skills, recreation, fitness, and community engagement for people with disabilities. **Outcome:** Year 1 and year 2: 100% participation in at least two weekly activities, gaining social, life, work and recreational skills. Improving community access and building relationships with peers and others.

After the first month, we tried to reopen with limited engagement for members that don't require personal care, however that was short lived. Even the members who have greater mobility and independence still required more physical interaction than we were prepared to provide, so we had to close and reformulate our program design again. In an effort to address the issues facing our members and help alleviate the stress and anxiety of isolation, lack of connection, and setbacks in working towards their personal goals, we transformed our services to adjust to remote and limited one on one and small group onsite programming.



Because of the decrease in our capacity to serve members, our club style program offerings decreased by 50% and moved online. As the crisis continues, we continue to develop new ways to serve members. We now host more virtual/ zoom clubs and classes and offer very limited one on one activities out in the community, mostly hiking where social distancing is easier to maintain. As a result of our closure, this crisis has had a profound effect on the health and wellbeing of our members, many feel isolated, depressed, and are dealing with behavioral setbacks. Additionally, caregivers report a regression in some life, social, and job skills. Although we are able to reach about 90% of our members, there are several who because of their disabilities, do not benefit from the online course structure. Therefore, unfortunately we are not able to provide services for 100% of our previous members, though we have added new ones.

Our members have missed out on several important events we had planned. In April we were scheduled to host a large 20<sup>th</sup> Anniversary party/ fundraiser, it was going to be a Variety Show performed by our members. This event was to be held in partnership with Bainbridge Island Museum of Art and Lesser Known Players. Because of the pandemic we cancelled the event, but thankfully one of our members parents who owns Integrated Talent, suggested a way to host the event online, so we held a Quarantine O'ween Virtual Variety Show on Halloween. It was not as well prepared and attended as the initial show would have been, but it did raise member's spirits and was a minimal fundraiser. Overall, it was a loss of about \$15,000 in fundraising potential, however we made the front page of the *Bainbridge Island Review*, so it was a great "friendraiser." We also had to cancel our annual summer Friends & Family picnic, which was sad and difficult for our members to accept.

Since March, Vitalize Kitsap has gone from serving an average of 30 participants several days a week, to serving 20 people for only a couple hours a week. This year we served an average of 100 people per month, 75% were Bainbridge Island residents. Throughout the year we averaged about 1,000 service hours. We have lost 70% of our staff, having had to permanently lay off six people, with a few others moving on. We now have a core team of four staff with several supportive volunteers. Because we had to re-design our classes to offer remote programs to keep our members engaged and connected, staff have had to learn new ways of teaching and handling behavioral issues online, however we are shifting with the times and are able to stay open and for that we are grateful. Currently we are running two virtual club/classes twice a day, five days a week. Overall, it is difficult to say if conditions are improving or not, this pandemic has been challenging in different ways for everyone. With a population that was already vulnerable and isolated, this situation has exacerbated those realities.

2. **Objective:** Work and job skills experience selling food to local businesses and at events. Implement a food sales M.O.U./ contract service with local businesses. **Outcome:** Year 1: 80% of ITA members will participate in the job skills program by helping to shop, prep and/or sell food at local events and businesses. Year 2: 80% of ITA members will participate in the job skills program by helping to shop, prep and/or sell food at local events and businesses.
3. **Objective:** Vocational skills and job training for people with intellectual disabilities through ITA's new Employment Services program. **Outcome:** Year 1 and Year 2: Employment Services participants will receive training and



experience in workplace communication, time management, applying for jobs, performing tasks, and maintaining jobs.

Unfortunately, because of the pandemic and closure at the beginning of the year we did not have a chance to fully address the second and third objectives and outcomes this year. We had to abandon providing employment services altogether. However, at the beginning of the year we participated in some great collaborations, listed below:

- BI Parks & Rec - members stuffed Easter Eggs for their Megga Hunt. Although unfortunately all of our hard work went to waste as the hunt was cancelled this year.
- Lesser Known Players - had been working with members towards the end of 2019 and beginning of 2020 to help members work on songs and skits to highlight their talents and learn improv skills and other tricks of the trade.
- Bainbridge Island School District - we provided Adult Living program services for their high school students.
- Assistance Dogs NW - provided a volunteer worker and an outlet for their puppies to gain socialization skills at our facility.
- Suquamish Elementary School - some of our members volunteered to work with their preschool teacher to create learning materials.
- City of Bainbridge Island Cultural Funding Committee - provide art and cultural activities for our members and they supported our variety show activities.
- United Methodist Church - We rent the social hall from them and participated in some small and large scale job skills projects, such as recycling, yard maintenance, janitorial duties, etc.

Sadly there were no community events to participate in and as stated above, our main goals and objectives shifted to focus on keeping our doors open and keeping our members engaged remotely. Even though we were unable to fully provide job and vocational skills, we did adopt a new program implemented by the Developmental Disabilities Administration called Specialized Habilitation in October 2020. Specialized Habilitation services promote inclusion in the community and are individualized to the participant. It is for clients that need more assistance to gain independence, like those transitioning from high school, in skilled nursing facilities, transitioning from parents homes, or other life transitions. Support is provided with the intent of reaching at least one of the following habilitative goals:

- (1) **Self-Empowerment.** Support to increase self-esteem, confidence and develop skills to achieve personal development goals.
- (2) **Safety Awareness and Self-Advocacy.** Support to increase safety awareness and effectively express desires or needs.
- (3) **Interpersonal Effectiveness and Effective Social Communication.** Support to learn and develop social skills used to build and maintain friendships or increase acceptance in the community or at home.
- (4) **Coping Strategies Regarding Everyday Life Challenges.** Support to improve problem-solving skills and reduce stress associated with unexpected or unavoidable situations.



(5) **Managing Daily Tasks and Acquiring Adaptive Skills.** Support to develop the skills necessary to reside successfully and increase independence in the home and community.

We currently have one new member signed up and another in negotiations for the Specialized Habilitation program. We look forward to expanding this program with the support of COBI’s extended funding in 2021.

- 4. **Objective:** Increase the size of the Board of Directors. Host an annual Board retreat to develop the 2020-2025 Strategic Plan. **Outcome:** Year 1 and 2 ITA will increase the Board. Having at least 8 Board members will help our bottom line by eliminating the annual \$5,000 B&O tax.

Throughout the two-year process, these objectives and outcomes were met. We increased the size of our Board and managed to reduce our B&O tax contribution. With support of this grant, we obtained a grant from the Bainbridge Community Foundation to create a five-year strategic plan. The grant allowed us to hire to a professional to conduct a training and workshop for board and staff, where we developed our strategic priorities. Through this we developed a 2020 – 2025 Strategic Plan.

Through the strategic planning process, it was discovered that while our previous name served us for 20 years of business, we outgrew it and needed a new name to reflect our county wide growth and expansion. One of our new Board members helped us through the name and logo change and we are now called Vitalize Kitsap.

**BUDGET**

Year 1 project budget fell squarely in line with the proposed budget. In 2020, thankfully the city allowed us to alter our budget based on our current needs. Since our income sources were significantly adjusted and we received other funding for rent from Puget Sound Energy, we used the city funding to help offset payroll other office, rent, and utilities expenses. See budget breakdown table below:

	2019		2020	
	Budgeted	COBI Income	Expense	COBI Income
Auto	10,000.00	870.5	Wages	7,500
Rent	14,000.00	4,678	Rent	1,700
Utilities	10,000.00	2,541.75	Utilities	189.45
D&O tax and insurance	5,000.00	1909.75	Office	677.57
<b>TOTAL</b>		<b>10,000</b>		<b>10,067</b>



## STORIES

City funding has helped Vitalize Kitsap (aka ITA) and the community significantly. Without this funding we may not have been able to adapt to the constant challenges and changes 2020 presented. Below are three examples of how our organization affects the lives of our members and their families, thanks to the support we receive from COBI.

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Vitalize Kitsap has been an oasis for our daughter with Down syndrome. Our daughter loves being a member of ITA and she is able to live a meaningful, fun, and full life because of the programs and services they provide. And because of ITA, we have peace of mind. We are confident our daughter will be afforded developmentally appropriate and enriching social, educational, employment, artistic, fitness, and community experiences and support. We never imagined one organization could meet so many of our daughter's ever-changing needs and interests. Our whole family is grateful for this forward thinking and continuously evolving resource.

-Karen Kilbane and Pat Callahan (Keara Callahan's parents)



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We can't say enough what a blessing ITA has been! It gives Bill a chance to get out in the community & he loves being around people in the company of a very caring staff! Bill loves to go on special outings, fun activities, swimming& being w/staff & friends.

Thank you for all you do,  
Maureen and Tom Jurczak (Bill Kelley's sister and brother in law)

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We are so grateful for the impact ITA has had on our son. ITA's diverse programs focus on members as a group as well as their individual needs and abilities. The socialization at ITA with friends and the wonderful staff is invaluable. My son's individual programs include a tailored swimming program and journaling. Initially, he hated swimming but after Cody's persistence he looks forward to swimming days. His confidence as a swimmer has extended to other areas of his life. He tries to do things he never tried before, without urging. I am so impressed with ITA's commitment to each member and making him/her feel valuable. Not long ago, Scott came home with a list of items he excelled with that day at ITA. He was so proud of himself. It makes him try even harder.

-Mary Morton (Scott Mowells' mom)

