

ATTENDEES

Mike Percy, President of Courage to Change; Christina, Vice President of Courage to Change Recovery Services; Katie Olson, Ideal Option Contractor; Erin Lopez, Peer Outreach Specialist at Ideal Option; Michelle, Board Member at Courage to Change; Casey, Courage to Change Driver; April Provost, Ideal Option, Community Outreach Manager; Juliet D'Allesandro, Grant Administrator for Snohomish County Health Dept; Abi Sauer, Incoming Project Coordinator for Snohomish County Health Department; Lori Fleming, SHC Project.

OVERVIEW

The discussion held on Thursday, August 1, 2024, explored the current status, the operational success of the pilot, funding status, strategies for sustaining and potentially expanding the program, or alternatively ceasing the program at the end of September 2024.

DISCUSSION

Transportation Pilot's Current Status This program operates a van that shuttles between Monroe and Index, providing transportation to essential services such as food banks, recovery cafe, medical and dental appointments two days a week. A 24-hour advance notice is required. Initial profile-raising efforts included distributing flyers at fire stations, police departments, homeless hotels, and churches to raise awareness about the service. Approximately 80 successful encounters or rides have been conducted since the program's inception. The number of clients has been steadily increasing, with two to three clients being served daily. As of now, the program is fully booked through August.

Challenges and Successes The first month saw fewer rides due to the need to raise awareness about the service. As awareness grew, the demand for rides has increased significantly, leading to the program being fully booked. Positive feedback from clients who have benefited from the service, such as those who hadn't accessed medical services in years. Limited days of operation (Mondays and Thursdays) restrict the program's ability to meet all client needs.

Survey Feedback

Casey shared the format of the client survey, which includes questions on service usage frequency, satisfaction levels, impact on accessing essential services, and additional service needs. Initial survey responses indicate high satisfaction and significant positive impact on clients' lives. Notable feedback from clients who are now able to access essential services like medical appointments and groceries after long periods of deprivation.

Funding and Financial Overview Christina anchored the funding/budget discussion to clarify the financial status of the pilot program, and aid in discussions on sustainability and future funding needs.

Current Funding Utilization: Invoices have been submitted for June and July.

Next Invoice: Scheduled for submission on September 2, covering August expenses.

Total Utilized Funds by September: All allocated funds will be used up by the end of September.

Overall Financial Health: The program has sufficient funds to operate 2 days a week until the end of September, and additional funding is required to sustain or expand the program beyond this period.

Groundtruth the Current Budget/Expenditure table below with Katie/Christina

Month	Monthly Invoice Amount	Driver Salaries	Van Leasing	Insurance	Admin Costs	Total Expenses	Remaining Funds	Cumulative Remaining Funds	3 month Budget Remaining
									\$44,300.00
June	\$14,766.00	\$7,200.00	\$1,200.00	\$800.00	\$5,241.00	\$14,441.00	\$325.00	\$325.00	\$29,859.00
July	\$14,766.00	\$7,200.00	\$1,200.00	\$800.00	\$5,241.00	\$14,441.00	\$325.00	\$650.00	\$15,418.00
August	\$14,766.00	\$7,200.00	\$1,200.00	\$800.00	\$5,241.00	\$14,441.00	\$325.00	\$975.00	\$977.00
September	\$14,766.00	\$7,200.00	\$1,200.00	\$800.00	\$5,241.00	\$14,441.00	\$325.00	\$1,300.00	-\$13,464.00

Overall Contract Amount: Total budget for the pilot program: \$44,300 (spread over three months).

Monthly Expenditures: **Driver Salaries:** Two drivers’ salaries included; **Van Leasing:** Costs associated with leasing the van used for transportation; **Insurance:** Monthly insurance cost for the van: approximately \$800; **Administrative Costs:** Overhead and administrative expenses.

Specific Financial Figures:

- Total Monthly Invoice Amount: \$14,766.
- Breakdown of Monthly Costs:
 - Overhead and Admin Expenses: \$12,441.
 - Operation Expenses: \$10,520.
- Remaining Funds After Expenses: \$4,147 per month.
- **Cumulative Remaining Funds:** Enough to cover an additional month of operation (September) with the current budget.

Cost Implications to Add One Service Day Driver Salaries

Groundtruth this section's **Expanded Budget/Expenditure for Adding a Service Day Table** with Katie/Christina

Month	Original Monthly Invoice Amount	Expanded Monthly Invoice Amount	Original Driver Salaries	Expanded Driver Salaries	Original Van Leasing	Expanded Van Leasing	Original Insurance	Expanded Insurance	Original Admin Costs	Expanded Admin Costs	Original Fuel Costs	Expanded Fuel Costs	Original Total Expenses	Expanded Total Expenses
June	\$14,766.00	\$14,766.00	\$7,200.00	\$7,200.00	\$1,200.00	\$1,200.00	\$800.00	\$800.00	\$5,241.00	\$5,241.00	\$0.00	\$0.00	\$14,441.00	\$14,441.00
July	\$14,766.00	\$14,766.00	\$7,200.00	\$7,200.00	\$1,200.00	\$1,200.00	\$800.00	\$800.00	\$5,241.00	\$5,241.00	\$0.00	\$0.00	\$14,441.00	\$14,441.00
August	\$14,766.00	\$14,766.00	\$7,200.00	\$7,200.00	\$1,200.00	\$1,200.00	\$800.00	\$800.00	\$5,241.00	\$5,241.00	\$0.00	\$0.00	\$14,441.00	\$14,441.00
September	\$14,766.00	\$16,986.00	\$7,200.00	\$9,600.00	\$1,200.00	\$1,200.00	\$800.00	\$800.00	\$5,241.00	\$5,241.00	\$0.00	\$300.00	\$14,441.00	\$16,941.00

Additional Hours: 8 hours/\$30 for two drivers; **Total Additional Salary Cost:** $8 \text{ hours/day} \times 2 \text{ drivers} \times \30 per hour for a total of \$480 per additional service day.

Fuel Costs: Total Additional Fuel Cost: Estimated around \$200 - \$300 per month.

Fixed Costs: Insurance: No additional cost as it is a monthly fixed expense, and **Administrative Costs:** No additional cost as it is a monthly fixed expense.

Overall Monthly Cost Increase: Driver Salaries for Four Extra Days (assuming four additional service days per month): $\$480 \text{ per day} \times 4 \text{ days}$ for a total of \$1,920 per month; **Additional Fuel Cost:** \$200 - \$300 per month.

Total Estimated Monthly Increase: $\$1,920 \text{ (additional salaries)} + \$300 \text{ (additional fuel cost)}$ for a total of : \$2,220 per month.

- Impact on Existing Funds: **Current Remaining Funds:** Sufficient to cover one more month of operation. **With Additional Day:** The remaining funds would be exhausted in approximately two and a half to three weeks instead of lasting the full additional month.

By adding an extra service day each week, the program's monthly expenses would increase by approximately \$2,220, which significantly impacts the duration the current funds can sustain the pilot.

Additional Day Cost Estimate:

- Driver Salaries for One Extra Day:** Additional 8 hours for two drivers at approximately \$30 per hour.
- Fuel Costs:** A few hundred dollars more in gas per month.
- Insurance and Admin Costs:** Remain the same as they are monthly fixed costs.
- Impact on Burn Rate:** Adding a day would reduce the remaining funds' duration to approximately two and a half to three weeks instead of a full month.

Current Funding Utilization:

- Invoices Submitted:** For June and July.
- Next Invoice:** Scheduled for submission on September 2, covering August expenses.

- **Total Utilized Funds by September:** All allocated funds will be used up by the end of September.

Overall Financial Health:

- The program has sufficient funds to operate until the end of September.
- Additional funding is required to sustain or expand the program beyond this period.

Future Funding and Sustainability

- **Potential Funding Sources:** Exploration of various funding sources, including Monroe city contributions, health department funds, legislative support, and corporate donations.
- **Legislative Advocacy:** Discussion on approaching legislators for long-term funding, with emphasis on the need to start education/advocacy efforts early.
- **Community Support:** Potential support from cities like Monroe and involvement of local ACH for additional funding.
- **Fundraising Strategy:** Need to develop a compelling solicitation template that includes financial needs and client success stories to approach potential funders.

ACTION PLANNING

Financial Analysis

- Katie/Christina to provide a detailed financial spreadsheet showing current expenditure and future scenarios for 2 days/wk and 3 days/wk operation
- Casey (CTC Driver) to send filled-out surveys and the survey format to Lori, Abi, and Juliet.

Funding Strategies

- SCHD to explore opioid settlement funds for the project.
- Draft a solicitation template for fundraising efforts.
- Draft content for a solicitation template as a one-pager that could go in informational packets or email that CtC can send to their funding distribution list. Consider including financial details, client success stories, and program impact and an easy way to make donations.
- Establish who will reach out to potential funding contacts, including Rachel Adams and legislative representatives.

Follow-Up Meeting:

- Schedule a follow-up meeting on August 14 at 11:00 AM to review progress and discuss next steps.