

**Northwest Regional Council - Regular Meeting**  
**10:00 A.M. Nov. 3, 2011**  
**Skagit County Commissioners Office,**  
**1800 Continental Place, Mount Vernon**  
**Commissioners Hearing Room**  
**360-336-9300**

**AGENDA**

Agenda Topic	Pages	Action Required
<b>1. Call to Order</b>		
<b>2. Public Comment</b>		
<b>3. Consent Agenda</b>		
<p>All matters listed with the Consent Agenda have been distributed to each Council Member for reading and study, are considered to be routine, and will be enacted by one motion of the Northwest Regional Council with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request of a Council Member.</p> <p>The Northwest Regional Council moves to approve the <b>Consent Agenda:</b></p>		
a) Approval of the Minutes	1 - 4	Motion to Approve
b) Approval of May, June, July, August, and September 2011 Voucher Listings	5 - 74	Motion to Approve
c) 2011 Expenditure Report (January through September)	75 - 95	Motion to Approve
d) 2011 Supplemental Budget 03, Resolution #11-05	96 - 122	Motion to Approve
e) Whatcom County Jail Task Force Staffing	123	Motion to Approve
f) Amendment to the Hartford Deferred Compensation Plan	124	Motion to Approve
<b>4. Regular Agenda</b>		
a) NWSSB Funding Recommendations for 2012	125	Information
b) Potential Appeal to NWSSB Funding Recommendation		Action as Needed
c) 2012-2015 Area Plan	126	Motion to Approve
d) 2012 Budget, Resolution #11-06	127	Motion to Approve
e) Section 218 Agreement Related to Social Security Participation, Resolution #11-07	128 - 131	Motion to Approve
f) GASB Statement 54 Fund Balance Reporting	132 - 136	Motion to Approve
g) Hospital Care Transitions Grant Proposal	137 - 138	Motion to Approve
h) Proposed 2012 Meeting Schedule	139	Motion to Approve
i) 2010 Financial Statement Audit Report	140	Information
<b>5. Legislative and Advocacy Issues Update</b>	141 - 143	Information
<b>6. Presentation:</b>		
Raising Expectations for Long Term Supports and Services	Handout	Information
<b>7. Program Updates</b>	Verbal	Information
• Grant Opportunities & Updates		
○ Kinship Respite		
• NW LEARN		

- |   |                    |
|---|--------------------|
| <b>8. Other Issues</b> <ul style="list-style-type: none"><li>• County Information Sharing</li></ul> | Verbal Information |
| <b>9. Announcements</b>   | Verbal Information |
| <b>10. Adjournment</b>  |                    |

**Future NWRC Meetings**

TBD Skagit County Commissioners Office, Mt. Vernon, WA

For more complete information, please contact the NWRC office at (360) 676-6749 or 1-800-585-6749, 600 Lakeway Drive, Suite 100, Bellingham, WA 98225.  
Anyone needing special accommodations to participate in the meeting should contact the Northwest Regional Council by 5:00 P.M. 48 hours in advance of the scheduled meeting.

**MINUTES OF THE  
NORTHWEST REGIONAL COUNCIL  
June 23, 2011**

**Skagit County Commissioners Hearing Room, Mount Vernon**

**COUNCIL:** Whatcom County Executive and Chair, Pete Kremen, Skagit County Commissioner and Vice-Chair, Sharon Dillon, San Juan County Councilmembers, Jamie Stephens and Rich Peterson, Skagit County Commissioner, Ron Wesen, and Island County Commissioner, Helen Price Johnson

**STAFF:** Victoria Doerper, Pat Atkinson, Shelly Zylstra, Pat Elwell

**GUESTS:** Glen Hallman, NWSSB (Whatcom), Bill Pliska, NWSSB (Skagit)

**Public Comment:**

There was no public comment.

**Consent Agenda:**

**Motion was made by Commissioner Price Johnson and seconded by Commissioner Dillon to approve the Consent Agenda: Minutes of the March 24, 2011 meeting; February 2011 Voucher Listings Nos. 41456 through 41667 in the amount of \$880,613.56; March 2011 Voucher Listings Nos. 41668 through 41909 in the amount of \$874,518.47; April 2011 Voucher Listings Nos. 41910 through 42143 in the amount of \$848,347.73; the January – April 2011 Expenditure Report as presented; and adopts the timeline presented for the 2012 budget development process; and authorizes the Executive Director to sign contracts documents as necessary for the referenced contracts; and adopts Resolution #11-03, Supplemental Budget #2; the Northwest LEARN budget for 2012 as presented; and Cancellation of Warrants, Resolution #11-02. The Motion passed unanimously.**

**Regular Agenda**

a) Draft 2012-2015 Area Plan, 2011 Contract Adjustments, and Tentative Funding Allocations for 2012 – NWRC Executive Director, Victoria Doerper, reviewed the purpose and process of the Area Plan and the role of the advisory board throughout this process. The advisory board recommends approval of the draft which will allow the plan to be brought forth for public input via public hearings in each member county. Public hearings are tentatively being scheduled during the last week of August and staff will be in contact with council members to coordinate scheduling.

The Northwest Senior Services (advisory) Board recommended 2011 contract adjustments and the 2012 tentative funding allocations were reviewed. These allocations are based on resource estimates from Aging and Disabilities Services Administration (ADSA) and utilize the statement of Mission, Values and Vision, Resource Allocation Guidelines, and Service Priorities for 2011-2012 revenue

projections. Discussion followed. San Juan County Councilmember Jamie Stephens noted that his county is interested in becoming involved with volunteer services. Staff will follow-up.

**Motion was made by Commissioner Ron Wesen and seconded by Commissioner Helen Price Johnson that the Northwest Regional Council approves the draft 2012-2015 Area Plan materials as presented including:**

- **authorizing the Executive Director and staff to finalize the draft 2012-2015 Area Plan for review during public hearings**
- **authorizing the Executive Director and staff to develop contract amendments effective July1, 2011 in line with NWSSB 2011 contract recommendations**
- **adopting tentative funding allocations for 2012**
- **authorizing the Executive Director and NWRC staff to inform current service contractors of tentative funding allocations.**

**The Motion passed unanimously.**

b) County Contribution Request for 2012 – The 2012 county contribution request was presented, as required in the NWRC Interlocal Agreement. Discussion followed around changes in total population and proportionality.

**Motion was made by Commissioner Price Johnson and seconded by Commissioner Dillon that the Northwest Regional Council approves the submittal to member counties and the cities in Northwest Washington of the presented amounts for member fees and contributions for 2012. The Motion passed unanimously.**

c) Grant Opportunities – In 2003, the governing board authorized the Executive Director to pursue grant opportunities in line with the mission of the NWRC and to report to the governing board those activities, as well as request needed action, at the next regularly scheduled meeting. In light of the number of new board members on the governing board, the Executive Director requested confirmation on this current practice. Discussion followed.

**Motion was made by Commissioner Sharon Dillon and seconded by Councilmember Jamie Stephens that the Northwest Regional Council authorizes the Executive Director to continue to pursue appropriate grant opportunities, including contracting for grant-writing support as needed, and to report such activities for NWRC review and needed follow-up action at the next regularly scheduled NWRC meeting. The Motion passed unanimously.**

d) Discontinuing Interpreter Broker Services – A brief history of the NWRC Medicaid Interpreter Brokerage was provided. Last year this brokerage program was slated to end but in late 2010 brokers were asked to continue providing services through a contract extension. At the December 2010 governing meeting the council authorized the Executive Director to sign a contract/contract amendment with the State to continue

Medicaid Interpreter brokerage services, “contingent upon adequate funding.” Recent legislative action resulting in 10% - 15% budget cuts to brokers and planned changes to the service delivery model have led staff to conclude that the funding will no longer cover NWRC’s costs. In line with direction from the governing board, the State has been informed that NWRC will no longer be able to continue as the broker for Interpreter services in this region. Discussion followed.

**Motion was made by Commissioner Price Johnson and seconded by Councilmember Rich Peterson that the NWRC authorizes the Executive Director to negotiate contract adjustments with the State to transition the interpreter service brokerage to another provider, assuring that costs are covered during the transition period. Further, the NWRC authorizes budget and staffing adjustments necessary to close out the interpreter services brokerage contracts. Motion passed unanimously.**

e) Election of Officers – Victoria Doerper, on behalf of the Nominating Committee, presented the slate of officers for July 2011 through June 2012, as follows:

<b>Position</b>	<b>Name</b>	<b>County</b>
Chair	Sharon Dillon	Skagit
Vice-Chair	Helen Price Johnson	Island
Executive Committee	Kathy Kershner	Whatcom
Members	Jamie Stephens	San Juan

**Motion was made by Commissioner Wesen and seconded by Councilman Peterson that the Northwest Regional Council casts a unanimous ballot for the slate of officers presented by the NWRC Nominating Committee. The Motion passed unanimously.**

f) Retirement Health Savings Account, Resolution #11-04 - At the March 2011 governing board meeting, members discussed implementation of a retirement health savings plan for NWRC staff. Key features of the NWRC Retirement Health Savings Account Plan were presented and discussion followed.

**Motion was made by Commissioner Price Johnson and seconded by Councilmember Stephens that the Northwest Regional Council approves Resolution #11-04 to establish a Retirement Health Savings Plan for the benefit of NWRC employees and authorizes the Executive Director to proceed with the implementation of the proposed plan. The Motion passed unanimously.**

The Chair, Pete Kremen, took a few moments to describe the benefits to both employer and employee when implementing a Retirement Health Savings Plan. Councilmembers were encouraged to contact Whatcom County Deputy Administrator, Dewey Desler, for additional information.

g) 2010 Annual Financial Report – Pat Atkinson, Deputy Director, presented the annual financial report that auditors use during their annual audit of the agency. This year, the auditors came early and have been on-site for a few weeks. A phone call this morning with the lead auditor indicates that NWRC will again be experiencing a clean audit. At this point in time, there appear to be neither findings, nor reportable issues and thus there will likely be no exit conference. Members were asked to indicate interest in an exit conference; no request for an exit conference was forthcoming. Discussion followed around unrestricted assets, accumulation of local funds, and the new GAP rules. Council members congratulated staff on an apparently clean audit.

### **Legislative and Advocacy Issues Update**

Victoria succinctly reviewed state funding issues as passed in the biennial budget.

### **Presentation:**

Elder Economic Security Index - Shelly Zylstra, Planning Unit Director, presented on the Elder Economic Security Index. Slide handouts from the presentation were distributed. Discussion followed.

### **Program Updates**

Newly created Personal Health Records were distributed. This tool was developed with grant monies and is adapted from the electronic version of the Shared Care Plan. These booklets are being distributed throughout the member counties for seniors and people with disabilities to use to document visits with their healthcare providers.

### **Other Issues**

County Information Sharing – Council members shared highlights of activities of import occurring within their counties.

### **Announcements**

The next governing board meeting is scheduled for November 3<sup>rd</sup> at the Skagit County Commissioners Hearing Room at 10:00 a.m.

There being no further business, the Chair declared the meeting adjourned at 12:10 p.m.

Prepared and submitted by:

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Patricia F. Elwell, Executive Assistant/HR Generalist