

Northwest Regional Council - Regular Meeting
10:00 AM – December 9, 2021
Skagit County Commissioners Office, Commissioners Hearing Room
1800 Continental Place, Mount Vernon
360-416-1300

Zoom Option:

<https://us06web.zoom.us/j/85709327676?pwd=UU5wSFN5VjdCejhGOWg4WGFKQ1F1UT09>

Meeting ID: 857 0932 7676

Passcode: 354408

AGENDA - UPDATED

Agenda Topic	Pages	Action Required
1. Call to Order		
2. Public Comment		
<p>Consent Agenda 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>Consent Agenda:</p>		
a) Approval of the Minutes, July 22, 2021 Regular Meeting	1 - 3	Motion to Approve
b) Approval of June, July, August, September, and October 2021 Expenditure Listings	enclosure & 4 - 8	Motion to Approve
c) 2021 Budget to Actual Report (Jan to Oct 2021)	9 - 16	Motion to Approve
d) Cancellation of Warrants, Resolution #21-03	17	Motion to Approve
e) Annual Internal Fiscal System Review	18 - 24	Motion to Approve
f) Closure of Petty Cash Fund, Resolution #21-04	25 - 29	Motion to Approve
g) Appointment of the Position of Executive Director as Finance Officer, Resolution #21-06	30 - 31	Motion to Approve
h) Routine Contracts and Amendments	attachment	Motion to Approve
4. Regular Agenda		
a) 2020-2023 NWRC Strategic Plan Update	enclosure & 32 - 33	Motion to Approve
b) Market Rate Salary Adjustments	34	Motion to Approve
c) NWRC 2022 Budget, Resolution #21-05	enclosure & 35 - 37	Motion to Approve
d) Authorizing Executive Director Selection Committee Hiring Authority	Verbal	Motion to Approve
e) Agency Update	Verbal	Information
f) Proposed Meeting Schedule	38	Information
5. Other Issues		
County Information Sharing		Verbal Reports
6. Announcements		
7. Adjournment		

Proposed Future NWRC Meetings

April 21, July 28 and December 8, 2022, Venue to be determined

For more information, please contact the NWRC office at (360) 676-6749 or 1-800-585-6749, 600 Lakeway Drive, Bellingham, WA 98225

**MINUTES OF THE
NORTHWEST REGIONAL COUNCIL
July 22, 2021**

<https://zoom.us/j/96222043516?pwd=NHBIQ1EwSUJaNTZWT0VKes9aTXArZz09>

BOARD MEMBERS: Island County Commissioners Jill Johnson and Melanie Bacon, San Juan County Councilmember Cindy Wolf, Skagit County Commissioner Ron Wesen, and Whatcom Council Executive Satpal Sidhu

STAFF: Dan Murphy, Aly Horry, Amanda McDade, Cindy Madigan, Elizabeth Anderson, Kristine Glasgow, Pat Elwell, Kyle Ludwig

PUBLIC: Barb Pesola, San Juan County, NWSSB Chair

The meeting was called to order at 10:01AM.

Public Comment: There was no public comment.

Consent Agenda: Motion was made by Whatcom County Executive Satpal Sidhu and seconded by Island County Commissioner Melanie Bacon to approve the Consent Agenda (items 3.a through 3.e) as presented: Minutes of the April 22, 2021 Regular Meeting; March 2021 Expenditure Listings in the amount of \$1,976,695.21, April 2021 Expenditure Listings in the amount of \$1,718,818.12, and May 2021 Expenditure Listings in the amount of \$1,653,366.18; the January through May 2021 Budget to Actual Report; the routine contracts and agreements as presented, and; the Submittal of Requests for Contributions to Member Counties for 2022 at the same levels as in 2021. The Motion passed unanimously.

Regular Agenda

- a) 2021 Supplemental Budget, Resolution #21-02 – NWRC Executive Director Dan Murphy presented and summarized the 2021 Supplemental Budget. Discussion followed.

Motion was made by Skagit County Commissioner Ron Wesen and seconded by San Juan County Councilmember Cindy Wolf to approve and adopt Resolution #21-02, Supplemental Budget #1. The Motion passed unanimously.

- b) NWRC Policies for Post Pandemic Reopening and Remote Work – The proposed policies for NWRC’s post-pandemic reopening and remote work were presented. A lengthy discussion followed around vaccination, ensuring safe service delivery for both client and employee, addressing potential service delivery disparity, potential workload consequences based on agency staff vaccination status, and evolving legal implications.

Island County Commissioner Melanie Bacon moved and San Juan County Councilmember Cindy Wolf seconded that Northwest Regional Council adopt a policy of mandatory vaccination for all staff who see clients in their home. Discussion followed.

Whatcom County Executive Satpal Sidhu offered a friendly amendment that Northwest Regional Council adopt a policy of strongly recommending vaccination for all staff who see clients in their home. Commissioner Bacon declined the friendly amendment. Discussion followed.

Skagit County Commissioner Ron Wesen moved, and Whatcom County Executive Satpal Sidhu seconded that the Northwest Regional Council strongly encourages vaccination for all employees who see clients in their home. The Motion passed three to two.

Governing board members expressed their concern that clients be given the opportunity to refuse service from unvaccinated staff and that this be incorporated into the protocol when scheduling home visits.

Discussion continued around the proposed “hybrid” workplace model. Views shared included that any workplace model must first work for the client. Board members discussed whether board action was necessary to address the specifics of a “hybrid” workplace model.

Whatcom County Executive Satpal Sidhu moved and Island County Commissioner Melanie Bacon seconded that, after removing item #7 that addresses a “hybrid” workplace model, the Northwest Regional Council approves the Post Pandemic Reopening Policies (items 1 through 6) as presented. The Motion passed unanimously.

The board requested Executive Director Murphy to take action as he sees fit around a “hybrid” workplace model for NWRC and to report back to the board on results.

Island County Commissioner and Vice-Chair Jill Johnson noted that the motion passed earlier around strongly encouraging staff vaccination is the same policy that was recommended in the Post Pandemic Reopening Policies and that there is no inconsistency between the last two motions.

- c) Election of Officers and Executive Committee – The slate of officers nominated are as follows:

Chair	Commissioner Jill Johnson, Island County
Vice-Chair	County Executive, Satpal Sidhu, Whatcom County
Executive Committee	Commissioner Peter Browning, Skagit County Commissioner Cindy Wolf, San Juan County

Island County Commissioner Melanie Bacon moved, and Skagit County Commissioner Ron Wesen seconded to approve the nominated slate of officers. The Motion passed unanimously.

- d) Agency Update – Hemisphere Design + Marketing was selected to work with NWRC in updating and further developing NWRC’s brand, brand anthem, tagline, and logo. Concepts developed to-date were presented for board review. Discussion followed.

Other Issues

The next governing board meeting is scheduled for December 9. Board members requested this be an in-person meeting to be held at the Skagit County Commissioners Hearing Room, provided pandemic restrictions allow in-person meetings. Otherwise, the meeting will be held via Zoom.

San Juan County Councilmember Cindy Wolf indicated a preference for “hybrid” meetings in the future, with no more than one in-person only meeting scheduled per year.

Board members requested a future agenda item in which NWRC staff report back on how equity/inclusion service delivery data is tracked.

Announcements

There were no announcements.

Adjournment

There being no further business, **Skagit County Commissioner Ron Wesen moved, and Whatcom County Executive Satpal Sidhu seconded that the NWRC board meeting adjourn. The Motion passed unanimously.** The meeting adjourned at 12:01PM.

Prepared and submitted by:

Patricia F. Elwell, HR Manager

NORTHWEST REGIONAL COUNCIL

EXPENDITURE APPROVAL

We, the undersigned Northwest Regional Council, do hereby approve payments in the amount of \$1,693,397.53 this 9th day of December, 2021.

June 2021

Month of Expenditures

Dan Murphy
Executive Director

Melanie Bacon
Island County Commissioner

Jill Johnson
Island County Commissioner

Jamie Stephens, Chair
San Juan County Councilmember

Cindy Wolf
San Juan County Councilmember

Peter Browning
Skagit County Commissioner

Ron Wesen
Skagit County Commissioner

Satpal Sidhu
Whatcom County Executive

Kathy Kershner
Whatcom County Councilmember

NORTHWEST REGIONAL COUNCIL

EXPENDITURE APPROVAL

We, the undersigned Northwest Regional Council, do hereby approve payments in the amount of \$1,746,133.12 this 9th day of December, 2021.

July 2021

Month of Expenditures

Dan Murphy
Executive Director

Melanie Bacon
Island County Commissioner

Jill Johnson
Island County Commissioner

Jamie Stephens, Chair
San Juan County Councilmember

Cindy Wolf
San Juan County Councilmember

Peter Browning
Skagit County Commissioner

Ron Wesen
Skagit County Commissioner

Satpal Sidhu
Whatcom County Executive

Kathy Kershner
Whatcom County Councilmember

NORTHWEST REGIONAL COUNCIL

EXPENDITURE APPROVAL

We, the undersigned Northwest Regional Council, do hereby approve payments in the amount of \$1,797,523.75 this 9th day of December, 2021.

August 2021

Month of Expenditures

Dan Murphy
Executive Director

Melanie Bacon
Island County Commissioner

Jill Johnson
Island County Commissioner

Jamie Stephens, Chair
San Juan County Councilmember

Cindy Wolf
San Juan County Councilmember

Peter Browning
Skagit County Commissioner

Ron Wesen
Skagit County Commissioner

Satpal Sidhu
Whatcom County Executive

Kathy Kershner
Whatcom County Councilmember

NORTHWEST REGIONAL COUNCIL

EXPENDITURE APPROVAL

We, the undersigned Northwest Regional Council, do hereby approve payments in the amount of \$2,078,808.53 this 9th day of December, 2021.

September 2021

Month of Expenditures

Dan Murphy
Executive Director

Melanie Bacon
Island County Commissioner

Jill Johnson
Island County Commissioner

Jamie Stephens, Chair
San Juan County Councilmember

Cindy Wolf
San Juan County Councilmember

Peter Browning
Skagit County Commissioner

Ron Wesen
Skagit County Commissioner

Satpal Sidhu
Whatcom County Executive

Kathy Kershner
Whatcom County Councilmember

NORTHWEST REGIONAL COUNCIL

EXPENDITURE APPROVAL

We, the undersigned Northwest Regional Council, do hereby approve payments in the amount of \$1,997,711.31 this 9th day of December, 2021.

October 2021

Month of Expenditures

Dan Murphy
Executive Director

Melanie Bacon
Island County Commissioner

Jill Johnson
Island County Commissioner

Jamie Stephens, Chair
San Juan County Councilmember

Cindy Wolf
San Juan County Councilmember

Peter Browning
Skagit County Commissioner

Ron Wesen
Skagit County Commissioner


Satpal Sidhu
Whatcom County Executive

Kathy Kershner
Whatcom County Councilmember



Human services with **you** at the center

NWRCWA.ORG

TO: Northwest Regional Council
FROM: Dan Murphy, Executive Director ^{DS}
DATE: December 1, 2021
SUBJECT: January through October, 2021 Budget to Actual Report

We are pleased to present you with the Budget to Actual Reports for the period January through October 2021. Through that period we earned 82% of projected revenues with 83% of the year elapsed. Overall expenditures for the year were 80% of projections.

Please let me know if you have questions.

Proposed Motion: The Northwest Regional Council approves the January through October 2021 Budget to Actual Report.

(360) 676-6749 • 600 Lakeway Dr • Bellingham, WA 98225
(360) 428-1301 • 301 Valley Mall Way, Suite 100 • Mount Vernon, WA 98273

NORTHWEST REGIONAL COUNCIL		TOTAL		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2021	% of Year	83%
JANUARY - OCTOBER 2021		Revised	Actual	% of Budget
Funding				
1	DSHS - AL TSA - TXIX Medicaid	4,743,733	3,942,785	83%
2	DSHS - AL TSA - All Other	4,955,417	3,989,142	81%
3	Disaster Relief Funding - COVID	1,289,919	1,065,850	83%
4	Health Care Authority	8,105,134	6,782,038	84%
5	Local Funds	123,628	123,489	100%
6	Other Contracted	3,453,757	2,752,989	80%
Subtotal Current Year Funding		22,671,588	18,656,293	82%
7	Use of Fund Balance Reserves	424,923	211,709	50%
Subtotal Funding (including reserves)		23,096,511	18,868,002	82%
Operating Expenditures				
8	Salaries & Wages	7,603,742	6,100,530	80%
9	Taxes & Benefits	3,405,970	2,685,887	79%
Total Personnel		11,009,712	8,786,417	80%
10	Office/Operating Supplies	83,107	28,391	34%
11	Small Tools/Capital Equipment	52,137	38,032	73%
12	Professional Services	661,002	523,947	79%
13	Communication	259,266	175,741	68%
14	Travel	219,468	38,190	17%
15	Occupancy/Insurance	577,529	420,817	73%
16	Disaster Relief	182,372	203,767	112%
17	Miscellaneous	156,436	92,232	59%
Total Operating Expenditures		2,191,317	1,521,117	69%
Total Direct Service and Administration		13,201,029	10,307,534	78%
Subcontractor Expenditures				
18	I&A/Case Management/FCSP			
19	ISR/Island County	693,587	549,555	79%
20	San Juan County Senior Services	192,395	134,958	70%
21	Legal Services	54,072	47,949	89%
22	Nutrition			
23	ISR/Island County	266,966	208,081	78%
24	Skagit County	357,972	346,804	97%
25	WCOA/Whatcom and San Juan Counties	657,364	476,611	73%
26	Disaster Relief	1,101,344	862,083	78%
27	Volunteer Services			
28	ISR/Island County	31,858	39,613	124%
29	CASC/Skagit County	35,514	14,288	40%
30	Opportunity Council/Whatcom County	41,987	39,130	93%
31	Long Term Care Ombudsman Program	3,959	1,980	50%
32	Medicaid Transportation Brokerage	3,360,000	2,951,287	88%
33	Family Caregiver Support Project & Respite Services	462,440	399,431	86%
34	Dementia Partnerships Project	64,385	8,693	14%
35	Kinship Caregivers Support Program/Kinship Navigator	112,652	89,328	79%
36	Caregiver Training/Agency Workers Health Insurance	299,800	137,620	46%
37	Chronic Disease Self Management Program	30,000	3,960	13%
38	Health Homes	1,766,549	1,457,002	82%
Total Subcontractor Expenditures		9,532,844	7,768,373	81%
39	Total Expenditures	22,733,873	18,075,907	80%
40	Revenue less Expenditures	362,638	792,095	

NORTHWEST REGIONAL COUNCIL		Community Programs		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2021	% of Year	83%
JANUARY - OCTOBER 2021		Revised	Actual	% of Budget
Funding				
1	DSHS - AL TSA - TXIX Medicaid	159,000	74,661	47%
2	DSHS - AL TSA - All Other	2,921,373	2,445,552	84%
3	Disaster Relief Funding - COVID			
4	Health Care Authority			
5	Local Funds			
6	Other Contracted	41,842	43,739	105%
Subtotal Current Year Funding		3,122,215	2,563,952	82%
7	Use of Fund Balance Reserves	-	-	
Subtotal Funding (including reserves)		3,122,215	2,563,952	82%
Operating Expenditures				
8	Salaries & Wages	1,220,837	959,171	79%
9	Taxes & Benefits	564,217	432,458	77%
Total Personnel		1,785,054	1,391,629	78%
10	Office/Operating Supplies	16,342	4,562	28%
11	Small Tools/Capital Equipment	4,700	9,005	192%
12	Professional Services	24,413	12,813	52%
13	Communication	55,518	33,319	60%
14	Travel	38,355	6,562	17%
15	Occupancy/Insurance	130,309	84,413	65%
16	Disaster Relief	-	-	0%
17	Miscellaneous	51,787	28,118	54%
Total Operating Expenditures		321,424	178,792	56%
Total Direct Service and Administration		2,106,478	1,570,421	75%
Subcontractor Expenditures				
18	I&A/Case Management/FCSP			
19	ISR/Island County	243,092	183,855	76%
20	San Juan County Senior Services	192,395	134,958	70%
21	Legal Services			
22	Nutrition			
23	ISR/Island County			
24	Skagit County			
25	WCOA/Whatcom and San Juan Counties			
26	Disaster Relief			
27	Volunteer Services			
28	ISR/Island County			
29	CASC/Skagit County			
30	Opportunity Council/Whatcom County			
31	Long Term Care Ombudsman Program			
32	Medicaid Transportation Brokerage			
33	Family Caregiver Support Project & Respite Services	462,440	399,431	86%
34	Dementia Partnerships Project	64,385	8,693	14%
35	Kinship Caregivers Support Program/Kinship Navigator			
36	Caregiver Training/Agency Workers Health Insurance			
37	Chronic Disease Self Management Program			
38	Health Homes			
Total Subcontractor Expenditures		962,312	726,937	76%
39	Total Expenditures	3,068,790	2,297,358	75%
40	Revenue less Expenditures	53,425	266,594	

NORTHWEST REGIONAL COUNCIL		Care Management		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2021	% of Year	83%
JANUARY - OCTOBER 2021		Revised	Actual	% of Budget
Funding				
1	DSHS - AL TSA - TXIX Medicaid	4,584,733	3,868,124	84%
2	DSHS - AL TSA - All Other	94,058	99,800	106%
3	Disaster Relief Funding - COVID			
4	Health Care Authority	3,764,734	3,020,226	80%
5	Local Funds			
6	Other Contracted	1,509,502	1,134,923	75%
Subtotal Current Year Funding		9,953,027	8,123,073	82%
7	Use of Fund Balance Reserves	-	-	
Subtotal Funding (including reserves)		9,953,027	8,123,073	82%
Operating Expenditures				
8	Salaries & Wages	4,420,834	3,536,670	80%
9	Taxes & Benefits	1,952,323	1,546,479	79%
Total Personnel		6,373,157	5,083,149	80%
10	Office/Operating Supplies	53,992	15,349	28%
11	Small Tools/Capital Equipment	36,169	20,455	57%
12	Professional Services	194,215	152,025	78%
13	Communication	165,500	108,839	66%
14	Travel	158,543	23,656	15%
15	Occupancy/Insurance	368,469	285,342	77%
16	Disaster Relief	-		
17	Miscellaneous	77,587	44,567	57%
Total Operating Expenditures		1,054,475	650,233	62%
Total Direct Service and Administration		7,427,632	5,733,382	77%
Subcontractor Expenditures				
18	I&A/Case Management/FCSP			
19	ISR/Island County	450,495	365,700	81%
20	San Juan County Senior Services			
21	Legal Services			
22	Nutrition			
23	ISR/Island County			
24	Skagit County			
25	WCOA/Whatcom and San Juan Counties			
26	Disaster Relief			
27	Volunteer Services			
28	ISR/Island County			
29	CASC/Skagit County			
30	Opportunity Council/Whatcom County			
31	Long Term Care Ombudsman Program			
32	Medicaid Transportation Brokerage			
33	Family Caregiver Support Project & Respite Services			
34	Dementia Partnerships Project			
35	Kinship Caregivers Support Program/Kinship Navigator			
36	Caregiver Training/Agency Workers Health Insurance			
37	Chronic Disease Self Management Program			
38	Health Homes	1,766,549	1,457,002	82%
Total Subcontractor Expenditures		2,217,044	1,822,702	82%
39	Total Expenditures	9,644,676	7,556,084	78%
40	Revenue less Expenditures	308,351	566,989	

NORTHWEST REGIONAL COUNCIL		Other Subcontracting (formerly Planning & Contracting)		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2021	% of Year	83%
JANUARY - OCTOBER 2021		Revised	Actual	% of Budget
Funding				
1	DSHS - ALTSA - TXIX Medicaid			
2	DSHS - ALTSA - All Other	1,939,986	1,443,790	74%
3	Disaster Relief Funding - COVID			
4	Health Care Authority			
5	Local Funds			
6	Other Contracted	60,000	60,000	100%
Subtotal Current Year Funding		1,999,986	1,503,790	75%
7	Use of Fund Balance Reserves	-	-	
Subtotal Funding (including reserves)		1,999,986	1,503,790	75%
Operating Expenditures				
8	Salaries & Wages	58,938	56,096	95%
9	Taxes & Benefits	23,565	22,384	95%
Total Personnel		82,503	78,480	95%
10	Office/Operating Supplies	1,693	1,241	73%
11	Small Tools/Capital Equipment	1,328	1,331	100%
12	Professional Services	4,575	6,489	142%
13	Communication	4,348	4,715	108%
14	Travel	797	462	58%
15	Occupancy/Insurance	10,126	4,631	46%
16	Disaster Relief	-	-	0%
17	Miscellaneous	1,610	1,077	67%
Total Operating Expenditures		24,477	19,946	81%
Total Direct Service and Administration		106,980	98,426	92%
Subcontractor Expenditures				
18	I&A/Case Management/FCSP			
19	ISR/Island County			
20	San Juan County Senior Services			
21	Legal Services	54,072	47,949	89%
22	Nutrition			
23	ISR/Island County	266,966	208,081	78%
24	Skagit County	357,972	346,804	97%
25	WCOA/Whatcom and San Juan Counties	657,364	476,611	73%
26	Disaster Relief			
27	Volunteer Services			
28	ISR/Island County	31,858	39,613	124%
29	CASC/Skagit County	35,514	14,288	40%
30	Opportunity Council/Whatcom County	41,987	39,130	93%
31	Long Term Care Ombudsman Program	3,959	1,980	50%
32	Medicaid Transportation Brokerage			
33	Family Caregiver Support Project & Respite Services			
34	Dementia Partnerships Project			
35	Kinship Caregivers Support Program/Kinship Navigator	112,652	89,328	79%
36	Caregiver Training/Agency Workers Health Insurance	299,800	137,620	46%
37	Chronic Disease Self Management Program	30,000	3,960	13%
38	Health Homes	-		
Total Subcontractor Expenditures		1,892,144	1,405,364	74%
39	Total Expenditures	1,999,124	1,503,790	75%
40	Revenue less Expenditures	862	-	

NORTHWEST REGIONAL COUNCIL		Non Emergency Transportation Brokerage		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2021	% of Year	83%
JANUARY - OCTOBER 2021		Revised	Actual	% of Budget
Funding				
1	DSHS - AL TSA - TXIX Medicaid			
2	DSHS - AL TSA - All Other			
3	Disaster Relief Funding - COVID			
4	Health Care Authority	4,340,400	3,761,812	87%
5	Local Funds	42,675	42,675	100%
6	Other Contracted			
Subtotal Current Year Funding		4,383,075	3,804,487	87%
7	Use of Fund Balance Reserves	82,236	-	
Subtotal Funding (including reserves)		4,465,311	3,804,487	85%
Operating Expenditures				
8	Salaries & Wages	666,378	525,243	79%
9	Taxes & Benefits	312,098	243,290	78%
Total Personnel		978,476	768,533	79%
10	Office/Operating Supplies	7,050	4,530	64%
11	Small Tools/Capital Equipment	5,250	4,593	87%
12	Professional Services	35,750	34,154	96%
13	Communication	21,970	18,037	82%
14	Travel	5,650	1,823	32%
15	Occupancy/Insurance	43,377	34,002	78%
16	Disaster Relief	-	-	0%
17	Miscellaneous	7,788	3,461	44%
Total Operating Expenditures		126,835	100,600	79%
Total Direct Service and Administration		1,105,311	869,133	79%
Subcontractor Expenditures				
18	I&A/Case Management/FCSP			
19	ISR/Island County			
20	San Juan County Senior Services			
21	Legal Services			
22	Nutrition			
23	ISR/Island County			
24	Skagit County			
25	WCOA/Whatcom and San Juan Counties			
26	Disaster Relief			
27	Volunteer Services			
28	ISR/Island County			
29	CASC/Skagit County			
30	Opportunity Council/Whatcom County			
31	Long Term Care Ombudsman Program			
32	Medicaid Transportation Brokerage	3,360,000	2,951,287	88%
33	Family Caregiver Support Project & Respite Services			
34	Dementia Partnerships Project			
35	Kinship Caregivers Support Program/Kinship Navigator			
36	Caregiver Training/Agency Workers Health Insurance			
37	Chronic Disease Self Management Program			
38	Health Homes			
Total Subcontractor Expenditures		3,360,000	2,951,287	88%
39	Total Expenditures	4,465,311	3,820,420	86%
40	Revenue less Expenditures	-	(15,933)	

NORTHWEST REGIONAL COUNCIL		Jail Health Program		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2021	% of Year	83%
JANUARY - OCTOBER 2021		Revised	Actual	% of Budget
Funding				
1	DSHS - AL TSA - TXIX Medicaid			
2	DSHS - AL TSA - All Other			
3	Disaster Relief Funding - COVID			
4	Health Care Authority			
5	Local Funds			
6	Other Contracted	1,456,501	1,218,541	84%
Subtotal Current Year Funding		1,456,501	1,218,541	84%
7	Use of Fund Balance Reserves	119,187		0%
Subtotal Funding (including reserves)		1,575,688	1,218,541	77%
Operating Expenditures				
8	Salaries & Wages	1,039,321	841,551	81%
9	Taxes & Benefits	463,724	366,024	79%
Total Personnel		1,503,045	1,207,575	80%
10	Office/Operating Supplies	2,852	1,624	57%
11	Small Tools/Capital Equipment	3,753	1,594	42%
12	Professional Services	35,782	23,848	67%
13	Communication	6,855	4,677	68%
14	Travel	7,426	4,888	66%
15	Occupancy/Insurance	11,242	8,595	76%
16	Disaster Relief	-	-	0%
17	Miscellaneous	4,733	1,575	33%
Total Operating Expenditures		72,643	46,801	64%
Total Direct Service and Administration		1,575,688	1,254,376	80%
Subcontractor Expenditures				
18	I&A/Case Management/FCSP			
19	ISR/Island County			
20	San Juan County Senior Services			
21	Legal Services			
22	Nutrition			
23	ISR/Island County			
24	Skagit County			
25	WCOA/Whatcom and San Juan Counties			
26	Disaster Relief			
27	Volunteer Services			
28	ISR/Island County			
29	CASC/Skagit County			
30	Opportunity Council/Whatcom County			
31	Long Term Care Ombudsman Program			
32	Medicaid Transportation Brokerage			
33	Family Caregiver Support Project & Respite Services			
34	Dementia Partnerships Project			
35	Kinship Caregivers Support Program/Kinship Navigator			
36	Caregiver Training/Agency Workers Health Insurance			
37	Chronic Disease Self Management Program			
38	Health Homes			
Total Subcontractor Expenditures		-	-	
39	Total Expenditures	1,575,688	1,254,376	80%
40	Revenue less Expenditures	-	(35,835)	

		NORTHWEST REGIONAL COUNCIL		
		Other NWRC Activities		
		2021	% of Year	83%
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		Revised	Actual	% of Budget
JANUARY - OCTOBER 2021				
Funding				
1	DSHS - ALTSA - TXIX Medicaid			
2	DSHS - ALTSA - All Other			
3	Disaster Relief Funding - COVID	1,289,919	1,065,850	83%
4	Health Care Authority			
5	Local Funds	80,953	80,814	100%
6	Other Contracted	385,912	295,786	77%
Subtotal Current Year Funding		1,756,784	1,442,450	82%
7	Use of Fund Balance Reserves	223,500	211,709	95%
Subtotal Funding (including reserves)		1,980,284	1,654,159	84%
Operating Expenditures				
8	Salaries & Wages	197,434	181,799	92%
9	Taxes & Benefits	90,043	75,252	84%
Total Personnel		287,477	257,051	89%
10	Office/Operating Supplies	1,178	1,085	92%
11	Small Tools/Capital Equipment	937	1,054	112%
12	Professional Services	366,267	294,618	80%
13	Communication	5,075	6,154	121%
14	Travel	8,697	799	9%
15	Occupancy/Insurance	14,006	3,834	27%
16	Disaster Relief	182,372	203,767	112%
17	Miscellaneous	12,931	13,434	104%
Total Operating Expenditures		591,463	524,745	89%
Total Direct Service and Administration		878,940	781,796	89%
Subcontractor Expenditures				
18	I&A/Case Management/FCSP			
19	ISR/Island County			
20	San Juan County Senior Services			
21	Legal Services			
22	Nutrition			
23	ISR/Island County			
24	Skagit County			
25	WCOA/Whatcom and San Juan Counties			
26	Disaster Relief	1,101,344	862,083	78%
27	Volunteer Services			
28	ISR/Island County			
29	CASC/Skagit County			
30	Opportunity Council/Whatcom County			
31	Long Term Care Ombudsman Program			
32	Medicaid Transportation Brokerage			
33	Family Caregiver Support Project & Respite Services			
34	Dementia Partnerships Project			
35	Kinship Caregivers Support Program/Kinship Navigator			
36	Caregiver Training/Agency Workers Health Insurance			
37	Chronic Disease Self Management Program			
38	Health Homes			
Total Subcontractor Expenditures		1,101,344	862,083	78%
39	Total Expenditures	1,980,284	1,643,879	83%
40	Revenue less Expenditures	-	10,280	

**NORTHWEST REGIONAL COUNCIL
RESOLUTION NO. 21-03**

**ORDERING THE CANCELLATION OF WARRANTS
MORE THAN A YEAR OLD**

WHEREAS, the Revised Code of Washington, Section 36.22.100, states the County legislative authority shall cancel county warrants not presented within one year of the date of their issue; and

WHEREAS, the County’s Administrative Services Department has provided a list of warrants that were issued prior to July 1, 2020, but never presented

NOW, THEREFORE, BE IT RESOLVED that Northwest Regional Council hereby cancel the warrants listed below.

checks (warrants) issued before July 1, 2020					
Fund	Check No.	Check Date	G/L Date	Explanation	Amount
672	1087224	7/2/2019	7/2/2019	LARRY MASTERS	\$ (121.73)
672	1092299	9/10/2019	9/10/2019	LARRY MASTERS	\$ (119.50)
672	1089366	8/6/2019	8/6/2019	LARRY MASTERS	\$ (70.98)
672	1093731	10/1/2019	10/1/2019	INGRID WESTERFIELD	\$ (51.34)
672	1093198	9/24/2019	9/24/2019	RHONDA JOHNSON	\$ (8.54)
672	1090140	8/20/2019	8/20/2019	FELIX RAMOS	\$ (7.00)
TOTAL NWRC					\$ (379.09)

APPROVED by the Northwest Regional Council this 9th day of December 2021:

Melanie Bacon
Island County Commissioner

Jill Johnson
Island County Commissioner

Jamie Stephens, Chair
San Juan County Council Member

Cindy Wolf
San Juan County Council Member

Peter Browning
Skagit County Commissioner

Ron Wesen
Skagit County Commissioner


Satpal Sidhu
County Executive, Whatcom County

Kathy Kershner
Whatcom County Council Member

ATTEST:

Daniel Murphy, Executive Director
Northwest Regional Council



TO: Northwest Regional Council
FROM: Dan Murphy, Executive Director ^{DS}
DATE: December 1, 2021
SUBJECT: Annual Internal Fiscal System Review

As you are aware, NWRC has a long history of strong financial management. As part of our emphasis on quality we continually assess our systems and update policies and procedures as necessary.

Each year we review our financial systems against guidance from the Washington State Auditor's Office.

As you can see from the attached documents, NWRC continues to fare well against the SAO internal control checklist for local governments.

Please let me know if you have questions.



Internal control checklist for local governments

This self-assessment checklist has been compiled to assist city/county managers, clerks, treasurers, and auditors to assess their own internal control environment for accounting and financial reporting and to provide guidance in placing controls where weaknesses are perceived. Your entity's system of internal controls includes all of the policies and procedures needed to provide reasonable assurance that your financial information is reliable, that operations within your office are effective and secure, and that you are complying with applicable laws and regulations.

Answer each of the questions by circling "Y" (Yes) or "N" (No) in response to each question.

After completing the questionnaire, scan down your answers in the "Response" column, noting whether they are aligned to the left or right side of the column. The questions that you have been able to answer on the left side indicate the internal control is in place. Your answers on the right side indicate an internal control weakness. This checklist should give you a good indicator of the number and type of internal controls that might need attention in your operation. Please give your auditor or the Washington State Auditor's Office (360) 902-0370 a call if you need assistance.

General	Response	Comments
1. Is management aware that internal control is their responsibility?	<input checked="" type="radio"/> Y <input type="radio"/> N	
2. Does management show commitment to establishing and maintaining controls?	<input checked="" type="radio"/> Y <input type="radio"/> N	
3. Does your entity have an organizational chart defining the activities and persons responsible for them?	<input checked="" type="radio"/> Y <input type="radio"/> N	
4. Are the duties of officials and employees clearly defined and assisted?	<input checked="" type="radio"/> Y <input type="radio"/> N	
5. Does management consistently exhibit high ethical and professional standards in its conduct, setting the standard for the entire organization?	<input checked="" type="radio"/> Y <input type="radio"/> N	
6. Are personnel involved in accounting functions required to take an annual vacation?	<input type="radio"/> Y <input checked="" type="radio"/> N	Vacations are highly encouraged and responsibilities are covered by other staff
7. Are accounting functions performed by other personnel during the vacation of primary accounting personnel?	<input checked="" type="radio"/> Y <input type="radio"/> N	
8. Is other staff trained in the accounting functions to provide backup in the case of vacation or other absence of the primary bookkeeping employee(s)?	<input checked="" type="radio"/> Y <input type="radio"/> N	
9. Is responsibility for accounting duties ever rotated among staff?	<input checked="" type="radio"/> Y <input type="radio"/> N	

General		Response	Comments
10.	Is a current, accurate and accessible policy and procedures manual in place, including an official code of conduct/ethics or an official set of policies governing employee conduct/ethics?	(Y) N	
11.	Are the policies governing employee conduct communicated in an effective way to staff and reviewed with them periodically?	(Y) N	
12.	Is confidential or sensitive material (e.g. payroll records and taxes) maintained separately from non-confidential records?	(Y) N	
13.	Is insurance coverage reviewed periodically by qualified individuals to determine adequacy.	(Y) N	
14.	Does the comprehensive liability policy include liability coverage for all officials and employees?	(Y) N	Jail Health staff are covered by Whatcom County
15.	Is a budget system (including monthly or quarterly budget reports) used by management for watching income and expenses?	(Y) N	
16.	Are cash projections made and periodically compared by management to the operational accounting information?	(Y) N	
17.	Do surety and/or performance bonds cover all employees/officials who handle the city's/county's funds?	(Y) N	
18.	Are surety bonds of a sufficient amount, as prescribed and approved by the Council or Commission?	(Y) N	
19.	Are authorizations for all bank accounts and check signers updated annually?	(Y) N	Updated as needed throughout each year

Financial Records		Response	Comments
20.	Do you have different staff responsible for a) authorizing a transaction, b) recording the transaction in the accounting records, and c) maintaining custody of the assets resulting from the transaction?	(Y) N	
21.	Is an accounting system in use that allows management to record financial transactions, view the data by category, and create timely reports to maintain accountability for the government's assets?	(Y) N	
22.	Are detailed cash receipts journals maintained?	(Y) N	
23.	Are detailed cash disbursement journals maintained?	(Y) N	

Financial Records	Response	Comments
24. Are Council records (if separate records other than orders are kept) reconciled with the clerk/treasurer's records monthly?	<input checked="" type="radio"/> Y <input type="radio"/> N	
25. Are the general ledger and its subsidiary ledgers kept up to date and reconciled monthly?	<input checked="" type="radio"/> Y <input type="radio"/> N	
26. Is a chart of accounts used?	<input checked="" type="radio"/> Y <input type="radio"/> N	
27. Are records properly guarded from fire, theft and manipulation?	<input checked="" type="radio"/> Y <input type="radio"/> N	Guarded from theft and manipulation in locked file cabinets. Not fire proof.
28. Is computerized data backed up daily and source documents retained until backup?	<input checked="" type="radio"/> Y <input type="radio"/> N	
29. Is a copy of electronic data properly stored off-site?	<input checked="" type="radio"/> Y <input type="radio"/> N	
30. Are all financial recording documents (receipts, purchase orders sequentially prenumbered, retained, and accounted for, including spoiled or voided forms?	<input checked="" type="radio"/> Y <input type="radio"/> N	
31. Are automatic duplicates of certain forms (receipts & purchase orders) provided to individuals (e.g. vendors, taxpayers, etc.)?	<input checked="" type="radio"/> Y <input type="radio"/> N	
32. Is the person who does the bank reconciliation different from the person authorized sign to checks and make deposits?	<input checked="" type="radio"/> Y <input type="radio"/> N	
33. Is the bank reconciliation procedure documented?	<input checked="" type="radio"/> Y <input type="radio"/> N	
34. Are bank statements reconciled monthly, preferably within 15 days after the statement date?	<input checked="" type="radio"/> Y <input type="radio"/> N	
35. Does a responsible official, other than the preparer, review completed bank reconciliations?	<input checked="" type="radio"/> Y <input type="radio"/> N	
36. Is the completed bank reconciliation initialed and dated by both the preparer and the reviewer?	<input checked="" type="radio"/> Y <input type="radio"/> N	
37. Are the following monthly procedures currently performed:	<input checked="" type="radio"/> Y <input type="radio"/> N	
• Reconcile cash accounts?	<input checked="" type="radio"/> Y <input type="radio"/> N	
• Reconcile accounts receivable to the detail invoices?	<input checked="" type="radio"/> Y <input type="radio"/> N	
• Reconcile payroll withholdings to the payroll reports?	<input checked="" type="radio"/> Y <input type="radio"/> N	
• Reconcile accounts payable subsidiary ledger to actual invoices?	<input checked="" type="radio"/> Y <input type="radio"/> N	
• Reconcile property tax receipts to the property tax receivables?	Y <input checked="" type="radio"/> N	Property tax receipts are not applicable to NWRC

Cash Receipts	Response	Comments
38. Is receipt of currency (which include checks) adequately controlled until deposited or remitted to the treasurer (within 24 hours as required by state law)?	<input checked="" type="radio"/> Y N	Approved extension on file from Whatcom County Treasurer
39. Is a copy kept of the treasurer's signed and dated endorsement of the tax collector's receipts, payments and any abatements?	Y <input checked="" type="radio"/> N	Not applicable to NWRC
40. Have safeguards been provided to prevent officials or employees from cashing checks payable to the city/county?	<input checked="" type="radio"/> Y N	
41. Are monies received by one employee, documented and then deposited by another employee?	<input checked="" type="radio"/> Y N	
42. Are all monies received by the city/county turned over intact daily to the person who makes the bank deposit?	<input checked="" type="radio"/> Y N	
43. Does the clerk/treasurer keep separate accounts of all money received as highway or school taxes?	Y <input checked="" type="radio"/> N	Not applicable to NWRC
44. Is the person who handles cash (receipts, bank deposits, purchases) different from the person who keeps the cashbooks/accounting records?	<input checked="" type="radio"/> Y N	
45. Are funds received over the counter controlled by sequentially numbered counter receipts?	<input checked="" type="radio"/> Y N	

Purchasing	Response	Comments
46. Is Council/Commission or Manager approval:	<input checked="" type="radio"/> Y N	
a. Required for all purchases?	<input checked="" type="radio"/> Y N	
b. Signed by a majority of the board and dated?	<input checked="" type="radio"/> Y N	
47. Does the treasurer keep a book recording all pay orders (outstanding payables) that are not paid?	<input checked="" type="radio"/> Y N	
48. Are the functions of purchasing goods, receipt of goods, and cash payment for goods performed by separate employees?	<input checked="" type="radio"/> Y N	
49. Are:	<input checked="" type="radio"/> Y N	
Checks pre-numbered?	<input checked="" type="radio"/> Y N	
Unused checks controlled?	<input checked="" type="radio"/> Y N	
Check signature stamps secured and not provided for staff use?	Y <input checked="" type="radio"/> N	Not applicable to NWRC. Checks are signed manually
Checks prepared and signed by separate employees?	<input checked="" type="radio"/> Y N	
Checks are never written to "Cash"?	<input checked="" type="radio"/> Y N	

Purchasing		Response	Comments
50.	Are materials and supplies inspected for condition and counted when received?	<input checked="" type="radio"/> Y <input type="radio"/> N	
51.	Does invoice processing include a mathematical check of footings, extensions and discounts?	<input checked="" type="radio"/> Y <input type="radio"/> N	
Cash Disbursements		Response	Comments
52.	Are all cash disbursements, except petty cash items, made by check?	<input checked="" type="radio"/> Y <input type="radio"/> N	Automated Clearing House (ACH) debits and direct deposits also used
53.	Are checks signed and immediately sent out but not returned to the check preparer to distribute?	<input checked="" type="radio"/> Y <input type="radio"/> N	
54.	Are pre-numbered checks used?	<input checked="" type="radio"/> Y <input type="radio"/> N	
55.	If checks are produced manually, is a controlled, mechanical check protector used?	<input type="radio"/> Y <input checked="" type="radio"/> N	All checks are signed by an authorized employee of NWRC
56.	Are checks produced on an automated financial system?	<input checked="" type="radio"/> Y <input type="radio"/> N	
57.	Is all investment activity by the clerk/treasurer approved by the Council/Commission and documented?	<input checked="" type="radio"/> Y <input type="radio"/> N	The NWRC Council appoints a Fiscal Officer who approves all investments
58.	Is petty cash handled through a fixed amount account with limited purchases that are reviewed by another individual?	<input checked="" type="radio"/> Y <input type="radio"/> N	Resolution will be brought to Council to dissolve petty cash funds in 2021
Property and Equipment		Response	Comments
59.	Are schedules of fixed assets and depreciation maintained?	<input checked="" type="radio"/> Y <input type="radio"/> N	Depreciation not applicable to cash basis
60.	Are periodic inventories taken and compared with the schedules of fixed assets?	<input checked="" type="radio"/> Y <input type="radio"/> N	
61.	Is all property and equipment purchased or leased with city/county funds held in the name of the city/county?	<input checked="" type="radio"/> Y <input type="radio"/> N	
62.	Are invoices maintained to support the purchase or lease of equipment?	<input checked="" type="radio"/> Y <input type="radio"/> N	
Notes and Investments		Response	Comments
63.	Are schedules maintained of all borrowing and investing activities?	<input checked="" type="radio"/> Y <input type="radio"/> N	

Grand List and Tax Records		Response	Comments
64.	Is a system used (ideally a tax map) to be certain that all taxable property is included in the grand list?	Y	N Not applicable to NWRC
65.	Are newly constructed or remodeled structures updated timely?	Y	N Not applicable to NWRC
66.	Does the delinquent tax collector turn all receipts over to the clerk/treasurer so that the collector's fees can be entered into the city's/county's books as wages?	Y	N Not applicable to NWRC
67.	Does the city/county have adequate follow-up policies with delinquent taxpayers?	Y	N Not applicable to NWRC
68.	Does the entity maintain adequate records to support discounts or credits?	Y	N Not applicable to NWRC
69.	Does someone other than the tax collector (delinquent or current) reconcile taxes?	Y	N Not applicable to NWRC

Enterprise Funds (Water, Sewer, etc.)		Response	Comments
70.	Do accounting practices for enterprise funds follow guidelines listed above for all other city/county funds?	Y	N Not applicable to NWRC
71.	Is the follow-up on delinquent accounts adequate?	Y	N Not applicable to NWRC

References:

Internal Control Guidebook 2010, National Association of State Comptrollers (as modified by the Washington State Auditor's Office. http://www.sao.wa.gov/EN/ClientSupport/AccountabilityFraud/Documents/Prevention_IC_guidebook.pdf

"Evaluating Internal Controls, A Local Government Manager's Guide", S. Gauthier, Government Finance Officers Association (GFOA), Chicago, IL., 2004.

Part 3, Chapter 9, Section 24 of the Washington State Auditor's Budget, Accounting and Reporting Systems Manual for Cities, Counties and Special Purpose Districts (GAAP): Accounting Principles and Internal Control http://www.sao.wa.gov/EN/ClientSupport/FinancialReporting/LGS/BarsManuals/Documents/BarsManuals/GAAP_p3ch1s3.pdf



December 1, 2021

TO: Northwest Regional Council
FROM: Dan Murphy, Executive Director
RE: Closure of Petty Cash Fund

A blue ink signature of Dan Murphy, consisting of the initials "DM" in a cursive style, enclosed in a blue rectangular box with rounded corners. The letters "DS" are printed in a small font above the signature.

Background

At your September 1995 meeting, you approved and adopted resolution #95-03 to establish a petty cash fund of \$150.

Current Issue

Staff has determined that the need for cash to pay expenses is no longer necessary and have closed that fund. Along with the resolution to close, we have provided a certification as required by the Washington State Auditors to document the final reconciliation and the deposit of the \$150 into our account held by the Whatcom County Treasurer.

PROPOSED MOTION: The Northwest Regional Council hereby approves and adopts Resolution #21-04, closing the petty cash fund.

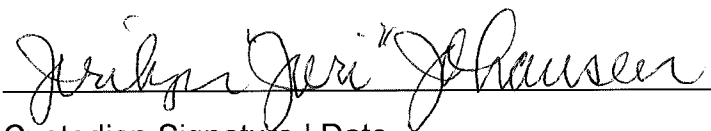
Northwest Regional Council

Petty Cash Fund Closure

Custodian Certification

By signing below, the Custodian acknowledges that I:

- have completed the final reconciliation of the Petty Cash fund, and
- deposited the account balance of \$150 to the NWRC account held at the Whatcom County Treasurer's office, and
- have provided the Treasurer's receipt to the Fiscal Director


Custodian Signature | Date
Jerilyn "Jeri" Johansen

Date: 11/10/2021
 Receipt Date: 11/10/2021

Time: 3:17 PM

Steven N. Oliver
 Whatcom County Treasurer
 311 Grand Ave, Suite 104
 Bellingham, WA 98225
 360.778.5160

Prepared By:	Jeri J
Phone #	360-676-6749
Date:	Nov 10, 2021

Receipt #: 3498786
 Received From: CLOSURE OF PETTY CASH FUND
 Payment Code: Full Payment

NON-PROPERTY ITEMS
 TREAS RCPT #: 359034 150.00

Amount	Deposit TO
150.00	NWRC 672-4386

Base: 0.00
 P&I: 0.00
 Total: 150.00

TENDERS

Cash 150.00

012-4386 NWRC

Account Distribution

	Amount	Tender Type
\$	150.00	Cash
\$	-	x
\$	-	Checks
\$	-	Other
\$	-	
\$	-	

Total 150.00

October 2021

PETTY CASH RECONCILIATION

BEGINNING CASH: \$98.92

PLUS: ADDITIONAL CASH IN: \$51.08

TOTAL CASH 150.00

LESS: CASH PAID OUT:

Meeting Supplies: 0

General office Supplies: _____

Building Supplies: _____

Shipping (UPS etc.): _____

Postage Due: _____

Purchase Stamps: _____

Client Reimbursement 0

TOTAL CASH PAID OUT: 0

ENDING CASH BALANCE: 150.00*

ACTUAL CASH ON HAND: \$50.00 (1) = \$50.00

\$20	<u>40.00</u>	
\$10	<u>20.00</u>	
\$5	<u>15.00</u>	
\$1	<u>18.00</u>	
50¢	<u>0</u>	
25¢	<u>2.25</u>	
10¢	<u>2.40</u>	2.80
5¢	<u>1.80</u>	
1¢	<u>.15</u>	

*Found 3 dimes in with nickels when counting

TOTAL CASH ON HAND: 150.00*

*must agree

William Johnson 11/9/21
Signature (1) Date

Laura Barton 11/9/21
Signature (2) Date

**NORTHWEST REGIONAL COUNCIL
RESOLUTION NO. 21-04**

CLOSING THE PETTY CASH FUND

WHEREAS, the Northwest Regional Council established a petty cash fund of \$150 in September 1995 by resolution 95-03; and

WHEREAS, the staff of the Northwest Regional Council has determined that a petty cash fund is no longer necessary and certifies funds have been deposited into the Council account held by the Whatcom County Treasurer ;

NOW, THEREFORE, BE IT RESOLVED that Northwest Regional Council hereby closes the petty cash fund.

Melanie Bacon
Island County Commissioner

Jill Johnson
Island County Commissioner

Jamie Stephens, Chair
San Juan County Council Member

Cindy Wolf
San Juan County Council Member

Peter Browning
Skagit County Commissioner

Ron Wesen
Skagit County Commissioner

Satpal Sidhu
County Executive, Whatcom County

Kathy Kershner
Whatcom County Council Member

ATTEST:

Dan Murphy, Executive Director



December 1, 2021

TO: Northwest Regional Council
FROM: Dan Murphy, Executive Director 
RE: Appointment of the Position of Executive Director as Finance Officer

Background

At your December 2015 meeting, you approved and adopted resolution #15-05 to appoint Dan Murphy and Kristine Glasgow as the Investment/Cash Management/Finance Officers for NWRC.

Current Issue

This position has the authority to transfer funds from our general account with Whatcom County to our payroll account. Since our current Executive Director, Dan Murphy will retire at the end of December, we request that the new Executive Director be given authority to authorize these transfers.

Once the new Executive Director is named, NWRC will send a letter to Whatcom County Treasurer to remove Dan Murphy from the position and name the new person. This letter is required before the new Finance Officer can sign any documents.

We will follow up at your April meeting with a complete resolution.

PROPOSED MOTION: The Northwest Regional Council hereby approves and adopts Resolution #21-06, appointing the replacement Executive Director for Dan Murphy and Kristine Glasgow as the NWRC Investment/Cash Management/Finance Officers for the purposes of authorizing transfer of funds from NWRC's general account into NWRC's payroll account, and to sign federal financial reports and payment requests on behalf of NWRC.

RESOLUTION #21-06

NORTHWEST REGIONAL COUNCIL

A RESOLUTION APPOINTING AN INVESTMENT/CASH MANAGEMENT/FINANCE OFFICER FOR NORTHWEST REGIONAL COUNCIL

WHEREAS, the Northwest Regional Council (NWRC) Finance Officer is responsible for the management of the NWRC investment funds, disbursements and the transfer of funds between the NWRC's various funds/cost centers upon direction of the Board, and to sign federal financial reports and payment requests on behalf of NWRC;

WHEREAS, the contract for our current Executive Director Dan Murphy expires 12/31/21 and a successor will not be named until after the December board meeting;

BE IT RESOLVED, by the Northwest Regional Council that the position of Executive Director along with Kristine Glasgow as alternative be appointed as the NWRC Investment/Cash Management/Finance Officers until such time of further resolution by the NWRC.

Adopted this 9th day of December, 2021, and approved by the following Northwest Regional Council members:

NORTHWEST REGIONAL COUNCIL:

Melanie Bacon
Island County Commissioner

Jill Johnson
Island County Commissioner

Jamie Stephens, Chair
San Juan County Council Member

Cindy Wolf
San Juan County Council Member

Peter Browning
Skagit County Commissioner

Ron Wesen
Skagit County Commissioner

Satpal Sidhu
County Executive, Whatcom County

Kathy Kershner
Whatcom County Council Member

ATTEST:


Dan Murphy, Executive Director



Human services with **you** at the center

NWRCWA.ORG

TO: Northwest Regional Council

FROM: Dan Murphy, Executive Director 

DATE: December 1, 2021

SUBJECT: Update to NWRC 2020 to 2023 Strategic Plan

We have completed the process for the mid-point update to our four-year NWRC 2020-2023 Strategic Plan that was first approved by the Board in 2019.

Generally, we are on track toward the objectives laid out in the original plan. A summary of what has been accomplished to date is embedded in each section. The major highlights are:

- We've successfully speeded discharges and reduced rehospitalizations through our hospital care coordination effort
- Our behavioral health expansion has brought mental health counseling to isolated seniors and people with disabilities and demand continues to grow. We will add substance use counseling in 2022
- I have served as a member of the Long-Term Care Trust Commission that has advised initial phases of that program's startup
- We have exceeded our planned number of family caregivers assisted through our caregiver support program
- We competed successfully to be designated and funded as the "Dementia Catalyst" pilot site for Western Washington
- We have exceeded the planned number of people served through our Aging and Disability Resources information and Assistance programs
- We have succeeded in expanding supports for dealing with Opioid addiction in the Whatcom County Jail

Of course, no summary of a period that covers 2020 and 2021 would be complete without mention of COVID impacts. In general, given the vulnerability of the population NWRC serves, infection rates have been far less than was feared in early stages of the pandemic. Providers, including our staff, successfully took steps to minimize risks. The major impact has been on services that are delivered in group settings. For example:

- Congregate senior meal sites have been closed, with nutrition providers pivoting to production of home delivered meals.
- The number of support groups (for dementia, chronic disease management, for example) has dropped as few were able to successfully switch to on-line delivery.
- Demand for medical transportation dropped off considerably while the health care system limited access, although that is rebounding now
- The Whatcom jail daily census dropped considerably

We expect those trends will reverse as the COVID crisis subsides, however it remains to be seen whether programs delivered in group settings will return to pre-COVID levels.

The document includes our new purpose statement in the introduction and updates the numeric goals for 2022 and 2023. I'll be happy to answer any questions at our December meeting.

PROPOSED MOTION: The Northwest Regional Council approves the update to the NWRC 2020 to 2023 Strategic Plan.



December 1, 2021

TO: Northwest Regional Council

FROM: Dan Murphy, Executive Director



SUBJECT: Market Based Salary Adjustment Recommendations

Part of NWRC's compensation policy is to maintain market level salaries in order to recruit and retain qualified staff. In 2019, I asked our Human Resources Consultant, Kara Turner, to conduct a salary comparability study. She looked at the five other comparable Aging organizations on the I-5 corridor, DSHS, NorthSound BHO/ASO, and the Association of Washington Cities and Employment Security databases. Her analysis created a median market salary estimate for NWRC positions.

Over the last two years the NWRC Governing Board approved market rate salary adjustments for the non-management NWRC positions. However, the 2019 survey also showed that the NWRC director and supervisory positions were between 9% and 12% below the comparable medians.

I recommend a five percent market rate adjustment, consistent with considerations of internal equity and salary scale compression to Classifications 1, 2 of the NWRC salary scale, and to the Care Management Program Supervisor, Community Programs Supervisor, and Office Supervisor classifications. That adjusts the salaries for 16 management FTE and coupled with the 3% COLA allows the NWRC salary range to track with the marketplace. The full list of the positions affected can be found in the revised salary scale included with the proposed 2022 NWRC budget. The total cost is \$82,926 and is included in that proposed budget.

PROPOSED MOTION:

The Northwest Regional Council authorizes a 5% market rate salary adjustment for the positions in Classification Levels 1, 2, and all supervisory positions, effective January 1, 2022.



December 1, 2021

TO: Northwest Regional Council
FROM: Dan Murphy, Executive Director
SUBJECT: 2022 NWRC Budget Message



I recommend the enclosed 2022 NWRC Budget of \$23.9 Million for your consideration and approval. This budget represents a 5% increase from the current year.

On the expense side, please note the following changes from our 2021 baseline:

- An increase of 8.75 FTE's as follows:
 - A full year of the Office manager position hired mid-2021
 - Two Program Specialists for the new dementia services program
 - A Quality Assurance/Training Coordinator position to address increased program complexity and skill need
 - A net increase of .25 increase Case Manager FTE to handle caseload growth
 - An increase of 1.5 FTE in Case Aide capacity to support clinicians
 - 2.5 additional Behavioral Health Clinicians. Two to address challenges associated with substance use. And a half representing a full year of a position hired mid-2020.
 - A net addition of one FTE Accounting Analyst to handle increased billing workload.
- A net increase in subcontractor expenditures largely due to increased costs and demand for the Medicaid Transportation program, contracted expenses for the new Dementia Support Program, offset with a decrease in distribution of COVID Recovery Act funding.
- Market rate and reclassification salary adjustments outlined for you in a separate memorandum that accompanies the full Board packet.
- A 3% COLA for staff salaries consistent with NWRC's compensation philosophy, to maintain market position, and to aid in recruitment and retention.

On the revenue side, Medicaid resources will increase:

- By 3% for in-home case management due to increased numbers of clients and a small per-client rate increase.
- By 9% in other DSHS funding largely due to award of the dementia services grant.
- By 9% from the Health Care Authority due to growth in transportation services.
- By 8.4% in our other contracts due largely to growth in our behavioral health program.

Of our remaining major revenue sources, we project a lower single year expenditure COVID disaster relief funding since we have learned we have three years to spend American Recovery Act funds. We propose spending a third in each or 2022, 2023 and 2024. We had not yet obligated last year's higher amount so no programming will be reduced.

The proposed 2022 budget includes a statement of activity related to our reserves/fund balances through September. I am pleased that we have built our Medicaid-related reserves over the past year by around \$746,714 to a total of \$2.7 million. Since our Medicaid programs are funded on a fee-for-service basis we purposely budget conservatively and typically end up serving more clients than projected, with the accompanying increase in revenue.

The "Unrestricted funds" represents the reserves we have accrued from other NWRC programs which brings our total cash and investments reserves to just short of \$4.4 million, the equivalent of 2.25 months of operating expenditures, which is considered an reasonable reserve for an agency of our type.

If you have any questions, please do not hesitate to call.

PROPOSED MOTION: The Northwest Regional Council approves the 2022 budget as presented, including a cost-of-living adjustment of 3% for NWRC employees.

**RESOLUTION NO. 21-05
NORTHWEST REGIONAL COUNCIL BUDGET
JANUARY 1, 2022 - DECEMBER 31, 2022**

WHEREAS, the attached Budget for calendar year 2022 has been presented to the Northwest Regional Council for review; and

WHEREAS, the Northwest Regional Council has reviewed said document and is in agreement with the funding and expenditure levels set forth in said document;

NOW, THEREFORE, the Northwest Regional Council does ordain as follows:

The Northwest Regional Council Budget for 2022 is hereby approved as presented. Included in the Budget is a 3.0% cost of living adjustment for all eligible Northwest Regional Council employees, effective January 1, 2022.

RESOLUTION NUMBER NO. 21-05, APPROVED THIS 9th DAY OF DECEMBER 2021.

NORTHWEST REGIONAL COUNCIL:

Melanie Bacon
Island County Commissioner

Jill Johnson
Island County Commissioner

Jamie Stephens, Chair
San Juan County Council Member

Cindy Wolf
San Juan County Council Member

Peter Browning
Skagit County Commissioner

Ron Wesen
Skagit County Commissioner

Satpal Sidhu
County Executive, Whatcom County

Kathy Kershner
Whatcom County Council Member

ATTEST:

Dan Murphy, Executive Director



December 2, 2021

TO: Northwest Regional Council
FROM: Dan Murphy, Executive Director
RE: Proposed Meeting Schedule for 2022

Background

NWRC routinely meets three times per year. Each of the meetings is on a Thursday, set in relation to important annual business timelines. If actions are needed between regular meetings, the NWRC Executive Committee can handle them, or a special meeting can be scheduled, in accordance with the NWRC Bylaws.

Proposed Schedule

We propose the full NWRC board meet on:

- April 21, 2022
- July 28, 2022
- December 8, 2022