

**MINUTES OF THE
NORTHWEST REGIONAL COUNCIL**
December 09, 2021

BOARD MEMBERS: Island County Commissioner Melanie Bacon, San Juan County Council Member Cindy Wolf, Skagit County Commissioners Peter Browning and Ron Wesen, Whatcom County Council Member Kathy Kershner

STAFF: Dan Murphy, Amanda McDade, Kyle Ludwig, Elizabeth Anderson, Pat Elwell, Ryan Blackwell, Sarah Silva, Melody Woodrich-Fernando, Darla Smith

PUBLIC: Barb Pesola, San Juan County, NWSSB Chair

The meeting was called to order at 10:26 by Skagit County Commissioner Wesen.

There was no public comment.

Consent Agenda

Motion was made by Island County Commissioner Bacon and seconded by Skagit County Commissioner Browning to approve the Consent Agenda items a – g: Approval of the Minutes, Regular Meeting July 22, 2021: Approval of June, July, August, September and October 2021 Expenditure Listings: 2021 Budget to Actual Report: Cancellation of Warrants, Resolution #21-03: Annual Internal Fiscal System Review: Closure of Petty Cash Fund, Resolution #21-04: Appointment of the Position of Executive Director as Finance Officer, Resolution #21-06, as presented. The Motion carried.

h) Routine Contracts and Amendments

Motion was made by Whatcom County Council Member Kershner and seconded by Skagit County Commissioner Browning to approve the referenced Routine Contracts, Amendments and Agreements as presented. The Motion carried.

Regular Agenda

a) 2023 NWRC Strategic Plan Update

NWRC Executive Director Dan Murphy provided an overview of the Strategic Plan Update. The Strategic Plan is done every four years, which was last approved in 2019. This is a mid-point plan update noting that we are on track toward meeting our objectives in the original plan. Discussion followed.

Motion was made by Skagit County Commissioner Browning and seconded by Whatcom County Council Member Kershner to accept the 2020 – 2023 NWRC

Strategic Plan Update as presented. The Motion passed unanimously.

b) Market Rate Salary Adjustment

NWRC Executive Director Dan Murphy presented the Market Rate Salary Adjustment. Kara Turner, NWRC HR Consultant, conducted a salary comparability study in 2019. Over the last two years the NWRC Governing Board approved market rate salary adjustments for the non-management NWRC positions. This recommendation includes a 5% market rate adjustment for the Supervisors, Managers and Directors to keep in arms range of the market. Discussion followed.

Motion was made by Skagit County Commissioner Browning and seconded by Whatcom County Council Member Kershner to approve a 5% market rate salary adjustment in Classification Levels 1, 2 and all supervisory positions, effective January 1, 2022, as presented. The Motion passed unanimously.

c) NWRC 2022 Budget, Resolution #21-05

NWRC Executive Director Dan Murphy presented the 2022 Budget. The budget represents a 5% increase from the current year. We are expanding services and building infrastructure to support those services. Discussion followed.

Motion was made by Island County Commissioner Bacon and seconded by San Juan County Council Member Wolf to approve the 2022 Budget as presented, including a cost-of-living adjustment of 3% for NWRC employees. The Motion passed unanimously.

d) Authorizing Executive Director Selection Committee Hiring Authority

NWRC Executive Director Dan Murphy presented the Executive Director selection process. The final selection committee meeting is after today's board meeting. The selection committee needs to be authorized to either extend an offer to the selected candidate and negotiate the contract or the Board delegate the process to the committee and ratify at the April Board meeting. Discussion followed.

Motion was made by Skagit County Commissioner Wesen to have the selection committee extend the offer and negotiate the contract with the selected candidate with a Board meeting as soon as possible to approve the offer. Skagit County Commissioner Browning seconded the motion. Discussion followed.

A friendly amendment was made by San Juan County Council Member Cindy Wolf to have a Special Executive Session so the selection committee can present their recommendation and supporting information to the Board and have full Board approval prior to extending an offer. Island County Commissioner Bacon seconded the amended motion. The Motion passed unanimously.

e) Agency update

Effective December 1, 2021, NWRC has implemented a phased re-opening plan returning to home visits and opening office front door activities. Due to the pandemic, NWRC has been unable to perform home visits since March of 2020. While services have been on-going throughout pandemic, they cannot replace in-home services and care. NWRC serves about 3,000 people that in other states would be in nursing homes.

f) Proposed Meeting Schedule

NWRC Board meet three times a year, no concerns voiced.

Other Issues

County Information Sharing – Board members shared highlights of activities of import occurring within their community.

Announcements

Skagit County Commissioner Wesen thanked Executive Director Dan Murphy for his service. Dany Murphy thanked Human Resource Manager Pat Elwell for her service.

Adjournment

There being no further business, the meeting adjourned at 11:23 pm

Prepared and submitted by:

Darla Smith

Darla Smith, Office Supervisor