

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

**BOARD MEMBERS:** Island County Commissioner Melanie Bacon, San Juan County Councilmembers Jamie Stephens and Cindy Wolf, Skagit County Commissioners Peter Browning and Ron Wesen, Whatcom County Councilmember Kathy Kershner

**STAFF:** Dan Murphy, Aly Horry, Amanda McDade, Cindy Madigan, Elizabeth Anderson, Katie Zimmerman, Kristine Glasgow, Melody Woodrich-Fernando, Pat Elwell, Ryan Blackwell,

**PUBLIC:** Barb Pesola, San Juan County, NWSSB Chair

The meeting was called to order at 10:06AM.

There was no public comment.

**Consent Agenda**

- a) Approval of the Minutes, Regular Meeting December 10, 2020 and Special Meeting December 18, 2020

**Motion was made by Skagit County Commissioner Wesen and seconded by San Juan County Councilmember Wolf to approve minutes of the regular meeting December 10, 2020 and the special meeting December 18, 2020. The Motion passed unanimously.**

- b) Approval of November and December 2020 and January and February 2021 Expenditure Listings

**Motion was made by San Juan County Councilmember Wolf and seconded by Island County Commissioner Bacon to approve November 2020 Expenditure Listing in the amount of \$1,489,382.02; December 2020 Expenditure Listing in the amount of \$1,728,187.85; January 2021 Expenditure Listing in the amount of \$1,703,230.02; and February 2021 Expenditure Listing in the amount of \$1,819,839.21. The Motion carried.**

- c) 2020 Budget to Actual Report

**Motion was made by Skagit County Commissioner Browning and seconded by San Juan County Councilmember Wolf to approve the January through December 2020 Budget to Actual Report as presented. The Motion carried.**

- d) Routine Contracts and Amendments

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

e) Signature of Authoritative Body

**Motion was made by Skagit County Commissioner Browning and seconded by Island County Commissioner Bacon that the Northwest Regional Council accepts and validates the listing of its membership for 2021. The Motion passed unanimously.**

## **Regular Agenda**

f) Distribution of Additional Federal Coronavirus Response Older Americans Act Funding

– NWRC Executive Director Dan Murphy provided an overview of the revenue received as a result of the Coronavirus Response and Relief Supplemental Appropriations Act of 2021, the American Rescue Plan Act of 2021, and the allotted increase in emergency Older Americans Act funding, expenditure periods, and recommended distribution.

**Motion was made by Island County Commissioner Bacon and seconded by Skagit County Commissioner Browning that the NWRC Board authorizes acceptance of \$1,969,600 into the disaster relief line of the NWRC budget, that 10% be used to cover administrative costs, 15% be held in reserve and the balance distributed to major providers based on their current share of Older American's Act and volunteer services funding. The Motion passed unanimously.**

**Motion was made by Skagit County Commissioner Browning and seconded by Skagit County Commissioner Wesen that the NWRC Board authorizes the Executive Director to review provider plans for the use of the emergency funds, amend contracts to disburse these funds immediately, and requires the Executive Director to report on progress and submit any related budget amendments to the NWRC Board at its July meeting. Discussion followed. The Motion passed unanimously.**

g) Key Staff Additions – Executive Director Murphy requested authority to hire an additional two case management FTE beyond was included in the budget approved in December 2020. Discussion followed.

**Motion was made by Skagit County Commissioner Wesen and seconded by Skagit County Commissioner Browning that the NWRC Board authorizes hire of an additional two case management FTE to manage increased workload and include the changes in cost and supporting revenue in the mid-year budget update. The Motion passed unanimously.**

h) Consideration of Juneteenth as a NWRC Paid Holiday – The state legislature recently made Juneteenth (June 19) a paid holiday for state workers to commemorate the end of slavery in the United States. NWRC has always matched the state holiday list.

**Motion was made by San Juan County Councilmember Wolf and seconded by**

**Island County Commissioner Bacon that the NWRC Board authorizes Juneteenth as an additional paid holiday each year for NWRC employees to commemorate the end of slavery in the United States. The Motion passed unanimously.**

- i) NW LEARN – Dissolution Report – NWRC Operations Director Kristine Glasgow summarized the dissolution process of the NW LEARN project. A brief discussion followed. NWRC and staff were thanked for their efforts.

**Skagit County Commissioner Wesen moved, and Skagit County Commissioner Browning moved that the NWRC Board accepts the report on the dissolution of the NW LEARN project as the final step in ending NWRC involvement in the project. The Motion passed unanimously.**

- j) NWRC Participation in DRS Deferred Compensation Program – NWRC has the opportunity to participate in the deferred compensation program offered by the Department of Retirement Services (DRS), as a voluntary additional benefit for employees. NWRC does not match employee contributions. DRS requires a resolution from the governing board in order to participate.

**Island County Commissioner Bacon moved, and San Juan County Councilmember Wolf seconded that the NWRC Board authorizes participation in the Department of Retirement System's deferred compensation plan as a voluntary benefit for NWRC employees. The Motion passed unanimously.**

- k) NWRC Post Pandemic Planning Considerations – Executive Director Murphy presented "Post Pandemic Planning Considerations" which included overall timeline, returning to home visits, post pandemic policies around remote work, and return to office. A lengthy discussion followed. A reopening proposal will be presented for the board's consideration at the July meeting.

- l) Program Updates

Staff provided updates on how the pandemic has effected service delivery and impact on clients. Efforts on providing vaccination access to clients and Individual Providers in the four-county service region were reviewed. Discussion followed.

- m) Nomination of Officers and Executive Committee -

**Skagit County Commissioner Wesen moved, and Island County Commissioner Bacon seconded that Island County Commissioner Johnson assume the Vice-Chair for the remainder of 2021. The Motion passed unanimously.**

**Skagit County Commissioner Wesen moved, and Skagit County Commissioner Browning seconded that the Executive Committee for the remainder of 2021 be comprised of Skagit County Commissioner Browning and Whatcom County Councilmember Kershner. The Motion passed unanimously.**

**Whatcom County Councilmember Kershner moved, and Skagit County**

**Commissioner Wesen seconded that Island County Commissioner Jill Johnson be nominated as Chair and Whatcom County Executive Satpal Sidhu be nominated as Vice-Chair for year 2022. The Motion carried.**

**Skagit County Commissioner Wesen moved and Whatcom County Councilmember Kershner seconded that Skagit County Commissioner Browning and San Juan County Councilmember Cindy Wolf be nominated to the Executive Committee for 2022. The Motion carried.**

### **Other Issues**

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

### **Announcements**

There were no announcements.

### **Adjournment**

There being no further business, the meeting adjourned at 12:05PM.

Prepared and submitted by:

*Patricia F. Elwell*

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Patricia F. Elwell, HR/Office Manager



# NORTHWEST REGIONAL COUNCIL

## EXPENDITURE APPROVAL

We, the undersigned Northwest Regional Council, do hereby approve payments in the amount of \$1,976,695.21 this 22nd day of July, 2021.

March 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 \$1,718,818.12 this 22nd day of July, 2021.

April 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 \$1,653,366.18 this 22nd day of July, 2021.

May 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**

TO: Northwest Regional Council

FROM: Dan Murphy, Executive Director 

DATE: July 14, 2021

SUBJECT: January through May 2021 Budget to Actual Report

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We are pleased to present you with the Budget to Actual Reports for the period of January through May 2021. Through the first 42% of the year revenues at 42% of the budgeted projection and total expenses were at 40%.

Please let me know if you have questions.

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

**An Association of County Governments**

**Serving the People of Island, San Juan, Skagit and Whatcom Counties**

600 Lakeway Drive • Bellingham, Washington 98225 • (360)-676-6749 • FAX (360) 738-2451  
301 Valley Mall Way, Suite 100 • Mount Vernon, WA 98273 • (360)-428-1301 • FAX (360) 428-1302

NORTHWEST REGIONAL COUNCIL		TOTAL		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2021	% of Year	42%
JANUARY - MAY 2021		Budget	Actual	% of Budget
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid	4,447,470	1,984,866	45%
2	DSHS - ALTSA - All Other	4,800,663	1,602,864	33%
3	Disaster Relief Funding - COVID	945,253	678,554	72%
4	Health Care Authority	8,126,079	3,296,504	41%
5	Local Funds	125,228	108,597	87%
6	Other Contracted	3,397,800	1,467,760	43%
<b>Subtotal Current Year Funding</b>		21,842,493	9,139,144	42%
7	Use of Fund Balance Reserves	600,639	211,709	35%
<b>Subtotal Funding (including reserves)</b>		<b>22,443,132</b>	<b>9,350,853</b>	<b>42%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	7,552,376	2,937,421	39%
9	Taxes & Benefits	3,503,714	1,333,780	38%
<b>Total Personnel</b>		11,056,090	4,271,201	39%
10	Office/Operating Supplies	72,211	20,859	29%
11	Small Tools/Capital Equipment	40,960	21,319	52%
12	Professional Services	585,489	370,384	63%
13	Communication	229,293	84,604	37%
14	Travel	224,658	16,320	7%
15	Occupancy/Insurance	577,529	226,668	39%
16	Disaster Relief	204,772	133,151	65%
17	Miscellaneous	146,596	63,004	43%
<b>Total Operating Expenditures</b>		2,081,508	936,309	45%
<b>Total Direct Service and Administration</b>		13,137,598	5,207,510	40%
<b>Subcontractor Expenditures</b>				
18	<b>I&amp;A/Case Management/FCSP</b>			
19	ISR/Island County	668,585	213,560	32%
20	San Juan County Senior Services	192,395	60,852	32%
21	<b>Legal Services</b>	54,072	25,300	47%
22	<b>Nutrition</b>			
23	ISR/Island County	249,144	75,016	30%
24	Skagit County	328,223	154,218	47%
25	WCOA/Whatcom and San Juan Counties	588,702	129,263	22%
26	<b>Disaster Relief</b>	740,471	545,403	74%
27	<b>Volunteer Services</b>			
28	ISR/Island County	31,858	16,524	52%
29	CASC/Skagit County	35,514	6,311	18%
30	Opportunity Council/Whatcom County	41,987	20,085	48%
31	<b>Long Term Care Ombudsman Program</b>	3,959	1,980	50%
32	<b>Medicaid Transportation Brokerage</b>	3,360,000	1,353,184	40%
33	<b>Family Caregiver Support Project &amp; Respite Services</b>	462,440	220,305	48%
34	<b>Dementia Partnerships Project</b>	64,385	2,149	3%
35	<b>Kinship Caregivers Support Program/Kinship Navigator</b>	114,055	44,696	39%
36	<b>Caregiver Training/Agency Workers Health Insurance</b>	299,800	63,352	21%
37	<b>Chronic Disease Self Management Program</b>	15,000	-	0%
38	<b>Health Homes</b>	1,766,549	731,864	41%
<b>Total Subcontractor Expenditures</b>		9,017,139	3,664,062	41%
39	<b>Total Expenditures</b>	<b>22,154,737</b>	<b>8,871,572</b>	<b>40%</b>
40	<b>Revenue less Expenditures: Add to Reserves</b>	288,395	479,281	

NORTHWEST REGIONAL COUNCIL		Community Programs		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2021	% of Year	42%
JANUARY - MAY 2021		Budget	Actual	% of Budget
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid	159,000	54,445	34%
2	DSHS - ALTSA - All Other	2,346,110	869,698	37%
3	Disaster Relief Funding - COVID			
4	Health Care Authority			
5	Local Funds			
6	Other Contracted	83,682	39,821	48%
<b>Subtotal Current Year Funding</b>		2,588,792	963,965	37%
7	Use of Fund Balance Reserves	82,043	-	
<b>Subtotal Funding (including reserves)</b>		<b>2,670,835</b>	<b>963,965</b>	<b>36%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	1,003,686	384,392	38%
9	Taxes & Benefits	499,231	180,806	36%
<b>Total Personnel</b>		1,502,917	565,198	38%
10	Office/Operating Supplies	9,380	1,405	15%
11	Small Tools/Capital Equipment	896	708	79%
12	Professional Services	3,560	1,111	31%
13	Communication	41,909	12,600	30%
14	Travel	20,741	2,519	12%
15	Occupancy/Insurance	109,609	41,361	38%
16	Disaster Relief			
17	Miscellaneous	19,511	5,649	29%
<b>Total Operating Expenditures</b>		205,606	65,353	32%
<b>Total Direct Service and Administration</b>		1,708,523	630,551	37%
<b>Subcontractor Expenditures</b>				
18	<b>I&amp;A/Case Management/FCSP</b>			
19	ISR/Island County	243,092	47,573	20%
20	San Juan County Senior Services	192,395	60,852	32%
21	<b>Legal Services</b>			
22	<b>Nutrition</b>			
23	ISR/Island County			
24	Skagit County			
25	WCOA/Whatcom and San Juan Counties			
26	<b>Disaster Relief</b>			
27	<b>Volunteer Services</b>			
28	ISR/Island County			
29	CASC/Skagit County			
30	Opportunity Council/Whatcom County			
31	<b>Long Term Care Ombudsman Program</b>			
32	<b>Medicaid Transportation Brokerage</b>			
33	<b>Family Caregiver Support Project &amp; Respite Services</b>	462,440	220,305	48%
34	<b>Dementia Partnerships Project</b>	64,385	2,149	3%
35	<b>Kinship Caregivers Support Program/Kinship Navigator</b>			
36	<b>Caregiver Training/Agency Workers Health Insurance</b>			
37	<b>Chronic Disease Self Management Program</b>			
38	<b>Health Homes</b>			
<b>Total Subcontractor Expenditures</b>		962,312	330,879	34%
39	<b>Total Expenditures</b>	<b>2,670,835</b>	<b>961,430</b>	<b>36%</b>
40	<b>Revenue less Expenditures: Add to Reserves</b>	-	2,534	

NORTHWEST REGIONAL COUNCIL		Care Management		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2021	% of Year	42%
JANUARY - MAY 2021		Budget	Actual	% of Budget
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid	3,908,012	1,768,325	45%
2	DSHS - ALTSA - All Other	175,434	40,216	23%
3	Disaster Relief Funding - COVID			
4	Health Care Authority	1,923,424	766,394	40%
5	Local Funds			
6	Other Contracted	1,432,157	547,564	38%
<b>Subtotal Current Year Funding</b>		7,439,027	3,122,500	42%
7	Use of Fund Balance Reserves		-	
<b>Subtotal Funding (including reserves)</b>		<b>7,439,027</b>	<b>3,122,500</b>	<b>42%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	3,949,288	1,561,068	40%
9	Taxes & Benefits	1,808,473	710,622	39%
<b>Total Personnel</b>		5,757,761	2,271,690	39%
10	Office/Operating Supplies	40,960	9,903	24%
11	Small Tools/Capital Equipment	29,012	11,888	41%
12	Professional Services	179,521	63,768	36%
13	Communication	135,797	48,106	35%
14	Travel	152,570	9,481	6%
15	Occupancy/Insurance	361,614	142,894	40%
16	Disaster Relief			
17	Miscellaneous	67,904	18,908	28%
<b>Total Operating Expenditures</b>		967,378	304,948	32%
<b>Total Direct Service and Administration</b>		6,725,139	2,576,638	38%
<b>Subcontractor Expenditures</b>				
18	<b>I&amp;A/Case Management/FCSP</b>			
19	ISR/Island County	425,493	165,987	39%
20	San Juan County Senior Services			
21	<b>Legal Services</b>			
22	<b>Nutrition</b>			
23	ISR/Island County			
24	Skagit County			
25	WCOA/Whatcom and San Juan Counties			
26	<b>Disaster Relief</b>			
27	<b>Volunteer Services</b>			
28	ISR/Island County			
29	CASC/Skagit County			
30	Opportunity Council/Whatcom County			
31	<b>Long Term Care Ombudsman Program</b>			
32	<b>Medicaid Transportation Brokerage</b>			
33	<b>Family Caregiver Support Project &amp; Respite Services</b>			
34	<b>Dementia Partnerships Project</b>			
35	<b>Kinship Caregivers Support Program/Kinship Navigator</b>			
36	<b>Caregiver Training/Agency Workers Health Insurance</b>			
37	<b>Chronic Disease Self Management Program</b>			
38	<b>Health Homes</b>			
<b>Total Subcontractor Expenditures</b>		425,493	165,987	39%
39	<b>Total Expenditures</b>	<b>7,150,632</b>	<b>2,742,625</b>	<b>38%</b>
40	<b>Revenue less Expenditures: Add to Reserves</b>	288,395	379,875	

NORTHWEST REGIONAL COUNCIL		Planning & Contracting		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2021	% of Year	42%
JANUARY - MAY 2021		Budget	Actual	% of Budget
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid	380,458	162,095	43%
2	DSHS - ALTSA - All Other	2,279,119	692,949	30%
3	Disaster Relief Funding - COVID			
4	Health Care Authority	1,930,655	800,084	41%
5	Local Funds			
6	Other Contracted	60,000	60,000	100%
<b>Subtotal Current Year Funding</b>		4,650,232	1,715,128	37%
7	Use of Fund Balance Reserves	68,685	-	
<b>Subtotal Funding (including reserves)</b>		<b>4,718,917</b>	<b>1,715,128</b>	<b>36%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	720,871	218,228	30%
9	Taxes & Benefits	304,954	88,773	29%
<b>Total Personnel</b>		1,025,825	307,001	30%
10	Office/Operating Supplies	8,472	3,715	44%
11	Small Tools/Capital Equipment	4,540	3,424	75%
12	Professional Services	27,525	7,426	27%
13	Communication	18,706	8,672	46%
14	Travel	27,855	753	3%
15	Occupancy/Insurance	43,266	15,561	36%
16	Disaster Relief			
17	Miscellaneous	33,865	28,129	83%
<b>Total Operating Expenditures</b>		164,229	67,680	41%
<b>Total Direct Service and Administration</b>		1,190,054	374,681	31%
<b>Subcontractor Expenditures</b>				
18	<b>I&amp;A/Case Management/FCSP</b>			
19	ISR/Island County			
20	San Juan County Senior Services			
21	<b>Legal Services</b>	54,072	25,300	47%
22	<b>Nutrition</b>			
23	ISR/Island County	249,144	75,016	30%
24	Skagit County	328,223	154,218	47%
25	WCOA/Whatcom and San Juan Counties	588,702	129,263	22%
26	<b>Disaster Relief</b>			
27	<b>Volunteer Services</b>			
28	ISR/Island County	31,858	16,524	52%
29	CASC/Skagit County	35,514	6,311	18%
30	Opportunity Council/Whatcom County	41,987	20,085	48%
31	<b>Long Term Care Ombudsman Program</b>	3,959	1,980	50%
32	<b>Medicaid Transportation Brokerage</b>			
33	<b>Family Caregiver Support Project &amp; Respite Services</b>			
34	<b>Dementia Partnerships Project</b>			
35	<b>Kinship Caregivers Support Program/Kinship Navigator</b>	114,055	44,696	39%
36	<b>Caregiver Training/Agency Workers Health Insurance</b>	299,800	63,352	21%
37	<b>Chronic Disease Self Management Program</b>	15,000	-	0%
38	<b>Health Homes</b>	1,766,549	731,864	41%
<b>Total Subcontractor Expenditures</b>		3,528,863	1,268,609	36%
39	<b>Total Expenditures</b>	<b>4,718,917</b>	<b>1,643,290</b>	<b>35%</b>
40	<b>Revenue less Expenditures: Add to Reserves</b>	-	71,838	



NORTHWEST REGIONAL COUNCIL		Non Emergency Transportation Brokerage		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2021	% of Year	42%
JANUARY - MAY 2021		Budget	Actual	% of Budget
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid			
2	DSHS - ALTSA - All Other			
3	Disaster Relief Funding - COVID			
4	Health Care Authority	4,272,000	1,730,026	40%
5	Local Funds	41,883		0%
6	Other Contracted			
<b>Subtotal Current Year Funding</b>		4,313,883	1,730,026	40%
7	Use of Fund Balance Reserves	129,299	-	
<b>Subtotal Funding (including reserves)</b>		<b>4,443,182</b>	<b>1,730,026</b>	<b>39%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	650,494	261,198	40%
9	Taxes & Benefits	318,025	124,484	39%
<b>Total Personnel</b>		968,519	385,682	40%
10	Office/Operating Supplies	8,310	3,628	44%
11	Small Tools/Capital Equipment	4,200	3,370	80%
12	Professional Services	25,350	23,832	94%
13	Communication	21,550	9,645	45%
14	Travel	3,970	953	24%
15	Occupancy/Insurance	43,227	17,783	41%
16	Disaster Relief			
17	Miscellaneous	8,056	1,602	20%
<b>Total Operating Expenditures</b>		114,663	60,813	53%
<b>Total Direct Service and Administration</b>		1,083,182	446,495	41%
<b>Subcontractor Expenditures</b>				
18	<b>I&amp;A/Case Management/FCSP</b>			
19	ISR/Island County			
20	San Juan County Senior Services			
21	<b>Legal Services</b>			
22	<b>Nutrition</b>			
23	ISR/Island County			
24	Skagit County			
25	WCOA/Whatcom and San Juan Counties			
26	<b>Disaster Relief</b>			
27	<b>Volunteer Services</b>			
28	ISR/Island County			
29	CASC/Skagit County			
30	Opportunity Council/Whatcom County			
31	<b>Long Term Care Ombudsman Program</b>			
32	<b>Medicaid Transportation Brokerage</b>	3,360,000	1,353,184	40%
33	<b>Family Caregiver Support Project &amp; Respite Services</b>			
34	<b>Dementia Partnerships Project</b>			
35	<b>Kinship Caregivers Support Program/Kinship Navigator</b>			
36	<b>Caregiver Training/Agency Workers Health Insurance</b>			
37	<b>Chronic Disease Self Management Program</b>			
38	<b>Health Homes</b>			
<b>Total Subcontractor Expenditures</b>		3,360,000	1,353,184	40%
39	<b>Total Expenditures</b>	<b>4,443,182</b>	<b>1,799,679</b>	<b>41%</b>
40	<b>Revenue less Expenditures: Add to Reserves</b>	-	(69,653)	

NORTHWEST REGIONAL COUNCIL		Jail Health Program		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2021	% of Year	42%
JANUARY - MAY 2021		Budget	Actual	% of Budget
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid			
2	DSHS - ALTSA - All Other			
3	Disaster Relief Funding - COVID			
4	Health Care Authority			
5	Local Funds			
6	Other Contracted	1,456,501	615,845	42%
<b>Subtotal Current Year Funding</b>		1,456,501	615,845	42%
7	Use of Fund Balance Reserves	97,112		0%
<b>Subtotal Funding (including reserves)</b>		<b>1,553,613</b>	<b>615,845</b>	<b>40%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	1,016,848	419,301	41%
9	Taxes & Benefits	473,499	186,524	39%
<b>Total Personnel</b>		1,490,347	605,825	41%
10	Office/Operating Supplies	3,376	1,326	39%
11	Small Tools/Capital Equipment	1,542	1,214	79%
12	Professional Services	25,783	19,454	75%
13	Communication	6,714	2,754	41%
14	Travel	9,840	2,279	23%
15	Occupancy/Insurance	11,152	6,353	57%
16	Disaster Relief			
17	Miscellaneous	4,859	875	18%
<b>Total Operating Expenditures</b>		63,266	34,255	54%
<b>Total Direct Service and Administration</b>		1,553,613	640,080	41%
<b>Subcontractor Expenditures</b>				
18	<b>I&amp;A/Case Management/FCSP</b>			
19	ISR/Island County			
20	San Juan County Senior Services			
21	<b>Legal Services</b>			
22	<b>Nutrition</b>			
23	ISR/Island County			
24	Skagit County			
25	WCOA/Whatcom and San Juan Counties			
26	<b>Disaster Relief</b>			
27	<b>Volunteer Services</b>			
28	ISR/Island County			
29	CASC/Skagit County			
30	Opportunity Council/Whatcom County			
31	<b>Long Term Care Ombudsman Program</b>			
32	<b>Medicaid Transportation Brokerage</b>			
33	<b>Family Caregiver Support Project &amp; Respite Services</b>			
34	<b>Dementia Partnerships Project</b>			
35	<b>Kinship Caregivers Support Program/Kinship Navigator</b>			
36	<b>Caregiver Training/Agency Workers Health Insurance</b>			
37	<b>Chronic Disease Self Management Program</b>			
38	<b>Health Homes</b>			
<b>Total Subcontractor Expenditures</b>		-	-	
39	<b>Total Expenditures</b>	<b>1,553,613</b>	<b>640,080</b>	<b>41%</b>
40	<b>Revenue less Expenditures: Add to Reserves</b>	-	(24,235)	

NORTHWEST REGIONAL COUNCIL		Other NWRC Activities		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2021	% of Year	42%
JANUARY - MAY 2021		Budget	Actual	% of Budget
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid			
2	DSHS - ALTSA - All Other			
3	Disaster Relief Funding - COVID	945,253	678,554	72%
4	Health Care Authority			
5	Local Funds	83,345	108,597	130%
6	Other Contracted	365,460	204,529	56%
<b>Subtotal Current Year Funding</b>		1,394,058	991,680	71%
7	Use of Fund Balance Reserves	223,500	211,709	95%
<b>Subtotal Funding (including reserves)</b>		<b>1,617,558</b>	<b>1,203,389</b>	<b>74%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	211,189	93,234	44%
9	Taxes & Benefits	99,532	42,571	43%
<b>Total Personnel</b>		310,721	135,805	44%
10	Office/Operating Supplies	1,713	882	51%
11	Small Tools/Capital Equipment	770	715	93%
12	Professional Services	323,750	254,793	79%
13	Communication	4,617	2,827	61%
14	Travel	9,682	335	3%
15	Occupancy/Insurance	8,661	2,716	31%
16	Disaster Relief	204,772	133,151	65%
17	Miscellaneous	12,401	7,841	63%
<b>Total Operating Expenditures</b>		566,366	403,260	71%
<b>Total Direct Service and Administration</b>		877,087	539,065	61%
<b>Subcontractor Expenditures</b>				
18	<b>I&amp;A/Case Management/FCSP</b>			
19	ISR/Island County			
20	San Juan County Senior Services			
21	<b>Legal Services</b>			
22	<b>Nutrition</b>			
23	ISR/Island County			
24	Skagit County			
25	WCOA/Whatcom and San Juan Counties			
26	<b>Disaster Relief</b>	740,471	545,403	74%
27	<b>Volunteer Services</b>			
28	ISR/Island County			
29	CASC/Skagit County			
30	Opportunity Council/Whatcom County			
31	<b>Long Term Care Ombudsman Program</b>			
32	<b>Medicaid Transportation Brokerage</b>			
33	<b>Family Caregiver Support Project &amp; Respite Services</b>			
34	<b>Dementia Partnerships Project</b>			
35	<b>Kinship Caregivers Support Program/Kinship Navigator</b>			
36	<b>Caregiver Training/Agency Workers Health Insurance</b>			
37	<b>Chronic Disease Self Management Program</b>			
38	<b>Health Homes</b>			
<b>Total Subcontractor Expenditures</b>		740,471	545,403	
39	<b>Total Expenditures</b>	<b>1,617,558</b>	<b>1,084,468</b>	<b>67%</b>
40	<b>Revenue less Expenditures: Add to Reserves</b>	-	118,921	



## NORTHWEST REGIONAL COUNCIL

July 6, 2021

TO: Northwest Regional Council

FROM: Dan Murphy, Executive Director

SUBJECT: NWRC Routine Contracts/Amendments

DS  
DM

### Background

The Northwest Regional Council receives funding from various sources and, in turn, contracts for a variety of community services. An update of contracted activity is provided at each NWRC Board meeting.

### Issue

Since April 5, 2021 we have received the following contracts or amendments:

### Contracts

Contract No.	Purpose	Amount	Dates
2069-80755 Amendment 2	Contract Amendment: AAA State Federal Agreement	\$139,869.00	7/1/2020 - 6/30/2021
2069-80755 Amendment 3	Contract Amendment: AAA State Federal Agreement	\$40,000.00	7/1/2020 - 6/30/2021
2169-20158	AAA Agreement: Caregiver Training	Fee for service	7/1/2021 - 6/30/2022
2169-20180	AAA Agreement: State/Federal	\$6,691,317.00	7/1/2021 - 6/30/2022
2169-23586	Interlocal Agreement: Working Advance Long-Term Payable	Based on Annual Review	7/1/2021 - 6/30/2022

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<b>Contract No.</b>	<b>Purpose</b>	<b>Amount</b>	<b>Dates</b>
2169-23660	AAA Agreement: ADRC Vaccine Response - Coronavirus Response and Relief Supplemental Appropriations Act	\$39,143.00	4/1/2021 - 9/30/2022
2169-97591 Amendment 2	Contract Amendment: AAA Older Americans Act	\$65,665.00	1/1/2021 - 9/30/2022
K5178	Client Services Contract with HCA for NEMT	\$2,097,600.00	7/1/2021 - 6/30/2023

### **Subcontracts for Services**

<b>Contract No.</b>	<b>Contractor</b>	<b>Purpose</b>	<b>Dates</b>
250025-HC	All Ways Caring HomeCare	Home Care Agency	7/1/2021 - 6/30/2025
250026-HC	Cascade Connections	Home Care Agency	7/1/2021 - 6/30/2025
250027-HC	Catholic Community Services	Home Care Agency	7/1/2021 - 6/30/2025
250028-HC	Chesterfield Services	Home Care Agency	7/1/2021 - 6/30/2025
250029-HC	Community Support Solutions	Home Care Agency	7/1/2021 - 6/30/2025
250030-HC	Korean Women's Association	Home Care Agency	7/1/2021 - 6/30/2025
250031-HC	Sunrise Services	Home Care Agency	7/1/2021 - 6/30/2025
250032-HC	Visiting Angels	Home Care Agency	7/1/2021 - 6/30/2025
250040-Respite	Birchview Memory Care	Out of Home Respite	7/1/2021 - 6/30/2025
250041-Respite	Home Place Respite	Out of Home Respite	7/1/2021 - 6/30/2025
250042-Respite	Home Place Special Care at Burlington	Out of Home Respite	7/1/2021 - 6/30/2025
250043-Respite	Home Place Special Care at Oak Harbor	Out of Home Respite	7/1/2021 - 6/30/2025
250044-Respite	Bradford House, Skagit Adult Day Program	Out of Home Respite	7/1/2021 - 6/30/2025
250045-Respite	Time Together, Island Senior Resources	Out of Home Respite	7/1/2021 - 6/30/2025

<b>Contract No.</b>	<b>Contractor</b>	<b>Purpose</b>	<b>Dates</b>
250046-Respite	San Juan Assisted Living, Village at the Harbor	Out of Home Respite	7/1/2021 - 6/30/2025
250047-Respite	Where the Heart Is	Out of Home Respite	7/1/2021 - 6/30/2025
250060-NEMT	Beck and Call, LLC	NEMT Services	7/1/2021 - 6/30/2025
250061-NEMT	Birch Bay Cab Company dba Red Cab	NEMT Services	7/1/2021 - 6/30/2025
250062-NEMT	CARE E ME, Inc.	NEMT Services	7/1/2021 - 6/30/2025
250063-NEMT	Cascade Ambulance Service, dba Cascade Specialized Transport	NEMT Services	7/1/2021 - 6/30/2025
250064-NEMT	City Cab Inc., dba Yellow Cab	NEMT Services	7/1/2021 - 6/30/2025
250065-NEMT	Golden Medical Transportation, LLC	NEMT Services	7/1/2021 - 6/30/2025
250066-NEMT	Brian A. Collins, dba J&B Transportation	NEMT Services	7/1/2021 - 6/30/2025
250067-NEMT	Safe Transportation, LLC	NEMT Services	7/1/2021 - 6/30/2025
250068-NEMT	Northwest Smoking and Curing, Inc., dba SeaTac Direct	NEMT Services	7/1/2021 - 6/30/2025
250075-NEMT	Lopez Island Family Resource Center	NEMT Services	7/1/2021 - 6/30/2025
250076-NEMT	Orcas Community Resource Center	NEMT Services	7/1/2021 - 6/30/2025
250077-NEMT	Joyce L. Sobel Family Resource Center, dba San Juan Island Family Resource Center	NEMT Services	7/1/2021 - 6/30/2025
2112-15021	Judy Corbin, RN	COPES Skilled Nursing	4/1/2021 - 6/30/2022
2112-21053	Amy Tyler RN LLC	COPES Skilled Nursing	5/15/2021 - 6/30/2022
2112-22572	Emerald City Transitional Services	Community Choice Guide	6/1/2021 - 6/30/2022

**Terminated Contracts**

<b>Contract No.</b>	<b>Contractor</b>	<b>Purpose</b>	<b>Dates</b>
220101-CgCons	Kathleen Landel dba The Caregiver Coach	CG Consultant: Dementia Management	7/1/2018 - 4/30/2021
1812-32987	Bernadet deJonge	COPES Behavioral Support	7/1/2018 - 5/31/2021
1912-61976 220105-CgCons	Reed Henry	CG Consultant: Counseling and Dementia Management	7/1/2018 – 5/31/2021
2012-90005	Jeanette Ely	COPES Client Training: Nutrition	8/13/2020 - 6/16/2021
1812-33122	Whidbey Health Lifeline	PERS	7/1/2018 - 7/2/2021
1812-33305	Insight Pharmacy Consultant	COPES Client Training: Pharmacy	7/2/2018 - 7/10/2021

**Amendments**

<b>Contract No.</b>	<b>Contractor</b>	<b>Purpose</b>	<b>Dates</b>
205017-NUTR [02]	Island Senior Resources	Addition of SFMNP funding for 2021	6/1/2021 - 12/31/2021
205018-NUTR [02]	Skagit County Public Health	Addition of SFMNP funding for 2021	6/1/2021 - 12/31/2021
205019-NUTR [02]	Whatcom Council on Aging	Addition of SFMNP funding for 2021	6/1/2021 - 12/31/2021

**Agreements**

<b>Organization</b>	<b>Purpose</b>	<b>Dates</b>
PeaceHealth St. Joseph Medical Center	Hospital Care Coordination	5/6/2021 - 5/2/2022
Turner HR Services	Human Resource Services	5/18/2021 - ongoing
Western Washington University	Western Washington University RN-BSN Internship	6/1/2021 - 6/1/2024
Eastern Washington University	EWU Social Work Practicum Placement	6/1/2021 - ongoing
University of Kentucky	UK MSW Practicum Placement	6/1/2021 - ongoing


**Proposed Motion:**

**The Northwest Regional Council approves the above referenced contracts and agreements.**



## NORTHWEST REGIONAL COUNCIL

TO: Northwest Regional Council

FROM: Dan Murphy, Executive Director 

DATE: July 15, 2021

SUBJECT: County Contribution Request for 2022

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### Background

This memo is to request contributions for 2022 from member counties. Contribution requests have been sent to each NWRC sponsoring county in order to fit with county budget cycles. The motion below is for the NWRC Board to finalize those requests, either as presented or in modified amounts if the Board so chooses.

The Interlocal Agreement governing the NWRC stipulates local funding as follows: "All members of the NWRC shall pay contributions, as established by the NWRC and confirmed by the legislative body of each member county, based proportionally on a formula to include population of the member counties." NWRC uses member contributions as local match for various federal and state fund sources and the request for 2022 remains the same as for 2021. Each county's share is based on their proportion of the senior population for the region. The amounts are:

- Skagit \$28,746
- San Juan \$ 3,965
- Whatcom \$46,492
- Island \$19,925

**PROPOSED MOTION:** The Northwest Regional Council approves the submittal of requests for contributions to member counties for 2022 at the same levels as in 2021.

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## NORTHWEST REGIONAL COUNCIL

TO: Northwest Regional Council

FROM: Dan Murphy, Executive Director 

DATE: July 14, 2021

SUBJECT: SUPPLEMENTAL BUDGET #1 FOR 2021

This material related to our routine mid-year budget adjustment includes Resolution #21-02 Supplemental Budget #1 and supporting detail materials, which reflect a net increase in funding of \$829,095 and an increase of \$579,136 in expenditures. The increase in both revenues and expenditures is largely due to receipt and subsequent obligation of the COVID-19 disaster relief funding from the federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 and increases appropriated by the state legislature in their 2021 session.

In summary, the major changes from the previously approved 2021 budget are:

### Current Year Revenues

Funding Source	Adjustments – Increase (Decrease)	Explanation
DSHS Medicaid	\$296,263	Rate increase effective July 1, 2021 plus higher number of cases
DSHS All Other	\$154,754	Mostly due to increase in federal Nutrition Service Incentive Program funding
COVID Disaster Relief	\$344,666	Projected 2021 use of COVID funding
Reserves	(\$175,716)	Reduced need for reserves

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**Expenditures – Selected Line Items**

Line Item Description	Major Adjustment – Increase (Decrease)	Explanation
Personnel	(\$46,378)	Decrease in PERS cost
Operating Expenditures	\$109,809	Increases in professional services and disaster relief to implement COVID responses, personnel issues
Subcontractor expenditures	\$515,705	Increases to respond to COVID
<b>Increase in unallocated funding, available for carryover</b>	<b>\$74,243</b>	

**NWRC Staff Positions**

Adds two FTE: 1 FTE Case Manager (authorized at April Board meeting), .5 FTE Office Supervisor (full time for partial year). .5 FTE Case Aide (full time for partial year).

At your April Governing Board meeting, you approved a distribution method for both the CRRSA and the American Rescue Plan Act (ARPA) COVID disaster funds. Details about the amounts, match requirements and administrative requirements of the ARPA were not made available to us from DSHS in time to incorporate those funds into 2021 contracts. Consequently, this supplemental budget only incorporates the CRRSA funding. Fortunately, we learned we have until September 2024 to use the ARPA funds, which will allow us to take a longer view and incorporate their use in the budgets that will be before you in each of the next three years. We checked with our providers to be certain they could wait until 2022 for the extra ARPA funding and all agreed.

**PROPOSED MOTION:**

**The Northwest Regional Council hereby approves and adopts Resolution #21-02, Supplemental Budget #1.**

**RESOLUTION #21-02  
NORTHWEST REGIONAL COUNCIL BUDGET  
JANUARY 1, 2021 - DECEMBER 31, 2021**

WHEREAS, the attached Supplemental Budget #1 for calendar year 2021 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 Supplemental Budget #1 for 2021 is hereby approved as presented.

RESOLUTION NUMBER 21-02 APPROVED THIS 22nd DAY OF JULY 2021.

NORTHWEST REGIONAL COUNCIL:

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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

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Satpal Sidhu  
County Executive, Whatcom County

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Kathy Kershner  
Whatcom County Council Member

ATTEST:

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Daniel Murphy, Executive Director  
Northwest Regional Council

	NORTHWEST REGIONAL COUNCIL	TOTAL		
	2021 DEPT BUDGET	2021	2021	
		Budget	Revised	Change
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid	4,447,470	4,743,733	296,263
2	DSHS - ALTSA - All Other	4,800,663	4,955,417	154,754
3	Disaster Relief Funding - COVID	945,253	1,289,919	344,666
4	Health Care Authority	8,126,079	8,105,134	(20,945)
5	Local Funds	125,228	123,628	(1,600)
6	Other Contracted	3,397,800	3,453,757	55,957
<b>Subtotal Current Year Funding</b>		21,842,493	22,671,588	829,095
7	Use of Fund Balance Reserves	600,639	424,923	(175,716)
<b>Subtotal Funding (including reserves)</b>		<b>22,443,132</b>	<b>23,096,511</b>	<b>653,379</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	7,552,376	7,603,742	51,366
9	Taxes & Benefits	3,503,714	3,405,970	(97,744)
<b>Total Personnel</b>		11,056,090	11,009,712	(46,378)
10	Office/Operating Supplies	72,211	83,107	10,896
11	Small Tools/Capital Equipment	40,960	52,137	11,177
12	Professional Services	585,489	661,002	75,513
13	Communication	229,293	259,266	29,973
14	Travel	224,658	219,468	(5,190)
15	Occupancy/Insurance	577,529	577,529	-
16	Disaster Relief	204,772	182,372	(22,400)
17	Miscellaneous	146,596	156,436	9,840
<b>Total Operating Expenditures</b>		2,081,508	2,191,317	109,809
<b>Total Direct Service and Administration</b>		13,137,598	13,201,029	63,431
<b>Subcontractor Expenditures</b>				
18	<b>I&amp;A/Case Management/FCSP</b>		-	
19	ISR/Island County	668,585	693,587	25,002
20	San Juan County Senior Services	192,395	192,395	-
21	<b>Legal Services</b>	54,072	54,072	-
22	<b>Nutrition</b>		-	
23	ISR/Island County	249,144	266,966	17,822
24	Skagit County	328,223	357,972	29,749
25	WCOA/Whatcom and San Juan Counties	588,702	657,364	68,662
26	<b>Disaster Relief</b>	740,471	1,101,344	360,873
27	<b>Volunteer Services</b>		-	
28	ISR/Island County	31,858	31,858	-
29	CASC/Skagit County	35,514	35,514	-
30	Opportunity Council/Whatcom County	41,987	41,987	-
31	<b>Long Term Care Ombudsman Program</b>	3,959	3,959	-
32	<b>Medicaid Transportation Brokerage</b>	3,360,000	3,360,000	-
33	<b>Family Caregiver Support Project &amp; Respite Services</b>	462,440	462,440	-
34	<b>Dementia Partnerships Project</b>	64,385	64,385	-
35	<b>Kinship Caregivers Support Program/Kinship Navigator</b>	114,055	112,652	(1,403)
36	<b>Caregiver Training/Agency Workers Health Insurance</b>	299,800	299,800	-
37	<b>Evidence Based Programs</b>	15,000	30,000	15,000
38	<b>Health Homes</b>	1,766,549	1,766,549	-
<b>Total Subcontractor Expenditures</b>		9,017,139	9,532,844	515,705
39	<b>Total Budgeted Expenditures</b>	<b>22,154,737</b>	<b>22,733,873</b>	<b>579,136</b>
40	<b>Unallocated Funding</b>	288,395	362,638	74,243
41	<b>Percent Change in Revenue</b>			4%
42	<b>Percent Change in Budgeted Expenditures</b>			3%

	NORTHWEST REGIONAL COUNCIL	Community Programs		
	2021 DEPT BUDGET	2021	2021	
		Budget	Revised	Change
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid	159,000	159,000	-
2	DSHS - ALTSA - All Other	2,346,110	2,921,373	575,263
3	Disaster Relief Funding - COVID			-
4	Health Care Authority			-
5	Local Funds			-
6	Other Contracted	83,682	41,842	(41,840)
<b>Subtotal Current Year Funding</b>		2,588,792	3,122,215	533,423
7	Use of Fund Balance Reserves	82,043	-	(82,043)
<b>Subtotal Funding (including reserves)</b>		<b>2,670,835</b>	<b>3,122,215</b>	<b>451,380</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	1,003,686	1,220,837	217,151
9	Taxes & Benefits	499,231	564,217	64,986
<b>Total Personnel</b>		1,502,917	1,785,054	282,137
10	Office/Operating Supplies	9,380	16,342	6,962
11	Small Tools/Capital Equipment	896	4,700	3,804
12	Professional Services	3,560	24,413	20,853
13	Communication	41,909	55,518	13,609
14	Travel	20,741	38,355	17,614
15	Occupancy/Insurance	109,609	130,309	20,700
16	Disaster Relief	-	-	-
17	Miscellaneous	19,511	51,787	32,276
<b>Total Operating Expenditures</b>		205,606	321,424	115,818
<b>Total Direct Service and Administration</b>		1,708,523	2,106,478	397,955
<b>Subcontractor Expenditures</b>				
18	<b>I&amp;A/Case Management/FCSP</b>			
19	ISR/Island County	243,092	243,092	-
20	San Juan County Senior Services	192,395	192,395	-
21	<b>Legal Services</b>			-
22	<b>Nutrition</b>			
23	ISR/Island County			-
24	Skagit County			-
25	WCOA/Whatcom and San Juan Counties			-
26	<b>Disaster Relief</b>			-
27	<b>Volunteer Services</b>			
28	ISR/Island County			-
29	CASC/Skagit County			-
30	Opportunity Council/Whatcom County			-
31	<b>Long Term Care Ombudsman Program</b>			-
32	<b>Medicaid Transportation Brokerage</b>			-
33	<b>Family Caregiver Support Project &amp; Respite Services</b>	462,440	462,440	-
34	<b>Dementia Partnerships Project</b>	64,385	64,385	-
35	<b>Kinship Caregivers Support Program/Kinship Navigator</b>			-
36	<b>Caregiver Training/Agency Workers Health Insurance</b>			-
37	<b>Evidence Based Programs</b>			-
38	<b>Health Homes</b>			-
<b>Total Subcontractor Expenditures</b>		962,312	962,312	-
39	<b>Total Budgeted Expenditures</b>	<b>2,670,835</b>	<b>3,068,790</b>	<b>397,955</b>
40	<b>Unallocated Funding</b>	-	53,425	53,425
41	<b>Percent Change in Revenue</b>			
42	<b>Percent Change in Budgeted Expenditures</b>			

	NORTHWEST REGIONAL COUNCIL	Care Management		
	2021 DEPT BUDGET	2021	2021	
		Budget	Revised	Change
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid	3,908,012	4,584,733	676,721
2	DSHS - ALTSA - All Other	175,434	94,058	(81,376)
3	Disaster Relief Funding - COVID			-
4	Health Care Authority	1,923,424	3,764,734	1,841,310
5	Local Funds			-
6	Other Contracted	1,432,157	1,509,502	77,345
<b>Subtotal Current Year Funding</b>		7,439,027	9,953,027	2,514,000
7	Use of Fund Balance Reserves		-	-
<b>Subtotal Funding (including reserves)</b>		<b>7,439,027</b>	<b>9,953,027</b>	<b>2,514,000</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	3,949,288	4,420,834	471,546
9	Taxes & Benefits	1,808,473	1,952,323	143,850
<b>Total Personnel</b>		5,757,761	6,373,157	615,396
10	Office/Operating Supplies	40,960	53,992	13,032
11	Small Tools/Capital Equipment	29,012	36,169	7,157
12	Professional Services	179,521	194,215	14,694
13	Communication	135,797	165,500	29,703
14	Travel	152,570	158,543	5,973
15	Occupancy/Insurance	361,614	368,469	6,855
16	Disaster Relief	-	-	-
17	Miscellaneous	67,904	77,587	9,683
<b>Total Operating Expenditures</b>		967,378	1,054,475	87,097
<b>Total Direct Service and Administration</b>		6,725,139	7,427,632	702,493
<b>Subcontractor Expenditures</b>				
18	<b>I&amp;A/Case Management/FCSP</b>			
19	ISR/Island County	425,493	450,495	25,002
20	San Juan County Senior Services			-
21	<b>Legal Services</b>			-
22	<b>Nutrition</b>			
23	ISR/Island County			-
24	Skagit County			-
25	WCOA/Whatcom and San Juan Counties			-
26	<b>Disaster Relief</b>			-
27	<b>Volunteer Services</b>			
28	ISR/Island County			-
29	CASC/Skagit County			-
30	Opportunity Council/Whatcom County			-
31	<b>Long Term Care Ombudsman Program</b>			-
32	<b>Medicaid Transportation Brokerage</b>			-
33	<b>Family Caregiver Support Project &amp; Respite Services</b>			-
34	<b>Dementia Partnerships Project</b>			-
35	<b>Kinship Caregivers Support Program/Kinship Navigator</b>			-
36	<b>Caregiver Training/Agency Workers Health Insurance</b>			-
37	<b>Evidence Based Programs</b>			-
38	<b>Health Homes</b>	-	1,766,549	1,766,549
<b>Total Subcontractor Expenditures</b>		425,493	2,217,044	1,791,551
39	<b>Total Budgeted Expenditures</b>	<b>7,150,632</b>	<b>9,644,676</b>	<b>2,494,044</b>
40	<b>Unallocated Funding</b>	288,395	308,351	19,956
41	<b>Percent Change in Revenue</b>			
42	<b>Percent Change in Budgeted Expenditures</b>			

	NORTHWEST REGIONAL COUNCIL	Other Subcontracting (formerly Planning & Contracting)		
	2021 DEPT BUDGET	2021	2021	
		Budget	Revised	Change
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid	380,458	-	(380,458)
2	DSHS - ALTSA - All Other	2,279,119	1,939,986	(339,133)
3	Disaster Relief Funding - COVID			-
4	Health Care Authority	1,930,655	-	(1,930,655)
5	Local Funds			-
6	Other Contracted	60,000	60,000	-
<b>Subtotal Current Year Funding</b>		4,650,232	1,999,986	(2,650,246)
7	Use of Fund Balance Reserves	68,685	-	(68,685)
<b>Subtotal Funding (including reserves)</b>		<b>4,718,917</b>	<b>1,999,986</b>	<b>(2,718,931)</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	720,871	58,938	(661,933)
9	Taxes & Benefits	304,954	23,565	(281,389)
<b>Total Personnel</b>		1,025,825	82,503	(943,322)
10	Office/Operating Supplies	8,472	1,693	(6,779)
11	Small Tools/Capital Equipment	4,540	1,328	(3,212)
12	Professional Services	27,525	4,575	(22,950)
13	Communication	18,706	4,348	(14,358)
14	Travel	27,855	797	(27,058)
15	Occupancy/Insurance	43,266	10,126	(33,140)
16	Disaster Relief	-	-	-
17	Miscellaneous	33,865	1,610	(32,255)
<b>Total Operating Expenditures</b>		164,229	24,477	(139,752)
<b>Total Direct Service and Administration</b>		1,190,054	106,980	(1,083,074)
<b>Subcontractor Expenditures</b>				
18	<b>I&amp;A/Case Management/FCSP</b>			
19	ISR/Island County			-
20	San Juan County Senior Services			-
21	<b>Legal Services</b>	54,072	54,072	-
22	<b>Nutrition</b>			
23	ISR/Island County	249,144	266,966	17,822
24	Skagit County	328,223	357,972	29,749
25	WCOA/Whatcom and San Juan Counties	588,702	657,364	68,662
26	<b>Disaster Relief</b>			-
27	<b>Volunteer Services</b>			
28	ISR/Island County	31,858	31,858	-
29	CASC/Skagit County	35,514	35,514	-
30	Opportunity Council/Whatcom County	41,987	41,987	-
31	<b>Long Term Care Ombudsman Program</b>	3,959	3,959	-
32	<b>Medicaid Transportation Brokerage</b>			-
33	<b>Family Caregiver Support Project &amp; Respite Services</b>			-
34	<b>Dementia Partnerships Project</b>			-
35	<b>Kinship Caregivers Support Program/Kinship Navigator</b>	114,055	112,652	(1,403)
36	<b>Caregiver Training/Agency Workers Health Insurance</b>	299,800	299,800	-
37	<b>Evidence Based Programs</b>	15,000	30,000	15,000
38	<b>Health Homes</b>	1,766,549	-	(1,766,549)
<b>Total Subcontractor Expenditures</b>		3,528,863	1,892,144	(1,636,719)
39	<b>Total Budgeted Expenditures</b>	<b>4,718,917</b>	<b>1,999,124</b>	<b>(2,719,793)</b>
40	<b>Unallocated Funding</b>	-	862	862
41	<b>Percent Change in Revenue</b>			
42	<b>Percent Change in Budgeted Expenditures</b>			

	NORTHWEST REGIONAL COUNCIL	Non Emergency Transportation Brokerage		
	2021 DEPT BUDGET	2021	2021	
		Budget	Revised	Change
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid			-
2	DSHS - ALTSA - All Other			-
3	Disaster Relief Funding - COVID			-
4	Health Care Authority	4,272,000	4,340,400	68,400
5	Local Funds	41,883	42,675	792
6	Other Contracted			-
<b>Subtotal Current Year Funding</b>		4,313,883	4,383,075	69,192
7	Use of Fund Balance Reserves	129,299	82,236	(47,063)
<b>Subtotal Funding (including reserves)</b>		<b>4,443,182</b>	<b>4,465,311</b>	<b>22,129</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	650,494	666,378	15,884
9	Taxes & Benefits	318,025	312,098	(5,927)
<b>Total Personnel</b>		968,519	978,476	9,957
10	Office/Operating Supplies	8,310	7,050	(1,260)
11	Small Tools/Capital Equipment	4,200	5,250	1,050
12	Professional Services	25,350	35,750	10,400
13	Communication	21,550	21,970	420
14	Travel	3,970	5,650	1,680
15	Occupancy/Insurance	43,227	43,377	150
16	Disaster Relief	-	-	-
17	Miscellaneous	8,056	7,788	(268)
<b>Total Operating Expenditures</b>		114,663	126,835	12,172
<b>Total Direct Service and Administration</b>		1,083,182	1,105,311	22,129
<b>Subcontractor Expenditures</b>				
18	<b>I&amp;A/Case Management/FCSP</b>			
19	ISR/Island County			-
20	San Juan County Senior Services			-
21	<b>Legal Services</b>			-
22	<b>Nutrition</b>			
23	ISR/Island County			-
24	Skagit County			-
25	WCOA/Whatcom and San Juan Counties			-
26	<b>Disaster Relief</b>			-
27	<b>Volunteer Services</b>			
28	ISR/Island County			-
29	CASC/Skagit County			-
30	Opportunity Council/Whatcom County			-
31	<b>Long Term Care Ombudsman Program</b>			-
32	<b>Medicaid Transportation Brokerage</b>	3,360,000	3,360,000	-
33	<b>Family Caregiver Support Project &amp; Respite Services</b>			-
34	<b>Dementia Partnerships Project</b>			-
35	<b>Kinship Caregivers Support Program/Kinship Navigator</b>			-
36	<b>Caregiver Training/Agency Workers Health Insurance</b>			-
37	<b>Evidence Based Programs</b>			-
38	<b>Health Homes</b>			-
<b>Total Subcontractor Expenditures</b>		3,360,000	3,360,000	-
39	<b>Total Budgeted Expenditures</b>	<b>4,443,182</b>	<b>4,465,311</b>	<b>22,129</b>
40	<b>Unallocated Funding</b>	-	-	-
41	<b>Percent Change in Revenue</b>			
42	<b>Percent Change in Budgeted Expenditures</b>			



	NORTHWEST REGIONAL COUNCIL	Jail Health Program		
	2021 DEPT BUDGET	2021	2021	
		Budget	Revised	Change
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid			-
2	DSHS - ALTSA - All Other			-
3	Disaster Relief Funding - COVID			-
4	Health Care Authority			-
5	Local Funds			-
6	Other Contracted	1,456,501	1,456,501	-
<b>Subtotal Current Year Funding</b>		1,456,501	1,456,501	-
7	Use of Fund Balance Reserves	97,112	119,187	22,075
<b>Subtotal Funding (including reserves)</b>		<b>1,553,613</b>	<b>1,575,688</b>	<b>22,075</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	1,016,848	1,039,321	22,473
9	Taxes & Benefits	473,499	463,724	(9,775)
<b>Total Personnel</b>		1,490,347	1,503,045	12,698
10	Office/Operating Supplies	3,376	2,852	(524)
11	Small Tools/Capital Equipment	1,542	3,753	2,211
12	Professional Services	25,783	35,782	9,999
13	Communication	6,714	6,855	141
14	Travel	9,840	7,426	(2,414)
15	Occupancy/Insurance	11,152	11,242	90
16	Disaster Relief	-	-	-
17	Miscellaneous	4,859	4,733	(126)
<b>Total Operating Expenditures</b>		63,266	72,643	9,377
<b>Total Direct Service and Administration</b>		1,553,613	1,575,688	22,075
<b>Subcontractor Expenditures</b>				
18	<b>I&amp;A/Case Management/FCSP</b>			
19	ISR/Island County			-
20	San Juan County Senior Services			-
21	<b>Legal Services</b>			-
22	<b>Nutrition</b>			
23	ISR/Island County			-
24	Skagit County			-
25	WCOA/Whatcom and San Juan Counties			-
26	<b>Disaster Relief</b>			-
27	<b>Volunteer Services</b>			
28	ISR/Island County			-
29	CASC/Skagit County			-
30	Opportunity Council/Whatcom County			-
31	<b>Long Term Care Ombudsman Program</b>			-
32	<b>Medicaid Transportation Brokerage</b>			-
33	<b>Family Caregiver Support Project &amp; Respite Services</b>			-
34	<b>Dementia Partnerships Project</b>			-
35	<b>Kinship Caregivers Support Program/Kinship Navigator</b>			-
36	<b>Caregiver Training/Agency Workers Health Insurance</b>			-
37	<b>Evidence Based Programs</b>			-
38	<b>Health Homes</b>			-
<b>Total Subcontractor Expenditures</b>		-	-	-
39	<b>Total Budgeted Expenditures</b>	<b>1,553,613</b>	<b>1,575,688</b>	<b>22,075</b>
40	<b>Unallocated Funding</b>		-	-
41	<b>Percent Change in Revenue</b>			
42	<b>Percent Change in Budgeted Expenditures</b>			

	NORTHWEST REGIONAL COUNCIL	Other NWRC Activities		
	2021 DEPT BUDGET	2021	2021	
		Budget	Revised	Change
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid			-
2	DSHS - ALTSA - All Other			-
3	Disaster Relief Funding - COVID	945,253	1,289,919	344,666
4	Health Care Authority			-
5	Local Funds	83,345	80,953	(2,392)
6	Other Contracted	365,460	385,912	20,452
<b>Subtotal Current Year Funding</b>		1,394,058	1,756,784	362,726
7	Use of Fund Balance Reserves	223,500	223,500	-
<b>Subtotal Funding (including reserves)</b>		<b>1,617,558</b>	<b>1,980,284</b>	<b>362,726</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	211,189	197,434	(13,755)
9	Taxes & Benefits	99,532	90,043	(9,489)
<b>Total Personnel</b>		310,721	287,477	(23,244)
10	Office/Operating Supplies	1,713	1,178	(535)
11	Small Tools/Capital Equipment	770	937	167
12	Professional Services	323,750	366,267	42,517
13	Communication	4,617	5,075	458
14	Travel	9,682	8,697	(985)
15	Occupancy/Insurance	8,661	14,006	5,345
16	Disaster Relief	204,772	182,372	(22,400)
17	Miscellaneous	12,401	12,931	530
<b>Total Operating Expenditures</b>		566,366	591,463	25,097
<b>Total Direct Service and Administration</b>		877,087	878,940	1,853
<b>Subcontractor Expenditures</b>				
18	<b>I&amp;A/Case Management/FCSP</b>			
19	ISR/Island County			-
20	San Juan County Senior Services			-
21	<b>Legal Services</b>			-
22	<b>Nutrition</b>			
23	ISR/Island County			-
24	Skagit County			-
25	WCOA/Whatcom and San Juan Counties			-
26	<b>Disaster Relief</b>	740,471	1,101,344	360,873
27	<b>Volunteer Services</b>			
28	ISR/Island County			-
29	CASC/Skagit County			-
30	Opportunity Council/Whatcom County			-
31	<b>Long Term Care Ombudsman Program</b>			-
32	<b>Medicaid Transportation Brokerage</b>			-
33	<b>Family Caregiver Support Project &amp; Respite Services</b>			-
34	<b>Dementia Partnerships Project</b>			-
35	<b>Kinship Caregivers Support Program/Kinship Navigator</b>			-
36	<b>Caregiver Training/Agency Workers Health Insurance</b>			-
37	<b>Evidence Based Programs</b>			-
38	<b>Health Homes</b>			-
<b>Total Subcontractor Expenditures</b>		740,471	1,101,344	360,873
39	<b>Total Budgeted Expenditures</b>	<b>1,617,558</b>	<b>1,980,284</b>	<b>362,726</b>
40	<b>Unallocated Funding</b>	-	-	-
41	<b>Percent Change in Revenue</b>			
42	<b>Percent Change in Budgeted Expenditures</b>			

# NORTHWEST REGIONAL COUNCIL 2021 BUDGET

COMPARISON OF ANNUALIZED FTEs		Revised	Original	Revised	Change
Position		2020 FTE	2021 FTE	2021 FTE	
Executive Director		1.00	1.00	1.00	-
Care Management Director		1.00	1.00	1.00	-
Operations Director		1.00	1.00	1.00	-
Medicaid Transportation Services Manager		1.00	1.00	1.00	-
Community Programs Director		1.00	1.00	1.00	-
Community Programs Supervisor		1.00	1.00	1.00	-
a. Office Supervisor		0.00	0.00	0.50	0.50 Sept '21
Planner		2.00	1.00	1.00	-
Business Development Manager		0.00	1.00	1.00	-
Contract Specialist		2.00	2.00	2.00	-
HR Manager		1.00	1.00	1.00	-
Program Specialist		14.00	14.00	14.00	-
Tribal Program Specialist		1.00	1.00	1.00	-
Customer Service Representative		5.00	5.00	5.00	-
Administrative Aide		1.75	1.75	1.75	-
b. Case Manager/Care Coordinator/Nurse CM, Nurse CC		35.75	35.75	36.75	1.00
Behavioral Health Counselor		6.00	6.50	6.50	-
Care Management Program Supervisor		6.00	6.00	6.00	-
Program Administrative Support Manager		1.00	1.00	1.00	-
c. Case Aide		6.00	6.00	6.50	0.50 Mid year '21
Program Operations Specialist		2.00	3.00	3.00	-
Fiscal Director		1.00	1.00	1.00	-
Senior Accountant		1.00	1.00	1.00	-
Accounting Analyst		2.00	2.00	2.00	-
Staff Accountant		1.00	1.00	1.00	-
Budget Administrator		0.00	1.00	1.00	-
Receptionist/Administrative Aide		2.00	2.00	2.00	-
Information Technology Specialist		1.00	1.00	1.00	-
IT Network Administrator		1.00	1.00	1.00	-
Administrative Assistant		2.00	2.00	2.00	-
Jail Health Nursing Supervisor		1.00	1.00	1.00	-
Jail Health RN		9.63	9.63	9.63	-
Jail Transitions Care Coordinator		0.00	0.00	0.00	-
Jail Health Medical Assistant		2.00	2.00	2.00	-
<b>Total Annualized FTEs</b>		<b>114.13</b>	<b>115.63</b>	<b>117.63</b>	<b>2.00</b>

Revisions for 2021:

- a. New position hired mid year to supervise office staff
- b. New position to support increased caseloads
- c. New position to support transition to Individual Provider employer

# NORTHWEST REGIONAL COUNCIL 2021 BUDGET

## REVENUE PROJECTIONS 2021

Funding Source	Original Revenues 2021	Revised Revenues 2021	Increase/ Decrease 2021	% of Change
<b>Older Americans Act</b>				
Title III-B--New	598,653	598,653	-	0.0%
--Carryover	13,398	13,398	-	0.0%
<b>Title III-C-1--New</b>				
--Carryover	128,036	128,036	-	0.0%
	10,853	10,853	-	0.0%
<b>Title III-C-2--New</b>				
--Carryover	682,481	682,481	-	0.0%
			-	100.0%
<b>Title III-D--New</b>				
--Carryover	31,001	31,001	-	0.0%
	1,304	1,304	-	0.0%
<b>Title III-E--New</b>				
--Carryover	212,116	212,116	-	0.0%
	79,241	79,241	-	0.0%
<b>Elder Abuse--New</b>				
	4,031	4,031	-	0.0%
<b>Subtotal Older Americans Act</b>	<b>1,761,114</b>	<b>1,761,114</b>	<b>-</b>	<b>0.0%</b>
<b>Disaster Relief Funding</b>				
--Carryover	798,782	1,143,448	344,666	43.1%
	146,471	146,471	-	
<b>Nutrition Services Incentive Program (NSIP)</b>				
	279,573	381,827	102,254	36.6%
<b>Senior Farmer's Market Nutrition Project</b>				
	63,417	63,417	-	0.0%
<b>Home Delivered Meal Expansion (State Bill 5736)</b>				
	37,241	37,241	-	0.0%

# NORTHWEST REGIONAL COUNCIL 2021 BUDGET

Funding Source	Original Revenues 2021	Revised Revenues 2021	Increase/ Decrease 2021	% of Change
Medicaid Case Management/Nursing Services --Requested Match	3,843,578 116,434	4,139,841 116,434	296,263 -	7.7% 0.0%
Core Services Contract Management	380,458	380,458	-	0.0%
Medicaid Administrative Claiming	159,000	159,000	-	0.0%
Medicaid Transportation Brokerage	4,272,000	4,340,400	68,400	1.6%
Caregiver Training Reimbursement to Home Care Agencies	260,000	260,000	-	0.0%
Health Care Plan and Training Tuition Reimbursement to HCA	52,800	52,800	-	0.0%
Senior Citizens Services Act	550,402	567,902	17,500	3.2%
State Family Caregiver Support Program	715,614	745,614	30,000	4.2%
Family Caregiver Expansion Waiver	708,311	708,311	-	0.0%
Volunteer Services--General Fund	118,868	118,868	-	0.0%
Resident Services Coordination Bellingham Housing Authority/WCCOA-Birchwood	41,841	20,921	(20,920)	-50.0%

# NORTHWEST REGIONAL COUNCIL 2021 BUDGET

Funding Source	Original Revenues 2021	Revised Revenues 2021	Increase/ Decrease 2021	% of Change
Resident Services Coordination Bellingham Housing Authority/WCCOA-Catherine May	41,841	20,921	(20,920)	-50.0%
Private Pay Case Management	5,000	5,000	-	0.0%
Dementia Partnerships Project	67,656	67,656	-	0.0%
Medication Management & Support Program Senior Drug Education Program	12,612	12,612	-	0.0%
Kinship Care Support Project	69,812	69,812	-	0.0%
Kinship Navigator Project	44,243	44,243	-	0.0%
Care Consultation and Management Services for Veteran Directed Home Services Program	3,000	3,000	-	0.0%
Health Homes	3,764,734	3,764,734	-	0.0%

# NORTHWEST REGIONAL COUNCIL 2021 BUDGET

Funding Source	Original Revenues 2021	Revised Revenues 2021	Increase/ Decrease 2021	% of Change
Jail Health Program	1,456,501	1,456,501	-	0.0%
Behavioral Health Program	1,121,640	1,121,640	-	0.0%
Other Funds including Local Discretionary	572,064	583,916	11,852	2.1%
Humana Care Coordination	89,345	89,345	-	0.0%
Skagit County Care Coordination	268,141	268,141	-	0.0%
Whatcom County Boundary Review Board	10,000	10,000	-	0.0%
Skagit County Boundary Review Board	10,000	10,000	-	0.0%
<b>Total Northwest Regional Council Revenues</b>	<b>21,842,493</b>	<b>22,671,588</b>	<b>829,095</b>	<b>3.8%</b>

# **COST ALLOCATION PLAN SUMMARY**

## **Northwest Regional Council**

**Effective Revised January July 1, 2021**

### **GENERAL INFORMATION**

All costs are direct charged whenever possible.

#### **Personnel Costs**

All NWRC staff complete and submit a semi-monthly time sheet that includes actual hours worked, all paid and unpaid leave, and holidays. Where appropriate, staff working in clearly defined programs will record the actual time spent on each program on their monthly time sheet. Fringe benefits and payroll taxes follow the same distribution as salaries for all employees.

#### **Indirect Costs**

Costs that cannot be direct charged are allocated based on the appropriate methodology for each indirect cost pool. The basis for this allocation is calculated using a three month look back period beginning with the current month. For example, August allocation is based on total disbursements for June, July and August. Using a three month basis will level the effect of large expenditures to a particular activity in a single month.

**Terminal Leave**, under the cash basis of accounting, is an allowable cost and is recognized in the period that the leave is paid per CFR Part 200.431. Payments for unused leave when an employee retires or terminates employment are allowable in the year of payment.

### **FEDERAL COST PRINCIPLES and REGULATIONS**

This Cost Allocation Plan has been designed to be in compliance with Section .507(b)(6) and is a Public Assistance Cost Allocation Plan as described in Appendix VII of 2 CFR Part 200. The NWRC does not use an indirect rate to charge or bill for administration costs.

### **COST POOLS**

NWRC uses ~~four~~three cost pools. The General Administrative Indirect Cost Pool ~~and the Planning and Contract Management Pool are~~is used to allocate administrative costs, and the other pools allocate direct service costs. Each pool is allocated using the methodology explained below.

#### **General Administrative Indirect Cost Pool**

Administrative costs that cannot be directly attributed to a specific program and/or funding source and that benefit the agency as a whole are captured in this Northwest Regional Council - Year 2021 Budget



pool. These costs are allocated based on direct and subcontracted expenditures (including payments made through Provider One for home care and COPES ancillary contracts) for the provision of services. After all direct costs are assigned to the appropriate program area, the total dollars spent in each program is divided by the total agency dollars spent. The resulting percentages are applied to dollars accumulated in this pool and allocated to all NWRC funding sources. Administrative costs that exceed the funding limit are charged to another appropriate funding source and/or to local funds as described in the Funding Source Information in the cost allocation plan.

#### **Planning and Contract Management Administrative Cost Pool**

~~Administrative costs for planning and contract management that cannot be directly attributed to a specific program and/or funding source are captured in this pool. These costs are allocated based on subcontracted expenditures (including payments made through Provider One for home care and COPES ancillary contracts) for the provision of services over a three month lookback period including the current month. Administrative costs that exceed the funding limit are charged to another appropriate funding source and/or to local funds as described in the cost allocation plan.~~

#### **Care Management Cost Pool**

Costs that cannot be directly attributed to a specific program and/or funding source and that benefit the Care Management programs as a whole are captured in this pool. Care management programs include Title XIX Case Management and Nursing Services, Care Coordination, Private Pay Case Management, Family Caregiver Expansion funded by Medicaid Waiver, Care/Hospital Transitions, Veterans' Directed Home Services, and Behavioral Health activities. These costs are allocated based on direct expenditures of Care Management activities over a three month lookback period including the current month.

#### **Community Programs Pool**


Costs that cannot be directly attributed to a specific program and/or funding source and that benefit community programs as a whole are captured in this pool. These costs are allocated based on total direct expenditures for these particular activities over a three month lookback period including the current month.



## **NORTHWEST REGIONAL COUNCIL**

July 15, 2021

TO: Northwest Regional Council Governing Board

FROM: Dan Murphy, Executive Director 

SUBJECT: Post Pandemic Reopening and Remote Work Policies

### **Background**

As we discussed at your April meeting, like many businesses NWRC's daily operations have been dramatically modified during the COVID pandemic. We stopped doing in-home work and transitioned what we could to remote means, our offices have been closed to the public, and all workers who can are working from home.

Our April Governing Board discussion was helpful in framing some of the policy and practical questions we would need to address to safely return to in-person interaction with clients and the public, and to what degree (if any) we want to reshape how and where NWRC staff does their work. I promised to recommend a set of policies that would allow us to move forward. This memo contains those recommendations.

Since April, we have reviewed relevant guidance from regulatory agencies and funders, consulted our attorney on vaccination-related issues, gathered information from agencies like ours and from general literature, and gathered information from all NWRC staff via zoom meetings and written survey.

The recommendations below are not made lightly. The chief concern in crafting them was the nature of the population NWRC serves. Generally, our priority populations are senior citizens, people with disabilities, and/or people adversely affected by complex health challenges and are high utilizers of health care. We serve people who:

- Qualify for nursing home care but prefer services at home
- Are among the most medically expensive Medicare/Medicaid beneficiaries
- Are Medicaid clients who need rides to medical services
- Need support coordinating substance abuse recovery
- Are incarcerated in the Whatcom Jail
- Are family caregivers of seniors and people with disabilities

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In short, if you flagged the people most at risk for negative COVID outcomes in our region, about 10,000 of them would likely be on a NWRC caseload or work with our staff in one way or another.

The other significant factor is how much face-to-face interaction with clients – in non-pandemic times – is necessary for us to be effective. Normally, about two thirds of our staff would have routine contact with clients in their homes. While we don't provide hands on health or personal care, many of our staff assess needs and arrange, monitor, and coordinate care provided by other agencies. The remaining third of staff typically works mostly in office in information-providing, administrative or public reception and assistance roles.

The recommendations below balance multiple considerations:

- Program fidelity and service model effectiveness
- Continued ability to innovate and collaborate
- Affordability and efficiency
- Consistency with rule, regulation, and science
- Safety for clients and for workers
- NWRC continuing as a destination employer

Considering these factors, and with the understanding our policies will need to evolve as conditions change, here are my recommendations,

### **Post-pandemic policy recommendations:**

1. NWRC should resume direct client contact, according to the pre-pandemic practices and standards for each program as quickly as the necessary safety steps can be implemented. Those steps include, at minimum:
  - a) Screening each client for COVID symptoms using the standard, commonly used screening questions
  - b) Use of appropriate personal protective gear during client interactions
  - c) Infection control training for all staff who interact with clients
  - d) Development of protocols on how staff may remove themselves from situations they believe may carry risk of infection exposure
  - e) Development of protocols that allow clients to refuse face-to-face contact, including what alternative approaches will be used to accomplish necessary tasks.
  - f) Such other processes and safety steps as determined necessary by the NWRC Executive Director
2. Telehealth approaches to direct service delivery are encouraged to reach remote areas or efficiently deliver services, as determined by the NWRC Executive Director is appropriate for the service type.

3. The NWRC offices shall be reopened to the public as soon as the necessary safety steps can be implemented. Those steps are, at minimum:
  - a) Masking in shared spaces
  - b) All staff are trained on infection control procedures based on latest CDC/DOL/OSHA guidance
  - c) “Sneeze screens” installed in reception areas
  - d) “Stepped up” disinfection procedures
  - e) Traffic flow beyond the reception area is limited
  - f) Such other processes and safety steps that are determined necessary by the NWRC Executive Director
4. Staff who have been out stationed for infection control purposes may return to office voluntarily, or as requested based on business need, as quickly as the necessary safety steps can be put in place. Those safety steps include but are not limited to:
  - a) Masking in shared spaces
  - b) All staff are trained on infection control procedures based on latest CDC/DOL/OSHA guidance
  - c) Vaccination policies outlined below are implemented
  - d) Feasible steps are taken to improve office air flow and ventilation
  - e) Such other processes and safety steps as determined necessary by the NWRC Executive Director
5. All remaining staff who have been out stationed for infection control purposes will be assigned to in-office or remote work locations under the “hybrid” model described below on, a phased-in basis to be completed by November 1, 2021.
6. The policy of NWRC is to strongly encourage vaccination against COVID infection as the best source of protection for staff and clients. The following vaccination related policies are to be implemented:
  - a) NWRC will gather vaccination status and proof of vaccination for all employees, as required by Washington State Labor and Industries
  - b) Confidentiality of vaccination status shall be maintained as required by law
  - c) A protocol shall be put in place to protect the safety of clients and staff. That protocol shall assure clients and staff that:
    - i. NWRC workers are either vaccinated, properly use protective gear, and if they are not vaccinated, will use special precautions
    - ii. Voluntary disclosure of vaccination status by a NWRC employee to clients, or to another employee is encouraged, but not required
    - iii. Clients are free to refuse to work with someone who chooses not to disclose vaccination status and other arrangements will be made
    - iv. Such other elements as may be determined necessary by the NWRC Executive Director

- d) NWRC will not require vaccination as a condition of employment at this time because of the high percentage of NWRC workers who are voluntarily vaccinated
  - e) NWRC will make reasonable accommodation related to employee's vaccination who are unable to be vaccinated due to health conditions or religion as required by the ADA and other employment law
  - f) While vaccination is strongly encouraged, those who cannot or choose not to be vaccinated will be treated with respect
  - g) The NWRC Executive Director may put in place such other employee vaccination-related policies as may be appropriate.
7. NWRC will adopt a "hybrid" workplace model, to be phased in by November 1, 2021. Key elements of the model will be:
- a) Three days per week, common to all staff, based in-office.
  - b) If requested by an employee, up to two days per week may be based out of office, with management approval following the current NWRC flexible schedule approval process.
  - c) The remote work option is a worker-by-worker benefit, not an entitlement based solely on classification or job title.
  - d) The benefit is not available during employee trial service periods or when performance problems are evident
  - e) NWRC will provide for one properly equipped workstation. If NWRC equipment is not mobile, worker must provide the secondary workstation and other equipment at their expense
  - f) The NWRC dress code will apply in office situations and in client/public contact situations, including client/public contact over zoom or other equivalent remote formats.
  - g) Qualification for the remote work option depends on:
    - i. The nature of position. That is, for the tasks the employee's position performs, can NWRC business need be met?
    - ii. Whether the worker has a remote office location that is private, has necessary Wi-Fi and remote connectivity in place, and that confidential information can be secured, stored, transmitted. And protected as required by law
    - iii. That adequate metrics are in place to measure/monitor worker productivity and quality of work
    - iv. A remote work agreement is in place that documents all requirements and expectations

**PROPOSED MOTION: The Northwest Regional Council approve the Post Pandemic Reopening and Remote Work Policies as recommended by the NWRC Executive Director in his memo of July 15, 2021.**