

**MINUTES OF THE  
NORTHWEST REGIONAL COUNCIL  
December 10, 2020**

<https://zoom.us/j/95667425467>

**BOARD MEMBERS:** Island County Commissioners Helen Price Johnson and Jill Johnson, San Juan County Councilmembers Jamie Stephens and Rick Hughes, Skagit County Commissioners Lisa Janicki and Ron Wesen, Whatcom County Councilmember Carol Frazey and Whatcom County Council Executive Satpal Sidhu

**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, Kirsten Barron, Legal Counsel for NWRC

The meeting was called to order at 10:03AM.

There was no public comment.

**Consent Agenda**

**Motion was made by Island County Commissioner Jill Johnson and seconded by San Juan County Councilmember Rick Hughes to approve the Consent Agenda (items a through d): Minutes of the July 23, 2020 Regular Meeting; June 2020 Expenditure Listing in the amount of \$1,421,948.26; July 2020 Expenditure Listing in the amount of \$1,632,322.11; August 2020 Expenditure Listing in the amount of \$1,733,110.16; September 2020 Expenditure Listing in the amount of \$1,723,269.24; October 2020 Expenditure Listing in the amount of \$1,728,730.74; the 2020 Budget to Actual Report (January through October); and Cancellation of Warrants, Resolution #20-02. The Motion passed unanimously.**

**Regular Agenda**

- a) Reclassifications and Market Rate Salary Adjustments – Dan Murphy, Executive Director summarized the proposal for staff reclassifications and market rate salary adjustments. Discussion followed.

**Skagit County Commissioner Lisa Janicki moved and Island County Commissioner Helen Price Johnson seconded that the Northwest Regional Council authorizes the reclassification of a Health and Human Services Planner to Business Development Manager, and the reclassification of the Senior Accountant and Accounting Analyst positions up one level each on the**

**NWRC classification scale. The Motion carried.**

**Whatcom County Councilmember Carol Frazey moved and San Juan County Councilmember Rich Hughes seconded that the Northwest Regional Council authorizes a 6% market rate salary adjustment for the positions in Classification Levels 7, 8, and 9, effective January 1, 2021. The Motion carried.**

- b) NWRC 2021 Budget, Resolution #20-03 – The 2021 Budget was presented for board consideration. Discussion followed.

**Whatcom County Executive Satpal Sidhu moved and San Juan County Councilmember Rick Hughes seconded that the Northwest Regional Council approves the 2021 budget as presented, including a cost of living adjustment of 1.5% for NWRC employees. The Motion carried.**

- c) Proposed 2021 Meeting Schedule – The proposed 2021 meeting schedule was reviewed.

**Whatcom County Councilmember Carol Frazey moved and Whatcom County Executive Satpal Sidhu seconded that the Northwest Regional Council approves the proposed meeting schedule for 2021. The Motion carried.**

- d) Legislative and Agency Updates – At the state legislative level, elected officials and staff were aware of the negative impacts related to optional funding cuts. The governor's office as well as leadership in both the house and senate indicated they would not be seeking cuts to the Long-term Care Budget. Therefore, the letter of support stressing the importance of maintaining Long-term Care and Caregiver Support funding that was requested at the July 2020 governing board meeting was not required.

The following NWRC Leadership Staff provided updates for the governing board on how the pandemic has impacted service delivery, clients and staff.

Amanda McDade, Care Management Director - Long-term Care Case Management, Health Home Care Coordination and Recovery Care Coordination  
Melody Woodrich Fernando, Community Programs Director – Aging & Disability Resources, Family Caregiver Support, Tribal Outreach, and Advanced Care Planning.

Ryan Blackwell & Elizabeth Anderson, Health & Human Services Planners younger difficult to relate. Mix ETOH with RX meds. Harm reduction – reduce and safely monitor in conjunction.

Aly Horry, Medicaid Transportation Services Manager -

Kristine Glasgow, Operations Director – Contracts, Jail Health Clinic Program & NW LEARN

Katie Zimmerman, Program Administrative Support Manager

## **Other Issues**

Executive Session An Executive Session was called at 11:24AM to discuss pending litigation and the Executive Director's performance. The Chair estimated the session would last 30 minutes.

The Executive Session was extended an additional 10 minutes and at 12:07PM the regular board meeting was reconvened.

**Motion was made by Whatcom County Executive Sidhu and seconded by San Juan County Councilmember Hughes to suspend the NWRC By-laws for meeting notice for one time only in 2020 in order to hold a Special meeting to be scheduled for Friday, December 18, 2020 at 10AM. The Motion passed unanimously.**

The Special Meeting is being called to address the Whatcom County Jail Health Clinic contract.

The council recognized that the NWRC Executive Director's contract expires at the end of 2021 and acknowledged that he will receive the same (2021) COLA as staff. Council reviewed staff feedback on the Executive Director's performance, sharing pertinent information with the director directly during the executive session. Council noted the presentation by NWRC leadership staff was very impactful and expressed appreciation for the talented team that has been developed.

## County Information Sharing

Council members expressed their appreciation and thanks to San Juan County Councilmember Rick Hughes and Island County Commissioner Helen Price Johnson for their years of service on the NWRC governing board.

Council members also expressed their appreciation to NWRC staff and leadership in responding to the COVID pandemic, taking creative measures to ensure service delivery to vulnerable clients.

## **Announcements**

There were no announcements.

## **Adjournment**

There being no further business, the meeting adjourned at 12:19PM.

Prepared and submitted by:

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Patricia F. Elwell, HR/Office Manager

**MINUTES OF THE  
NORTHWEST REGIONAL COUNCIL  
December 18, 2020**

<https://zoom.us/j/97297909188?pwd=RUZsWUIPTmZZV2VrOW90dk9HeFk3UT09>

**BOARD MEMBERS:** Island County Commissioners Helen Price, San Juan County Councilmembers Jamie Stephens and Rick Hughes, Skagit County Commissioner Ron Wesen, Whatcom County Councilmember Carol Frazey and Whatcom County Council Executive Satpal Sidhu

**STAFF:** Dan Murphy, Pat Elwell

**PUBLIC:** Kirsten Barron, Legal Counsel for NWRC

The special meeting was called to order at 10:03AM.

**Agenda**

- a) Whatcom County Jail Health Clinic Contract – NWRC has been unable to renew liability insurance with the current provider. Reasons stated are related to the Whatcom County Jail Health Clinic that is administered by NWRC staff. Quotes from other insurance providers are prohibitive.

NWRC reached agreement with Whatcom County on the following language regarding indemnification in the 2021 Jail Health Contract:

*“Pursuant to the provisions in Whatcom County Code 2.56.030, Whatcom County shall, to the fullest extent permitted by law, indemnify, defend and hold harmless the Contractor, from any and all claims, actions, lawsuits, damages, judgments or liabilities arising out of the Contractor rendering the performance or nonperformance of services under this Agreement unless such action, omission or service is wanton, malicious, an intentional tort, act or omission, including but not limited to sexual or assaultive behavior.*

*This duty will continue until such time as the statute of limitations comes to an end for a specific incident, even if the Provider is no longer providing the services described herein.*

*It is further provided that no liability shall attach to Whatcom County by reason of entering into this Agreement, except as expressly provided herein.”*

NWRC Legal Counsel Kirsten Barron briefed the council on this indemnification language protects NWRC. Discussion followed.

**Motion was made by San Juan County Councilmember Rick Hughes and seconded by Whatcom County Executive Satpal Sidhu to accept the indemnification language as presented. The Motion passed unanimously.**

**Adjournment**

There being no further business, the meeting adjourned at 12:19PM.

Prepared and submitted by:

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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 \$1,489,382.02 this 22nd day of April, 2021.

November 2020

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 \$1,728,187.85 this 22nd day of April, 2021.

December 2020

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 \$1,703,230.02 this 22nd day of April, 2021.

January 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 \$1,819,839.21 this 22nd day of April, 2021.

February 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 <sup>DS</sup>  
DATE: April 14, 2021  
SUBJECT: January through December, 2020 Budget to Actual Report

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We are pleased to present you with the Budget to Actual Reports for the period January through December 2020. Through that difficult COVID-Influenced period, we earned 97% of projected revenues and overall expenditures for the year were 94% of projections. As a result, we were able to add \$633,219 to our operating reserves.

Please let me know if you have questions.

**Proposed Motion: The Northwest Regional Council approves the January through December 2020 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)		Revised	% of Year	100%
JANUARY - DECEMBER 2020		Budget	Actual	% of Budget
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid	4,260,880	4,335,522	102%
2	DSHS - ALTSA - All Other	4,825,247	4,460,239	92%
3	Disaster Relief Funding - COVID	666,680	528,250	79%
4	Health Care Authority	7,455,140	7,263,345	97%
5	Local Funds	125,228	124,754	100%
6	Other Contracted	3,116,524	2,982,652	96%
<b>Subtotal Current Year Funding</b>		20,449,699	19,694,762	96%
7	Use of Fund Balance Reserves	102,347	138,873	136%
<b>Subtotal Funding (including reserves)</b>		<b>20,552,046</b>	<b>19,833,635</b>	<b>97%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	6,889,800	6,722,726	98%
9	Taxes & Benefits	3,076,980	3,056,619	99%
<b>Total Personnel</b>		9,966,780	9,779,345	98%
10	Office/Operating Supplies	64,947	38,849	60%
11	Small Tools/Capital Equipment	69,164	68,994	100%
12	Professional Services	437,957	388,080	89%
13	Communication	203,480	175,963	86%
14	Travel	219,870	63,744	29%
15	Occupancy/Insurance	550,823	500,439	91%
16	Disaster Relief	225,799	212,594	94%
17	Miscellaneous	199,216	125,115	63%
<b>Total Operating Expenditures</b>		1,971,256	1,573,778	80%
<b>Total Direct Service and Administration</b>		11,938,036	11,353,123	95%
<b>Subcontractor Expenditures</b>				
18	<b>I&amp;A/Case Management/FCSP</b>			
19	ISR/Island County	668,585	663,443	99%
20	San Juan County Senior Services	192,395	179,988	94%
21	<b>Legal Services</b>	54,072	54,072	100%
22	<b>Nutrition</b>			
23	ISR/Island County	250,195	236,505	95%
24	Skagit County	342,648	330,262	96%
25	WCOA/Whatcom and San Juan Counties	598,717	572,274	96%
26	<b>Disaster Relief</b>	440,882	315,657	72%
27	<b>Volunteer Services</b>			
28	ISR/Island County	31,858	47,582	149%
29	CASC/Skagit County	35,514	19,144	54%
30	Opportunity Council/Whatcom County	41,987	39,433	94%
31	<b>Long Term Care Ombudsman Program</b>	3,959	3,959	100%
32	<b>Medicaid Transportation Brokerage</b>	3,360,000	3,079,980	92%
33	<b>Family Caregiver Support Project &amp; Respite Services</b>	462,440	451,726	98%
34	<b>Dementia Partnerships Project</b>	64,385	8,655	13%
35	<b>Kinship Caregivers Support Program/Kinship Navigator</b>	112,652	111,122	99%
36	<b>Caregiver Training/Agency Workers Health Insurance</b>	299,800	179,882	60%
37	<b>Chronic Disease Self Management Program</b>	4,000	4,000	100%
38	<b>Health Homes</b>	1,496,315	1,549,609	104%
<b>Total Subcontractor Expenditures</b>		8,460,404	7,847,293	93%
39	<b>Total Expenditures</b>	<b>20,398,440</b>	<b>19,200,416</b>	<b>94%</b>
40	<b>Revenue less Expenditures: Add to Reserves</b>	153,606	633,219	

NORTHWEST REGIONAL COUNCIL		Community Programs		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		Revised	% of Year	100%
JANUARY - DECEMBER 2020		Budget	Actual	% of Budget
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid	159,000	116,608	73%
2	DSHS - ALTSA - All Other	2,370,419	2,342,810	99%
3	Disaster Relief Funding - COVID			
4	Health Care Authority			
5	Local Funds			
6	Other Contracted	82,404	82,340	100%
<b>Subtotal Current Year Funding</b>		<b>2,611,823</b>	<b>2,541,758</b>	<b>97%</b>
7	Use of Fund Balance Reserves	-	-	
<b>Subtotal Funding (including reserves)</b>		<b>2,611,823</b>	<b>2,541,758</b>	<b>97%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	900,769	841,277	93%
9	Taxes & Benefits	416,087	402,900	97%
<b>Total Personnel</b>		<b>1,316,856</b>	<b>1,244,177</b>	<b>94%</b>
10	Office/Operating Supplies	6,161	4,539	74%
11	Small Tools/Capital Equipment	4,844	1,885	39%
12	Professional Services	3,510	2,004	57%
13	Communication	40,682	30,134	74%
14	Travel	18,871	8,458	45%
15	Occupancy/Insurance	104,415	88,615	85%
16	Disaster Relief	-		
17	Miscellaneous	23,172	10,286	44%
<b>Total Operating Expenditures</b>		<b>201,655</b>	<b>145,921</b>	<b>72%</b>
<b>Total Direct Service and Administration</b>		<b>1,518,511</b>	<b>1,390,098</b>	<b>92%</b>
<b>Subcontractor Expenditures</b>				
18	<b>I&amp;A/Case Management/FCSP</b>			
19	ISR/Island County	243,092	240,881	99%
20	San Juan County Senior Services	192,395	179,988	94%
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	451,726	98%
34	<b>Dementia Partnerships Project</b>	64,385	8,655	13%
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>		<b>962,312</b>	<b>881,250</b>	<b>92%</b>
39	<b>Total Expenditures</b>	<b>2,480,823</b>	<b>2,271,348</b>	<b>92%</b>
40	<b>Revenue less Expenditures: Add to Reserves</b>	<b>131,000</b>	<b>270,410</b>	

NORTHWEST REGIONAL COUNCIL		Care Management		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		Revised	% of Year	100%
JANUARY - DECEMBER 2020		Budget	Actual	% of Budget
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid	3,721,422	3,841,810	103%
2	DSHS - ALTSA - All Other	175,434	91,307	52%
3	Disaster Relief Funding - COVID			
4	Health Care Authority	1,577,805	1,554,214	99%
5	Local Funds			
6	Other Contracted	999,017	930,834	93%
<b>Subtotal Current Year Funding</b>		6,473,678	6,418,166	99%
7	Use of Fund Balance Reserves	28,099	-	0%
<b>Subtotal Funding (including reserves)</b>		<b>6,501,777</b>	<b>6,418,166</b>	<b>99%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	3,566,884	3,514,238	99%
9	Taxes & Benefits	1,586,883	1,558,154	98%
<b>Total Personnel</b>		5,153,767	5,072,392	98%
10	Office/Operating Supplies	31,471	19,947	63%
11	Small Tools/Capital Equipment	44,641	50,118	112%
12	Professional Services	171,910	119,885	70%
13	Communication	112,382	91,353	81%
14	Travel	152,443	37,750	25%
15	Occupancy/Insurance	340,284	305,486	90%
16	Disaster Relief	-		
17	Miscellaneous	69,386	39,120	56%
<b>Total Operating Expenditures</b>		922,517	663,659	72%
<b>Total Direct Service and Administration</b>		6,076,284	5,736,051	94%
<b>Subcontractor Expenditures</b>				
18	<b>I&amp;A/Case Management/FCSP</b>			
19	ISR/Island County	425,493	422,562	99%
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	422,562	99%
39	<b>Total Expenditures</b>	<b>6,501,777</b>	<b>6,158,613</b>	<b>95%</b>
40	<b>Revenue less Expenditures: Add to Reserves</b>	-	259,553	

NORTHWEST REGIONAL COUNCIL		Planning & Contracting		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		Revised	% of Year	100%
JANUARY - DECEMBER 2020		Budget	Actual	% of Budget
<b>Funding</b>				
1	DSHS - AL TSA - TXIX Medicaid	380,458	377,104	99%
2	DSHS - AL TSA - All Other	2,279,394	2,026,122	89%
3	Disaster Relief Funding - COVID			
4	Health Care Authority	1,605,335	1,694,009	106%
5	Local Funds			
6	Other Contracted	60,000	60,000	100%
<b>Subtotal Current Year Funding</b>		<b>4,325,187</b>	<b>4,157,234</b>	<b>96%</b>
7	Use of Fund Balance Reserves	-	-	
<b>Subtotal Funding (including reserves)</b>		<b>4,325,187</b>	<b>4,157,234</b>	<b>96%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	616,864	553,242	90%
9	Taxes & Benefits	251,794	243,313	97%
<b>Total Personnel</b>		<b>868,658</b>	<b>796,555</b>	<b>92%</b>
10	Office/Operating Supplies	8,532	5,053	59%
11	Small Tools/Capital Equipment	7,110	9,323	131%
12	Professional Services	28,275	11,736	42%
13	Communication	17,327	11,355	66%
14	Travel	27,935	7,115	25%
15	Occupancy/Insurance	38,443	41,701	108%
16	Disaster Relief	-		
17	Miscellaneous	34,583	23,296	67%
<b>Total Operating Expenditures</b>		<b>162,205</b>	<b>109,579</b>	<b>68%</b>
<b>Total Direct Service and Administration</b>		<b>1,030,863</b>	<b>906,134</b>	<b>88%</b>
<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	100%
22	<b>Nutrition</b>			
23	ISR/Island County	250,195	236,505	95%
24	Skagit County	342,648	330,262	96%
25	WCOA/Whatcom and San Juan Counties	598,717	572,274	96%
26	<b>Disaster Relief</b>	1		0%
27	<b>Volunteer Services</b>			
28	ISR/Island County	31,858	47,582	149%
29	CASC/Skagit County	35,514	19,144	54%
30	Opportunity Council/Whatcom County	41,987	39,433	94%
31	<b>Long Term Care Ombudsman Program</b>	3,959	3,959	100%
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>	112,652	111,122	99%
36	<b>Caregiver Training/Agency Workers Health Insurance</b>	299,800	179,882	60%
37	<b>Chronic Disease Self Management Program</b>	4,000	4,000	100%
38	<b>Health Homes</b>	1,496,315	1,549,609	104%
<b>Total Subcontractor Expenditures</b>		<b>3,271,718</b>	<b>3,147,844</b>	<b>96%</b>
39	<b>Total Expenditures</b>	<b>4,302,581</b>	<b>4,053,978</b>	<b>94%</b>
40	<b>Revenue less Expenditures: Add to Reserves</b>	22,606	103,256	

NORTHWEST REGIONAL COUNCIL		Non Emergency Transportation Brokerage		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		Revised	% of Year	100%
JANUARY - DECEMBER 2020		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	4,015,122	94%
5	Local Funds	115,864	118,898	103%
6	Other Contracted			
<b>Subtotal Current Year Funding</b>		4,387,864	4,134,020	94%
7	Use of Fund Balance Reserves	-	-	
<b>Subtotal Funding (including reserves)</b>		<b>4,387,864</b>	<b>4,134,020</b>	<b>94%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	604,791	637,818	105%
9	Taxes & Benefits	283,215	294,644	104%
<b>Total Personnel</b>		888,006	932,462	105%
10	Office/Operating Supplies	9,600	5,297	55%
11	Small Tools/Capital Equipment	9,250	5,650	61%
12	Professional Services	46,475	21,538	46%
13	Communication	20,475	36,237	177%
14	Travel	3,575	3,003	84%
15	Occupancy/Insurance	39,615	40,952	103%
16	Disaster Relief	-		
17	Miscellaneous	10,868	8,901	82%
<b>Total Operating Expenditures</b>		139,858	121,578	87%
<b>Total Direct Service and Administration</b>		1,027,864	1,054,040	103%
<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	3,079,980	92%
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	3,079,980	92%
39	<b>Total Expenditures</b>	<b>4,387,864</b>	<b>4,134,020</b>	<b>94%</b>
40	<b>Revenue less Expenditures: Add to Reserves</b>	-	(0)	

NORTHWEST REGIONAL COUNCIL		Jail Health Program		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		Revised	% of Year	100%
JANUARY - DECEMBER 2020		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	1,387,337	95%
<b>Subtotal Current Year Funding</b>		1,456,501	1,387,337	95%
7	Use of Fund Balance Reserves	19,500	75,581	388%
<b>Subtotal Funding (including reserves)</b>		<b>1,476,001</b>	<b>1,462,918</b>	<b>99%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	979,350	966,812	99%
9	Taxes & Benefits	441,317	457,799	104%
<b>Total Personnel</b>		1,420,667	1,424,611	100%
10	Office/Operating Supplies	3,576	2,600	73%
11	Small Tools/Capital Equipment	2,313	1,009	44%
12	Professional Services	22,029	14,081	64%
13	Communication	6,474	3,037	47%
14	Travel	7,190	3,646	51%
15	Occupancy/Insurance	9,733	9,768	100%
16	Disaster Relief	-		
17	Miscellaneous	4,019	4,166	104%
<b>Total Operating Expenditures</b>		55,334	38,307	69%
<b>Total Direct Service and Administration</b>		1,476,001	1,462,918	99%
<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>1,476,001</b>	<b>1,462,918</b>	<b>99%</b>
40	<b>Revenue less Expenditures: Add to Reserves</b>	-	(0)	




NORTHWEST REGIONAL COUNCIL BUDGET TO ACTUAL REPORT (ACCRUAL BASIS) JANUARY - DECEMBER 2020		Other NWRC Activities		
		Revised	% of Year	100%
		Budget	Actual	% of Budget
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid			
2	DSHS - ALTSA - All Other			
3	Disaster Relief Funding - COVID	666,680	528,250	79%
4	Health Care Authority			
5	Local Funds	9,364	5,856	63%
6	Other Contracted	518,602	522,141	101%
<b>Subtotal Current Year Funding</b>		1,194,646	1,056,247	88%
7	Use of Fund Balance Reserves	54,748	63,292	116%
<b>Subtotal Funding (including reserves)</b>		<b>1,249,394</b>	<b>1,119,539</b>	<b>90%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	221,142	209,339	95%
9	Taxes & Benefits	97,684	99,809	102%
<b>Total Personnel</b>		318,826	309,148	97%
10	Office/Operating Supplies	5,607	1,413	25%
11	Small Tools/Capital Equipment	1,006	1,009	100%
12	Professional Services	165,758	218,836	132%
13	Communication	6,140	3,847	63%
14	Travel	9,856	3,772	38%
15	Occupancy/Insurance	18,333	13,917	76%
16	Disaster Relief	225,799	212,594	94%
17	Miscellaneous	57,188	39,346	69%
<b>Total Operating Expenditures</b>		489,687	494,734	101%
<b>Total Direct Service and Administration</b>		808,513	803,882	99%
<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>	440,881	315,657	72%
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>		440,881	315,657	
39	<b>Total Expenditures</b>	<b>1,249,394</b>	<b>1,119,539</b>	<b>90%</b>
40	<b>Revenue less Expenditures: Add to Reserves</b>	-	0	



## NORTHWEST REGIONAL COUNCIL

April 5, 2021

TO: Northwest Regional Council

FROM: Dan Murphy, Executive Director 

SUBJECT: NWRC Routine Contracts/Amendments

### 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 December 10, 2020, we have received the following contracts or amendments:

### Contracts

Contract No.	Purpose	Amount	Dates
2169-97591	AAA Interlocal Agreement - Older Americans Act	\$1,608,521.00	01/01/2021 - 09/30/2022

### Subcontracts for Services

Contract No.	Contractor	Purpose	Dates
210209-JHP-T	Sean MacDonald, LPN	Jail Health Program - Temp Nursing Services	01/01/2021 - 12/31/2021
205002-FCSG	San Juan County	Family Caregiver Support Group	01/01/2021 - 12/31/2021
205003-FCSG	Skagit Adult Day Program	Family Caregiver Support Group	01/01/2021 - 12/31/2021
205004-FCSG	Island Senior Resources (SSIC)	Family Caregiver Support Group	01/01/2021 - 12/31/2021

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<b>Contract No.</b>	<b>Contractor</b>	<b>Purpose</b>	<b>Dates</b>
205005-FCSG	Dementia Support Northwest	Family Caregiver Support Group	01/01/2021 - 12/31/2021
205007-FCSG	Sara Gall	Family Caregiver Support Group	01/01/2021 - 12/31/2021
205008-IACM	San Juan County	I& A/Case Management	01/01/2021 - 12/31/2021
205009-IACM	Island Senior Resources (SSIC)	I& A/Case Management	01/01/2021 - 12/31/2021
205011-KCSP	Brigid Collins House	Kinship Caregiver Support Program	01/01/2021 - 12/31/2021
205012-KCSP	Opportunity Council	Kinship Caregiver Support Program	01/01/2021 - 12/31/2021
205014-LEGAL	Northwest Justice Project	Legal Services	01/01/2021 - 12/31/2021
205015-LTCO	Multi-Service Center	Long-Term Care Ombudsman	01/01/2021 - 12/31/2021
205017-NUTR	Island Senior Resources (SSIC)	Nutrition Services	01/01/2021 - 12/31/2021
205018-NUTR	Skagit County Public Health	Nutrition Services	01/01/2021 - 12/31/2021
205019-NUTR	Whatcom Council on Aging	Nutrition Services	01/01/2021 - 12/31/2021
205021-VSERV	Community Action	Volunteer Services	01/01/2021 - 12/31/2021
205022-VSERV	Opportunity Council	Volunteer Services	01/01/2021 - 12/31/2021
205023-VSERV	Island Senior Resources (SSIC)	Volunteer Services	01/01/2021 - 12/31/2021
<b>Terminated Contracts since December 2020</b>			
220145-CgCons-RN	Barbara Eldredge	FCSP Nursing Consultation	08/01/2019 - 01/01/2021
1912-64996	A&B Healthcare	Environmental Modification	09/13/2019 - 02/25/2021
<b>Contract Amendments since December 2020</b>			
205008-IACM [01]	San Juan County	Addition of CARES Act Funds to be used by 09/30/2021	01/01/2021 - 12/31/2021
205009-IACM [01]	Island Senior Resources	Addition of CARES Act Funds to be used by 09/30/2021	01/01/2021 - 12/31/2021
205017-NUTR [01]	Island Senior Resources	Addition of CARES Act Funds to be used by 09/30/2021	01/01/2021 - 12/31/2021

Contract No.	Contractor	Purpose	Dates
205018-NUTR [01]	Skagit County Public Health	Addition of CARES Act Funds to be used by 09/30/2021	01/01/2021 - 12/31/2021
205019-NUTR [01]	Whatcom Council on Aging	Addition of CARES Act Funds to be used by 09/30/2021	01/01/2021 - 12/31/2021
205021-VSERV [01]	Community Action	Addition of CARES Act Funds to be used by 09/30/2021	01/01/2021 - 12/31/2021
205022-VSERV [01]	Opportunity Council	Addition of CARES Act Funds to be used by 09/30/2021	01/01/2021 - 12/31/2021
205023-VSERV [01]	Island Senior Resources	Addition of CARES Act Funds to be used by 09/30/2021	01/01/2021 - 12/31/2021
200090-HH [03]	Compass Health	To extend contract expiration date to 12/31/2021	01/01/2021 - 12/31/2021
200091-HH [03]	Full Life Care	To extend contract expiration date to 12/31/2021	01/01/2021 - 12/31/2021
200093-HH [03]	Sea Mar CHC	To extend contract expiration date to 12/31/2021	01/01/2021 - 12/31/2021
200094-HH [03]	Sunrise Services	To extend contract expiration date to 12/31/2021	01/01/2021 - 12/31/2021
200096-HH [03]	Asian Counseling and Referral Services (ACRS)	To extend contract expiration date to 12/31/2021	01/01/2021 - 12/31/2021

### **Agreements and Amendments**

Organization	Purpose	Dates
Island County Human Services	Case Management	01/01/2021 – 12/31/2021
Hemisphere	Marketing and Communication Services	01/01/2021 – 12/31/2021
Whatcom County	Jail Health Program	01/01/2021 – 12/31/2021
City of Oak Harbor	Office Space Lease Agreement	01/01/2021 – 12/31/2021
Molina	Health Homes	02/23/2021 – 02/23/2022
Insrastructure	Health Homes HAP DB support	01/01/2021 - 12/31/2021
Humana	Care Coordination	12/11/2020 - ongoing

<b>Organization</b>	<b>Purpose</b>	<b>Dates</b>
Skagit County	Recovery Care Coordination (RCC) Program	01/01/2021 - 12/31/2021
Community Health Plan of Washington (CHPW)	Community Behavioral Health Enhancement Payment Agreement	01/01/2021 - 12/31/2021
Whatcom County	Pass through funding for Meals on Wheels	01/01/2021 - 12/31/2022
Northwest Regional Council	Increase OAA funding by \$239,858	01/01/2021 - 09/30/2022
Insignia Health, LLC	Copyright License	01/01/2021 - 12/31/2021 and 01/01/2022 - 12/31/2022
Health Care Authority	Qualified Managed Fees for Health Home Services	01/01/2021 - 12/31/2021
Northwest Regional Council	Boundary Review Board	01/01/2021 - 12/31/2022
Northwest Regional Council	Jail Health Program	01/01/2021 - 12/31/2021

**Proposed Motion:**

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



**NORTHWEST REGIONAL COUNCIL**

April 14, 2021

TO: Northwest Regional Council  
FROM: Dan Murphy, Executive Director



RE: Signatures of Authoritative Body - Whatcom County Treasurer Annual Requirement

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**Background**

Whatcom County serves as the treasurer for the NWRC and requires a Board approved annual list of membership and current signatures of the NWRC's governing body.

**Current Issue**

We have prepared a document that lists the 2021 membership and will circulate for signatures of all Board members.

**Proposed Motion:**

**The Northwest Regional Council accepts and validates the listing of its membership for 2021.**

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# NORTHWEST REGIONAL COUNCIL

## Signatures of Authoritative Body For Whatcom County Treasurer

---

Melanie Bacon  
Island County Commissioner

---

Jill Johnson  
Island County Commissioner

---

Jamie Stephens  
San Juan County Council Member

---

Cindy Wolf  
San Juan County Council Member

---

Peter Browning  
Skagit County Commissioner

---

Ron Wesen  
Skagit County Commissioner

---

Satpal Sidhu  
Whatcom County Executive

---

Kathy Kershner  
Whatcom County Council Member

Attest:

---

Dan Murphy  
Executive Director

April 22, 2021 Meeting



## NORTHWEST REGIONAL COUNCIL

April 9, 2020

TO: Northwest Regional Council Governing Board

FROM: Dan Murphy, Executive Director

*DM*

SUBJECT: Distribution of Additional Federal Coronavirus Response Older Americans Act Funding

### Background

As a result of the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSA) and the American Rescue Plan Act of 2021 (ARP) our region has been allotted an increase in emergency Older American's Act (OAA) funds totaling approximately \$2 million. This is a one-time, temporary increase in our appropriation of OAA funding. It represents a second year of federal support for COVID response and recovery in addition to what was included in the NWRC 2021 budget.

CRRSA must be spent by September 2022. The expenditure period for ARP funding has yet to be specified. Portions of the new funding are earmarked by fund title for each of several categories, including nutrition supports, general social and health services and family caregiver supports. Some flexibility is provided for transfer of funding between titles/purposes depending on local needs.

The total new revenues are as follows:

<b>TABLE 1: Total New Funding</b>	
CRRSA	\$239,858
ARP (estimate)	\$1,729,742
<b>TOTAL (estimate)</b>	<b>\$1,969,600</b>

I recommend using 10% of the funds to cover NWRC administrative costs and holding a 15% reserve for new needs that may emerge during the coming year.

<b>TABLE 2: Reserve and Administrative Funding</b>	
Total Funds	\$1,969,600
Reserve – 15%	\$ 295,440

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Admin – 10%	\$ 196,960
<b>Total Funds to Allocate</b>	<b>\$1,477,200</b>

To speed distribution and provide maximum flexibility in its use I recommend the balance of \$1,477,200 be allocated to major current providers who receive OAA funding. Current major providers are Island Senior Resources, Whatcom Council on Aging, San Juan County Public Health, Skagit County Public Health, Community Action of Skagit County, Opportunity Council, and NWRC itself. We currently have deliverables in each provider contract for how the first two rounds of COVID response funding is to be used through September 2021. We anticipate they will use the new funds to extend those services through 2022 and beyond, if possible. Providers could certainly suggest new uses as part of the contract negotiation process, particularly around helping seniors and people with disabilities to access COVID vaccinations. For its direct services, NWRCs plan would be reported to the Governing Board at the July meeting.

The advantage of this approach is it builds and extends on the work already in place to address needs that arise from the pandemic and in recovery, and builds on NWRC's previous work to align funding as closely as possible with the proportion of older residents in each member county. The current distribution of funding is outlined below.

I recommend using the current funding distribution percentages to distribute the new COVID-19 funding, which would result in the following funding allocations per county.

Region/County	Region	Island	Skagit	San Juan	Whatcom
% of Current Funding (Nutrition, Community Programs, Volunteer Services)	100%	22%	26%	10%	42%
<b>Proposed New Funding Allocations</b>	<b>\$1,477,200</b>	<b>\$320,700</b>	<b>\$386,303</b>	<b>\$150,822</b>	<b>\$619,375</b>

Within each county, current providers would receive funding based on their current proportionate share of OAA funding and each contract would be amended to specify its use. The dollar value of what each provider would receive is as follows:

Whatcom Council on Aging	\$209,910
Skagit County Public Health	\$142,254
Island Senior Resources	\$320,700
San Juan County	\$150,822
Community Action of Skagit	\$ 22,897
Opportunity Council	\$ 27,624
Northwest Regional Council	\$602,993
<b>Total</b>	<b>\$1,477,200</b>

Because of the need to move quickly I recommend the full \$1,969,600 in additional funds be added to the Disaster Relief line of the NWRC budget and the Board give me

authority to amend contracts to disburse these funds immediately, including any necessary Board countersignature on contracts as required by current NWRC policy. Once providers have identified specific uses, any necessary NWRC budget changes would be included in the mid-year budget update that will be in front of the Board in July. The July meeting will also include a report on how the funds are being used.

The Northwest Senior Services Board has reviewed the proposal and recommends approval.

**PROPOSED MOTION: 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.**


**PROPOSED MOTION: 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.**



**NORTHWEST REGIONAL COUNCIL**

April 9, 2020

TO: Northwest Regional Council Governing Board

FROM: Dan Murphy, Executive Director 

SUBJECT: Key Staff Additions

**Background**

The 2021 budget you approved in December was purposely conservative, given the economic variables in play at the time. The potential for service cuts and funding reductions still loomed over the NWRC book of business. The good news is the financial uncertainty has dissipated. In particular, the potential for reduction or slowed growth in the overall numbers of in-home long-term care cases supported by our case management program did not materialize.

While that is good news from a service standpoint, the number of cases each case manager must handle has grown too large. I request authority to hire an additional two case management FTE beyond what was included in the budget you approved in December. The cost will be well covered by the stronger than projected revenue picture that has emerged for the program.

Normally, we would wait to make staffing changes until the mid-year budget update in July. Because the workload is already on us, however, I would like your permission to proceed with the hiring process and fill the positions now. The resulting changes in costs and supporting revenue will be included in the budget revision that will be before you in July.

**PROPOSED MOTION: 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.**

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**NORTHWEST REGIONAL COUNCIL**

April 14, 2021

TO: Northwest Regional Council Governing Board

FROM: Dan Murphy, Executive Director 

SUBJECT: Consideration of Juneteenth as a NWRC Paid Holiday

**Background**

The state legislature has made Juneteenth (June 19<sup>th</sup>) a holiday for state workers to commemorate the end of slavery in the United States. By statute, other public employers are not required to follow changes made to holidays granted to state employees. The relevant statute says:

**RCW 1.16.050(6)** Nothing in this section may be construed to have the effect of adding or deleting the number of paid holidays provided for in an agreement between employees and employers of political subdivisions of the state or as established by ordinance or resolution of the local government legislative authority.

Even though it is not mandated, NWRC has always matched the state holiday list, and I recommend NWRC add Juneteenth for the same reasons voiced in HB1016 that authorized it for state employees:

*The legislature encourages that this be a day to engage in fellowship with Black/African Americans; revisit our solidarity and commitment to antiracism; educate ourselves about slave history; and continue having conversations that uplift every Washingtonian.*

There would be no additional cost for granting the new holiday, other than the minor expense of holiday pay for Jail Health shift coverage.

**PROPOSED MOTION: 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.**

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**NORTHWEST REGIONAL COUNCIL**

April 14, 2021

TO: Northwest Regional Council Governing Board

FROM: Dan Murphy, Executive Director

<sup>DS</sup>

SUBJECT: NW LEARN Dissolution Report

**Background**

Last year the NWRC Board instructed staff to dissolve the NW LEARN Project and transfer responsibility for maintaining law enforcement communications equipment; radio frequency licenses, equipment and the remaining NW LEARN fund balances to the local law enforcement jurisdictions. The necessary steps have been accomplished and the NW LEARN project has ended, along with any related role for NWRC.

Three attached documents summarize the dissolution process. The first is an overall summary, the second outlines distribution of the fund balance to the various jurisdictions, and the third outlines the transfer of radio licenses and sites.

**PROPOSED MOTION: 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.**

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**NW LEARN Dissolution  
Payment Schedule for Distribution of Fund Balance**

	<b>Regional</b>	<b>Island</b>	<b>San Juan</b>	<b>Skagit</b>	<b>Whatcom</b>	<b>Total</b>
Ending Fund Balance at December 31, 2020	100,000.00	47,511.07	39,064.67	29,088.41	3,762.61	219,426.76
Distribution of Regional Reserves	(100,000.00)	20,149.95	9,536.93	31,086.40	39,226.72	0.00
Loan Repayment				(7,000.00)		(7,000.00)
January 2021 Administration Expenses		(144.72)	(68.50)	(223.27)	(281.73)	(718.22)
<b>NW LEARN Dissolution Payment 2021</b>	<b>0.00</b>	<b>67,516.30</b>	<b>48,533.10</b>	<b>52,951.54</b>	<b>42,707.60</b>	<b>211,708.54</b>

## NW LEARN Sites, Repeaters, and FCC Licenses


County	Site	Site Host	Rent	Repeaters	
<b>Island</b>	Mt. Constitution	Mt. Constitution Sites	3269.17/yr	T5766 - 474CYR0075	
	Granite Falls	Snohomish County 911	500.00/yr	MTR2000-474CDK0314	
	Maynard Hill	SBA Structures, LLC	122.21/mo	MTR2000-474CBZ0094 & 474CZR0132	
	Little Mountain	City of Mount Vernon	1000.00/yr	MTR2000-474CCM0046?	
	<b>FCC License Transferred:</b> Call sign WPO31				
<b>San Juan</b>	Mt. Constitution	Mt. Constitution Sites	3269.17/yr	T5766 - 474CDK0314	
	<b>FCC Licenses Transferred:</b> Call signs KO8504, WLH20, and WPO32				
<b>Skagit</b>	Mt. Constitution	Mt. Constitution Sites	3269.17/yr	T5766 - 474CWZ0033	
	Concrete	WSDOT	2497.61/yr	T5766 - 474CFP0066	
	Devil's Mountain	Washington State Patrol	est 2500/yr	T5766 - 474CDB0077	
	Leonard's Ridge	US Dept of Ag/FS	0.00	T5766 - 474CYX0137 Leonard/Lyman link Item M34DGC90E2 - 869FAS3147	
	Lyman Mountain	Day Wireless	2566.20/yr	H5164 - 780TAQ0732	
	Mt. Erie	Puget Sound Energy	est 2500/yr	MTR2000 - 474EKG0095	
	Little Mountain	City of Mount Vernon	1000.00/yr	MTR2000-474CCM0046	
	<b>FCC Licenses Transferred:</b> Call signs KBD77, KE7240, KM9123, KNAE847, KOA625, KQG878, KUG648, KUQ790, WAH311, WAN536, WPFE285, WPMG795, WPRX246, WQBS963, WRCD955, and WRX8589.				
	<b>Whatcom</b>	Mt. Constitution	Mt. Constitution Sites	3269.17/yr	T5766 - 474CFT0349
		Baker Lake	USFS/Puget Power	no cost	T5766 - 474CGD0331
School		Mount Baker School Dist	no cost	T5766 - 474CAR0111	
Lookout Mountain		Lookout MT Holdings	200.00/month	T5766 - 474CEB0242	
				Vot Rec-T5769 474CEB0243	
			100.00/month 600.00/month	Four wire circuit via microwave from Ellis St to Lookout Whatcom Co extra equipment temporary	
Newhalem		Seattle City Light	no cost	T5766 - 474CGT0005	
Sumas Mountain		Washington State Patrol	1241.00/yr	T5766 - 474CFM0042, Vot Rec - T5769 474CFM0041	
Toad Mountain		Whatcom Co Water Dist	1200.00/yr	T5766 - 474CFT0273, Vot Rec-T5769 474CFT0268	
<b>Crossband repeaters</b>					
		Galbraith Mountain	Daniels Rptrs	189668, 189918, 191128, 191131	
		Sumas Mountain		189664, 189917, 191143, 191144	
		US Cust. & Border Prot.		189688, 189904, 191129, 191130	
<b>FCC Licenses Transferred -</b> Call signs KE9742, KNAG298, KNAH372, KNAH373, KNIA335, KNNF443, KO8501, KOI662, WPAL418, WPAM861, WPEC504, WPFE824, WPHC829, WPYG930, WPZK768, WQOD783, WQWU916, WRDW353, WRJM903, WRJM905, WRJM911, WRJM913					



**NORTHWEST REGIONAL COUNCIL**

April 14, 2021

TO: Northwest Regional Council Governing Board

FROM: Dan Murphy, Executive Director 

SUBJECT: NWRC Participation in the DRS Deferred Compensation Program

**Background**

NWRC has the opportunity to participate in the deferred compensation program offered by the Department of Retirement systems as a voluntary additional benefit for employees. The only cost would be the minimal amount of time managing employee enrollment. NWRC does not match employee contributions.

DRS requires a resolution from the governing board to participate (the requisite form is attached). I recommend authorization.

**PROPOSED MOTION: The NWRC Board authorizes participation in the Department of Retirement System's deferred compensation plan as a voluntary benefit for NWRC employees.**

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## Deferred Compensation Program (DCP)

# Resolution No. \_\_\_\_\_

This resolution can be used to:

- Authorize an organization's participation in the Washington State Deferred Compensation Program (DCP)
- Change the automatic enrollment option for organizations currently participating in DCP

Send completed form to:  
 Department of Retirement Systems  
 Employer Support Services  
 PO Box 48380 • Olympia, WA 98504-8380

*drs.wa.gov/dcp* • 800.547.6657  
 email: *employersupport@drs.wa.gov*

### Participation Status

\_\_\_\_\_ (legal name of organization),  
 a political subdivision of Washington state, authorizes and approves this resolution.

- This organization is requesting to participate in the Washington State Deferred Compensation Program.  
 Or  
 This organization already offers DCP and is changing the automatic enrollment option.

### Automatic Enrollment Option

[RCW 41.50.770](#) permits counties, municipalities, and other political subdivisions to participate in the DCP automatic enrollment provision as outlined in [WAC Chapter 415-501](#).

Does the organization want to participate in automatic enrollment?  Yes  No

### Employer Contributions

Does (or will) the organization contribute dollars to any employee DCP account?  Yes  No

If yes, and the organization will participate in automatic enrollment, delay submitting employer contributions for DCP participants until at least 90 days following the initial employee deferral.

### Authorizing Signature(s)

#### The organization:

1. Requests to participate in DCP, as allowed by [RCW 41.50.770](#).
2. Has reviewed the program provisions and agrees to accept all terms and conditions.
3. Understands and agrees that all employee deferrals are held in trust by the Washington State Investment Board for the exclusive benefit of program participants and eligible beneficiaries.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature

Title

Printed Name

Optional: To include additional Resolution signatures, add a separate sheet of paper.

**NORTHWEST REGIONAL COUNCIL  
RESOLUTION NO. 21-01**

**WA State Department of Retirement Services  
Deferred Compensation Plan**

**Signature Sheet**

APPROVED by the Northwest Regional Council this 22<sup>nd</sup> day of April, 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



**NORTHWEST REGIONAL COUNCIL**

April 14, 2021

TO: Northwest Regional Council Governing Board

FROM: Dan Murphy, Executive Director 

SUBJECT: Post Pandemic Planning Considerations

**Background**

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 can to remote means, our offices have been closed to the public, and all workers who can are working from home.

While the timing of our region's emergence from the pandemic is not clear, we have started planning for how we can 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 do their work. .

My goal is to present a plan for how we emerge from the pandemic for your review at the July Board meeting. I first would like to get your thoughts on factors you'd like to be sure that plan addresses, and any limits or other parameters you suggest. Each county is doing similar planning and I would welcome thoughts from that perspective as well.

The attached PowerPoint was reviewed with the NWRC Management Team earlier this week. It presents a current "best guess" on timing for our planning, poses some policy questions around returning to in-person work with clients, offers a "straw person" option as a starting point for fleshing out remote work considerations, and suggests some policy considerations for re-opening the office to the public and staff.

The PowerPoint is by no means a comprehensive document. I include it only to start the discussion and seek your thoughts, reactions and additions.

I look forward to the discussion.

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# Post Pandemic Planning Considerations

April, 2021

Dan Murphy, Executive Director, Northwest Regional Council



## Overall timeline:

- Pandemic emergency is likely to endure through the end of 2021.
- Federal authority for flexibilities on home/client visitation are likely to extend through end of 2021.
- DSHS is exploring potential to make certain beneficial flexibilities permanent.
- Current NWRC policies regarding client visitation are likely to remain in place until July, 2021
- Current NWRC policies regarding in-office/remote work are likely to remain in place until September, 2021
- The scope and policies that will guide NWRC in-office/remote work will be determined by the NWRC Governing Board --- currently targeted to their July 22, 2021 meeting
- Staff at all levels will have opportunity to provide information to support the decision making process that will shape NWRC pandemic recovery and post-pandemic operations

## Returning to home visits:

- Current policy is by exception only, with supervisory approval, and with extreme social distancing (typically outside).
- **Policy question – need to move faster for some?** In-home face-to-face work is possible even now if the NWRC worker is properly fitted with required PPE, is trained in and follows infection control procedures. Is there a need to put in place before July?
- **Policy/Operational Question - Targeted/Full Return to Home Visitation:** Post July 1 (estimated), we should assume we will return to routine in-home/client visitation work (potentially limited), with properly fitted PPE and clients trained and following infection control procedures. What do we need to put in place operationally before that happens?
- **Policy Question – Vaccination Requirement/Disclosure:** As an employer, NWRC has the right to require staff vaccination. Any decision on that would be with legal advice and would be a decision of the NWRC Governing Board. No such requirement is currently contemplated. More immediately, related to return to home visits, NWRC will set policy regarding disclosure of vaccination status worker-to-client, client-to-worker, worker-to-worker, worker-to caregivers/providers.

# Post Pandemic Policies Remote Work

Current adjustments were made precipitously to save lives in the face of pandemic. The past year has been characterized as an experiment. We can learn from it, but the starting point for change in the NWRC workplace is the policies that were in place pre-pandemic. Changes need to balance, taking the long view, NWRC business needs, client service needs and preferences, and worker needs and preferences.

- **Policy Questions: Post Pandemic Remote Work:** As a “straw person” starting point, hypothesize:
  - Potentially a “hybrid” of three days per week in-office, two from home, with approval, at worker request, as another option to the current NWRC flexible schedule approval process.
  - Any modified schedule is a worker-by-worker benefit, not an entitlement. The option is not available during trial service period or when performance problems are evident.
  - Availability of benefit depends on:
    - Nature of position --- for the tasks they perform, can NWRC business need be met via remote work?
    - Does the worker have a remote office location that is private, has necessary Wifi and remote connectivity in place, confidential information can be secured/stored/transmitted/protected as required by law.
    - Are adequate metrics in place to measure/monitor worker productivity and quality of remote work.

# Post Pandemic Policies - Return to Office

- **Policy Question – Vaccinated staff return to office:** It is possible to allow vaccinated staff (self-declared) back to the office on a voluntary basis. Should we?
- **Policy Questions - Post Pandemic Office Safety/Structure:** NWRC staff will eventually return to the office, either as in pre-pandemic mode, or a new hybrid-type model. NWRC will need to follow CDC/DOH/best practice guidelines for infection control and worker safety.



## Next Steps

- **NWRC Governing Board Brainstorming** – April 22.
- **Standing agenda item on NWRC Mgt team agenda:** Refinement of policy question answers and ‘straw person’ model.
- **All-Staff Communication of Process:** By end of April
- **Staff Survey Reacting to “Straw Person” Ideas** - Late May, early June.
- **Proposals/Options for NWRC Governing Board Consideration** - Early July.
- **NWRC Governing Board Decisions** --- July 22.



**NORTHWEST REGIONAL COUNCIL**

April 14, 2021

TO: Northwest Regional Council Governing Board

FROM: Dan Murphy, Executive Director



SUBJECT: Nomination of Officers

**Background**

NWRC bylaws require nomination of new Board officers for the 2022-2023 period at the April meeting, election in July, with the new officers assuming their roles in January of 2022.

The nomination slate includes Chair and Vice Chair, and the Executive Committee. The Executive Committee acts on behalf of the Board in emergencies when it is not feasible to convene the full Board. Executive Committee membership includes the two officers and must include one representative from each of the member counties.

In addition, due to turnover in Board membership, for 2021 we have vacancies on the Executive Committee and are without a Vice Chair.

At the April meeting the Board will need to make nominations for 2022-2023 officers and Executive Committee.

I also recommend identification of members to fill the current year vacancies.

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