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**Northwest Regional Council - Regular Meeting**  
**10:00 AM – 12:00 AM**  
**December 15, 2022**

***Hybrid Meeting***

**In Person**

Skagit County Commissioners Office  
1800 Continental Place, Mount Vernon  
Commissioners Hearing Room  
(360) 416-1300

**Zoom - [Join Zoom Meeting](#)**

Meeting ID: 891 0022 2447  
Passcode: 002086  
+12532158782,,89100222447# US (Tacoma)

**AGENDA -**

<b>Agenda Topic</b>	<b>Action Required</b>
<b>1. Call to Order</b>	
<b>2. Public Comment</b>	
<b>3. Announcements</b>	
<b>4. Consent Agenda</b> All matters listed with the Consent Agenda have been distributed to each Council Member for reading and study, are considered to be routine, and will be enacted by one motion of the Northwest Regional Council with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request of a Council Member.	
<b>Consent Agenda:</b>	
a) Approval of the Minutes, July 28, 2022	Motion to Approve
b) Approval of June, July, August, September, and October 2022 Expenditure Listings	Motion to Approve
c) 2022 Budget to Actual Report (Jan to Sept 2022)	Motion to Approve
d) Cancellation of Warrants, Resolution #22-05	Motion to Approve
e) Annual Internal Fiscal System Review	Motion to Approve
f) Resolution #22-06 Appointing an Investment/Cash Management/Finance Officer for NWRC	Motion to Approve
g) Routine Contracts and Amendments	Motion to Approve
<b>5. Executive Director's Report</b>	
a) Legislative and Agency Updates	Information Only
b) Preliminary Annual Report	Information Only
<b>6. Regular Agenda</b>	
a) Proposed Benefit Changes	Motion to Approve
a. Vacation Payout	
b. Wellness Leave	
b) Reclassification	Motion to Approve
c) NWRC 2023 Budget, Resolution #22-07	Motion to Approve

d) Proposed Meeting Schedule

Information Only

**7. Executive Session**

Information Only

a) Legal Updates

b) Executive Director Performance

**8. Other Issues**

County Information Sharing

Verbal Reports

**9. Adjournment**

**Proposed Future NWRC Meetings**

April, July and December , 2023, Venue to be determined

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

**MINUTES OF THE  
NORTHWEST REGIONAL COUNCIL  
July 28, 2022**

**BOARD MEMBERS:** Island County Commissioner Melanie Bacon, San Juan County Council Members Cindy Wolf and Jamie Stephens, Skagit County Commissioner Peter Browning, Whatcom County Executive Satpal Sidhu, Whatcom County Council Member Kathy Kershner

**STAFF:** Amanda McDade, Shu-Ling Sun, Kyle Ludwig, Sarah Silvas, Darla Smith

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

The meeting was called to order at 10:02 am by Whatcom County Executive Satpal Sidhu.

**Public Comment:**

There was no public comment.

**Announcements:**

Amanda McDade, Executive Director gave an overview of the NWRC success story shared on screen at the opening of the meeting. A request was made to include them with the board packets in the futures.

**Consent Agenda:**

**Motion was made by Skagit County Commissioner Ron Wesen and seconded by Skagit County Commissioner Peter Browning to approve the Consent Agenda (items 4.a through 4.e) as presented: Minutes of the May 19, 2022 and June 27, 2022 meetings; Expenditures listings for March in the amount of \$1,882,187.65, April in the amount of \$1,825,692.26, May in the amount of \$1,728,518.94, the 2022 Budget to Actual Report; the routine Contracts and Amendments and; the County Contribution Requests for 2023. The Motion passed unanimously.**

**Executive Director Report**

Amanda McDade, Executive Director informed the Board that NWRC is working on two legislative issues including:

1. Increased funding for the Hospital Transitions Program
2. Language to maintain funding for case management at a level that stays with the market and inflation.

The Agency is also working on staff recruitment and retainage, including reviewing wages and the benefits package to remain competitive in the market. She will be bringing a proposal to the December Board meeting.



## Regular Agenda

a. Supplemental Budget, Resolution #22-02

Amanda McDade, Executive Director reviewed the supplemental budget request with a net funding increase of \$42,125.

**Motion was made by San Juan County Council Member Jamie Stephens and seconded by Skagit County Commissioner Peter Browning to approve and adopt Resolution #22-02, Supplemental Budget request #1 as written. Motion passed.**

b. Increase Bank Account Minimum Balance, Resolution #22-03

Amanda McDade, Executive Director reviewed the need to increase NWRC's minimum bank balance. There was additional discussion about potential impacts of the adjustment, including potential changes to revenue earned from interest.

**Motion was made by Skagit County Commissioner Ron Wesen and seconded by Skagit County Commissioner Peter Browning to approve Resolution #22-03 as written. Motion passed.**

c. Establish Reloadable Debit Card Program

Amanda McDade, Executive Director provided an overview of the procedure to reimburse Medicaid eligible clients who use non-emergency transportation services. The agency would like to establish a reloadable debit card program to streamline the process.

**Motion was made by Skagit County Commissioner Ron Wesen and seconded by Skagit County Commissioner Peter Browning that NWRC continue to research and resolve any pending issues to establish a reloadable debit card program to reimburse non-emergency transportation to Medicaid eligible recipients and establish policies and procedures to ensure appropriate authorization processes, segregation of duties, and timely account reconciliations. Motion passed.**

d. Policy & Procedure Manual Updates

Sarah Silvas, HR manager provided an overview of the Policy & Procedure Manual Updates. There was discussion regarding bridging benefits, vaccinations, required vaccinations and impacts on staff, the agency and clients.

**Motion was made by Whatcom County Executive Satpal Sidhu and seconded by Skagit County Commissioner Peter Browning to keep the language as noted in section 2. 04 Pre-Employment and Continuing Requirements. Discussion followed. The Motion passed five to two. Whatcom County Council Member Kathy Kershner and Skagit County Commissioner Ron Wesen opposed.**

**Motion was made to accept all changes in the NWRC Policy and Procedure manual. Discussion followed. The Motion passed five to two. Whatcom County Council Member Kathy Kershner and Skagit County Commissioner Ron Wesen opposed.**

**Adjournment**

There being no further business, the meeting adjourned at 11:22 am

Prepared and submitted by:

***Darla Smith***

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Darla Smith, Office Supervisor

# NORTHWEST REGIONAL COUNCIL

## EXPENDITURE APPROVAL

We, the undersigned Northwest Regional Council, do hereby approve payments in the amount of \$1,857,365.32 this 15th day of December, 2022.

June 2022

Month of Expenditures

Amanda McDade  
Executive Director

Melanie Bacon  
Island County Commissioner

Jill Johnson  
Island County Commissioner

Jamie Stephens, Chair  
San Juan County Councilmember

Cindy Wolf  
San Juan County Councilmember

Peter Browning  
Skagit County Commissioner

Ron Wesen  
Skagit County Commissioner

Satpal Sidhu  
Whatcom County Executive

Kathy Kershner  
Whatcom County Councilmember

# NORTHWEST REGIONAL COUNCIL

## EXPENDITURE APPROVAL

We, the undersigned Northwest Regional Council, do hereby approve payments in the amount of \$2,114,420.88 this 15th day of December, 2022.

July 2022

Month of Expenditures

Amanda McDade  
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 \$1,937,584.16 this 15th day of December, 2022.

August 2022

Month of Expenditures

Amanda McDade  
Executive Director

Melanie Bacon  
Island County Commissioner

Jill Johnson  
Island County Commissioner

Jamie Stephens, Chair  
San Juan County Councilmember

Cindy Wolf  
San Juan County Councilmember

Peter Browning  
Skagit County Commissioner

Ron Wesen  
Skagit County Commissioner

Satpal Sidhu  
Whatcom County Executive

Kathy Kershner  
Whatcom County Councilmember

# NORTHWEST REGIONAL COUNCIL

## EXPENDITURE APPROVAL

We, the undersigned Northwest Regional Council, do hereby approve payments in the amount of \$2,102,173.56 this 15th day of December, 2022.

September 2022

Month of Expenditures

Amanda McDade  
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 \$1,579,115.38 this 15th day of December, 2022.

October 2022

Month of Expenditures

Amanda McDade  
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



TO: Northwest Regional Council

FROM: Amanda McDade, Executive Director

DATE: December 15, 2022

SUBJECT: January through September, 2022 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 September 2022. Through that period we earned 73% of projected revenues with 75% of the year elapsed. Overall expenditures for the year were 70% of projections.

Please let me know if you have questions.

**Proposed Motion: The Northwest Regional Council approves the January through September 2022 Budget to Actual Report.**



NORTHWEST REGIONAL COUNCIL		TOTAL		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2022	% of Year	75%
JANUARY - SEPTEMBER 2022		Revised	Actual	% of Budget
<b>Funding</b>				
1	DSHS - ALTA - TXIX Medicaid	5,341,136	3,805,494	71%
2	DSHS - ALTA - All Other	5,745,377	3,847,023	67%
3	Disaster Relief Funding - COVID	835,086	669,763	80%
4	Health Care Authority	8,648,800	6,673,633	77%
5	Local Funds	121,628	115,039	95%
6	Other Contracted	3,820,961	2,707,655	71%
<b>Subtotal Current Year Funding</b>		24,512,988	17,818,607	73%
7	Use of Fund Balance Reserves	50,799	-	0%
<b>Subtotal Funding (including reserves)</b>		<b>24,563,787</b>	<b>17,818,607</b>	<b>73%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	8,690,215	5,861,807	67%
9	Taxes & Benefits	3,691,829	2,457,256	67%
<b>Total Personnel</b>		12,382,044	8,319,063	67%
10	Office/Operating Supplies	86,455	46,948	54%
11	Small Tools/Capital Equipment	103,918	63,781	61%
12	Professional Services	442,145	356,396	81%
13	Communication	280,363	146,030	52%
14	Travel	206,822	52,609	25%
15	Occupancy/Insurance	573,763	407,869	71%
16	Disaster Relief	422,945	301,091	71%
17	Miscellaneous	185,377	83,523	45%
<b>Total Operating Expenditures</b>		2,301,788	1,458,247	63%
<b>Total Direct Service and Administration</b>		14,683,832	9,777,310	67%
<b>Subcontractor Expenditures</b>				
18	<b>I&amp;A/Case Management/FCSP</b>	-		
19	ISR/Island County	732,223	468,067	64%
20	San Juan County Senior Services	192,395	133,133	69%
21	<b>Legal Services</b>	54,072	38,038	70%
22	<b>Nutrition</b>	-		
23	ISR/Island County	270,000	180,602	67%
24	Skagit County	371,411	340,265	92%
25	WCOA/Whatcom and San Juan Counties	654,674	478,024	73%
26	<b>Disaster Relief</b>	412,141	368,672	89%
27	<b>Volunteer Services</b>	-		
28	ISR/Island County	34,628	26,078	75%
29	CASC/Skagit County	38,602	26,890	70%
30	Opportunity Council/Whatcom County	45,638	45,638	100%
31	<b>Long Term Care Ombudsman Program</b>	3,959	1,980	50%
32	<b>Medicaid Transportation Brokerage</b>	4,200,000	3,399,065	81%
33	<b>Family Caregiver Support Project &amp; Respite Services</b>	462,440	348,874	75%
34	<b>Dementia Partnerships Project</b>	16,986	6,539	38%
35	<b>Kinship Caregivers Support Program/Kinship Navigator</b>	114,055	68,849	60%
36	<b>Caregiver Training/Agency Workers Health Insurance</b>	299,800	127,580	43%
37	<b>Evidence Based Programs</b>	32,306	-	0%
38	<b>Dementia Support Program</b>	202,500	9,993	5%
39	<b>Health Homes</b>	1,700,000	1,289,282	76%
<b>Total Subcontractor Expenditures</b>		9,837,830	7,357,569	75%
40	<b>Total Budgeted Expenditures</b>	<b>24,521,662</b>	<b>17,134,879</b>	<b>70%</b>
41	<b>Revenue less Expenditures: Add to Reserves</b>	42,125	683,728	

NORTHWEST REGIONAL COUNCIL		Community Programs		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2022	% of Year	75%
JANUARY - SEPTEMBER 2022		Revised	Actual	% of Budget
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid	159,000	95,231	60%
2	DSHS - ALTSA - All Other	3,480,862	2,287,976	66%
3	Disaster Relief Funding - COVID			
4	Health Care Authority			
5	Local Funds			
6	Other Contracted	-		
<b>Subtotal Current Year Funding</b>		3,639,862	2,383,207	65%
7	Use of Fund Balance Reserves	-	-	
<b>Subtotal Funding (including reserves)</b>		<b>3,639,862</b>	<b>2,383,207</b>	<b>65%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	1,502,314	933,000	62%
9	Taxes & Benefits	682,411	416,517	61%
<b>Total Personnel</b>		2,184,725	1,349,517	62%
10	Office/Operating Supplies	15,322	7,728	50%
11	Small Tools/Capital Equipment	19,391	12,847	66%
12	Professional Services	18,243	7,985	44%
13	Communication	41,101	29,501	72%
14	Travel	31,460	9,509	30%
15	Occupancy/Insurance	123,354	87,900	71%
16	Disaster Relief	-	-	
17	Miscellaneous	46,728	36,191	77%
<b>Total Operating Expenditures</b>		295,599	191,661	65%
<b>Total Direct Service and Administration</b>		2,480,324	1,541,178	62%
<b>Subcontractor Expenditures</b>				
18	<b>I&amp;A/Case Management/FCSP</b>			
19	ISR/Island County	243,092	124,682	51%
20	San Juan County Senior Services	192,395	133,133	69%
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	348,874	75%
34	<b>Dementia Partnerships Project</b>	16,986	6,539	38%
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>Dementia Support Program</b>	202,500	9,993	5%
39	<b>Health Homes</b>			
<b>Total Subcontractor Expenditures</b>		1,117,413	623,221	56%
40	<b>Total Budgeted Expenditures</b>	<b>3,597,737</b>	<b>2,164,399</b>	<b>60%</b>
41	<b>Revenue less Expenditures: Add to Reserves</b>	42,125	218,808	

NORTHWEST REGIONAL COUNCIL		Care Management		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2022	% of Year	75%
JANUARY - SEPTEMBER 2022		Revised	Actual	% of Budget
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid	5,182,136	3,710,263	72%
2	DSHS - ALTSA - All Other	180,868	148,436	82%
3	Disaster Relief Funding - COVID	-		
4	Health Care Authority	3,400,000	2,480,109	73%
5	Local Funds	-		
6	Other Contracted	1,671,686	1,111,516	66%
<b>Subtotal Current Year Funding</b>		10,434,690	7,450,323	71%
7	Use of Fund Balance Reserves	17,555	-	
<b>Subtotal Funding (including reserves)</b>		<b>10,452,245</b>	<b>7,450,323</b>	<b>71%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	5,010,725	3,371,061	67%
9	Taxes & Benefits	2,113,933	1,416,800	67%
<b>Total Personnel</b>		7,124,658	4,787,861	67%
10	Office/Operating Supplies	57,531	29,183	51%
11	Small Tools/Capital Equipment	65,683	39,272	60%
12	Professional Services	178,904	147,465	82%
13	Communication	195,053	91,606	47%
14	Travel	152,780	35,234	23%
15	Occupancy/Insurance	379,067	273,896	72%
16	Disaster Relief	-	-	
17	Miscellaneous	109,438	34,083	31%
<b>Total Operating Expenditures</b>		1,138,456	650,739	57%
<b>Total Direct Service and Administration</b>		8,263,114	5,438,600	66%
<b>Subcontractor Expenditures</b>				
18	<b>I&amp;A/Case Management/FCSP</b>			
19	ISR/Island County	489,131	343,385	70%
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>Dementia Support Program</b>			
39	<b>Health Homes</b>	1,700,000	1,289,282	76%
<b>Total Subcontractor Expenditures</b>		2,189,131	1,632,667	75%
40	<b>Total Budgeted Expenditures</b>	<b>10,452,245</b>	<b>7,071,267</b>	<b>68%</b>
41	<b>Revenue less Expenditures: Add to Reserves</b>	-	379,056	

NORTHWEST REGIONAL COUNCIL		Other Subcontracting		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2022	% of Year	75%
JANUARY - SEPTEMBER 2022		Revised	Actual	% of Budget
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid	-		
2	DSHS - ALTSA - All Other	1,955,354	1,333,708	68%
3	Disaster Relief Funding - COVID			
4	Health Care Authority	-		
5	Local Funds			
6	Other Contracted	60,000	60,000	100%
<b>Subtotal Current Year Funding</b>		2,015,354	1,393,708	69%
7	Use of Fund Balance Reserves	-	-	
<b>Subtotal Funding (including reserves)</b>		<b>2,015,354</b>	<b>1,393,708</b>	<b>69%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	58,022	35,211	61%
9	Taxes & Benefits	22,726	13,880	61%
<b>Total Personnel</b>		80,748	49,091	61%
10	Office/Operating Supplies	1,866	940	50%
11	Small Tools/Capital Equipment	1,501	1,185	79%
12	Professional Services	1,964	2,344	119%
13	Communication	3,743	2,234	60%
14	Travel	542	456	84%
15	Occupancy/Insurance	3,484	2,346	67%
16	Disaster Relief	-	-	
17	Miscellaneous	2,361	1,168	49%
<b>Total Operating Expenditures</b>		15,461	10,673	69%
<b>Total Direct Service and Administration</b>		96,209	59,764	62%
<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	38,038	70%
22	<b>Nutrition</b>			
23	ISR/Island County	270,000	180,602	67%
24	Skagit County	371,411	340,265	92%
25	WCOA/Whatcom and San Juan Counties	654,674	478,024	73%
26	<b>Disaster Relief</b>			
27	<b>Volunteer Services</b>			
28	ISR/Island County	34,628	26,078	75%
29	CASC/Skagit County	38,602	26,890	70%
30	Opportunity Council/Whatcom County	45,638	45,638	100%
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	68,849	60%
36	<b>Caregiver Training/Agency Workers Health Insurance</b>	299,800	127,580	43%
37	<b>Evidence Based Programs</b>	32,306	-	0%
38	<b>Dementia Support Program</b>	-		
39	<b>Health Homes</b>	-		
<b>Total Subcontractor Expenditures</b>		1,919,145	1,333,944	70%
40	<b>Total Budgeted Expenditures</b>	<b>2,015,354</b>	<b>1,393,708</b>	<b>69%</b>
41	<b>Revenue less Expenditures: Add to Reserves</b>	-	-	

NORTHWEST REGIONAL COUNCIL		Non Emergency Transportation Brokerage		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2022	% of Year	75%
JANUARY - SEPTEMBER 2022		Revised	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	5,248,800	4,193,524	80%
5	Local Funds	92,259	37,081	40%
6	Other Contracted			
<b>Subtotal Current Year Funding</b>		5,341,059	4,230,605	79%
7	Use of Fund Balance Reserves	-	-	
<b>Subtotal Funding (including reserves)</b>		<b>5,341,059</b>	<b>4,230,605</b>	<b>79%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	676,993	516,787	76%
9	Taxes & Benefits	307,628	228,290	74%
<b>Total Personnel</b>		984,621	745,077	76%
10	Office/Operating Supplies	6,510	4,794	74%
11	Small Tools/Capital Equipment	11,845	7,431	63%
12	Professional Services	39,935	14,813	37%
13	Communication	23,802	12,829	54%
14	Travel	4,644	2,442	53%
15	Occupancy/Insurance	54,694	38,443	70%
16	Disaster Relief	-	-	
17	Miscellaneous	15,008	5,711	38%
<b>Total Operating Expenditures</b>		156,438	86,463	55%
<b>Total Direct Service and Administration</b>		1,141,059	831,540	73%
<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>	4,200,000	3,399,065	81%
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>Dementia Support Program</b>			
39	<b>Health Homes</b>			
<b>Total Subcontractor Expenditures</b>		4,200,000	3,399,065	81%
40	<b>Total Budgeted Expenditures</b>	<b>5,341,059</b>	<b>4,230,605</b>	<b>79%</b>
41	<b>Revenue less Expenditures: Add to Reserves</b>	-	-	

NORTHWEST REGIONAL COUNCIL		Jail Health Program		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2022	% of Year	75%
JANUARY - SEPTEMBER 2022		Revised	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	1,792,565	1,271,033	71%
<b>Subtotal Current Year Funding</b>		1,792,565	1,271,033	71%
7	Use of Fund Balance Reserves	-	-	
<b>Subtotal Funding (including reserves)</b>		<b>1,792,565</b>	<b>1,271,033</b>	<b>71%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	1,225,968	829,241	68%
9	Taxes & Benefits	474,197	314,429	66%
<b>Total Personnel</b>		1,700,165	1,143,670	67%
10	Office/Operating Supplies	2,748	1,403	51%
11	Small Tools/Capital Equipment	3,028	1,560	52%
12	Professional Services	55,322	42,055	76%
13	Communication	7,551	6,257	83%
14	Travel	7,693	4,346	56%
15	Occupancy/Insurance	8,297	2,944	35%
16	Disaster Relief	-		
17	Miscellaneous	7,761	3,370	43%
<b>Total Operating Expenditures</b>		92,400	61,935	67%
<b>Total Direct Service and Administration</b>		1,792,565	1,205,605	67%
<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>Dementia Support Program</b>			
39	<b>Health Homes</b>			
<b>Total Subcontractor Expenditures</b>		-	-	
40	<b>Total Budgeted Expenditures</b>	<b>1,792,565</b>	<b>1,205,605</b>	<b>67%</b>
41	<b>Revenue less Expenditures: Add to Reserves</b>	-	65,428	

NORTHWEST REGIONAL COUNCIL		Other NWRC Activities		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2022	% of Year	75%
JANUARY - SEPTEMBER 2022		Revised	Actual	% of Budget
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid			
2	DSHS - ALTSA - All Other	128,293	76,903	60%
3	Disaster Relief Funding - COVID	835,086	669,763	80%
4	Health Care Authority			
5	Local Funds	29,369	77,958	265%
6	Other Contracted	296,710	265,107	89%
<b>Subtotal Current Year Funding</b>		1,289,458	1,089,730	85%
7	Use of Fund Balance Reserves	33,244	-	0%
<b>Subtotal Funding (including reserves)</b>		<b>1,322,702</b>	<b>1,089,730</b>	<b>82%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	216,193	176,507	82%
9	Taxes & Benefits	90,934	67,340	74%
<b>Total Personnel</b>		307,127	243,847	79%
10	Office/Operating Supplies	2,478	2,900	117%
11	Small Tools/Capital Equipment	2,470	1,486	60%
12	Professional Services	147,777	141,734	96%
13	Communication	9,113	3,603	40%
14	Travel	9,703	622	6%
15	Occupancy/Insurance	4,867	2,340	48%
16	Disaster Relief	422,945	301,091	71%
17	Miscellaneous	4,081	3,000	74%
<b>Total Operating Expenditures</b>		603,434	456,776	76%
<b>Total Direct Service and Administration</b>		910,561	700,623	77%
<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>	412,141	368,672	89%
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>Dementia Support Program</b>	-		
39	<b>Health Homes</b>			
<b>Total Subcontractor Expenditures</b>		412,141	368,672	
40	<b>Total Budgeted Expenditures</b>	<b>1,322,702</b>	<b>1,069,295</b>	<b>81%</b>
41	<b>Revenue less Expenditures: Add to Reserves</b>	-	20,435	

**NORTHWEST REGIONAL COUNCIL  
RESOLUTION NO. 22-05**

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

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

**WHEREAS**, the County's Administrative Services Department has provided a list of warrants that were issued prior to July 1, 2021, but never presented

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

Checks (Warrants) issued before July 1, 2021				
Fund	Check No.	Check Date	Payee	Amount
460-NEMT	4309	09/30/20		1,461.90
460-NEMT	4519	10/28/20		10.50
460-NEMT	4994	01/06/21		167.25
460-NEMT	5269	02/10/21		26.95
460-NEMT	5682	04/07/21		6.30
460-NEMT	6022	05/19/21		32.20
			<b>Total NWRC</b>	<b>1,705.10</b>

APPROVED by the Northwest Regional Council this 15<sup>th</sup> day of December 2022:

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Melanie Bacon  
Island County Commissioner

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Jill Johnson  
Island County Commissioner

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Jamie Stephens, Chair  
San Juan County Council Member

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Cindy Wolf  
San Juan County Council Member

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Peter Browning  
Skagit County Commissioner

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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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Amanda McDade, Executive Director  
Northwest Regional Council



TO: Northwest Regional Council

FROM: Amanda McDade, Executive Director

DATE: December 15, 2022

SUBJECT: Annual Internal Fiscal System Review

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

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

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

Please let me know if you have questions.



## Internal control checklist for local governments

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

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

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

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

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

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

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

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

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

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

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

## References:

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

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

Part 3, Chapter 9, Section 24 of the Washington State Auditor's Budget, Accounting and Reporting Systems Manual for Cities, Counties and Special Purpose Districts (GAAP): Accounting Principles and Internal Control [http://www.sao.wa.gov/EN/ClientSupport/FinancialReporting/LGS/BarsManuals/Documents/BarsManuals/GAAP\\_p3ch1s3.pdf](http://www.sao.wa.gov/EN/ClientSupport/FinancialReporting/LGS/BarsManuals/Documents/BarsManuals/GAAP_p3ch1s3.pdf)



**RESOLUTION #22-06**

**NORTHWEST REGIONAL COUNCIL**

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

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

WHEREAS, the Northwest Regional Council appointed the Executive Director Amanda McDade and Kristine Glasgow as the NWRC investment/Cash Management/Finance officers and Kristine Glasgow has since left the organization,

BE IT RESOLVED, by the Northwest Regional Council that Amanda McDade and Ryan Blackwell be appointed as the NWRC Investment/Cash Management/Finance Officers until such time of further resolution by the NWRC.

Adopted this 15<sup>th</sup> day of December, 2022, and approved by the following Northwest Regional Council members:

**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

---

Satpal Sidhu  
County Executive, Whatcom County

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Kathy Kershner  
Whatcom County Council Member

ATTEST:

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Amanda McDade, Executive Director  
NWRC



December 15, 2022

TO: Northwest Regional Council  
FROM: Amanda McDade, 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 July 6, 2022 we have received the following contracts or amendments:

### **Contracts**

<b>Contract No.</b>	<b>Purpose</b>	<b>Amount</b>	<b>Dates</b>
2269-43433	AAA State-Federal Agreement	\$8,234,485.00	7/1/2022 - 6/30/2023
2169-23586	County Program or Interlocal Long-Term Payable Agreement	Based on annual review	7/1/2022 - 6/30/2023
2022050001	Increased contract consideration for Medication for Opioid Use Disorder	\$64,394.00 increase	7/1/2022 - 6/30/2023
202205001-1	Medication for Opioid Use Disorder Grant Renewal	\$180,291.00 increase	7/1/2022 - 6/30/2023
G102	Beneficiary Agreement: Additional Funding for Behavioral Health Workforce Stabilization	\$38,708.81	9/20/2022 - 6/30/2023
2169-97591 Amendment 5	Older Americans Act No-Cost Extension	N/A	1/1/2022 - 9/30/2023
Schedule 003	Continuation of Special Supplemental Benefits for the Chronically Ill (SSBCI) Contract	Fee for Service	1/1/2023 - ongoing

**Contracts, cont.**

Contract No.	Purpose	Amount	Dates
201911036 Amendment 5	Increased hourly rate for nursing at Whatcom County Jail	\$128,382 increase	1/1/2023 - 12/31/2023

**Subcontracts for Services**

Contract No.	Contractor	Purpose	Dates
250073-NEMT	Cascade Ambulance Service, Inc.	NEMT Provider	3/15/2022 - 6/30/2025
2212-43053	PurFoods LLC, dba Mom's Meals	Home-Delivered Meals for Medicaid LTC and MTD	7/1/2022 - 6/30/2026
2212-44243	Elodie Chaplain, LMT, PLLC (Revitalize Massage)	Massage for MTD	7/1/2022 - 6/30/2026
2212-44492	EnableTech Home, LLC	Environmental Modifications for Medicaid LTC and MTD	9/15/2022 - 6/30/2026

**Terminated Contracts**

Contract No.	Contractor (Termed Date)	Purpose	Dates
2212-43261	Elodie Chaplain, LMT, PLLC (10/6/2022)	Massage for MTD (replaced by updated contract listed above)	7/1/2022 - 10/6/2022

**Amendments**

Contract No.	Contractor	Purpose	Dates
241017-NUTR [01]	Island Senior Resources	Addition of SFMNP funding for 2022 season	6/1/2022 - 12/31/2022
241018-NUTR [01]	Skagit County Public Health	Addition of SFMNP funding for 2022 season	6/1/2022 - 12/31/2022
241019-NUTR [01]	Whatcom Council on Aging	Addition of SFMNP funding for 2022 season	6/1/2022 - 12/31/2022
241017-NUTR [02]	Island Senior Resources	Reallocation of funding between NSIP and Senate Bill 5736	8/1/2022 - 12/31/2022
241018-NUTR [02]	Skagit County Public Health	Reallocation of funding between NSIP and Senate Bill 5736	8/1/2022 - 12/31/2022

**Amendments, cont.**

<b>Contract No.</b>	<b>Contractor</b>	<b>Purpose</b>	<b>Dates</b>
241019-NUTR [02]	Whatcom Council on Aging	Reallocation of funding between NSIP and Senate Bill 5736	8/1/2022 - 12/31/2022
230351-DSP [01]	Dementia Support Northwest	Addition of Faith-Based Outreach and Education SOW, maximum consideration, and increased rate for in-person services	9/1/2022 - 6/30/2023

**Agreements**

<b>Organization</b>	<b>Purpose</b>	<b>Dates</b>
Health Care Authority	Third-Party Participation Agreement to allow use of EPIC for Health Homes	8/15/2022 - 9/30/2022
Amerigroup	Amendment to Provider Agreement: Health Homes Rate Increase	10/5/2022 - ongoing
Dan Murphy	Executive Consulting Services	1/1/2022 - 13/31/2022
CHPW	Amendment to Master Services Agreement: Health Homes Rate Increase	9/1/2022 - ongoing
Molina	Regulatory Amendment to Behavioral Health Services Agreement to meet state requirements (GAIN-SS)	8/8/2022 - ongoing
US Bank	Pre-Paid Debit Card Agreement for NEMT Gas Vouchers (ReliaCard)	10/18/2022 - ongoing

**Proposed Motion:**

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



December 15, 2022

TO: Northwest Regional Council

FROM: Amanda McDade, Executive Director

SUBJECT: Proposed Benefits Changes

---

As the world has adjusted to unprecedented workforce changes, many people have moved positions according to benefit packages, remote working options, or ability to ask for more pay at other companies. At NWRC we have had our own challenges in staff turnover, recruitment and retention, though we are coming out strong at the end of a very challenging 3 years. To maintain our positive momentum and based on our constant scanning of industry changes, here are our two proposals for 2023 that will help balance our fiscal obligations as well as the high degree of burnout the world of social work is experiencing.

To begin with, we'd like to offer 3 Wellness Days to staff, which are essentially expiring paid time off similar to the Personal Holiday structure, these are to be used annually or they will expire at the end of the calendar year. In addition, Wellness Days allow staff to prioritize whatever wellness looks like to them as individuals, whether it be additional time off for vacation, cultural reasons, mental health, etc. We have tailored this benefit to be in line with many other such benefit additions we are seeing organizations offer in direct response to high turnover and high levels of reported burn out and extended health leaves.

Additionally, our current policy states that an "employee may elect to cash out 25% of their accrued vacation time a maximum of twice a calendar year." Employees who have high vacation balances are requesting payouts instead of planning any time off. We have many staff with high vacation balances, which sits heavily on our books. We propose reducing the number of times staff can get their vacation balances paid out to 1x per year. With this small policy change, we are hoping to disincentivize growing large vacation balances, and thereby incentivizing planning appropriate and restorative vacations, and at the same time alleviating some of the high fiscal burden these create.

**PROPOSED MOTION:**

**The Northwest Regional Council approves 3 additional personal holidays (Wellness Days) and approves vacation pay out to be 1 time per calendar year, effective January 1, 2023.**



TO: Northwest Regional Council

FROM: Amanda McDade, Executive Director

DATE: December 15, 2022

SUBJECT: Reclassification Recommendations

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NWRC compensation policies allow for reclassification of positions when responsibilities increase, or the position is not placed at the appropriate level on the NWRC classification scale: I recommend reclassification of the following positions:

1. Reclass of Family Caregiver Support (FCSP) and Tailored Services for Older Adults (TSOA) program staff: Historically, the Family Caregiver Support program staff were grouped with other *Program Specialists*, including our Tribal Outreach worker and our Aging and Disability Resource Specialists. Additionally, six years ago the Medicaid Transformation Demonstration project added on the Tailored Services for Older Adults program, which was a service that looked like standard case management but with different requirements for those needing access to services. As it was a smaller program and unknown to us, that program was housed in Community Programs alongside FCSP. The 8 current Community Programs staff who perform these important services in our region have caseloads ranging from 30 to 50. In comparison, across all our other Case Management programs, staff carry caseloads of 30 to 90 but have always been in a classification higher than community programs. The fact is, FCSP and TSOA programs are truly case management roles and need to be compensated as such. This department has also experienced higher than average turnover and reclassing them is part of the effort to arrest this trend. This recommended change would increase these 8 staff position's compensations by 9% and with the proposed COLA would cost \$49,250.

**Recommendation:**

Effective January 1, 2023, I recommend reclassification for the Family Caregiver Support Program Specialists and the Tailored Services for Older Adults Program Specialist. The cumulative cost for these 8 positions is approximately \$49,000 and is incorporated in the proposed 2023 budget and includes the proposed 5% COLA.

**PROPOSED MOTION:**

The Northwest Regional Council authorizes the proposed reclassification for the Family Caregiver Support Program Specialists and the Tailored Services for Older Adults Program Specialists to the classification of Case Managers.



# **Northwest Regional Council**

## **2023 Budget**

600 Lakeway Drive, Suite 100  
Bellingham WA 98225  
(360) 676-6749  
[www.nwrcwa.org](http://www.nwrcwa.org)

*An association of county governments serving the  
people of Island, San Juan, Skagit, and Whatcom.*

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December 15, 2022

**TO:** Northwest Regional Council  
**FROM:** Amanda McDade, Executive Director  
**SUBJECT:** 2023 NWRC Budget Message

---

I recommend the enclosed 2023 NWRC Budget of \$26.5 Million for your consideration and approval. This budget represents an 8% increase from the current year.

On the expense side, please note the following changes from our 2022 baseline:

- No net change in FTE's as follows:
  - A decrease of 1 FTE due to the departure and subsequent reallocation of job duties of the Operation Director
  - An increase of 1 FTE to maintain a 75:1 caseload ratio for TXIX Case Managers
- A net increase in subcontractor expenditures primarily due to increased costs and demand for the Medicaid Transportation program, an increase in ISR's unit rate for Case Management, and a slight increase in the distribution of subcontracted COVID Recovery Act funding.
- Reclassification salary adjustments outlined for you in a separate memorandum that accompanies the full Board packet.
- A 5% COLA for staff salaries consistent with NWRC's compensation philosophy, to maintain market position, and to aid in recruitment and retention.

On the revenue side, we project:

- A 15% increase in DSHS Medicaid funding due to the significant per-client rate increase received in July 2022 and an expected increase in July of 2023.
- A 1% decrease in other DSHS funding largely due to the elimination of our Memory Care and Wellness funds because of a lack of service providers.
- A 2% decrease in Disaster Relief Funding due to the exhaustion of carry-over funds from previous years.

- A 11% increase in Health Care Authority funding mostly due to growth in transportation services.
- A 2% increase in local funds to account for recent trends in interest revenues.
- A 14% increase in our other contracts due largely to growth in our behavioral health program.

The proposed 2023 budget includes a statement of activity related to our reserves/fund balances through September. I am pleased that we have built our Medicaid-related reserves over the past year by around \$452,815 to a total of \$3.1 million. Since our Medicaid programs are funded on a fee-for-service basis we purposely budget conservatively and typically end up serving more clients than projected, with the accompanying increase in revenue.

The “Unrestricted funds” represents the reserves we have accrued from other NWRC programs which brings our total reserves to just above \$5.3 million, the equivalent of 2.4 months of operating expenditures, which is considered a reasonable reserve for an agency of our type.

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

**PROPOSED MOTION:** The Northwest Regional Council approves the Resolution 22-07 for the 2023 budget.

**RESOLUTION NO. 22-07  
NORTHWEST REGIONAL COUNCIL BUDGET  
JANUARY 1, 2023 - DECEMBER 31, 2023**

WHEREAS, the attached Budget for calendar year 2023 has been presented to the Northwest Regional Council for review; and

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

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

The Northwest Regional Council Budget for 2023 is hereby approved as presented. Included in the Budget is a 5% cost of living adjustment for all eligible Northwest Regional Council employees, effective January 1, 2023.

RESOLUTION NUMBER NO. 22-07, APPROVED THIS 15th DAY OF DECEMBER 2023.

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

---

Satpal Sidhu  
County Executive, Whatcom County

---

Kathy Kershner  
Whatcom County Council Member

ATTEST:

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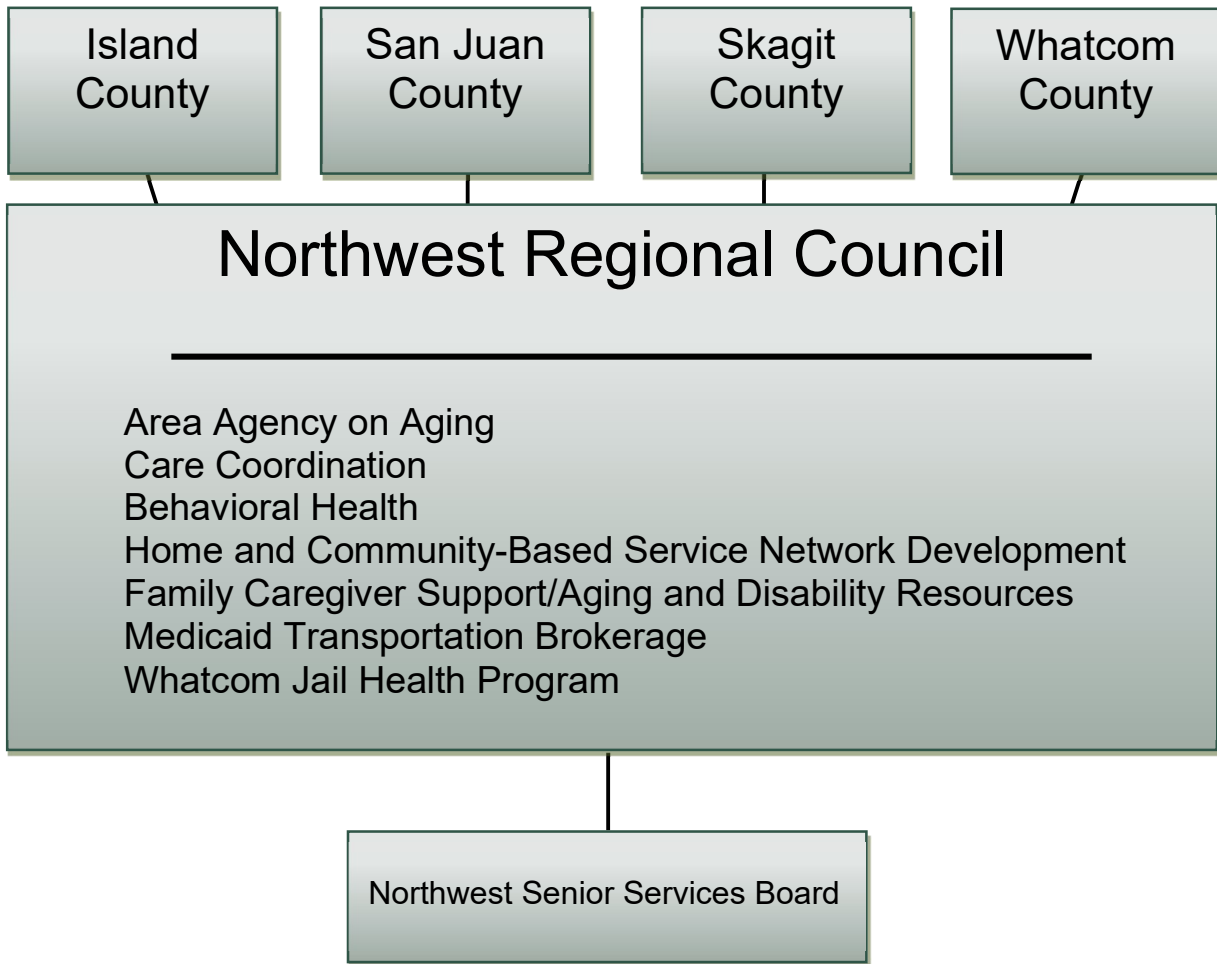
Amanda McDade, Executive Director  
NWRC

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## Organizational Charts

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### NWRC's Overall Structure



### **Contractors and Community Partners:**

- Senior Citizen Services (Meals on Wheels, Congregate Meals, Legal Services, Information and Assistance)
- Volunteer Services
- Non-emergency Medical Transportation Services
- Home and Community Based Long-Term Services and Supports
- Care Coordination Organizations
- Family Caregiver Support services
- Respite Care
- Adult Day Services
- Community Health Education and Training

	NORTHWEST REGIONAL COUNCIL	TOTAL		
	2023 DEPT BUDGET	2022	2023	
		Revised	Budget	Change
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid	5,341,136	6,134,811	793,675
2	DSHS - ALTSA - All Other	5,745,377	5,707,232	(38,145)
3	Disaster Relief Funding - COVID	835,086	817,356	(17,730)
4	Health Care Authority	8,648,800	9,588,800	940,000
5	Local Funds	121,628	123,628	2,000
6	Other Contracted	3,820,961	4,366,683	545,722
<b>Subtotal Current Year Funding</b>		24,512,988	26,738,510	2,225,522
7	Use of Fund Balance Reserves	50,799	173,796	122,997
<b>Subtotal Funding (including reserves)</b>		<b>24,563,787</b>	<b>26,912,306</b>	<b>2,348,519</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	8,690,215	9,343,365	653,150
9	Taxes & Benefits	3,691,829	4,019,505	327,676
<b>Total Personnel</b>		12,382,044	13,362,870	980,826
10	Office/Operating Supplies	86,455	109,577	23,122
11	Small Tools/Capital Equipment	103,918	112,225	8,307
12	Professional Services	442,145	526,025	83,880
13	Communication	280,363	280,363	-
14	Travel	206,822	206,822	-
15	Occupancy/Insurance	573,763	594,845	21,082
16	Disaster Relief	422,945	380,677	(42,268)
17	Miscellaneous	185,377	185,377	-
<b>Total Operating Expenditures</b>		2,301,788	2,395,911	94,123
<b>Total Direct Service and Administration</b>		14,683,832	15,758,781	1,074,949
<b>Subcontractor Expenditures</b>				
18	<b>I&amp;A/Case Management/FCSP</b>	-	-	
19	ISR/Island County	732,223	783,030	50,807
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	270,000	265,748	(4,252)
24	Skagit County	371,411	363,843	(7,568)
25	WCOA/Whatcom and San Juan Counties	654,674	669,684	15,010
26	<b>Disaster Relief</b>	412,141	436,679	24,538
27	<b>Volunteer Services</b>	-	-	
28	ISR/Island County	34,628	34,628	-
29	CASC/Skagit County	38,602	38,602	-
30	Opportunity Council/Whatcom County	45,638	45,638	-
31	<b>Long Term Care Ombudsman Program</b>	3,959	3,959	-
32	<b>Medicaid Transportation Brokerage</b>	4,200,000	5,040,000	840,000
33	<b>Family Caregiver Support Project &amp; Respite Services</b>	462,440	462,440	-
34	<b>Dementia Partnerships Project</b>	16,986	-	(16,986)
35	<b>Kinship Caregivers Support Program/Kinship Navigator</b>	114,055	114,055	-
36	<b>Caregiver Training/Agency Workers Health Insurance</b>	299,800	299,800	-
37	<b>Evidence Based Programs</b>	32,306	32,306	-
38	<b>Dementia Support Program</b>	202,500	202,500	-
39	<b>Health Homes</b>	1,700,000	1,725,000	25,000
<b>Total Subcontractor Expenditures</b>		9,837,830	10,764,379	926,549
40	<b>Total Budgeted Expenditures</b>	<b>24,521,662</b>	<b>26,523,160</b>	<b>2,001,498</b>
41	<b>Unallocated Funding</b>	42,125	389,146	347,021
42	<b>Percent Change in Revenue</b>			9%
43	<b>Percent Change in Budgeted Expenditures</b>			8%

## Northwest Regional Council - Year 2023 Budget Revision

NORTHWEST REGIONAL COUNCIL		Community Programs		
2023 DEPT BUDGET		2022	2023	
		Revised	Budget	Change
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid	159,000	159,000	-
2	DSHS - ALTSA - All Other	3,480,862	3,468,005	(12,857)
3	Disaster Relief Funding - COVID			-
4	Health Care Authority			-
5	Local Funds			-
6	Other Contracted	-	-	-
<b>Subtotal Current Year Funding</b>		3,639,862	3,627,005	(12,857)
7	Use of Fund Balance Reserves	-	62,213	62,213
<b>Subtotal Funding (including reserves)</b>		<b>3,639,862</b>	<b>3,689,218</b>	<b>49,356</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	1,502,314	1,585,695	83,381
9	Taxes & Benefits	682,411	713,981	31,570
<b>Total Personnel</b>		2,184,725	2,299,676	114,951
10	Office/Operating Supplies	15,322	23,262	7,940
11	Small Tools/Capital Equipment	19,391	16,660	(2,731)
12	Professional Services	18,243	16,731	(1,512)
13	Communication	41,101	39,288	(1,813)
14	Travel	31,460	30,981	(479)
15	Occupancy/Insurance	123,354	124,522	1,168
16	Disaster Relief	-	-	-
17	Miscellaneous	46,728	37,671	(9,057)
<b>Total Operating Expenditures</b>		295,599	289,115	(6,484)
<b>Total Direct Service and Administration</b>		2,480,324	2,588,791	108,467
<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>	16,986	-	(16,986)
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>Dementia Support Program</b>	202,500	202,500	-
39	<b>Health Homes</b>			-
<b>Total Subcontractor Expenditures</b>		1,117,413	1,100,427	(16,986)
40	<b>Total Budgeted Expenditures</b>	<b>3,597,737</b>	<b>3,689,218</b>	<b>91,481</b>
41	<b>Unallocated Funding</b>	42,125	-	(42,125)
42	<b>Percent Change in Revenue</b>			
43	<b>Percent Change in Budgeted Expenditures</b>			

## Northwest Regional Council - Year 2023 Budget Revision

NORTHWEST REGIONAL COUNCIL		Clinical and Long-Term Care Programs		
2023 DEPT BUDGET		2022	2023	
		Revised	Budget	Change
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid	5,182,136	5,975,811	793,675
2	DSHS - ALTSA - All Other	180,868	281,683	100,815
3	Disaster Relief Funding - COVID	-	-	-
4	Health Care Authority	3,400,000	3,500,000	100,000
5	Local Funds	-	-	-
6	Other Contracted	1,671,686	2,211,542	539,856
<b>Subtotal Current Year Funding</b>		10,434,690	11,969,036	1,534,346
7	Use of Fund Balance Reserves	17,555	-	(17,555)
<b>Subtotal Funding (including reserves)</b>		<b>10,452,245</b>	<b>11,969,036</b>	<b>1,516,791</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	5,010,725	5,648,703	637,977
9	Taxes & Benefits	2,113,933	2,434,703	320,771
<b>Total Personnel</b>		7,124,658	8,083,406	958,748
10	Office/Operating Supplies	57,531	70,947	13,416
11	Small Tools/Capital Equipment	65,683	75,505	9,822
12	Professional Services	178,904	199,565	20,661
13	Communication	195,053	200,649	5,596
14	Travel	152,780	163,350	10,570
15	Occupancy/Insurance	379,067	402,299	23,232
16	Disaster Relief	-	-	-
17	Miscellaneous	109,438	119,231	9,793
<b>Total Operating Expenditures</b>		1,138,456	1,231,546	93,090
<b>Total Direct Service and Administration</b>		8,263,114	9,314,952	1,051,838
<b>Subcontractor Expenditures</b>				
18	<b>I&amp;A/Case Management/FCSP</b>			
19	ISR/Island County	489,131	539,938	50,807
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>Dementia Support Program</b>			-
39	<b>Health Homes</b>	1,700,000	1,725,000	25,000
<b>Total Subcontractor Expenditures</b>		2,189,131	2,264,938	75,807
40	<b>Total Budgeted Expenditures</b>	<b>10,452,245</b>	<b>11,579,890</b>	<b>1,127,645</b>
41	<b>Unallocated Funding</b>	-	389,146	389,146
42	<b>Percent Change in Revenue</b>			
43	<b>Percent Change in Budgeted Expenditures</b>			

## Northwest Regional Council - Year 2023 Budget Revision

NORTHWEST REGIONAL COUNCIL		Other Subcontracting		
2023 DEPT BUDGET		2022	2023	
		Revised	Budget	Change
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid	-	-	-
2	DSHS - ALTSA - All Other	1,955,354	1,957,544	2,190
3	Disaster Relief Funding - COVID			-
4	Health Care Authority	-	-	-
5	Local Funds			-
6	Other Contracted	60,000	60,000	-
<b>Subtotal Current Year Funding</b>		2,015,354	2,017,544	2,190
7	Use of Fund Balance Reserves	-	-	-
<b>Subtotal Funding (including reserves)</b>		<b>2,015,354</b>	<b>2,017,544</b>	<b>2,190</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	58,022	57,618	(403)
9	Taxes & Benefits	22,726	23,250	523
<b>Total Personnel</b>		80,748	80,868	120
10	Office/Operating Supplies	1,866	855	(1,011)
11	Small Tools/Capital Equipment	1,501	1,622	121
12	Professional Services	1,964	1,805	(159)
13	Communication	3,743	3,693	(50)
14	Travel	542	534	(8)
15	Occupancy/Insurance	3,484	3,503	19
16	Disaster Relief	-	-	-
17	Miscellaneous	2,361	2,329	(32)
<b>Total Operating Expenditures</b>		15,461	14,341	(1,120)
<b>Total Direct Service and Administration</b>		96,209	95,209	(1,000)
<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	270,000	265,748	(4,252)
24	Skagit County	371,411	363,843	(7,568)
25	WCOA/Whatcom and San Juan Counties	654,674	669,684	15,010
26	<b>Disaster Relief</b>			-
27	<b>Volunteer Services</b>			
28	ISR/Island County	34,628	34,628	-
29	CASC/Skagit County	38,602	38,602	-
30	Opportunity Council/Whatcom County	45,638	45,638	-
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	114,055	-
36	<b>Caregiver Training/Agency Workers Health Insurance</b>	299,800	299,800	-
37	<b>Evidence Based Programs</b>	32,306	32,306	-
38	<b>Dementia Support Program</b>	-	-	-
39	<b>Health Homes</b>	-	-	-
<b>Total Subcontractor Expenditures</b>		1,919,145	1,922,335	3,190
40	<b>Total Budgeted Expenditures</b>	<b>2,015,354</b>	<b>2,017,544</b>	<b>2,190</b>
41	<b>Unallocated Funding</b>	-	-	-
42	<b>Percent Change in Revenue</b>			
43	<b>Percent Change in Budgeted Expenditures</b>			

## Northwest Regional Council - Year 2023 Budget Revision



NORTHWEST REGIONAL COUNCIL		Non Emergency Transportation Brokerage		
2023 DEPT BUDGET		2022	2023	
		Revised	Budget	Change
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid			-
2	DSHS - ALTSA - All Other			-
3	Disaster Relief Funding - COVID			-
4	Health Care Authority	5,248,800	6,088,800	840,000
5	Local Funds	92,259	123,628	31,369
6	Other Contracted			-
<b>Subtotal Current Year Funding</b>		5,341,059	6,212,428	871,369
7	Use of Fund Balance Reserves	-	50,637	50,637
<b>Subtotal Funding (including reserves)</b>		<b>5,341,059</b>	<b>6,263,065</b>	<b>922,006</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	676,993	727,818	50,825
9	Taxes & Benefits	307,628	332,352	24,724
<b>Total Personnel</b>		984,621	1,060,170	75,549
10	Office/Operating Supplies	6,510	5,947	(563)
11	Small Tools/Capital Equipment	11,845	13,584	1,739
12	Professional Services	39,935	39,951	16
13	Communication	23,802	25,689	1,887
14	Travel	4,644	3,717	(927)
15	Occupancy/Insurance	54,694	57,810	3,116
16	Disaster Relief	-	-	-
17	Miscellaneous	15,008	16,197	1,189
<b>Total Operating Expenditures</b>		156,438	162,895	6,457
<b>Total Direct Service and Administration</b>		1,141,059	1,223,065	82,006
<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>	4,200,000	5,040,000	840,000
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>Dementia Support Program</b>			-
39	<b>Health Homes</b>			-
<b>Total Subcontractor Expenditures</b>		4,200,000	5,040,000	840,000
40	<b>Total Budgeted Expenditures</b>	<b>5,341,059</b>	<b>6,263,065</b>	<b>922,006</b>
41	<b>Unallocated Funding</b>	-	-	-
42	<b>Percent Change in Revenue</b>			
43	<b>Percent Change in Budgeted Expenditures</b>			

## Northwest Regional Council - Year 2023 Budget Revision

NORTHWEST REGIONAL COUNCIL		Jail Health Program		
2023 DEPT BUDGET		2022	2023	
		Revised	Budget	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	1,792,565	1,943,281	150,716
<b>Subtotal Current Year Funding</b>		1,792,565	1,943,281	150,716
7	Use of Fund Balance Reserves	-	-	-
<b>Subtotal Funding (including reserves)</b>		<b>1,792,565</b>	<b>1,943,281</b>	<b>150,716</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	1,225,968	1,300,002	74,034
9	Taxes & Benefits	474,197	505,787	31,590
<b>Total Personnel</b>		1,700,165	1,805,789	105,624
10	Office/Operating Supplies	2,748	8,014	5,266
11	Small Tools/Capital Equipment	3,028	3,821	793
12	Professional Services	55,322	95,036	39,714
13	Communication	7,551	8,700	1,149
14	Travel	7,693	7,859	166
15	Occupancy/Insurance	8,297	5,576	(2,721)
16	Disaster Relief	-	-	-
17	Miscellaneous	7,761	8,486	725
<b>Total Operating Expenditures</b>		92,400	137,492	45,092
<b>Total Direct Service and Administration</b>		1,792,565	1,943,281	150,716
<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>Dementia Support Program</b>			-
39	<b>Health Homes</b>			-
<b>Total Subcontractor Expenditures</b>		-	-	-
40	<b>Total Budgeted Expenditures</b>	<b>1,792,565</b>	<b>1,943,281</b>	<b>150,716</b>
41	<b>Unallocated Funding</b>	-	-	-
42	<b>Percent Change in Revenue</b>			
43	<b>Percent Change in Budgeted Expenditures</b>			

## Northwest Regional Council - Year 2023 Budget Revision

NORTHWEST REGIONAL COUNCIL		Other NWRC Activities		
2023 DEPT BUDGET		2022	2023	
		Revised	Budget	Change
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid			-
2	DSHS - ALTSA - All Other	128,293		(128,293)
3	Disaster Relief Funding - COVID	835,086	817,356	(17,730)
4	Health Care Authority			-
5	Local Funds	29,369	-	(29,369)
6	Other Contracted	296,710	151,860	(144,850)
<b>Subtotal Current Year Funding</b>		1,289,458	969,216	(320,242)
7	Use of Fund Balance Reserves	33,244	60,946	27,702
<b>Subtotal Funding (including reserves)</b>		<b>1,322,702</b>	<b>1,030,162</b>	<b>(292,540)</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	216,193	23,529	(192,664)
9	Taxes & Benefits	90,934	9,432	(81,502)
<b>Total Personnel</b>		307,127	32,961	(274,166)
10	Office/Operating Supplies	2,478	552	(1,926)
11	Small Tools/Capital Equipment	2,470	1,033	(1,437)
12	Professional Services	147,777	172,937	25,160
13	Communication	9,113	2,344	(6,769)
14	Travel	9,703	381	(9,322)
15	Occupancy/Insurance	4,867	1,135	(3,732)
16	Disaster Relief	422,945	380,677	(42,268)
17	Miscellaneous	4,081	1,463	(2,618)
<b>Total Operating Expenditures</b>		603,434	560,522	(42,912)
<b>Total Direct Service and Administration</b>		910,561	593,483	(317,078)
<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>	412,141	436,679	24,538
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>Dementia Support Program</b>	-	-	-
39	<b>Health Homes</b>			-
<b>Total Subcontractor Expenditures</b>		412,141	436,679	24,538
40	<b>Total Budgeted Expenditures</b>	<b>1,322,702</b>	<b>1,030,162</b>	<b>(292,540)</b>
41	<b>Unallocated Funding</b>	-	-	-
42	<b>Percent Change in Revenue</b>			
43	<b>Percent Change in Budgeted Expenditures</b>			

## Northwest Regional Council - Year 2023 Budget Revision

# NORTHWEST REGIONAL COUNCIL 2023 BUDGET

COMPARISON OF ANNUALIZED FTEs		Original	Revised	Original	Change
Position		2022 FTE	2022 FTE	2023 FTE	
Executive Director		1.00	1.00	1.00	-
Long-Term Care Case Management Director		0.00	1.00	1.00	-
Clinical Director		0.00	1.00	1.00	-
Care Management Director		1.00	0.00	0.00	-
a. Operations Director		1.00	1.00	0.00	(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	-
b. Administrative Manager		1.00	1.00	1.00	-
Planner		1.00	1.00	1.00	-
c. Business Development Director		1.00	1.00	1.00	-
Contract Specialist		2.00	2.00	2.00	-
HR Manager		1.00	1.00	1.00	-
HR Specialist		0.00	1.00	1.00	-
d. Program Specialist		16.00	16.00	8.00	(8.00)
Tribal Program Specialist		1.00	1.00	1.00	-
Outreach Specialist		0.00	1.00	1.00	-
Customer Service Representative		5.00	5.00	5.00	-
Administrative Aide		1.75	1.75	1.75	-
Quality Assurance/Training Coordinator		1.00	0.00	0.00	-
e. TXIX Case Manager		21.00	22.00	23.00	1.00
d. MAC/TSOA & FCSP Case Manager		0.00	0.00	8.00	8.00
Care Coordinator		16.00	17.00	17.00	-
Behavioral Health Clinician/Substance Use Clinician		9.00	9.00	9.00	-
Care Management Program Supervisor		6.00	6.00	6.00	-
Program Administrative Support Manager		1.00	1.00	1.00	-
Case Aide		8.00	8.00	8.00	-
Program Operations Specialist		3.00	3.00	3.00	-
Fiscal Manager		1.00	1.00	1.00	-
Senior Accountant		1.00	1.00	1.00	-
Accounting Analyst		4.00	4.00	4.00	-
Budget Administrator		1.00	1.00	1.00	-
Receptionist/Administrative Aide		3.00	2.00	2.00	-
Information Technology Specialist		1.00	1.00	1.00	-
IT Network Administrator		1.00	1.00	1.00	-
Administrative Assistant		1.00	1.00	1.00	-
Jail Health Nursing Supervisor		1.00	1.00	1.00	-
Jail Health RN		9.63	9.63	9.63	-
Jail Health LPN		0.00	1.00	1.00	-
Jail Transitions Care Coordinator		0.00	0.00	0.00	-
Jail Health Medical Assistant		2.00	1.00	1.00	-
<b>Total Annualized FTEs</b>		<b>126.38</b>	<b>129.38</b>	<b>129.38</b>	<b>0.00</b>

## Revisions for 2023:

- a. Eliminate Operations Director position
- b. Reclassify Office Supervisor to Administrative Manager
- c. Reclassify Business Development Manager to Business Development Director
- d. Reclassify case carrying Program Specialists to Case Managers
- e. Additional Case Manager FTE to maintain 75:1 caseload ratio

**NWRC Salary Schedule  
Effective January 1, 2023**

(3% between steps)      Step 1      Step 2      Step 3      Step 4      Step 5      Step 6      Step 7      Step 8      Step 9      Step 10											
COLA: 5.0%											
1	Clinical Director	88,530	91,186	93,922	96,740	99,643	102,633	105,712	108,884	112,151	115,516
	Community Programs Director	3,688.75	3,799.42	3,913.42	4,030.83	4,151.79	4,276.38	4,404.67	4,536.83	4,672.96	4,813.17
	LTC Case Management Director										
	Fiscal Manager										
	<del>Operations Director</del> Business Development Director										
2	Medicaid Transportation Services Mgr.	80,463	82,877	85,364	87,925	90,563	93,280	96,079	98,962	101,931	104,989
	Program Admin Support Manager	3,352.63	3,453.21	3,556.83	3,663.54	3,773.46	3,886.67	4,003.29	4,123.42	4,247.13	4,374.54
	<del>Administrative Manager</del> <del>Business Development Manager</del>										
	HR Manager										
3	Care Management Program Supervisor	74,592	76,830	79,135	81,510	83,956	86,475	89,070	91,743	94,496	97,331
	Community Programs Supervisor	3,108.00	3,201.25	3,297.29	3,396.25	3,498.17	3,603.13	3,711.25	3,822.63	3,937.33	4,055.46
	<del>Office Supervisor</del>										
4	RN Case Manager/Care Coordinator	71,040	73,172	75,368	77,630	79,959	82,358	84,829	87,374	89,996	92,696
	IT Network Administrator	2,960.00	3,048.83	3,140.33	3,234.58	3,331.63	3,431.58	3,534.54	3,640.58	3,749.83	3,862.33
	Budget Administrator	34.16	35.18	36.24	37.33	38.45	39.60	40.79	42.01	43.27	44.57
5	Planner	69,140	71,215	73,352	75,553	77,820	80,155	82,560	85,037	87,589	90,217
	Senior Accountant	2,880.83	2,967.29	3,056.33	3,148.04	3,242.50	3,339.79	3,440.00	3,543.21	3,649.54	3,759.04
	Quality Assurance/Training Coordinator	33.25	34.24	35.27	36.33	37.42	38.54	39.70	40.89	42.12	43.38
6	Contract Specialist	63,850	65,766	67,739	69,772	71,866	74,022	76,243	78,531	80,887	83,314
	Behavioral Health Clinician	2,660.42	2,740.25	2,822.46	2,907.17	2,994.42	3,084.25	3,176.79	3,272.13	3,370.29	3,471.42
		30.70	31.62	32.57	33.55	34.56	35.59	36.66	37.76	38.89	40.06
7	Case Manager	59,118	60,892	62,719	64,601	66,540	68,537	70,594	72,712	74,894	77,141
	Care Coordinator	28.43	29.28	30.16	31.06	32.00	32.96	33.94	34.96	36.01	37.09
	Information Technology Specialist										
8	Program Specialist	54,217	55,844	57,520	59,246	61,024	62,855	64,741	66,684	68,685	70,746
	Tribal Program Specialist	26.07	26.85	27.66	28.49	29.34	30.22	31.13	32.06	33.03	34.02
	Program Operations Specialist										
	Accounting Analyst										
	HR Specialist <del>Outreach Specialist (2 yr temp role)</del>										
9	Case Aide	45,731	47,103	48,517	49,973	51,473	53,018	54,609	56,248	57,936	59,675
	Customer Service Representative	21.99	22.65	23.33	24.03	24.75	25.49	26.26	27.05	27.86	28.69
	Administrative Assistant										
10	Administrative Aide	43,925	45,243	46,601	48,000	49,440	50,924	52,452	54,026	55,647	57,317
	Receptionist/Administrative Aide	21.12	21.76	22.41	23.08	23.77	24.49	25.22	25.98	26.76	27.56
0% Market Rate Increase											

**NWRC Salary Schedule**  
**Effective January 1, 2023**

(3% between steps)    **Step 1**      **Step 2**      **Step 3**      **Step 4**      **Step 5**      **Step 6**      **Step 7**      **Step 8**      **Step 9**      **Step 10**

**COLA: 5.0%**

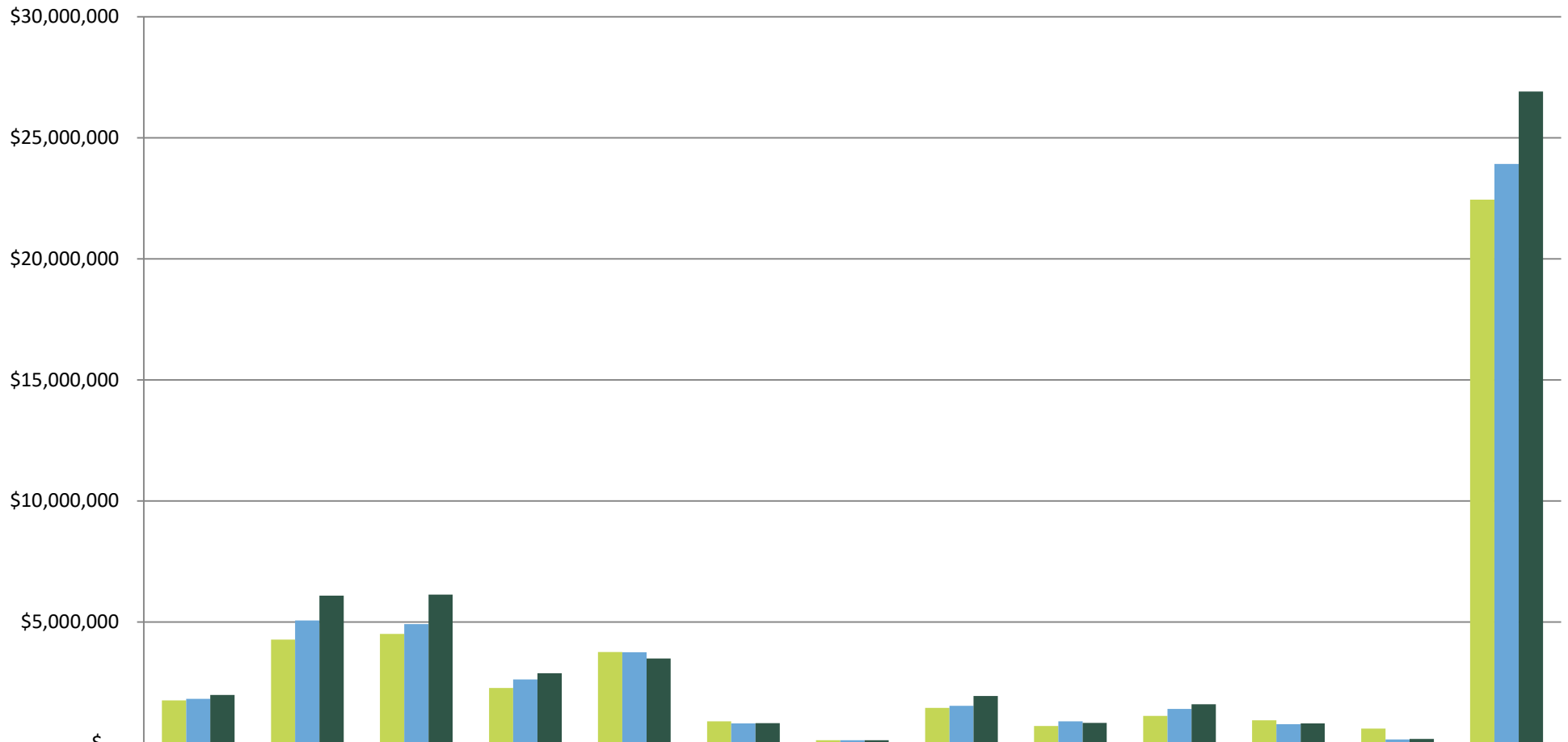
<b>1</b>	Jail Health Nursing Supervisor <sup>1</sup>	93,280 3,886.67	96,079 4,003.29	98,962 4,123.42	101,931 4,247.13	104,989 4,374.54	108,139 4,505.79	111,384 4,641.00	114,726 4,780.25	118,168 4,923.67	121,714 5,071.42
<b>2</b>	Jail Health RN <sup>2</sup>	84,084 40.43	86,607 41.64	89,206 42.89	91,883 44.18	94,640 45.50	97,480 46.87	100,405 48.28	103,418 49.73	106,521 51.22	109,717 52.75
<b>2</b>	Jail Health LPN 2	66,066 31.77	68,048 32.72	70,090 33.70	72,193 34.71	74,359 35.75	76,590 36.83	78,888 37.93	81,255 39.07	83,693 40.24	86,204 41.45
<b>4</b>	Jail Health Medical Assistant	43,925 21.12	45,243 21.76	46,601 22.41	48,000 23.08	49,440 23.77	50,924 24.49	52,452 25.22	54,026 25.98	55,647 26.76	57,317 27.56

<sup>1</sup>on call \$2.00/hr

<sup>2</sup>charge duty \$1.00/hr

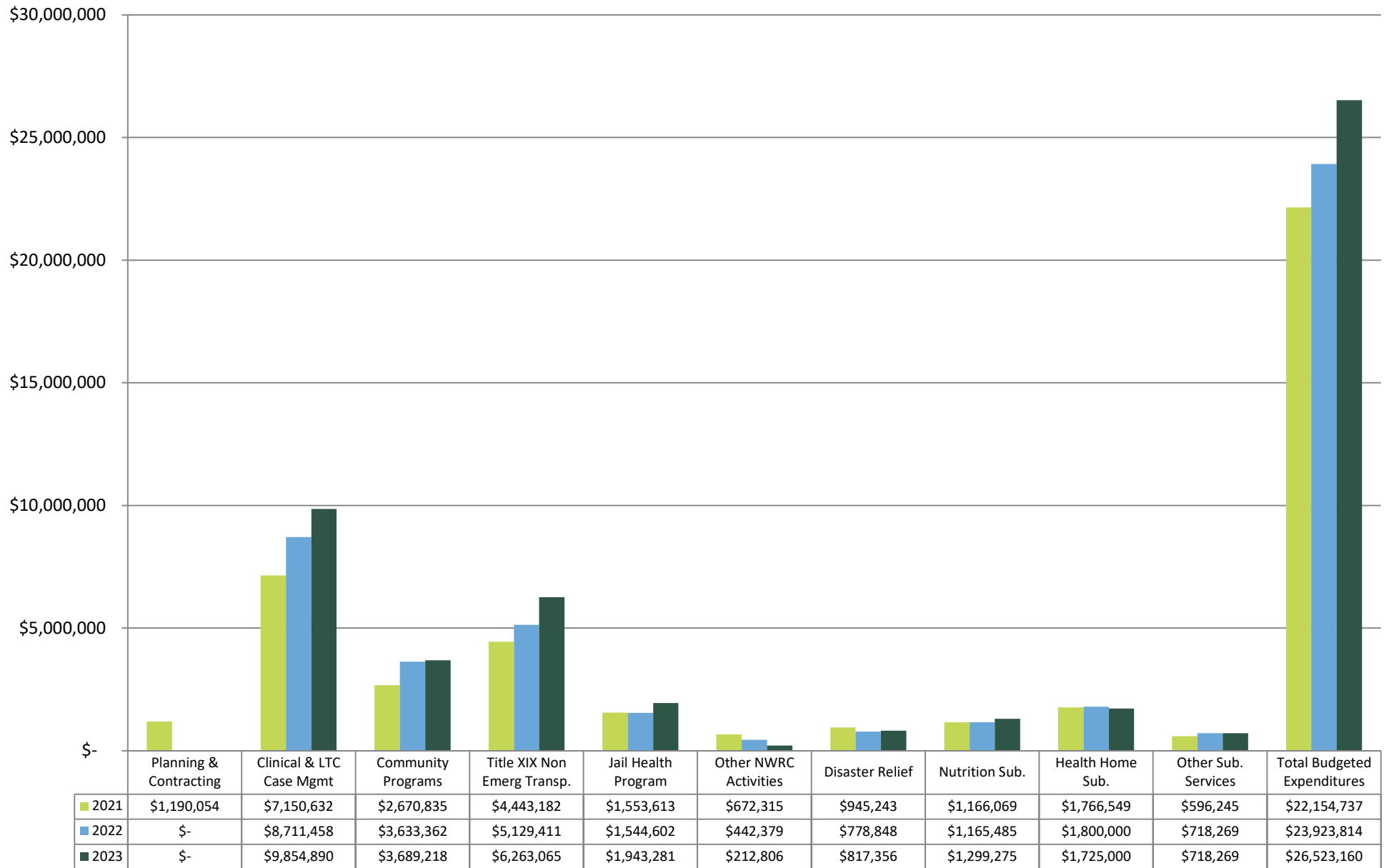
**0% Market Rate Increase**

## NORTHWEST REGIONAL COUNCIL 2021/2022/2023 REVENUE



	Older Americans Act	Title XIX Non Emergent Transp.	DSHS-TXIX Medicaid	Other DSHS - ALTSA	Health Home	Local Contracted	Local Discretionary	Jail Health Program	Family Caregiver Expansion Waiver	Behavioral Health Program	Disaster Relief	Use of Fund Balance	Total Budgeted Resources
2021	\$1,761,114	\$4,272,000	\$4,511,470	\$2,275,238	\$3,764,734	\$901,004	\$125,228	\$1,456,501	\$708,311	\$1,121,640	\$945,253	\$600,639	\$22,443,132
2022	\$1,830,855	\$5,068,800	\$4,918,634	\$2,633,325	\$3,753,000	\$818,711	\$121,628	\$1,544,602	\$898,370	\$1,408,090	\$778,848	\$148,951	\$23,923,814
2023	\$1,986,846	\$6,088,800	\$6,134,811	\$2,882,209	\$3,500,000	\$822,536	\$123,628	\$1,943,281	\$838,177	\$1,600,866	\$817,356	\$173,796	\$26,912,306

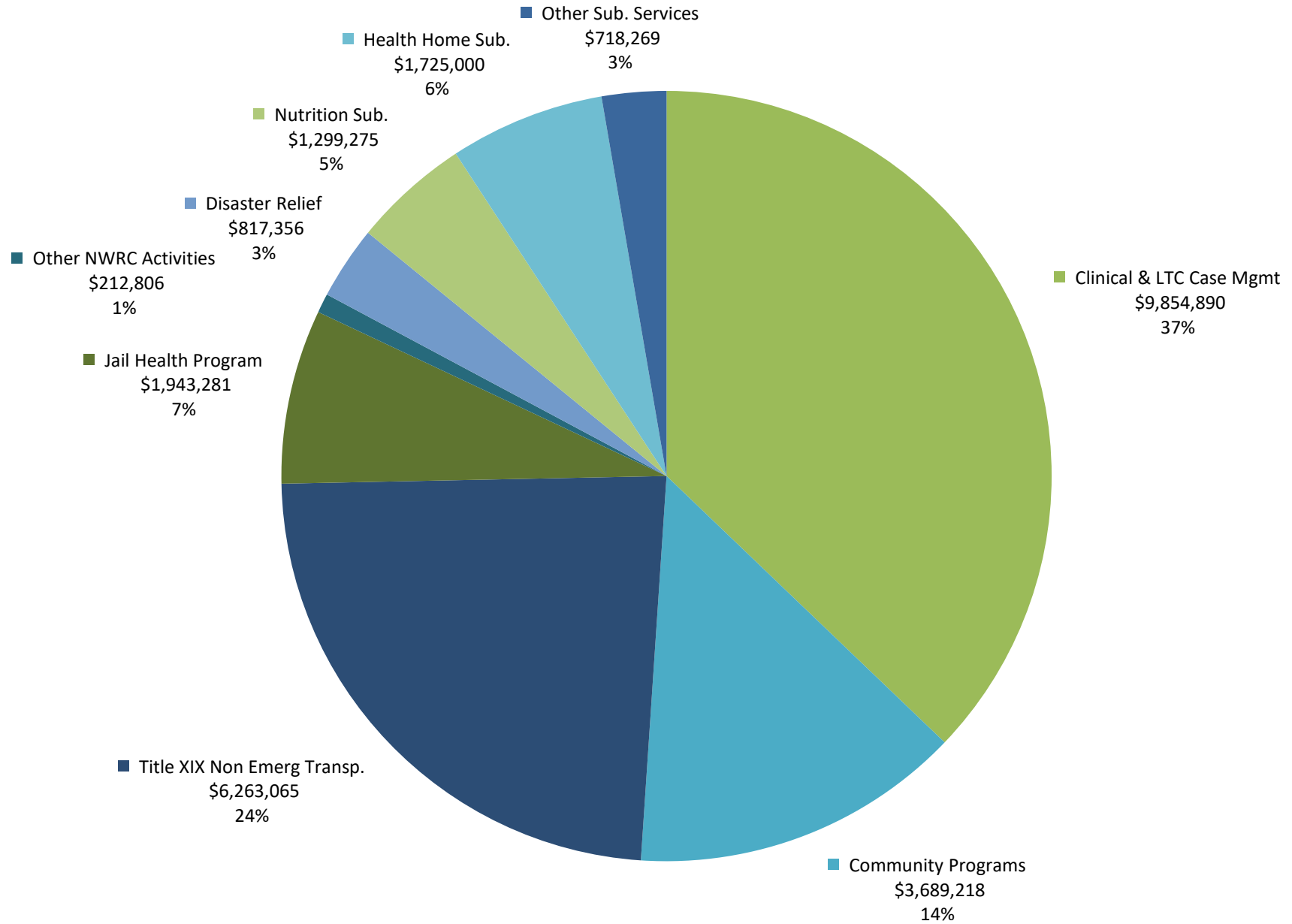
## NORTHWEST REGIONAL COUNCIL 2021/2022/2023 EXPENDITURES



Northwest Regional Council - Year 2023 Budget



## 2023 EXPENDITURES



# Funding Sources

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## DSHS Medicaid

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Long-Term Care Case Management: Programs that include authorization and oversight of home and community-based long-term care services for adults with disabilities who choose to stay in their own homes.

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## DSHS All Other

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The Older Americans Act (OAA): Individuals receiving services must be 60 years or older (with some limited exceptions).

- OAA Title III-B - social and health services
- OAA Title III-C-1 - congregate nutrition services
- OAA Title III-C-2 - home-delivered nutrition services
- OAA Title III-D - disease prevention and health promotion services
- OAA Title III-E - National Family Caregiver Support Program

COVID-19 Emergency Response: Disaster relief funding to be used in response to the COVID-19 pandemic to support program efforts under OAA rules and regulations.

American Rescue Plan Act (ARP)  
American Rescue Plan Act State Match

Nutrition Services Incentive Program: These funds provide cash reimbursement based on the proportion total of statewide meals served by nutrition projects.

Senior Farmers Market Program: The Senior Farmer's Market Nutrition Project allows nutrition programs to purchase fresh food from local farmers.

Home Delivered Meal Expansion for Older Adults: Additional state funding to provide home delivered meals services.

The State Senior Citizens Services Act (SCSA): Provides state funding for senior citizen programs, largely used in companionship with OAA funding.

State and Medicaid Funds Designated for Family Caregiver Support and Kinship Care: Unpaid caregivers who may be served through the Family Caregiver Family Caregiver Support and Kinship Care services provide a variety of supports and information to unpaid caregivers.

Building Dementia Capable Communities: Provides state funding for NWRC's Dementia Support Program to help people with possible or diagnosed dementia to live their best lives and stay at home as long as possible.

State Care Transitions: Provides state funding to support transitions of care from acute care hospitals and community-based settings.

Hospital Surge: Provides one-time funding to support "Expanding the Public Health Workforce within the Aging Network for States" through Administration for Community Living funding.

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## **Health Care Authority**

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Transportation Brokerage: Provides transportation service for Medicaid clients of all ages who have no other means to reach covered medical services.

Health Home Care Coordination: Intensive care coordination for high-cost, high-need Medicaid and Medicaid/Medicare beneficiaries of all ages to ensure that services are integrated and coordinated across medical, mental health, chemical dependency, and long-term services and supports

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## **Other Contracted**

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Behavioral Health: NWRC provide in-home mental health counseling on a fee-for-service basis.

Hospitals: Care coordination in support of hospital transitions.

Humana: Care coordination for Medicare beneficiaries.

Recovery Care Coordination: Coordination of support for people in all stages of recovery from substance abuse disorders.

Whatcom Jail Health Program: Funding from Whatcom County for management and delivery of health care services in the Whatcom County jail.

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## **Local Discretionary**

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Local Match from each Sponsor County

# NORTHWEST REGIONAL COUNCIL 2023 BUDGET

## REVENUE PROJECTIONS 2023

Funding Source	Revised Revenues 2022	Original Revenues 2023	Increase/ Decrease 2023	% of Change
<b>Older Americans Act</b>				
Title III-B--New	517,459	392,421	(125,038)	-24.2%
--Prior Year Contract Balance	229,888	361,254	131,366	57.1%
Title III-C-1--New	135,879	138,889	3,010	2.2%
--Prior Year Contract Balance	3,010	-	(3,010)	-100.0%
Title III-C-2--New	681,933	682,481	548	0.1%
--Prior Year Contract Balance	1,548	-	(1,548)	-100.0%
Title III-D--New	32,306	32,306	-	0.0%
--Prior Year Contract Balance	26,366	-	(26,366)	-100.0%
Title III-E--New	179,118	231,732	52,614	29.4%
--Prior Year Contract Balance	149,524	143,732	(5,792)	-3.9%
Elder Abuse--New	4,031	4,031	-	0.0%
<b>Subtotal Older Americans Act</b>	<b>1,961,062</b>	<b>1,986,846</b>	<b>25,784</b>	<b>1.3%</b>
Disaster Relief Funding	778,848	817,356	38,508	4.9%
--Prior Year Contract Balance	56,238	-	(56,238)	-100.0%
Nutrition Services Incentive Program (NSIP)	265,594	252,376	(13,218)	-5.0%
Senior Farmer's Market Nutrition Project	164,376	164,376	-	0.0%
Home Delivered Meals One-Time Funding	27,361	43,769	16,408	60.0%
Home Delivered Meal Expansion (State Bill 5736)	39,521	39,521	-	0.0%
Medicaid Case Management/Nursing Services	4,810,155	5,476,959	666,804	13.9%
--Requested Match	116,434	116,434	-	0.0%

# NORTHWEST REGIONAL COUNCIL 2023 BUDGET

<b>Funding Source</b>	<b>Revised Revenues 2022</b>	<b>Original Revenues 2023</b>	<b>Increase/ Decrease 2023</b>	<b>% of Change</b>
Core Services Contract Management	371,981	382,418	10,437	2.8%
Medicaid Administrative Claiming	159,000	159,000	-	0.0%
Medicaid Transportation Brokerage	5,248,800	6,088,800	840,000	16.0%
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	550,205	550,205	-	0.0%
Dementia Resource Catalyst	375,000	375,000	-	0.0%
State Family Caregiver Support Program	758,002	708,002	(50,000)	-6.6%
State Care Transitions	78,513	157,025	78,512	100.0%
Family Caregiver Expansion Waiver (MTD)	783,538	838,177	54,639	7.0%
Volunteer Services--General Fund	118,868	118,868	-	0.0%
Private Pay Case Management	5,000	5,000	-	0.0%
Dementia Partnerships Project	17,656	-	(17,656)	-100.0%
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%
Health Homes	3,400,000	3,500,000	100,000	2.9%

## NORTHWEST REGIONAL COUNCIL 2023 BUDGET

<b>Funding Source</b>	<b>Revised Revenues 2022</b>	<b>Original Revenues 2023</b>	<b>Increase/ Decrease 2023</b>	<b>% of Change</b>
Jail Health Program	1,792,565	1,943,281	150,716	8.4%
Behavioral Health Program	1,232,112	1,600,866	368,754	29.9%
Other Funds including Local Discretionary	553,494	538,914	(14,580)	-2.6%
Humana Care Coordination	128,174	135,850	7,676	6.0%
Skagit County Care Coordination	281,024	300,000	18,976	6.8%
<hr/>				
<b>Total Northwest Regional Council Revenues</b>	<b>24,512,988</b>	<b>26,738,510</b>	<b>2,225,522</b>	<b>9.1%</b>

**FUND BALANCE REPORT FOR 2022 BUDGET  
AS OF SEPTEMBER 30, 2022**

Accrual Basis

<b>Restricted for Medicaid Transformation Demonstration/HCBS</b>	<b>CURRENT YEAR</b>	<b>CUMULATIVE</b>
Fund Balance as of Fiscal Year Begin Date January 1, 2022		\$ 822,110
Revenue Billed for the Current Year	\$ 626,858	
Actual Expenditures for the Year	\$ (408,049)	
Difference Between Payment and Expenditures for the Reporting Period	\$ 218,809	\$ 218,809
Other Allowable Expenditures Charged Against the Fund Balance During the Year		\$ -
Net Change to Fund Balance		\$ 218,809
<b>Ending Medicaid Transformation/HCBS Fund Balance</b>		<b>\$ 1,040,919</b>

<b>Restricted for TXIX Medicaid/Aging Network</b>	<b>CURRENT YEAR</b>	<b>CUMULATIVE</b>
Fund Balance as of Fiscal Year Begin Date January 1, 2022		\$ 1,861,123
Unit Rate Revenue Billed for the Current Year	\$ 3,729,295	
Unit Rate Expenditures for the Year	\$ (3,216,470)	
Difference Between Unit Rate Reimbursement and Expenditures for the Year	\$ 512,825	\$ 512,825
Aging Network Expenditures Charged Against the Fund Balance During the Year		\$ (278,819)
Net Change to Fund Balance		\$ 234,006
<b>Ending TXIX Medicaid/Aging Network Fund Balance</b>		<b>\$ 2,095,129</b>

<b>Unrestricted Funds</b>		<b>\$ 2,209,148</b>
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<b>Total Fund Balance</b>		<b>\$ 5,345,196</b>
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# **COST ALLOCATION PLAN SUMMARY**

## **Northwest Regional Council**

### **Effective January 1, 2023**

#### **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 semi-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 and 45 CFR Part 75.431. Payments for unused leave when an employee retires or terminates employment are allowable in the year of payment.

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

As an Area Agency on Aging expending pass-thru funds from DSHS, originating from Health and Human Services, we are subject to 45 CFR Part 75. 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 five cost pools. The General Administrative Indirect Cost Pool 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 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.

### **Clinical Programs Cost Pool**

Costs that cannot be directly attributed to a specific program and/or funding source and that benefit the clinical programs as a whole are captured in this pool. Clinical programs include Care Coordination, Care/Hospital Transitions, and Behavioral Health activities. These costs are allocated based on total dollars disbursed for these 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 dollars disbursed for these particular activities over a three month lookback period including the current month.

### **Program Support Pool**

Costs that cannot be directly attributed to a specific program and/or funding source and that benefit clinical programs, long-term care case management, and community programs are captured in this pool. These costs are allocated based on total dollars disbursed for these particular activities over a three month lookback period including the current month.

### **Jail Health Pool**

Jail Health programs include nursing services, and Medication for Opioid Use Disorder (MOUD) nursing services for the Whatcom County jail. Costs that benefit these programs are allocated based on total dollars disbursed for these particular activities over a three month lookback period including the current month.

# **NORTHWEST REGIONAL COUNCIL 2023 BUDGET**

## **Financial Management Policies**

The overall goal of the Northwest Regional Council's financial management policies is to establish and maintain effective management of financial resources.

**The Northwest Regional Council will:**

**A. Establish and maintain a sound accounting system that:**

1. Readily identifies all revenue sources and applicable costs.
2. Contains information pertaining to all projects, grants, subgrants. Including detail of all:
  - a) authorizations, and approvals (except client services paid through Provider One)
  - b) obligations,
  - c) unobligated balances, and
  - d) assets, liabilities, expenditures, and revenues.

**B. Establish and maintain adequate internal controls.**

1. Provide reasonable assurance regarding the achievement of objectives in the following categories:
  - a) reliability of financial reporting,
  - b) effectiveness and efficiency of operations,
  - c) compliance with applicable laws and regulations, and
  - d) safeguarding assets
2. Document policies and procedures and perform annual self-assessment

**C. Maintain an adequate audit trail.**

1. Clearly identify all transactions, and significant events.
2. Be readily available for examination, review, or audit.

To ensure the requirements are met, the Northwest Regional Council will adhere to the following:

**A. Federal, State, and Local Regulations**

**B. DSHS Management Bulletins (MBs)**

**C. Washington State Auditor's Office Accounting and Reporting Requirements**

**D. Generally Accepted Accounting Principles (GAAP)**

1. Governmental Accounting Standards Board (GASB) as applicable to Cash Basis Governments
2. Financial Accounting Standards Board (FASB)
3. American Institute of Certified Public Accountants (AICPA)

Northwest Regional Council - Year 2023 Budget

# Northwest Regional Council

## Purchasing Procedures

### Purpose:

This document sets forth guidelines for the acquisition of goods and services by Northwest Regional Council (NWRC). This document should be used as a basic guide to assist NWRC managers and other employees in the procurement of goods and services of the necessary quality, at the lowest possible cost, and to minimize employee time devoted to purchasing functions. In determining quality, the NWRC may take into consideration responsiveness to the NWRC's requirements, the quality of the articles to be purchased or leased, availability of parts and service, delivery time, and prior dealings with the entity.

- A. All purchases:** Unless exempted as outlined below, purchases of goods and services must follow these requirements. Purchases may not be split to avoid bid requirements. All bid limits expressed as dollar values exclude sales tax and shipping. Exceptions to these processes may be made when:
1. There is a declaration of an emergency by the Executive Director pursuant to RCW 36.32.270.
  2. Purchase is made upon the authority of another government's bid award that meets all the requirements of the NWRC policies. To participate in another government's bid, an Inter-local agreement between the governments must be in place. For example, NWRC is a paid subscriber in the State Purchasing Cooperative and, as such, can participate in certain contracts competitively negotiated by other governments.
  3. Sole source provider. When only one source is available to purchase a particular product or service, bidding procedures are not necessary. If an item or service is clearly unique and another item or service cannot be substituted, then the purchase may qualify for the sole source exclusion. Requests for sole source purchases must be submitted to the Executive Director for consideration.
- B. Purchases less than the uniform guidance threshold for micro-purchases, currently \$10,000:** No bid or quote process, nor cost or price analysis is required. Purchases are distributed among a range of qualified vendors whenever possible. NWRC uses inter-entity agreements where applicable.
- C. Purchases between \$10,000 and \$75,000:** At least three (3) vendors shall be contacted to determine the best source for the purchase. Quotes can be obtained from interested vendors in writing or verbally. All quotes related to a

specific purchase shall be documented in writing and retained per the records retention schedule (each quote shall be identified, including vendor name, vendor contact name, date, and telephone number, and proposed amount).

**D. Purchases in excess of \$75,000:** Formal bid procedures, as outlined below, shall be performed.

In developing specifications for bids or proposals, all reasonable efforts shall be made to ensure that a variety of vendors shall be capable of fulfilling the stated requirements of the NWRC. Performance considerations shall be included in the specifications. However, nothing in this section shall be construed to limit the NWRC from pursuing sole source procurement where adequate justification has been presented that such procurement is in the best interests of NWRC operations.

1. The *Executive Director or his/her designee* shall be responsible for the review and approval of specifications and the preparation of invitations to bid pursuant to provisions set forth in this chapter.
2. All bid specifications shall be in writing and placed on file for public inspection.
3. An advertisement indicating that written specifications are on file and available for public inspection shall be published in the official county newspapers throughout the region. Advertisements shall be published at least once prior to the last date upon which bids will be received and may be published for as many additional publications as shall be considered in the NWRC's interest. Such advertisement shall state:
  - a. The date after which bids will not be received;
  - b. The character of the work to be done, or the materials, equipment or service to be purchased; and
  - c. Where the specifications may be seen.
4. Bids received shall be opened on the date named in the advertisement for bids, or to such an adjourned time as may then be publicly announced.
5. After opening, all bids shall be reviewed by the Executive Director or designee with a recommendation for award.
6. After opening and award, all bids shall be filed for public inspection, and available by telephone inquiry.
7. Any or all bids may be rejected for good cause.
8. The NWRC may award to multiple bidders for the same commodity or service when the bid specifications provide for special circumstances in the determination of which vendor truly provides the best value to the NWRC. Special circumstances may include differences in ability to deliver, delivery time, availability of material, special loading or unloading conditions, total cost including

transport or labor if not included with bid item, performance of the delivered material, location of the source, and proximity to the delivery point.

**E. Unregistered or unlicensed contractors prohibited**

No contract shall be entered into or executed with any contractor who is not registered or licensed as required by the laws of this state.

**F. Joint purchasing**

The NWRC may enter into agreements with the state or federal government, political subdivision, or unit of local government to purchase goods or services cooperatively. Joint purchasing services are hereby authorized and encouraged with any other municipal corporation in Washington State. Bids and quotes may be obtained jointly based on volume if it is in the NWRC's best interest to do so.

**G. NWRC approval required.**

Execution of any contract that results from these processes must conform to NWRC bylaws, which state:

“The Executive Director shall have authority to execute approved contracts and associated contract amendments in the name of the NWRC, which are in conformance with the work program, budget, and which are in an amount of Seventy-five Thousand Dollars (\$75,000) or less. Upon execution of such contracts, the Executive Director shall notify the Chairperson and such committees as the NWRC may prescribe from time-to-time. A contract or contract amendment in which the NWRC is party and which is in the amount greater than Seventy-five Thousand Dollars (\$75,000) shall require the prior approval of the NWRC before execution by the Executive Director.”

# Capital Planning

The capital assets currently held by the Northwest Regional Council are general office equipment and limited leasehold improvements.

## **Technology Improvements**

Northwest Regional Council (NWRC) continues with the plan to replace computer equipment on a five-year cycle. During 2023, we will continue to cycle computers (approximately 10) to maintain the technology required by our major funding agencies. The 2023 IT budget also includes server support costs, docking stations, monitors, laptop batteries, and surge protectors. In response to the need for increased mobility, we have transitioned most of our staff to laptops.

The budget also includes purchase of Human Resources Information Systems software.

NWRC will continue to review and respond to the technology needs of our staff.

## **General Equipment**

General office equipment will be acquired by the NWRC as needed.

## **Building Facilities**

Space currently used by the NWRC is leased. NWRC occupies the entire building at 600 Lakeway Drive in Bellingham. The lease was renewed for a five-year period beginning June 1, 2018, with the opportunity for renewal in June of 2023. During 2022, the HVAC project was completed to improve air quality throughout the building, two large windows in the lobby were replaced due to vandalism, and fencing was installed on the exterior stairwell and back sidewalk corridor to improve building security.

In Skagit County, our office is located at 301 Valley Mall Way, Suite 100 in Mount Vernon. A five-year lease is in place for February of 2018 through February of 2023, with an opportunity for renewal. The Mount Vernon office did not require any major improvements.

We do not anticipate any significant facilities costs during 2023.



December 15, 2022

TO: Northwest Regional Council  
FROM: Amanda McDade, Executive Director  
RE: Proposed Meeting Schedule for 2023

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### **Background**

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

### **Proposed Schedule**

We propose the full NWRC board meet on:

- April 20, 2023
- July 20, 2023
- December 7, 2023