



Northwest Regional Council Governing Board

April 16, 2026

1 pm – 3 pm

Hybrid Meeting

In-Person Mount Vernon NWRC Office 301 Valley Mall Way, Suite 100 Mount Vernon, WA (360) 676-6749	Join Teams Meeting Meeting ID: 246 693 810 869 34 Passcode: vN9z7SF9
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AGENDA

Agenda Topic	Action Required
1. Call to Order	Motion to Approve
2. Public Comment	
3. Consent Agenda a) Approval of the Minutes i. Regular Meeting, December 18, 2025 ii. Special Meeting, March 27, 2026 b) Approval of November, December, January, and February Expenditure Listings c) 2025 Budget to Actual Report d) Routine Contracts and Amendments e) Signatures of Authoritative Body – Whatcom Co Treasurer	Motion to Approve
4. Executive Director’s Report a) Welcome New Board Members b) Legislative and Agency Updates	Information Only
5. Regular Agenda a) Proposed Budget Policy Updates b) Proposed Staffing Changes	Motion to Approve
6. Other Issues <ul style="list-style-type: none"> • County Information Sharing 	Information
7. Announcements	Discussion
8. Adjournment	



Future NWRC Meetings:

- August 20th, 2026
- December 17th, 2026

Anyone needing special accommodations to participate in a meeting should contact NWRC at least 48 hours in advance of the scheduled meeting.

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

**MINUTES OF THE
NORTHWEST REGIONAL COUNCIL
December 18, 2025**

BOARD MEMBERS:

Island County Commissioner Janet St. Clair, San Juan County Council Member Jane Fuller, San Juan County Council Member Kari McVeigh, Whatcom County Council Member Mark Stremmer, Skagit County Commissioner Peter Browning and Skagit County Commissioner Ron Wesen

STAFF: Amanda McDade, Sarah Silvas, Darla Smith, Holly Fletcher-Love, Katie Dubec, Shu-Ling Sun, Mariah Davis, Hadassah McGill

PUBLIC: none present

The meeting was called to order at 1:05 pm by San Juan County Council Member Jane Fuller.

There was no public comment.

There were no announcements.

Consent Agenda

Motion was made by Skagit County Commissioner Peter Browning and seconded by San Juan County Council Member Kari McVeigh to approve the Consent Agenda items a – f; Approval of the Minutes, July 17, 2025; Approval of June, July, August, September, and October 2025 Expenditure Listings; 2025 Budget to Actual Report; Annual Internal Fiscal Systems Review, and Routine Contracts and Amendments. Motion passed unanimously.

Executive Directors Report

Executive Director Amanda McDade provided:

- A legislative update, including the upcoming advocacy focus for 2026, which is Health Homes. The Healthcare Authority has put Health Homes into their decision package to extend funding. We have been gathering information and data about the cost savings and success of the program with the goal to get Health Homes into the permanent budget for the State.
- Agency updates: Amanda McDade has been the acting Clinical Director for the past year, and this will continue into 2026 as the position is tied to the outcome of Health Homes which is under NWRC's clinical department. NWRC will not recruit for a new Clinical Director until we are certain that Health Homes is funded. The second major update is that the Tribal Program Specialist Position is currently vacant. We are taking time to re-evaluate this position and meet with some of our local tribes to learn what supports are most helpful. We are re-writing the job description to remove anything outdated or unclear.
- A funding review: Amanda McDade shared the significant changes for NWRC funding including: the jail contract ended earlier than anticipated, the Older Americans Act carryover elimination funding, the dementia funding cut from the last legislative session, and Skagit County's discontinuation of the Recovery Care Coordination program at the end of 2026. NWRC is hopeful that we can find funding

streams for Recovery Care Coordination to ensure it continues at the end of the year. With the jail contract ending, NWRC had to pay out vacation balances for 12 staff members, and we are still assessing the impact of this.

WA Cares is coming in 2026 and contracts have been signed and sent out. Title 19 case management continues to grow as our population grows. Additional 1115 Medicaid waiver funding is coming our way and that is largely nutrition, home adaptations, and respite care, including administrative dollars for our staff to carry it out, and will run through 2027 only. NWRC is now in a place to expand its Behavioral Health Program and can begin recruiting for a Whatcom behavioral health clinician. Mid-year we are hoping to hire an Substance Use Disorder Professional for Skagit. We are also adding supported employment through the waiver program, which means we'll be able to support populations who want to work and can work. This should help with the mandatory employment requirements of Medicaid.

Council Member Fuller asked about the future budget in 2027 and if there were any concerns. Amanda McDade shared that the waiver funding ending is a concern, however, WA Cares is coming and is untouched by the Federal and Statewide budget crisis. Health homes is also a large piece to our budget that we will hopefully solidify into our state budget and no longer be a concern for 2027.

Regular Agenda

a) NWRC 2026 Budget, Resolution #25-02

Executive Director Amanda McDade reviewed the overall budget including the 3% COLA for staff and new funding streams that help NWRC to remain in the black.

Motion was made by Skagit County Commissioner Peter Browning and seconded by Whatcom County Councilmember Mark Stremler to accept the 2026 budget Resolution #25-02. Motion passed unanimously.

b) Proposed Policy Updates

Executive Director Amanda McDade provided a brief overview of the changes to the policy manual for 2026. There was some discussion around the process involved in the policy changes including how NWRC garners staff feedback. There was further discussion about the 'pets at work' policy to ensure NWRC is considering allergies, service animals, and different cultures that cannot be around dogs.

Motion was made by San Juan County Councilmember Kari McVeigh and seconded by Skagit County Commissioner Peter Browning to adopt the policy changes as presented effective January 1, 2026. Motion passed unanimously.

c) Nominations & Elections of Officers and Executive Committee

The board discussed the need for an appointed Chair and Vice-Chair for 2026-2027.

Motion made by Island County Commissioner Janet St. Clair and seconded by Skagit County Commissioner Peter Browning to nominate San Juan County Councilmember Jane Fuller for Chair and Whatcom County Councilmember Mark for Vice Chair for the upcoming term. Motion passed unanimously.

d) Reappointment of Advisory Board Members

The board reviewed the requests for several advisory board members from Island, San Juan, and Skagit Counties to be re-appointed for another three-year term.

Motion made by Skagit County Commissioner Peter Browning and seconded by San Juan County Councilmember Kari McVeigh to accept the re-appointments. Motion passed unanimously.

e) Proposed Meeting Schedule

Proposed governing board meeting dates were shared for 2026 and there were no concerns or changes.

f) WA Cares Program Updates

Mariah Davis provided a detailed overview of the WA Cares Program including the projected timeline, covered services, benefit amount, and how to apply.

Announcements

None made.

Executive Session

An Executive Session was called at 2:27 pm to discuss the Executive Director performance review. The Chair estimated the session would last until 2:40 pm.

The executive session ended at 2:40pm and the regular board meeting reconvened. The board paid compliments to Amanda McDade’s leadership as Executive Director at NWRC.

Adjournment

There being no further business, the meeting adjourned at 2:44 pm.

Prepared and submitted by:

Katie Durbec

Katie Durbec, Agency Administrator

**MINUTES OF THE
NORTHWEST REGIONAL COUNCIL
March 27, 2026**

BOARD MEMBERS: Whatcom County Executive Satpal Sidhu, Skagit County Commissioner Joe Burns, Skagit County Commissioner Peter Browning, Whatcom County Councilmember Mark Stremler, San Juan County Councilmember Kari McVeigh

STAFF: Amanda McDade, Katie Durbec, Holly Fletcher-Love, Shu-Ling Sun, Ryan Blackwell, Mark Detrick

PUBLIC: none present

The meeting was called to order at 10:03 am by Whatcom County Councilmember Mark Stremler.

There was no public comment.

Regular Agenda

- a) Sole Source Authority for Skagit Senior Nutrition
Executive Director Amanda McDade provided an overview of the request for sole source authority. There was some discussion to define what sole source authority would mean for this contract.

Motion was made by Skagit County Commissioner Peter Browning to authorize the sole source authority exemption for the Skagit County Senior Nutrition Program and seconded by San Juan County Councilmember Kari McVeigh. Motion passed unanimously.

- b) Proposed Staffing Changes
Executive Director Amanda McDade provided an overview of the proposed staffing changes and the reasoning for requesting an additional FTE to the Behavioral Health Program due to a long client waitlist. There was discussion about the current number of clinicians in the program.

Motion was made by Skagit County Commissioner Peter Browning to authorize the proposed staffing changes and seconded by San Juan County Councilmember Kari McVeigh. Motion passed unanimously.

Adjournment

There being no further business, the meeting adjourned at 10:13am.

Prepared and submitted by:

Katie Durbec

Katie Durbec (Agency Administrator)

NORTHWEST REGIONAL COUNCIL

EXPENDITURE APPROVAL

We, the undersigned Northwest Regional Council, do hereby approve payments in the amount of \$2,510,868.27 this 16th day of April 2026.

November 2025

Month of Expenditures

Amanda McDade
Executive Director

Jill Johnson
Island County Commissioner

Janet St. Clair
Island County Commissioner

Jane Fuller
San Juan County Councilmember

Kari McVeigh
San Juan County Councilmember

Peter Browning
Skagit County Commissioner

Joe Burns
Skagit County Commissioner

Satpal Sidhu
Whatcom County Executive

Mark Stremmer
Whatcom County Councilmember

NORTHWEST REGIONAL COUNCIL

EXPENDITURE APPROVAL

We, the undersigned Northwest Regional Council, do hereby approve payments in the amount of \$2,663,592.33 this 16th day of April 2026.

December 2025

Month of Expenditures

Amanda McDade
Executive Director

Jill Johnson
Island County Commissioner

Janet St. Clair
Island County Commissioner

Jane Fuller
San Juan County Councilmember

Kari McVeigh
San Juan County Councilmember

Peter Browning
Skagit County Commissioner

Joe Burns
Skagit County Commissioner

Satpal Sidhu
Whatcom County Executive

Mark Stremmer
Whatcom County Councilmember

NORTHWEST REGIONAL COUNCIL

EXPENDITURE APPROVAL

We, the undersigned Northwest Regional Council, do hereby approve payments in the amount of \$2,633,728.68 this 16th day of April 2026.

January 2026

Month of Expenditures

Amanda McDade
Executive Director

Jill Johnson
Island County Commissioner

Janet St. Clair
Island County Commissioner

Jane Fuller
San Juan County Councilmember

Kari McVeigh
San Juan County Councilmember

Peter Browning
Skagit County Commissioner

Joe Burns
Skagit County Commissioner

Satpal Sidhu
Whatcom County Executive

Mark Stremmer
Whatcom County Councilmember

NORTHWEST REGIONAL COUNCIL

EXPENDITURE APPROVAL

We, the undersigned Northwest Regional Council, do hereby approve payments in the amount of \$2,575,495.46 this 16th day of April 2026.

February 2026

Month of Expenditures

Amanda McDade
Executive Director

Jill Johnson
Island County Commissioner

Janet St. Clair
Island County Commissioner

Jane Fuller
San Juan County Councilmember

Kari McVeigh
San Juan County Councilmember

Peter Browning
Skagit County Commissioner

Joe Burns
Skagit County Commissioner

Satpal Sidhu
Whatcom County Executive

Mark Stremmer
Whatcom County Councilmember



Memorandum

To: Northwest Regional Council
From: Amanda McDade, Executive Director
Date: April 16, 2026
Subject: January through December 2025 Budget to Actual Report

We are pleased to present you with the Budget to Actual Report for the 2025 fiscal year.

NWRC earned 95% of projected revenues and overall expenditures for the year were 91% of projections.

We were able to add \$1,708,057 to our operating reserves for the fiscal year.

Proposed Motion: The Northwest Regional Council approves the January through December 2025 Budget to Actual Report.



**Budget to Actual Report
January through December 2025**

	January - December 2025 Actuals								2025 Supplemental Budget		
	Clinical Programs	Community Programs	Long-Term Care	Other Subcontracting	Non-Emergency Medical Transportation	Jail Health Program	Other Activities (DSP, SSF, WA Cares, etc.)	NWRC Total	2025 Supplemental Budget	Remaining Budget	% of Budget Used
Revenue											
Grant Revenue	203,315	3,160,198	6,909,538	3,246,070	-	-	729,061	14,248,182	14,543,423	295,241	98%
Contract Revenue	7,380,894	-	26,376	129,134	9,209,152	2,142,761	-	18,888,317	20,474,874	1,586,556	92%
Local Contributions	-	-	-	-	-	-	110,270	110,270	110,270	-	100%
Interest Revenue	350	-	-	-	-	-	93,994	94,344	86,400	(7,944)	109%
Miscellaneous Revenue	64,817	-	-	-	1,444	-	1,502	67,764	1,200	(66,564)	5647%
Donations	-	-	-	-	-	-	-	-	500	500	0%
Revenue Write Offs	(272,370)	(1,444)	-	(4,353)	-	-	-	(278,167)	(310,000)	(31,833)	90%
Total Revenue	7,377,007	3,158,754	6,935,913	3,370,850	9,210,596	2,142,761	934,828	33,130,710	34,906,667	1,775,956	95%
Expense											
Salaries & Wages	3,247,134	1,540,560	3,198,723	88,311	774,013	1,378,348	421,167	10,648,256	11,461,483	813,228	93%
Benefits	1,277,807	612,811	1,276,650	32,940	329,224	506,236	164,744	4,200,412	4,708,131	507,719	89%
Supplies	11,389	7,456	13,186	931	4,773	2,912	9,048	49,694	58,615	8,921	85%
Professional Services	54,806	7,524	114,596	2,315	18,096	3,642	3,176	204,156	224,505	20,349	91%
Telecommunication	33,583	14,084	30,650	753	3,426	4,302	3,671	90,468	108,455	17,987	83%
Postage	5,866	2,685	6,307	105	887	1,501	650	18,000	24,300	6,300	74%
Subscriptions for Software and IT Services	92,575	8,691	16,876	1,066	35,658	6,708	2,588	164,163	179,595	15,432	91%
Staff and Board Travel	2,690	2,047	3,362	240	498	4,803	281	13,921	38,300	24,379	36%
Mileage	95,156	15,360	37,413	341	1,394	1,751	6,181	157,596	183,000	25,404	86%
Advertising	5,604	32,805	2,790	224	1,178	3,169	68,648	114,418	142,421	28,003	80%
Building Rent	107,317	55,285	132,214	2,427	30,484	6,083	13,733	347,543	347,246	(297)	100%
Misc Rent	15,276	5,927	14,081	314	3,866	778	1,606	41,848	44,284	2,436	94%
Insurance	30,880	14,087	30,647	784	7,850	12,715	4,308	101,272	108,700	7,428	93%
Utilities	14,473	7,480	17,817	349	4,386	873	1,910	47,289	46,072	(1,217)	103%
Repairs & Maintenance	41,156	20,738	50,726	734	9,338	1,865	4,759	129,316	154,209	24,893	84%
Miscellaneous	8,485	25,174	6,219	100	1,770	845	4,521	47,113	53,292	6,179	88%
Meals and Refreshments	2,166	697	1,972	18	167	411	415	5,845	11,050	5,205	53%
Staff Training	6,127	2,997	6,382	317	1,357	1,779	2,343	21,302	35,450	14,148	60%
Small Tools	64,912	25,317	55,165	1,588	21,559	12,429	10,531	191,500	200,135	8,635	96%
Interfund Transfers	-	2,804	14,371	(14,554)	-	-	(2,621)	-	-	-	0%
Subtotal of NWRC Expense	5,117,402	2,404,529	5,030,148	119,302	1,249,922	1,951,150	721,660	16,594,113	18,129,243	1,535,130	92%
Subcontracted Services and Supplies	2,163,109	832,285	586,599	3,251,603	7,956,824	-	38,121	14,828,540	16,264,219	1,435,679	91%
Total Expense	7,280,511	3,236,813	5,616,747	3,370,905	9,206,746	1,951,150	759,781	31,422,653	34,393,462	2,970,809	91%
Net Revenue Less Expense	96,496	(78,059)	1,319,166	(55)	3,850	191,611	175,047	1,708,057	513,205	(1,194,852)	333%

Memorandum

TO: Northwest Regional Council
 FROM: Amanda McDade, Executive Director
 DATE: April 1, 2026
 SUBJECT: NWRC Routine Contracts/Amendments

Background

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

From December 3, 2025, to April 1, 2026, NWRC processed the following contracts or amendments:

Contracts

Contract No.	Purpose	Amount	Dates
2569-60333 [02]	Contract Amendment Older Americans Act	\$9,403.00	01/01/25 - 09/30/26
2669-68183	Older Americans Act	\$2,349,036.00	01/01/26 - 09/30/27
No Number Assigned	Support for TABS Software	\$750/month	12/01/25 - 05/31/26
No Number Assigned	Skagit Recovery Care Coordination	\$180,000.00	01/01/26 - 12/31/26
No Number Assigned	City of Oak Harbor Office Lease	\$322/month	01/01/26 - 12/31/26

Subcontracts for Services

Contract No.	Contractor	Purpose	Dates
260220-NWRC-RN	Journey Nursing Services	Nurse Consultation	03/01/26 - 06/30/26
2612-68673	Journey Nursing Services	Skilled Nursing	02/09/26 - 06/30/26
2512-67722	ATS Trans LLC	Transportation (WA Cares)	12/12/25 - 06/30/27
2512-67724	Great NW HomeWorks	Environmental Modification (WA Cares)	12/12/25 - 06/30/27
2512-67729	PNW Home for Life	Education and Consultation Services (WA Cares)	12/12/25 - 06/30/27

2512-67737	PNW Home for Life	Home Safety Evaluation (WA Cares)	12/12/25 - 06/30/27
2512-67738	PNW Home for Life	Housework and Errands (WA Cares)	12/12/25 - 06/30/27
2512-67739	PNW Home for Life	Yardwork and Snow Removal Services (WA Cares)	12/12/25 - 06/30/27
2512-67800	Bath Plus Inc.	Yardwork and Snow Removal Services (WA Cares)	12/17/25 - 06/30/27
2512-67866	Korean Women's Association	Home Care Agency (WA Cares)	12/19/25 - 06/30/27
2512-67867	Care E Me	Transportation (WA Cares)	12/19/25 - 06/30/27
2512-67909	Life Giving Essentials Home Care	Home Care Agency (WA Cares)	12/22/25 - 06/30/27
2512-67913	CareForce (Fedelta)	Home Care Agency (WA Cares)	12/22/25 - 06/30/27
2512-67914	CareForce (Fedelta)	Housework and Errands (WA Cares)	12/22/25 - 06/30/27
2512-67923	Kin Care Transportation, LLC	Transportation (WA Cares)	12/23/25 - 06/30/27
2512-67928	Journey Nursing	Education and Consultation Services (WA Cares)	12/23/25 - 06/30/27
2512-67929	Journey Nursing	Home Care Agency (WA Cares)	12/23/25 - 06/30/27
2512-67930	Journey Nursing	Professional Nursing Services (WA Cares)	12/23/25 - 06/30/27
2512-67934	PNW Handy Werk	Environmental Modification (WA Cares)	12/23/25 - 06/30/27
2512-67935	PNW Handy Werk	Yardwork and Snow Removal Services (WA Cares)	12/23/25 - 06/30/27
2512-67973	Whatcom Council on Aging	Home Delivered Meal Services (WA Cares)	12/29/25 - 06/30/27
2512-67980	Village at Home	Home Care Agency (WA Cares)	12/29/25 - 06/30/27
2512-67983	Serenity Nursing	Professional Nursing Services (WA Cares)	12/29/25 - 06/30/27
2512-68022	Res-Care (All Ways Caring)	Home Care Agency (WA Cares)	12/30/25 - 06/30/27
2512-68023	Res-Care (All Ways Caring)	Housework and Errands (WA Cares)	12/30/25 - 06/30/27
2612-68245	Serenity Transportation	Transportation (WA Cares)	01/14/26 - 06/30/27
2612-68347	Fred and Debbie (Visiting Angels)	Home Care Agency (WA Cares)	02/09/26 - 06/30/27
2612-68348	Fred and Debbie (Visiting Angels)	Housework and Errands (WA Cares)	01/10/26 - 06/30/27
2612-68691	Serengeti Care Partners	Home Care Agency (WA Cares)	02/09/26 - 06/30/27
2612-68695	Sunrise Services, Inc	Home Care Agency (WA Cares)	02/09/26 - 06/30/27
2612-69004	D&A Transportation, LLC	Transportation (WA Cares)	02/26/26 - 06/30/27
2612-59015	The Skagit Table	Home Delivered Meal Services (WA Cares)	02/27/26 - 06/30/27
2612-69427	Handyman Master Solution	Environmental Modification (WA Cares)	03/24/26 - 06/30/27

261450-HRSN	Lifelong Health for All	Medically Tailored Meals (HRSN)	03/01/26 - 06/30/26
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Terminated Contracts

Contract No.	Contractor (Term Date)	Purpose	Dates
2212-43138	Janice Beaudin (03/20/26)	Skilled Nursing	07/01/22 - 03/20/26
2312-52680	Nessley Care (02/16/26)	Client Training	11/15/23 - 02/16/26
2612-68348	Visiting Angels	Housework and Errands (WA Cares)	01/10/26 - 03/03/26

Amendments

Contract No.	Contractor	Purpose	Dates
281007-KCSP [04]	Opportunity Council	Awarding Additional Funding; Extending term	01/01/26 - 06/30/26
282002-IAFC [01]	San Juan County	WA Cares Training Funds	02/09/26 - 12/31/26
282003-IAFC [01]	Island Senior Resources	WA Cares Training Funds	02/17/26 - 12/31/26
290025-HC [02]	All Ways Caring	Remote Caregiving SOW	01/01/26 - 06/30/29
290026-HC [02]	Cascade Connections	Remote Caregiving SOW	01/01/26 - 06/30/29
290027-HC [02]	Catholic Community Services	Remote Caregiving SOW	01/01/26 - 06/30/29
290028-HC [02]	Community Support Solutions	Remote Caregiving SOW	01/01/26 - 06/30/29
290029-HC [02]	Family Resource Home Care	Remote Caregiving SOW	01/01/26 - 06/30/29
290030-HC [02]	Fedelta Home Care	Remote Caregiving SOW	01/01/26 - 06/30/29
290031-HC [02]	Homewatch Caregivers	Remote Caregiving SOW	01/01/26 - 06/30/29
290032-HC [02]	Serengeti Care	Remote Caregiving SOW	01/01/26 - 06/30/29
290033-HC [02]	Sunrise Home Care	Remote Caregiving SOW	01/01/26 - 06/30/29
290034-HC [02]	Village at Home	Remote Caregiving SOW	01/01/26 - 06/30/29
290035-HC [02]	Visiting Angels	Remote Caregiving SOW	01/01/26 - 06/30/29
290036-HC [02]	Journey Nursing Services	Remote Caregiving SOW	01/01/26 - 06/30/29
290037-HC [02]	Happy Quest	Remote Caregiving SOW	01/01/26 - 06/30/29
290060-NEMT [01]	Beck and Call	Rescind Minimum Move Rate Provision	04/01/26 - 06/30/29
260061-NEMT [01]	Care E Me	Rescind Minimum Move Rate Provision	04/01/26 - 06/30/29
260061-NEMT [02]	Care E Me	Rate Adjustment	04/01/26 - 06/30/29
260062-NEMT [01]	J&B Transportation	Rescind Minimum Move Rate Provision	04/01/26 - 06/30/29

260062-NEMT [02]	J&B Transportation	Rate Adjustment	04/01/26 - 06/30/29
260063-NEMT [01]	SeaTac Direct	Rescind Minimum Move Rate Provision	04/01/26 - 06/30/29
260065-NEMT [01]	Medstar Transportation	Rescind Minimum Move Rate Provision	04/01/26 - 06/30/29
290066-NEMT [01]	Community Action Skagit	Rescind Minimum Move Rate Provision	04/01/26 - 06/30/29
290067-NEMT [02]	Island Senior Resources	Rescind Minimum Move Rate Provision	04/01/26 - 06/30/29
290068-NEMT [02]	D&A Transportation	Rate Adjustment	01/01/26 - 06/30/29
290068-NEMT [03]	D&A Transportation	Rescind Minimum Move Rate Provision	04/01/26 - 06/30/29
290069-NEMT [01]	Cascade Ambulance	Rescind Minimum Move Rate Provision	04/01/26 - 06/30/29
290070-NEMT [01]	Camano Center	Rescind Minimum Move Rate Provision	04/01/26 - 06/30/29
290071-NEMT [01]	Kin Care Transportation	Rescind Minimum Move Rate Provision	04/01/26 - 06/30/29
290072-NEMT [01]	Yellow Cab Co-op	Rescind Minimum Move Rate Provision	04/01/26 - 06/30/29
290073-NEMT [02]	Serenity Transit, LLC	Rate Adjustment	01/01/26 - 06/30/29
290073-NEMT [03]	Serenity Transit, LLC	Rescind Minimum Move Rate Provision	04/01/26 - 06/30/29
290077-NEMT [01]	Didgwalic Wellness Center	Rate Correction (Typo)	01/01/26 - 06/30/29
290080-NEMT [01]	Care Route Medical Transportation	Rescind Minimum Move Rate Provision	04/01/26 - 06/30/29

Agreements

Organization	Purpose	Dates
Enterprise Rent a Car	Rental Billing Program	Ongoing
DSHS	Interlocal Datashare Agreement - Washington Connection	01/21/26 - 12/31/27
Elevance Health/Wellpoint	Term Extension, Special T&C Updates, SOW Amendment	01/01/26 - 12/31/26

Proposed Motion:

The NWRC Governing Board approves the above referenced contracts and agreements.



Memorandum

To: Northwest Regional Council Governing Board
From: Amanda McDade, Executive Director
Date: April 16, 2026
RE: Signatures of Authoritative Body - Whatcom County Treasurer Annual Requirement

Background

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

Current Issue

We have prepared a document that lists the 2026 membership and will circulate for signatures of all Board members.

Proposed Motion:

The Northwest Regional Council accepts and validates the listing of its membership for 2026.

NORTHWEST REGIONAL COUNCIL

Signatures of Authoritative Body For Whatcom County Treasurer

Jill Johnson
Island County Commissioner

Janet St. Clair
Island County Commissioner

Kari McVeigh
San Juan County Council Member

Jane Fuller
San Juan County Council Member

Peter Browning
Skagit County Commissioner

Joe Burns
Skagit County Commissioner

Satpal Sidhu
Whatcom County Executive

Mark Stremmer
Whatcom County Council Member

Attest:

Amanda McDade
Executive Director

April 16, 2026 Meeting

Memorandum

To: Northwest Regional Council
From: Amanda McDade, Executive Director
Date: April 16, 2026
Subject: Proposed Budgeting Policy Updates

Background

The current NWRC Budgeting Policy requires that the Governing Board approve all new staff positions. While this approach ensures board oversight, it has created operational constraints due to the limited frequency of board meetings, as our board meets only three times per year. This meeting schedule can delay the agency's ability to respond in a timely manner to emerging funding opportunities and related recruitment demands.

Proposed Change

We are proposing a revision to the Budgeting Policy that would authorize the Executive Director to create, eliminate, or modify staff positions without requiring Governing Board approval, provided that:

- Total expenditures remain within the adopted budget.
- Staffing actions comply with authorized salary ranges and existing HR policies.
- All staffing changes will be documented and reported to the Governing Board at the next regularly scheduled meeting.

Rationale

- **Operational Flexibility:** Delays caused by waiting for board meetings can impede timely responses to client service needs, contractual requirements, funding opportunities, and recruitment challenges.

- **Alignment with Agency Mission:** This approach allows the Executive Director to manage staffing efficiently while maintaining alignment with program priorities and client service needs.
- **Board Oversight Maintained:** Compensating controls, including documentation and reporting, ensure transparency and accountability.

Recommendation

We recommend that the Governing Board approve this policy revision, granting the Executive Director authority to manage staffing levels within budgetary limits. This change balances operational agility with fiscal responsibility and board accountability.

Budgeting Policy

Scope

This policy applies to all NWRC programs, departments, and staff involved in budgeting, financial management, and expenditure authorization. It provides guidance to both the Governing Board and the Executive Director in adopting, managing, and modifying the agency budget.

Purpose

The NWRC Governing Board adopts annual budgets, which grant the Executive Director spending authority for the agency. The purpose of this policy is to establish the overarching roles, responsibilities, and principles governing the NWRC budget process.

Policy

1. Adoption of Budget

- The Executive Director will submit the proposed budget to the Governing Board in sufficient time to allow for adequate review and deliberation prior to adoption.
- The NWRC will adopt an annual, agency-wide budget by resolution.
- Budgets will remain in effect through the end of the fiscal year, or until a resolution is passed approving a supplemental budget for that fiscal year.

2. Budget Transfers and Adjustments

- The Executive Director may transfer budgeted amounts between line items or funding sources as needed to ensure effective financial management.
- The Executive Director may create, eliminate, or modify staff positions without requiring Governing Board approval, provided that total expenditures remain within the adopted budget. This authority is intended to enable timely responses to emerging client needs, changes in funding, contractual obligations, and recruitment requirements.
- Any revision that alters total expenditures must be approved by the Governing Board by resolution.

- All transfers and adjustments will be documented through budget-to-actual reports and presented to the Governing Board to maintain transparency and accountability.

3. Budget Principles

- Budgets must align with the agency's strategic priorities and support the continuity of essential services.
- Budgetary decisions must reflect fiscal prudence, balancing operational needs with available resources.
- Any deviation from this policy requires formal documentation and Governing Board approval.

4. Reporting

- The Executive Director will provide regular budget-to-actual performance reports to the Governing Board at each regularly scheduled Board meeting, **including a summary of staffing changes**, to ensure effective oversight and accountability.

Memorandum

To: Northwest Regional Council
From: Amanda McDade, Executive Director
Date: April 16, 2026
Subject: Proposed Staffing Changes

Proposed Staffing Changes

We are requesting approval to reclassify the Lead Contract Specialist position to a new Contracts Supervisor position.

The 2026 approved budget included the reclassification of one Contract Specialist position to a new Lead Contract Specialist position. Recruitment for the Lead Contract Specialist position has not yet occurred in 2026.

Further needs analysis and development of the job description have indicated that a supervisory role, rather than a lead position, is more appropriate.

- **Original Reclassification:** Contract Specialist → Lead Contract Specialist
- **Revised Reclassification:** Contract Specialist → Contracts Supervisor

The additional salary and benefit expenditures for reclassifying a Contract Specialist position to a Contracts Supervisor is approximately \$11,200 per year. Most of this cost was already incorporated into the 2026 budget for the Lead position; therefore, this change is primarily a title and role adjustment rather than a significant budget increase.

Proposed Motion

We recommend that the Governing Board approve the requested staffing change.