

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

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

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

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

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

There was no public comment.

**Consent Agenda**

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

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

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

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

- c) 2020 Budget to Actual Report

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

- d) Routine Contracts and Amendments

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

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

## Regular Agenda

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

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

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

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

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

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

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

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

- i) NW LEARN – Dissolution Report – NWRC Operations Director Kristine Glasgow summarized the dissolution process of the NW LEARN project. A brief discussion followed. NWRC and staff were thanked for their efforts.  
**Skagit County Commissioner Wesen moved, and Skagit County Commissioner Browning moved that the NWRC Board accepts the report on the dissolution of the NW LEARN project as the final step in ending NWRC involvement in the project. The Motion passed unanimously.**
  
- j) NWRC Participation in DRS Deferred Compensation Program – NWRC has the opportunity to participate in the deferred compensation program offered by the Department of Retirement Services (DRS), as a voluntary additional benefit for employees. NWRC does not match employee contributions. DRS requires a resolution from the governing board in order to participate.  
**Island County Commissioner Bacon moved, and San Juan County Councilmember Wolf seconded that the NWRC Board authorizes participation in the Department of Retirement System’s deferred compensation plan as a voluntary benefit for NWRC employees. The Motion passed unanimously.**
  
- k) NWRC Post Pandemic Planning Considerations – Executive Director Murphy presented “Post Pandemic Planning Considerations” which included overall timeline, returning to home visits, post pandemic polices around remote work, and return to office. A lengthy discussion followed. A reopening proposal will be presented for the board’s consideration at the July meeting.
  
- l) Program Updates  
Staff provided updates on how the pandemic has effected service delivery and impact on clients. Efforts on providing vaccination access to clients and Individual Providers in the four-county service region were reviewed. Discussion followed.
  
- m) Nomination of Officers and Executive Committee -  
**Skagit County Commissioner Wesen moved, and Island County Commissioner Bacon seconded that Island County Commissioner Johnson assume the Vice-Chair for the remainder of 2021. The Motion passed unanimously.**

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

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

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

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

**Other Issues**

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

**Announcements**

There were no announcements.

**Adjournment**

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

Prepared and submitted by:

*Patricia F. Elwell*

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Patricia F. Elwell, HR/Office Manager