

**Northwest Regional Council - Regular (Remote) Meeting
10:00 AM April 23, 2020**

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AGENDA

Agenda Topic	Pages	Action Required
1. Call to Order		
2. Approval of the Minutes, Regular Meeting December 5, 2019	1 -- 3	Motion to Approve
4. Regular Agenda		
a) NWRC COVID-19 Responses	Verbal	Information
b) Distribution of COVID-19 Related Older American's Act Funds	4 - 6	Motion to Approve
c) Signatory Authority for NWRC Documents	7	Motion to Approve
d) Topics for July 23 NWRC Board Meeting	Verbal	Information
3. Other Issues		
• County Information Sharing	Verbal	Information
6. Announcements		
7. Adjournment		

Future NWRC Meetings

July 23 and December 10, 2020 Skagit County Commissioners Office, Mt. Vernon, WA

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**

Dec. 5, 2019

Skagit County Commissioners Hearing Room, Mount Vernon

COUNCIL: Island County Commissioner Helen Price Johnson; San Juan County Councilmembers Jamie Stephens and Rick Hughes; Skagit County Commissioner Ron Wesen; Whatcom County Councilmember Carol Frazey; and Whatcom County Executive Jack Louws

STAFF: Aly Horry, Amanda McDade, Cindy Madigan, Dan Murphy, Elizabeth Anderson, Kristine Glasgow, Pat Elwell, Ryan Blackwell

PUBLIC: Barbara Pesola, NWSSB Chair, Kyle Anderson, NWRC Intern

The meeting was called to order at 10:01 AM.

A corrected agenda was distributed that included agenda item, "Signatory Authority for NWRC Documents" and a corrected 2020 NWRC Salary Schedule.

Public Comment: There was no public comment.

Consent Agenda: Motion was made by Island County Commissioner Helen Price Johnson and seconded by San Juan County Councilmember Rick Hughes to approve the Consent Agenda (items 3a through 3d), as presented: Minutes of the July 18, 2019 Regular Meeting; June 2019 Voucher Listings Nos 64571 through 64826 in the amount of \$1,534,753.39; July 2019 Voucher Listings Nos 64827 through 65056 in the amount of \$1,537,432.22; August 2019 Voucher Listings Nos 65057 through 65256 in the amount of \$1,539,285.42; September 2019 Voucher Listings Nos 65257 through 65499 in the amount of \$1,501,596.82; October 2019 Voucher Listings Nos 65500 through 65776 in the amount of \$1,595,568.86; January through September 2019 Budget to Actual Report. The Motion carried unanimously.

Regular Agenda

- a) Reclassifications and Market Rate Salary Adjustments – Executive Director Dan Murphy reviewed the reclassifications and market based salary adjustment recommendations. Discussion followed.

Whatcom County Executive Jack Louws moved and Skagit County Commissioner Ron Wesen seconded that the Northwest Regional Council authorizes the proposed reclassification of the Fiscal Manager, Case Management Administrative Program Supervisor, and one Case Aide position. In addition, the Northwest Regional Council authorizes the proposed market rate salary adjustments for the positions in Classification Level 6, Program Supervisors, the Network Administrator and Planner positions, effective January 1, 2020. Discussion followed. The Motion carried.

- b) 2020 Budget, Resolution #19-03 – The 2020 budget was presented, including the corrected salary schedule. Discussion followed.

Motion was made by San Juan County Councilmember Rick Hughes and seconded by Island County Commissioner Helen Price Johnson that the Northwest Regional Council approves the 2020 budget as presented, including a cost of living adjustment of 3% for all eligible Northwest Regional Council employees, effective January 1, 2020. Discussion followed. The Motion carried.

- c) 2020-2023 NWRC Strategic Plan – Health & Human Services Planners Elizabeth Anderson and Ryan Blackwell presented a summary of NWRC 2020-2023 Strategic Plan and copies of the slide deck were distributed. Discussion followed.

Island County Commissioner Helen Price Johnson moved and San Juan County Councilmember Rick Huges seconded that the Northwest Regional Council approves the NWRC 2020 – 2023 Strategic Plan. Discussion followed. The Motion carried.

- d) 2020-2023 NWRC Strategic Plan Area Plan Version – It was noted that the Area Plan version is a subset for the 2020-2023 NWRC Strategic Plan. The Area Plan meets DSHS requirements and their format. A brief discussion followed.

Motion was made by Whatcom County Executive Jack Louws and seconded by Skagit County Commissioner Ron Wesen that the Northwest Regional Council approves the NWRC 2020-2023 Strategic Plan – Area Plan on Aging Version. The Motion carried.

- e) Proposed 2020 Meeting Schedule – The proposed 2020 meeting schedule was presented and discussed.

Motion was made by Whatcom County Councilmember Carol Frazey and seconded by Skagit County Commissioner Ron Wesen that the Northwest Regional Council approves the proposed meeting schedule for 2020. The Motion carried.

- f) Signatory Authority for NWRC Documents – Whatcom County Executive Jack Louws was authorized to sign documents on behalf of the governing board. Whatcom County Councilmember Carol Frazey has agreed to replace Executive Louws now that he is leaving office.

Motion was made by Whatcom County Executive Jack Louws and seconded by San Juan County Councilmember Rick Hughes that the NWRC authorizes Whatcom County Councilmember Carol Frazey to sign NWRC documents, as needed, on behalf of the NWRC Chair. The Motion carried.

- g) Recovery Care Coordinator and Mental Health – NWRC Care Management Director Amanda McDade presented on NWRC's Recovery Care Coordination Program. Discussion followed.

Executive Director Dan Murphy presented on In-Home Mental Support for Clients with Personal Care Needs. Discussion followed.

- h) Legislative and Agency Updates – a brief update on legislative and agency activity was provided.

Other Issues

Executive Session – Executive Director Performance/Contract – An executive session was called at 11:30AM to discuss the Executive Director's performance and employment contract. The Chair estimated the session would last 10 minutes. At 11:40AM, the session was extended an additional 10 minutes and at 11:48 the regular board meeting was reconvened.

The board expressed appreciation to the Executive Director for the accomplishments achieved in 2019.

Whatcom County Executive Jack Louws moved and Island County Commissioner Helen Price Johnson seconded that the Northwest Regional Council approves a market rate salary adjustment of 7% plus a COLA of 3%, effective 1/1/2020 and extends the employment contract of the Executive Director through December 2021, with the Executive Director receiving the same COLA NWRC staff receive in 2021. Further, the NWRC appoints the Chair to develop the employment contract and performance goals with Executive Director. Discussion followed. The Motion carried.

Announcements

Appreciation was expressed to Whatcom County Executive Jack Louws for his service to Whatcom County and the NWRC governing board.

Adjournment

There being no further business, the meeting was adjourned at 11:56AM.

Prepared and submitted by:

Patricia F. Elwell, HR/Office Manager



NORTHWEST REGIONAL COUNCIL

April 22, 2020

TO: Northwest Regional Council Governing Board

FROM: Dan Murphy, Executive Director

SUBJECT: **Corrected Version** - Distribution of Federal Coronavirus Response Older American’s Act Funding

Background

As a result of the Families First Coronavirus Response Act (FFCRA) and Coronavirus, Aid, Relief, and Economic Security Act (CARES), our region has been allotted an increase in emergency Older American’s Act (OAA) funds totaling approximately \$1.4 million. This is a one-time, temporary increase in our annual appropriation of OAA funding that must be spent by September 2021. The funds can be used for almost any purpose that benefits older people in the context of the COVID-19 crisis. The total new revenues are as follows:

FFCRA	\$338,467
CARES	\$1,060,826
TOTAL	\$1,399,293

I recommend using 5% of the funds to cover NWRC administrative costs and holding a 10% reserve for new needs that may emerge during the coming year.

Total Funds	\$1,399,293
Reserve – 10%	\$139,929
Admin – 5%	\$69,965
Total Funds to Allocate	\$1,189,399

To speed distribution and provide maximum flexibility in its use I recommend the balance of \$1,189,399 be allocated to major current providers who receive OAA funding as an increase of approximately 53% in their current OAA funding levels. Current major providers are Island Senior Resources, Whatcom Council on Aging, San Juan County

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

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Public Health, Skagit County Public Health, Community Action of Skagit County, Opportunity Council, and NWRC itself. In return, each provider would develop a specific plan for how the money would be used in response to the COVID-19 crisis. NWRC would review the plan, and if approved, the plan would become the basis for payment. For its direct services, NWRCs plan would be reported to the Governing Board at the July meeting.

The advantage of this approach is it builds from NWRC’s previous work to align funding as closely as possible with the proportion of older residents in each member county. The current distribution of funding is outlined below.

TABLE 3: Current 60+ Population and Current Funding Percentages					
Region/County	Region	Island	Skagit	San Juan	Whatcom
60+ Population	125,722	26,973	37,081	7,512	54,156
% of 60 + Population	100%	21.45%	29.49%	5.98%	43.08%
% of Current Funding (Nutrition, Community Programs, Volunteer Services)	100%	22%	26%	10%	42%

If the current funding percentages are applied to the new COVID-19 emergency funding, it would result in the following funding allocations per county.

TABLE 4: Proposed New Funding by County					
Region/County	Region	Island	Skagit	San Juan	Whatcom
% of Current Funding (Nutrition, Community Programs, Volunteer Services)	100%	22%	26%	10%	42%
Proposed New Funding Allocations	\$1,189,399	\$258,164	\$312,717	\$121,399	\$497,119

As noted above, within each county, current providers would receive funding based on their current proportionate share of OAA funding and each would be asked for a plan for how they propose to use the additional funds. The dollar value of what each provider would receive is as follows:

Whatcom Council on Aging	\$169,036
Skagit County Public Health	\$114,464
Island Senior Resources	\$258,164
San Juan County	\$121,399
Community Action of Skagit	\$ 18,440
Opportunity Council	\$ 22,282
Northwest Regional Council	\$485,595
Total	\$1,189,399

Because of the need to move quickly I recommend the full \$1,189,399 in additional funds be added to the Disaster Relief line of the NWRC budget and the Board give me

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

PROPOSED MOTION: The NWRC Board authorizes acceptance of \$1,399,293 into the disaster relief line of the NWRC budget, that 5% be used to cover administrative costs, 10% 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, except that the share of Whatcom Council on Aging funding attributable to services in San Juan County be allocated to San Juan County.

PROPOSED MOTION: The NWRC Board authorizes the Executive Director to review provider plans for the use of the emergency funds, amend contracts to disburse these funds immediately, and requires the Executive Director to report on progress and submit any related budget amendments to the NWRC Board at its July meeting.



NORTHWEST REGIONAL COUNCIL

April 14, 2020

TO: Northwest Regional Council Governing Board

FROM: Dan Murphy, Executive Director

SUBJECT: Signatory Authority for NWRC Documents

Background

As you know, NWRC contracts of a certain size require counter-signature by the Board. Because the NWRC administrative headquarters is in Bellingham, for efficiency the Whatcom board members have filled that role.

At your December 2019 meeting, you authorized Council Member Frazey to sign NWRC documents, as needed, on behalf of the NWRC Chair. Whatcom County Executive Satpal Sidhu has now taken office and has agreed to act as signer when necessary.

PROPOSED MOTION: The NWRC authorizes Whatcom County Executive Satpal Sidhu and Council Member Carol Frazey to sign NWRC documents, as needed, on behalf of the NWRC Chair.

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