

**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