

**Northwest Regional Council - Regular (Remote) Meeting**  
**May 19, 2022**  
**10 am – 11 am**

Join Zoom Meeting

<https://us06web.zoom.us/j/83554030789?pwd=Ryt4eGNndmRkSm54aDJhK3lzb0d3UT09>

Meeting ID: 835 5403 0789

Passcode: 505928

**AGENDA**

Agenda Topic	Pages	Action Required
<b>1. Call to Order</b>		
<b>2. Public Comment</b>		
<b>3. Consent Agenda</b>		
<p><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></p>		
<b>Consent Agenda:</b>		
a) Approval of the Minutes,		
i. Regular Meeting, December 9, 2021		Motion to Approve
ii. Special Meeting, December 13, 2021		
iii. Special Meeting, December 28, 2022		
iv. Special Meeting, January 6, 2022		
v. Special Meeting, March 10, 2022		
b) Approval of November, December, January, and February Expenditure Listings		Motion to Approve
c) 2021 Budget to Actual Report		Motion to Approve
d) Routine Contracts and Amendments		Motion to Approve
e) Signatures of Authoritative Body –WH Co Treasurer		Motion to Approve
<b>4. Regular Agenda</b>		
a) Policy & Procedure Manual updates		Information Only
b) COVID Update		Motion to Approve
c) Key Staffing Changes		Motion to Approve
d) Legislative Updates		Information Only
<b>4. Other Issues</b>		
• County Information Sharing		Information Only
<b>6. Announcements</b>		
• June – Alzheimer’s Awareness Month		Information Only

## 7. Adjournment

### **Future NWRC Meetings**

July 28, 2022 and December 8, 2022, 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**

December 09, 2021

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

**STAFF:** Dan Murphy, Amanda McDade, Kyle Ludwig, Elizabeth Anderson, Pat Elwell, Ryan Blackwell, Sarah Silva, Melody Woodrich-Fernando, Darla Smith

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

The meeting was called to order at 10:26 by Skagit County Commissioner Wesen.

There was no public comment.

**Consent Agenda**

**Motion was made by Island County Commissioner Bacon and seconded by Skagit County Commissioner Browning to approve the Consent Agenda items a – g: Approval of the Minutes, Regular Meeting July 22, 2021: Approval of June, July, August, September and October 2021 Expenditure Listings: 2021 Budget to Actual Report: Cancellation of Warrants, Resolution #21-03: Annual Internal Fiscal System Review: Closure of Petty Cash Fund, Resolution #21-04: Appointment of the Position of Executive Director as Finance Officer, Resolution #21-06, as presented. The Motion carried.**

h) Routine Contracts and Amendments

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

**Regular Agenda**

a) 2023 NWRC Strategic Plan Update

NWRC Executive Director Dan Murphy provided an overview of the Strategic Plan Update. The Strategic Plan is done every four years, which was last approved in 2019. This is a mid-point plan update noting that we are on track toward meeting our objectives in the original plan. Discussion followed.

**Motion was made by Skagit County Commissioner Browning and seconded by Whatcom County Council Member Kershner to accept the 2020 – 2023 NWRC**

**Strategic Plan Update as presented. The Motion passed unanimously.**

**b) Market Rate Salary Adjustment**

NWRC Executive Director Dan Murphy presented the Market Rate Salary Adjustment. Kara Turner, NWRC HR Consultant, conducted a salary comparability study in 2019. Over the last two years the NWRC Governing Board approved market rate salary adjustments for the non-management NWRC positions. This recommendation includes a 5% market rate adjustment for the Supervisors, Managers and Directors to keep in arms range of the market. Discussion followed.

**Motion was made by Skagit County Commissioner Browning and seconded by Whatcom County Council Member Kershner to approve a 5% market rate salary adjustment in Classification Levels 1, 2 and all supervisory positions, effective January 1, 2022, as presented. The Motion passed unanimously.**

**c) NWRC 2022 Budget, Resolution #21-05**

NWRC Executive Director Dan Murphy presented the 2022 Budget. The budget represents a 5% increase from the current year. We are expanding services and building infrastructure to support those services. Discussion followed.

**Motion was made by Island County Commissioner Bacon and seconded by San Juan County Council Member Wolf to approve the 2022 Budget as presented, including a cost-of-living adjustment of 3% for NWRC employees. The Motion passed unanimously.**

**d) Authorizing Executive Director Selection Committee Hiring Authority**

NWRC Executive Director Dan Murphy presented the Executive Director selection process. The final selection committee meeting is after today's board meeting. The selection committee needs to be authorized to either extend an offer to the selected candidate and negotiate the contract or the Board delegate the process to the committee and ratify at the April Board meeting. Discussion followed.

**Motion was made by Skagit County Commissioner Wesen to have the selection committee extend the offer and negotiate the contract with the selected candidate with a Board meeting as soon as possible to approve the offer. Skagit County Commissioner Browning seconded the motion. Discussion followed.**

**A friendly amendment was made by San Juan County Council Member Cindy Wolf to have a Special Executive Session so the selection committee can present their recommendation and supporting information to the Board and have full Board approval prior to extending an offer. Island County Commissioner Bacon seconded the amended motion. The Motion passed unanimously.**



e) Agency update

Effective December 1, 2021, NWRC has implemented a phased re-opening plan returning to home visits and opening office front door activities. Due to the pandemic, NWRC has been unable to perform home visits since March of 2020. While services have been on-going throughout pandemic, they cannot replace in-home services and care. NWRC serves about 3,000 people that in other states would be in nursing homes.

f) Proposed Meeting Schedule

NWRC Board meet three times a year, no concerns voiced.

**Other Issues**

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

**Announcements**

Skagit County Commissioner Wesen thanked Executive Director Dan Murphy for his service. Dany Murphy thanked Human Resource Manager Pat Elwell for her service.

**Adjournment**

There being no further business, the meeting adjourned at 11:23 pm

Prepared and submitted by:

*Darla Smith*

Darla Smith, Office Supervisor

**MINUTES OF THE  
NORTHWEST REGIONAL COUNCIL**  
December 13, 2021

**BOARD MEMBERS:** Island County Commissioners Melanie Bacon and Jill Johnson, San Juan County Council Members Jamie Stephens and Cindy Wolf, Skagit County Commissioners Peter Browning and Ron Wesen, Whatcom County Executive Satpal Sidhu

**STAFF:** Sarah Silva, Darla Smith, Kara Turner

**PUBLIC:**

The meeting was called to order at 12:36 pm by San Juan County Council Member Jamie Stephens

There was no public comment.

**Regular Agenda**

**a) Executive Session**

San Juan County Council Member Jamie Stephens shared the Board Selection Committee determined additional information is needed prior to making a recommendation to the full board. A request was made that all Board Members receive the application materials to review prior to the next meeting.

**Adjournment**

There being no further business, the meeting adjourned at 12:44 pm

Prepared and submitted by:

*Darla Smith*

Darla Smith, Office Supervisor

**MINUTES OF THE  
NORTHWEST REGIONAL COUNCIL**  
December 28, 2021

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

**STAFF:** Sarah Silva, Darla Smith, Kristine Glasgow, Kara Turner

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

The meeting was called to order at 3:07 pm by San Juan County Council Member Jamie Stephens.

**Public Comment:**

Barbara Pesola shared her background representing the San Juan County Senior Board and provided feedback on the Executive Director search.

**Regular Agenda**

**a) Executive Session**

An Executive Session was call at 3:15 pm to discuss the Executive Director Search, review of and potential action on an Employment Contract for the Executive Director position. The Chair estimated the session would last up to 60 minutes.

The regular board meeting reconvened at 4:06 pm.

**Motion was made to authorize the Board Chair to extend an offer as discussed in Executive Session on behalf of the Executive Director. The Motion passed unanimously.**

**Motion was made to authorize the Board Chair to extend a consulting contract to Dan Murphy. The Motion passed unanimously.**

**Adjournment**

There being no further business, the meeting adjourned at 4:10 pm

Prepared and submitted by:

*Darla Smith*

Darla Smith, Office Supervisor

**MINUTES OF THE  
NORTHWEST REGIONAL COUNCIL**

January 06, 2022

**BOARD MEMBERS:** Island County Commissioners Melanie Bacon and Jill Johnson, San Juan County Council Members Jamie Stephens and Cindy Wolf, Whatcom County Executive Satpal Sidhu,

**STAFF:** Amanda McDade, Sarah Silvas, Darla Smith, Kara Turner

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

The meeting was called to order at 1:04 pm by San Juan County Council Member Jill Johnson.

**Public Comment:**

There was no public comment.

**Executive Session**

Executive Session

An Executive Session was called at 1:05 pm to review the employment contract for the selected Executive Director. The Chair estimated the session would last up to 15 minutes.

The regular board meeting reconvened at 1:19 pm.

**Motion was made to by San Juan County Council Member Wolf and seconded by Island County Commissioner Bacon to accept the contract negotiated with Amanda McDade for the position of Executive Director at NWRC. The motion passed unanimously.**

**Motion was made by Island County Commissioner Bacon and seconded by Whatcom County Executive Sidhu to extend an on-call contract to Dan Murphy. There was further discussion that included limiting the consulting contract to \$15,000 with a contract term of one year on an as needed basis. The motion passed unanimously.**

**Regular Agenda**

Approval of Resolution #22-02 to appoint an Investment/Cash Management/Finance Officer for Northwest Regional Council.

**Motion was made by San Juan County Council Member Stephens and seconded by San Juan County Council Member Wolf to approve Resolution #22-01**

**appointing an Investment/Cash Management/Finance Officer for Northwest Regional Council. The motion passed unanimously.**

**Adjournment**

There being no further business, the meeting adjourned at 1:26 pm

Prepared and submitted by:

*Darla Smith*

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Darla Smith, Office Supervisor

**MINUTES OF THE  
NORTHWEST REGIONAL COUNCIL**

March 10, 2022

**BOARD MEMBERS:** Island County Commissioner Melanie Bacon, San Juan County Council Member Cindy Wolf, Skagit County Commissioners Ron Wesen and Peter Browning, Whatcom County Executive Satpal Sidhu

**STAFF:** Amanda McDade, Darla Smith

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

**The meeting was called to order at 10:05 am by Whatcom County Executive Satpal Sidhu**

**Public Comment:**

There was no public comment.

**Announcements:**

a. Future meeting packets

Darla Smith, Office Supervisor discussed NWRC's desire to distribute board packets electronically. Making this transition will cut down on waste and reduce costs. Electronic packets will be emailed to Governing Board members and posted to the website. No concerns were voiced.

b. April meeting topics

Amanda McDade, Executive Director informed the Board she would like to review the current COVID and vaccination policies at the April. As of Monday, March 7<sup>th</sup> NWRC has opened the front doors and has staff available to meet with walk-in clients. The agency is working on a hybrid model for staff returning to the office.

**Executive Session**

Executive Session

An Executive Session was called at 10:12 am to review the Care Management Director Position, the grant for additional staff for the Jail Health Program and discuss pending litigation. The Chair estimated the session would last up to 30 minutes.

The regular board meeting reconvened at 10:25 am.

**Motion was made by Whatcom County Executive Satpal Sidhu and seconded by San Juan County Council Member Cindy Wolf to accept and approve replacing the Care Management Director with a Clinical Director and Long-term Care Case Management Director. Discussion followed. The motion passed unanimously.**

**Motion was made by Whatcom County Executive Satpal Sidhu and seconded by Skagit County Commissioner Peter Browning to accept and approve the Jail Health Registered Nurse wage adjustment and adding Licensed Practical Nurse to the NWRC salary schedule as an option to fill existing vacancies. The motion passed unanimously.**

**Adjournment**

There being no further business, the meeting adjourned at 10:31 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 \$1,725,792.66 this 19<sup>th</sup> day of May, 2022.

November 2021

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 \$1,768,811.04 this 19<sup>th</sup> day of May, 2022.

December 2021

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 \$1,819,775.08 this 19<sup>th</sup> day of May, 2022.

January 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 \$1,754,811.64 this 19th day of May, 2022.

February 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



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## Memorandum

**To:** Northwest Regional Council Governing Board  
**From:** Amanda McDade, Executive Director  
**Date:** May 19, 2022  
**Subject:** January through December 2021 Budget to Actual Report

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We are pleased to present you with the Budget to Actual Reports for the period of January through December 2021. The year revenues came in at 98% of the budgeted projection and total expenses were at 96%.

Please let me know if you have questions.

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

NORTHWEST REGIONAL COUNCIL BUDGET TO ACTUAL REPORT (ACCRUAL BASIS) JANUARY - DECEMBER 2021	TOTAL		
	2021	% of Year	100%
	Revised	Actual	% of Budget
<b>Funding</b>			
1 DSHS - AL TSA - TXIX Medicaid	4,743,733	4,875,047	103%
2 DSHS - AL TSA - All Other	4,955,417	4,711,417	95%
3 Disaster Relief Funding - COVID	1,289,919	1,161,903	90%
4 Health Care Authority	8,105,134	8,124,783	100%
5 Local Funds	123,628	127,495	103%
6 Other Contracted	3,453,757	3,273,003	95%
<b>Subtotal Current Year Funding</b>	<b>22,671,588</b>	<b>22,273,648</b>	<b>98%</b>
7 Use of Fund Balance Reserves	424,923	327,759	77%
<b>Subtotal Funding (including reserves)</b>	<b>23,096,511</b>	<b>22,601,407</b>	<b>98%</b>
<b>Operating Expenditures</b>			
8 Salaries & Wages	7,603,742	7,457,653	98%
9 Taxes & Benefits	3,405,970	3,228,477	95%
<b>Total Personnel</b>	<b>11,009,712</b>	<b>10,686,130</b>	<b>97%</b>
10 Office/Operating Supplies	83,107	33,100	40%
11 Small Tools/Capital Equipment	52,137	61,064	117%
12 Professional Services	661,002	614,660	93%
13 Communication	259,266	202,582	78%
14 Travel	219,468	45,806	21%
15 Occupancy/Insurance	577,529	494,670	86%
16 Disaster Relief	182,372	255,190	140%
17 Miscellaneous	156,436	100,257	64%
<b>Total Operating Expenditures</b>	<b>2,191,317</b>	<b>1,807,329</b>	<b>82%</b>
<b>Total Direct Service and Administration</b>	<b>13,201,029</b>	<b>12,493,459</b>	<b>95%</b>
<b>Subcontractor Expenditures</b>			
18 I&A/Case Management/FCSP			
19 ISR/Island County	693,587	683,537	99%
20 San Juan County Senior Services	192,395	185,019	96%
21 Legal Services	54,072	54,072	100%
22 Nutrition			
23 ISR/Island County	266,966	259,499	97%
24 Skagit County	357,972	346,804	97%
25 WCOA/Whatcom and San Juan Counties	657,364	634,574	97%
26 Disaster Relief	1,101,344	906,713	82%
27 Volunteer Services			
28 ISR/Island County	31,858	39,628	124%
29 CASC/Skagit County	35,514	16,756	47%
30 Opportunity Council/Whatcom County	41,987	45,086	107%
31 Long Term Care Ombudsman Program	3,959	3,959	100%
32 Medicaid Transportation Brokerage	3,360,000	3,537,790	105%
33 Family Caregiver Support Project & Respite Services	462,440	477,177	103%
34 Dementia Partnerships Project	64,385	11,610	18%
35 Kinship Caregivers Support Program/Kinship Navigator	112,652	106,759	95%
36 Caregiver Training/Agency Workers Health Insurance	299,800	184,306	61%
37 Chronic Disease Self Management Program	30,000	5,960	20%
38 Health Homes	1,766,549	1,742,873	99%
<b>Total Subcontractor Expenditures</b>	<b>9,532,844</b>	<b>9,242,122</b>	<b>97%</b>
39 <b>Total Expenditures</b>	<b>22,733,873</b>	<b>21,735,581</b>	<b>96%</b>
40 <b>Revenue less Expenditures</b>	<b>362,638</b>	<b>865,826</b>	

NORTHWEST REGIONAL COUNCIL		Community Programs		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2021	% of Year	100%
JANUARY - DECEMBER 2021		Revised	Actual	% of Budget
<b>Funding</b>				
1	DSHS - AL TSA - TXIX Medicaid	159,000	123,868	78%
2	DSHS - AL TSA - All Other	2,921,373	2,875,560	98%
3	Disaster Relief Funding - COVID			
4	Health Care Authority			
5	Local Funds			
6	Other Contracted	41,842	43,739	105%
<b>Subtotal Current Year Funding</b>		<b>3,122,215</b>	<b>3,043,167</b>	<b>97%</b>
7	Use of Fund Balance Reserves	-	-	
<b>Subtotal Funding (including reserves)</b>		<b>3,122,215</b>	<b>3,043,167</b>	<b>97%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	1,220,837	1,162,777	95%
9	Taxes & Benefits	564,217	518,268	92%
<b>Total Personnel</b>		<b>1,785,054</b>	<b>1,681,045</b>	<b>94%</b>
10	Office/Operating Supplies	16,342	5,232	32%
11	Small Tools/Capital Equipment	4,700	9,479	202%
12	Professional Services	24,413	15,762	65%
13	Communication	55,518	38,538	69%
14	Travel	38,355	7,724	20%
15	Occupancy/Insurance	130,309	101,473	78%
16	Disaster Relief	-	-	0%
17	Miscellaneous	51,787	32,177	62%
<b>Total Operating Expenditures</b>		<b>321,424</b>	<b>210,385</b>	<b>65%</b>
<b>Total Direct Service and Administration</b>		<b>2,106,478</b>	<b>1,891,430</b>	<b>90%</b>
<b>Subcontractor Expenditures</b>				
18	I&A/Case Management/FCSP			
19	ISR/Island County	243,092	231,946	95%
20	San Juan County Senior Services	192,395	185,019	96%
21	Legal Services			
22	Nutrition			
23	ISR/Island County			
24	Skagit County			
25	WCOA/Whatcom and San Juan Counties			
26	Disaster Relief			
27	Volunteer Services			
28	ISR/Island County			
29	CASC/Skagit County			
30	Opportunity Council/Whatcom County			
31	Long Term Care Ombudsman Program			
32	Medicaid Transportation Brokerage			
33	Family Caregiver Support Project & Respite Services	462,440	477,177	103%
34	Dementia Partnerships Project	64,385	11,610	18%
35	Kinship Caregivers Support Program/Kinship Navigator			
36	Caregiver Training/Agency Workers Health Insurance			
37	Chronic Disease Self Management Program			
38	Health Homes			
<b>Total Subcontractor Expenditures</b>		<b>962,312</b>	<b>905,752</b>	<b>94%</b>
39	<b>Total Expenditures</b>	<b>3,068,790</b>	<b>2,797,182</b>	<b>91%</b>
40	<b>Revenue less Expenditures</b>	<b>53,425</b>	<b>245,985</b>	

NORTHWEST REGIONAL COUNCIL BUDGET TO ACTUAL REPORT (ACCRUAL BASIS) JANUARY - DECEMBER 2021		Care Management		
		2021	% of Year	100%
		Revised	Actual	% of Budget
<b>Funding</b>				
1	DSHS - AL TSA - TXIX Medicaid	4,584,733	4,751,179	104%
2	DSHS - AL TSA - All Other	94,058	92,880	99%
3	Disaster Relief Funding - COVID			
4	Health Care Authority	3,764,734	3,597,167	96%
5	Local Funds			
6	Other Contracted	1,509,502	1,366,520	91%
<b>Subtotal Current Year Funding</b>		<b>9,953,027</b>	<b>9,807,746</b>	<b>99%</b>
7	Use of Fund Balance Reserves	-	-	
<b>Subtotal Funding (including reserves)</b>		<b>9,953,027</b>	<b>9,807,746</b>	<b>99%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	4,420,834	4,347,265	98%
9	Taxes & Benefits	1,952,323	1,869,028	96%
<b>Total Personnel</b>		<b>6,373,157</b>	<b>6,216,293</b>	<b>98%</b>
10	Office/Operating Supplies	53,992	18,550	34%
11	Small Tools/Capital Equipment	36,169	21,164	59%
12	Professional Services	194,215	191,296	98%
13	Communication	165,500	127,442	77%
14	Travel	158,543	28,441	18%
15	Occupancy/Insurance	368,469	334,836	91%
16	Disaster Relief	-		
17	Miscellaneous	77,587	55,419	71%
<b>Total Operating Expenditures</b>		<b>1,054,475</b>	<b>777,148</b>	<b>74%</b>
<b>Total Direct Service and Administration</b>		<b>7,427,632</b>	<b>6,993,441</b>	<b>94%</b>
<b>Subcontractor Expenditures</b>				
18	I&A/Case Management/FCSP			
19	ISR/Island County	450,495	451,591	100%
20	San Juan County Senior Services			
21	Legal Services			
22	Nutrition			
23	ISR/Island County			
24	Skagit County			
25	WCOA/Whatcom and San Juan Counties			
26	Disaster Relief			
27	Volunteer Services			
28	ISR/Island County			
29	CASC/Skagit County			
30	Opportunity Council/Whatcom County			
31	Long Term Care Ombudsman Program			
32	Medicaid Transportation Brokerage			
33	Family Caregiver Support Project & Respite Services			
34	Dementia Partnerships Project			
35	Kinship Caregivers Support Program/Kinship Navigator			
36	Caregiver Training/Agency Workers Health Insurance			
37	Chronic Disease Self Management Program			
38	Health Homes	1,766,549	1,742,873	99%
<b>Total Subcontractor Expenditures</b>		<b>2,217,044</b>	<b>2,194,464</b>	<b>99%</b>
39	<b>Total Expenditures</b>	<b>9,644,676</b>	<b>9,187,905</b>	<b>95%</b>
40	Revenue less Expenditures	308,351	619,841	

NORTHWEST REGIONAL COUNCIL		Other Subcontracting (formerly Planning & Contracting)		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2021	% of Year	100%
JANUARY - DECEMBER 2021		Revised	Actual	% of Budget
<b>Funding</b>				
1	DSHS - AL TSA - TXIX Medicaid			
2	DSHS - AL TSA - All Other	1,939,986	1,742,977	90%
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>		<b>1,999,986</b>	<b>1,802,977</b>	<b>90%</b>
7	Use of Fund Balance Reserves	-	-	
<b>Subtotal Funding (including reserves)</b>		<b>1,999,986</b>	<b>1,802,977</b>	<b>90%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	58,938	60,484	103%
9	Taxes & Benefits	23,565	22,892	97%
<b>Total Personnel</b>		<b>82,503</b>	<b>83,376</b>	<b>101%</b>
10	Office/Operating Supplies	1,693	1,363	81%
11	Small Tools/Capital Equipment	1,328	1,379	104%
12	Professional Services	4,575	7,529	165%
13	Communication	4,348	5,019	115%
14	Travel	797	525	66%
15	Occupancy/Insurance	10,126	5,171	51%
16	Disaster Relief	-	-	0%
17	Miscellaneous	1,610	1,212	75%
<b>Total Operating Expenditures</b>		<b>24,477</b>	<b>22,198</b>	<b>91%</b>
<b>Total Direct Service and Administration</b>		<b>106,980</b>	<b>105,574</b>	<b>99%</b>
<b>Subcontractor Expenditures</b>				
18	I&A/Case Management/FCSP			
19	ISR/Island County			
20	San Juan County Senior Services			
21	Legal Services	54,072	54,072	100%
22	Nutrition			
23	ISR/Island County	266,966	259,499	97%
24	Skagit County	357,972	346,804	97%
25	WCOA/Whatcom and San Juan Counties	657,364	634,574	97%
26	Disaster Relief			
27	Volunteer Services			
28	ISR/Island County	31,858	39,628	124%
29	CASC/Skagit County	35,514	16,756	47%
30	Opportunity Council/Whatcom County	41,987	45,086	107%
31	Long Term Care Ombudsman Program	3,959	3,959	100%
32	Medicaid Transportation Brokerage			
33	Family Caregiver Support Project & Respite Services			
34	Dementia Partnerships Project			
35	Kinship Caregivers Support Program/Kinship Navigator	112,652	106,759	95%
36	Caregiver Training/Agency Workers Health Insurance	299,800	184,306	61%
37	Chronic Disease Self Management Program	30,000	5,960	20%
38	Health Homes	-	-	
<b>Total Subcontractor Expenditures</b>		<b>1,892,144</b>	<b>1,697,403</b>	<b>90%</b>
39	<b>Total Expenditures</b>	<b>1,999,124</b>	<b>1,802,977</b>	<b>90%</b>
40	Revenue less Expenditures	862	-	



<b>NORTHWEST REGIONAL COUNCIL</b>		<b>Non Emergency Transportation Brokerage</b>		
<b>BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)</b>		<b>2021</b>	<b>% of Year</b>	<b>100%</b>
<b>JANUARY - DECEMBER 2021</b>		<b>Revised</b>	<b>Actual</b>	<b>% of Budget</b>
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid			
2	DSHS - ALTSA - All Other			
3	Disaster Relief Funding - COVID			
4	Health Care Authority	4,340,400	4,527,616	104%
5	Local Funds	42,675	42,675	100%
6	Other Contracted			
<b>Subtotal Current Year Funding</b>		<b>4,383,075</b>	<b>4,570,291</b>	<b>104%</b>
7	Use of Fund Balance Reserves	82,236	18,424	22%
<b>Subtotal Funding (including reserves)</b>		<b>4,465,311</b>	<b>4,588,715</b>	<b>103%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	666,378	638,585	96%
9	Taxes & Benefits	312,098	289,426	93%
<b>Total Personnel</b>		<b>978,476</b>	<b>928,011</b>	<b>95%</b>
10	Office/Operating Supplies	7,050	4,989	71%
11	Small Tools/Capital Equipment	5,250	4,748	90%
12	Professional Services	35,750	46,859	131%
13	Communication	21,970	19,852	90%
14	Travel	5,650	2,073	37%
15	Occupancy/Insurance	43,377	39,941	92%
16	Disaster Relief	-	-	0%
17	Miscellaneous	7,788	4,452	57%
<b>Total Operating Expenditures</b>		<b>126,835</b>	<b>122,914</b>	<b>97%</b>
<b>Total Direct Service and Administration</b>		<b>1,105,311</b>	<b>1,050,925</b>	<b>95%</b>
<b>Subcontractor Expenditures</b>				
18	I&A/Case Management/FCSP			
19	ISR/Island County			
20	San Juan County Senior Services			
21	Legal Services			
22	Nutrition			
23	ISR/Island County			
24	Skagit County			
25	WCOA/Whatcom and San Juan Counties			
26	Disaster Relief			
27	Volunteer Services			
28	ISR/Island County			
29	CASC/Skagit County			
30	Opportunity Council/Whatcom County			
31	Long Term Care Ombudsman Program			
32	Medicaid Transportation Brokerage	3,360,000	3,537,790	105%
33	Family Caregiver Support Project & Respite Services			
34	Dementia Partnerships Project			
35	Kinship Caregivers Support Program/Kinship Navigator			
36	Caregiver Training/Agency Workers Health Insurance			
37	Chronic Disease Self Management Program			
38	Health Homes			
<b>Total Subcontractor Expenditures</b>		<b>3,360,000</b>	<b>3,537,790</b>	<b>105%</b>
39	<b>Total Expenditures</b>	<b>4,465,311</b>	<b>4,588,715</b>	<b>103%</b>
40	Revenue less Expenditures	-	-	

NORTHWEST REGIONAL COUNCIL BUDGET TO ACTUAL REPORT (ACCRUAL BASIS) JANUARY - DECEMBER 2021		Jail Health Program		
		2021	% of Year	100%
		Revised	Actual	% of Budget
<b>Funding</b>				
1	DSHS - AL TSA - TXIX Medicaid			
2	DSHS - AL TSA - All Other			
3	Disaster Relief Funding - COVID			
4	Health Care Authority			
5	Local Funds			
6	Other Contracted	1,456,501	1,456,590	100%
<b>Subtotal Current Year Funding</b>		<b>1,456,501</b>	<b>1,456,590</b>	<b>100%</b>
7	Use of Fund Balance Reserves	119,187	58,827	49%
<b>Subtotal Funding (including reserves)</b>		<b>1,575,688</b>	<b>1,515,417</b>	<b>96%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	1,039,321	1,022,850	98%
9	Taxes & Benefits	463,724	438,676	95%
<b>Total Personnel</b>		<b>1,503,045</b>	<b>1,461,526</b>	<b>97%</b>
10	Office/Operating Supplies	2,852	1,776	62%
11	Small Tools/Capital Equipment	3,753	1,643	44%
12	Professional Services	35,782	28,322	79%
13	Communication	6,855	5,012	73%
14	Travel	7,426	6,151	83%
15	Occupancy/Insurance	11,242	9,166	82%
16	Disaster Relief	-	-	0%
17	Miscellaneous	4,733	1,821	38%
<b>Total Operating Expenditures</b>		<b>72,643</b>	<b>53,891</b>	<b>74%</b>
<b>Total Direct Service and Administration</b>		<b>1,575,688</b>	<b>1,515,417</b>	<b>96%</b>
<b>Subcontractor Expenditures</b>				
18	I&A/Case Management/FCSP			
19	ISR/Island County			
20	San Juan County Senior Services			
21	Legal Services			
22	Nutrition			
23	ISR/Island County			
24	Skagit County			
25	WCOA/Whatcom and San Juan Counties			
26	Disaster Relief			
27	Volunteer Services			
28	ISR/Island County			
29	CASC/Skagit County			
30	Opportunity Council/Whatcom County			
31	Long Term Care Ombudsman Program			
32	Medicaid Transportation Brokerage			
33	Family Caregiver Support Project & Respite Services			
34	Dementia Partnerships Project			
35	Kinship Caregivers Support Program/Kinship Navigator			
36	Caregiver Training/Agency Workers Health Insurance			
37	Chronic Disease Self Management Program			
38	Health Homes			
<b>Total Subcontractor Expenditures</b>		<b>-</b>	<b>-</b>	
39	<b>Total Expenditures</b>	<b>1,575,688</b>	<b>1,515,417</b>	<b>96%</b>
40	Revenue less Expenditures	-	-	

NORTHWEST REGIONAL COUNCIL BUDGET TO ACTUAL REPORT (ACCRUAL BASIS) JANUARY - DECEMBER 2021		Other NWRC Activities		
		2021	% of Year	100%
		Revised	Actual	% of Budget
<b>Funding</b>				
1	DSHS - ALTSA - TXIX Medicaid			
2	DSHS - ALTSA - All Other			
3	Disaster Relief Funding - COVID	1,289,919	1,161,903	90%
4	Health Care Authority			
5	Local Funds	80,953	84,820	105%
6	Other Contracted	385,912	346,154	90%
<b>Subtotal Current Year Funding</b>		<b>1,756,784</b>	<b>1,592,877</b>	<b>91%</b>
7	Use of Fund Balance Reserves	223,500	250,508	112%
<b>Subtotal Funding (including reserves)</b>		<b>1,980,284</b>	<b>1,843,385</b>	<b>93%</b>
<b>Operating Expenditures</b>				
8	Salaries & Wages	197,434	225,692	114%
9	Taxes & Benefits	90,043	90,187	100%
<b>Total Personnel</b>		<b>287,477</b>	<b>315,879</b>	<b>110%</b>
10	Office/Operating Supplies	1,178	1,190	101%
11	Small Tools/Capital Equipment	937	22,651	2417%
12	Professional Services	366,267	324,892	89%
13	Communication	5,075	6,719	132%
14	Travel	8,697	892	10%
15	Occupancy/Insurance	14,006	4,083	29%
16	Disaster Relief	182,372	255,190	140%
17	Miscellaneous	12,931	5,176	40%
<b>Total Operating Expenditures</b>		<b>591,463</b>	<b>620,793</b>	<b>105%</b>
<b>Total Direct Service and Administration</b>		<b>878,940</b>	<b>936,672</b>	<b>107%</b>
<b>Subcontractor Expenditures</b>				
18	I&A/Case Management/FCSP			
19	ISR/Island County			
20	San Juan County Senior Services			
21	Legal Services			
22	Nutrition			
23	ISR/Island County			
24	Skagit County			
25	WCOA/Whatcom and San Juan Counties			
26	Disaster Relief	1,101,344	906,713	82%
27	Volunteer Services			
28	ISR/Island County			
29	CASC/Skagit County			
30	Opportunity Council/Whatcom County			
31	Long Term Care Ombudsman Program			
32	Medicaid Transportation Brokerage			
33	Family Caregiver Support Project & Respite Services			
34	Dementia Partnerships Project			
35	Kinship Caregivers Support Program/Kinship Navigator			
36	Caregiver Training/Agency Workers Health Insurance			
37	Chronic Disease Self Management Program			
38	Health Homes			
<b>Total Subcontractor Expenditures</b>		<b>1,101,344</b>	<b>906,713</b>	<b>82%</b>
39	<b>Total Expenditures</b>	<b>1,980,284</b>	<b>1,843,385</b>	<b>93%</b>
40	Revenue less Expenditures	-	-	

**To:** Northwest Regional Council  
**From:** Amanda McDade, Executive Director  
**Date:** May 19, 2022  
**Subject:** January through April 2022

**Background**

NWRC 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 December 08, 2021, we have received the following contracts or amendments:

**Contracts**

Contract No.	Purpose	Amount	Dates
HS-02-21 (1)	Extend and Increase Island County Case Management Funding	\$25,375.90	1/1/21 - 12/31/22
2169-20180 (01)	AAA State Federal Agreement Amendment 1 - ARP Match for Year One	\$6,832,447.00	7/1/21 - 6/30/22
2269-36962	MAC/TSOA Implementation	\$898,370.00	1/1/22 - 12/31/22
C20210568	Recovery Care Coordination (RCC) Program	\$296,090.00	1/1/22 - 12/31/22
2269-38367	2022 Interlocal Agreement	\$1,705,842.00	1/1/22 - 9/30/23
2269-39912	AAA Agreement - AAA Hospital Surge Care Transitions	\$85,286.00	1/14/22 - 9/30/24

**Subcontracts for Services**

Contract No.	Contractor	Purpose	Dates
205013-VACC	Island Senior Resources	Vaccine Access Funding	4/1/21 - 9/30/22
241002-FCSG	San Juan County	Family Caregiver Support Group	1/1/22 - 12/31/22
241003-FCSG	Skagit Adult Day Program	Family Caregiver Support Group	1/1/22 - 12/31/22
241004-FCSG	Island Senior Resources	Family Caregiver Support Group	1/1/22 - 12/31/22



Contract No.	Contractor	Purpose	Dates
241003-FCSG	Skagit Adult Day Program	Family Caregiver Support Group	1/1/22 - 12/31/22
241004-FCSG	Island Senior Resources	Family Caregiver Support Group	1/1/22 - 12/31/22
241005-FCSG	Dementia Support Northwest	Family Caregiver Support Group	1/1/22 - 12/31/22
241006-FCSG	Sara Gall	Family Caregiver Support Group	1/1/22 - 12/31/22
241008-IAFC	San Juan County	ADR and FCSP Services	1/1/22 - 12/31/22
241009-IAFC	Island Senior Resources	ADR and FCSP Services	1/1/22 - 12/31/22
241010-CM	Island Senior Resources	Case Management Services	1/1/22 - 12/31/22
241011-KCSP	Brigid Collins	Kinship Caregiver Support Program	1/1/22 - 12/31/22
241012-KCSP/KNAV	Opportunity Council	Kinship Caregiver Support Program and Kinship Navigator	1/1/22 - 12/31/22
241014-LEGAL	Northwest Justice Project	Legal Services	1/1/22 - 12/31/22
241015-LTCO	Multi-Service Center	LTC Ombuds Services	1/1/22 - 12/31/22
241017-NUTR	Island Senior Resources	Nutrition Services	1/1/22 - 12/31/22
241018-NUTR	Skagit County Public Health	Nutrition Services	1/1/22 - 12/31/22
241019-NUTR	Whatcom Council on Aging	Nutrition Services	1/1/22 - 12/31/22
241021-VSERV	Community Action of Skagit County	Volunteer Services	1/1/22 - 12/31/22
241022-VSERV	Opportunity Council	Volunteer Services	1/1/22 - 12/31/22
241023-VSERV	Island Senior Resources	Volunteer Services	1/1/22 - 12/31/22
250070-NEMT	Community Action of Skagit County	Non-Emergency Medical Transportation	1/1/22 - 12/31/22
250071-NEMT	Island Senior Resources	Non-Emergency Medical Transportation	1/1/22 - 12/31/22



Contract No.	Contractor	Purpose	Dates
220228-JHP-T	Sean MacDonald, LPN	Jail Health Program - Temporary Nursing Services	1/1/22 - 12/31/22
230350-DSP	Barry Meyers	Dementia-Focused Legal Clinic	1/1/22 - 6/30/23
200097-HH	Lummi Nation	Health Homes Care Coordination	2/1/22 - 12/31/22
220162-CgCons	Marcella Zarifis, OT	Caregiver Consultant - Occupational Therapy	3/1/22 - 6/30/22
220163-CgCons	Alene Zander, LICSW	Caregiver Consultant - Behavior Management	3/1/22 - 6/30/22
220164-CgCons	Joshua Vander Wiele, LMHCA	Caregiver Consultant - Behavior Management	3/1/22 - 6/30/22
250072-NEMT	D&A Transportation	Non-Emergency Medical Transportation	3/1/22 - 6/30/25
260400-FCSP-S	MedScope America LLC	PERS	3/1/22 - 6/30/26
260401-FCSP-S	Lifeline Systems	PERS	3/1/22 - 6/30/26
260402-FCSP-S	PERS LLC dba Safetyline	PERS	3/1/22 - 6/30/26
260403-FCSP-S	Professional Medical Corp.	DME/Incontinence Supplies	3/1/22 - 6/30/26
2212-41192	Marcella Zarifis, OT	Client Training - Occupational Therapy	3/1/22 - 6/30/22
220229-JHP-T	Julie Fox, RN	Jail Health Program - Temporary Nursing Services	3/11/22 - 12/31/22

**Terminated Subcontracts**

Contract No.	Contractor	Purpose	Dates
220126-CgCons	Jaren Hoppe Leonard, LMT	Caregiver Consultant - Massage Therapy	3/1/19 - 12/31/21
2012-75821	Joann Carpenter Janitorial Services	Residential Cleaning	2/3/20 - 4/1/22
250046-Respite	Village at the Harbor	Out of Home Respite	7/1/21 - 2/28/22





**Amendments to Subcontracts**

Contract No.	Contractor	Purpose	Dates
205004-FCSG	Island Senior Resources	Increase support group funding through end of contract period	10/1/21 - 12/31/21
200215-SHS [03]	Advancement NW	To extend contract expiration date to 12/31/22	1/1/22 - 12/31/22
200216-SHS [03]	Take Aim	To extend contract expiration date to 12/31/23	1/1/22 - 12/31/22
200221-SHS [03]	Lisa Silverman	To extend contract expiration date to 12/31/24	1/1/22 - 12/31/22
220228-JHP-T [01]	Sean MacDonald, LPN	Increase hourly rate to \$41.00	3/1/22 - 12/31/22
250060-NEMT [01]	Beck and Call LLC	Gas surcharge and pickup fee clarification	3/14/22 - 6/30/25
250061-NEMT [01]	Birch Bay Cab Company dba Red Cab	Gas surcharge and pickup fee clarification	3/14/22 - 6/30/25
250062-NEMT [01]	CARE E ME, Inc.	Gas surcharge and pickup fee clarification	3/14/22 - 6/30/25
250063-NEMT [01]	Cascade Ambulance Service, dba Cascade Specialized Transport	Gas surcharge and pickup fee clarification	3/14/22 - 6/30/25
250064-NEMT [01]	City Cab dba Yellow Cab	Gas surcharge and pickup fee clarification	3/14/22 - 6/30/25
250065-NEMT [01]	Golden Medical Transportation	Gas surcharge and pickup fee clarification	3/14/22 - 6/30/25
250066-NEMT [01]	Brian A. Collins, dba J&B Transportation	Gas surcharge and pickup fee clarification	3/14/22 - 6/30/25
250067-NEMT [01]	Safe Transportation LLC	Gas surcharge and pickup fee clarification	3/14/22 - 6/30/25
250068-NEMT [01]	Northwest Smoking and Curing, Inc., dba SeaTac Direct	Gas surcharge	3/14/22 - 6/30/25
250069-NEMT [01]	Medstar Transportation	Gas surcharge and pickup fee clarification	3/14/22 - 6/30/25



Contract No.	Contractor	Purpose	Dates
250070-NEMT [01]	Community Action	Gas surcharge	3/14/22 - 6/30/25
250071-NEMT [01]	Island Senior Resources	Gas surcharge	3/14/22 - 6/30/25
250072-NEMT [01]	D&A Transportation	Gas surcharge	3/14/22 - 6/30/25

**Agreements**

Organization	Purpose	Dates
Amerigroup Washington, Inc.	Extension to Health Homes Agreement	1/1/20 - 12/31/22
Unity Care NW	Business Associate Agreement	12/8/21 - ongoing
Reliance e-Health Collaborative	Island County Community Health Record Access	12/20/21 - ongoing
CHPW	2022 Community Behavioral Health Enhancement Payment Agreement	1/1/22 - 12/31/22
DSHS	AAA Interlocal Data Share Agreement	1/1/22 - 12/31/23
Humana, Inc.	Humana Care Coordination IT Requirements	1/1/22 - ongoing
North Sound ACH	COVID-19 Community Testing Project Testing Site Agreement	1/21/22 - ongoing
Murphy, Pearson, Bradley & Feeney	Hourly Legal Services Agreement - Legal Representation for NWRC in Pulphus v. Compass Health, et al.	2/8/22 - ongoing
CHPW	Amendment to Provider Agreement - Substance Use Disorder Program	3/22/22 - ongoing
Streamline Verify	Exclusion Database Checks	3/22/22 - ongoing
Washington Connection	Interlocal Data Share Agreement - Washington Connection	5/1/22 - 4/30/24

**Proposed Motion:**

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





# Memorandum

**To:** Northwest Regional Council Governing Board  
**From:** Amanda McDade, Executive Director  
**Date:** May 19, 2022  
**RE:** Signatures of Authoritative Body - Whatcom County Treasurer Annual Requirement

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## 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 2022 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 2022.**

# NORTHWEST REGIONAL COUNCIL

## Signatures of Authoritative Body For Whatcom County Treasurer

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Melanie Bacon  
Island County Commissioner

---

Jill Johnson  
Island County Commissioner

---

Jamie Stephens  
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  
Whatcom County Executive

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Kathy Kershner  
Whatcom County Council Member

Attest:

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Amanda McDade  
Executive Director

May 19, 2022 Meeting

# Memorandum

**To:** Northwest Regional Council Governing Board  
**From:** Sarah Silvas, HR Manager  
**Date:** May 19, 2022  
**Subject:** Policy and Procedure Manual Updates

On January 6, 2022, NWRC distributed the below updates to the NWRC Policy and Procedure Manual for staff. The updates incorporate additional and/or clarifying language around NWRC policies, procedures, and employment law. (Note: Employees were notified via email when some of these policy updates occurred.) Please be advised that this manual does not include policies/procedures specifically related to NWRC's response to the pandemic.

## Section 2: Employment Policies and Procedures

- *2.01 Definitions.* Added language to define On Call status

## Section 3: General Policies and Procedures

- *3.14 Personal Appearance.* Updated language around personal appearance and dress code. (Staff were notified of this change via email.)
- *3.17 NWRC Cellular Phones.* Added language that addresses usage of agency-issued cell phones.

## Section 5: Employee Benefits

- *5.02 Benefits – Eligibility & Terms.* Clarified and added language around part-time and on-call status
- Updated language throughout this section to reflect PEBB benefit plan requirements

## Section 6: Paid and Unpaid Leaves of Absence

- *6.01 Vacation Leave.* Clarifying language around maximum compensation of accumulated leave is restricted to those retiring under PERS Plan 1 only.
- *6.03 Holiday Pay.* Updated language identifying Juneteenth as an NWRC paid holiday
- *6.09 Compassionate Leave.* Updated language that employees receiving WA PFML are not eligible for compassionate leave.



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### **Section 11: Employee Separation**

- *11.02 Voluntary Resignation.* Clarifying language that two weeks' notice means two worked weeks' notice.
- *11.04 Benefits & Compensation at Separation.* Additional and updated language related to the Retirement Health Savings Account benefit.

## Memorandum

**To:** Northwest Regional Council Governing Board  
**From:** Amanda McDade, Executive Director  
**Date:** May 19, 2022  
**Subject:** COVID-19 Impacts – Status Updates

NWRC is seeing the same easing of constraints that most businesses are as the pandemic wanes and the COVID numbers improve in our region. We have opened our doors and most teams have returned to the field in small and carefully selected numbers. Due to the populations we serve, we are maintaining masking in our offices and of course, during all field visits.

- We opened both offices on March 7<sup>th</sup>. Our current hours are now Monday – Friday 8:30 am – 4:30 pm
- Hybrid Schedules – The management staff are working with their teams to create effective hybrid schedules that target and balance the needs of the clients, staff needs and resources. ADR started a hybrid schedule March 7<sup>th</sup> to assist clients who come into the office. Transportation began a hybrid schedule April 11<sup>th</sup> with each team member coming into the office 1 day a week to start. Community Programs, Long-term Case Management and Care Coordination are targeting May 1<sup>st</sup>. All programs are prioritizing returning to field visits before returning to a full hybrid office/home schedule
- Vaccination Status – we continue to have a good percentage of applicants apply that are unvaccinated, usually having left other organizations over the mandate. We have hired a few of them as they were the best applicant for the job. However, we have recently been referred to by a partner as “a haven for the unvaccinated” and many of our human services counterparts have passed a mandate at this point. Working around the unvaccinated status creates an enormous burden on supervisors, HR, and operations due to the accommodation process. This has eased a bit now but was very difficult through the winter and could certainly ramp up again. Additionally, we are now not as highly vaccinated of an agency as we were when we discussed this in 2021. As we continue to serve the most COVID-vulnerable populations, this is a proposal I do not make lightly. I propose we mandate COVID vaccination *for all incoming staff* and continue to work with our existing accommodations in place for all current,



unvaccinated staff. I have discussed this with our attorney and this is also her recommendation.

**PROPOSED MOTION: The NWRC Board authorizes a COVID vaccination mandate for all new applicants.**

# Memorandum

**To:** Northwest Regional Council Governing Board  
**From:** Amanda McDade, Executive Director  
**Date:** May 19, 2022  
**Subject:** Key Staffing Updates

## Background

The current open positions below were already budgeted for in the approved 2022 budget, and then discussed at the special meeting in March. There are no changes in that regard. Due to some major transitions within and without the agency, certain hiring is on hold, such as the additional Behavioral Health Clinician for our SUD work, and the added Case Aide position. We have yet to backfill one of our original BH clinicians, and we have increased capacity in our current Case Aide team due to the transition of a major piece of their work (contracting community caregivers) over to the new state agency, Consumer Directed Washington. Additionally, there is one added position and one reclassification explained below.

## Current Open Positions (in 2022 approved budget)

1. Behavioral Health Clinician
2. Senior Accountant
3. Care Management Program Supervisor
4. Case Manager
5. Planner
6. Jail Health RN and LPN

## New Position

Propose new Care Coordinator position utilizing designated staffing funds that have been retained due to circumstances described above. This will increase our ability to serve both Humana and HCA Care Coordination clients, as we are at capacity with our current team.

## Reclassification

Propose to reclassify the HR Administrative Assistant position to a Human Resource Specialist. The reclassification reflects the expanding job duties related to growth and increased complexity in administration of benefits.



**PROPOSED MOTION: The NWRC Board authorizes hire of an additional Care Coordinator FTE to manage increased cases in Humana and reclassification of the HR Administrative Assistant to Human Resource Specialist.**



## Memorandum

**To:** Northwest Regional Council Governing Board  
**From:** Amanda McDade, Executive Director  
**Date:** May 19, 2022  
**Subject:** Legislative Updates

The 2022 Washington State Legislature session adjourned on March 10, 2022. Measures that passed that impact NWRC include

1. Case management increase has been approved and will finally catch us up to put us on par with our counterparts (23%). However, the parity language that would prevent us from falling behind again in the future was not included despite our heavy advocacy around this point. We will start working on this again in the coming session.
2. DSHS asked to reduce caseloads across all sectors, including AAA's, which was also approved. However, we are not sure how those funds will be divided yet.
3. The hospital transitions program was approved, but not fully funded.
4. State Personal Needs Allowance was finally increased to 300% of personal income (scheduled to begin July 1st) which relieves an enormous burden on our lowest-income clients, and also opens the door for those who need services but were reluctant to give up the majority of their limited income to now receive that help.

This was a high watermark year, which I have been assured repeatedly will never come again in my career. Over the next year it means NWRC can continue our hospital transitions work. It means we can hire more case managers as we need to lower caseloads and keep them low as we see the predicted increase in clients due to the increase in the PNA levels. It means we can invest in the supports we know we need that keep our programs running smoothly and with investment in best practices.

Much of this forecast in case management is murky, however, due to the crisis in the workforce; there are simply not enough caregivers to assist all the clients. In the meantime, we are in process of how to best implement these windfalls and gearing up for more legislative advocacy around keeping parity with our DSHS counterparts so as to not need another 23% increase again next decade just to catch up.

In July there will be more information regarding our plans for how we will use this funding to further integrate care.