

Northwest Regional Council Governing Board

April 18, 2024

10 am – 12 pm

Hybrid

NWRC – Mount Vernon Office

Cascade Conference Room

301 Valley Mall Way, Suite 100

Mount Vernon, WA 98273

Zoom

Join Zoom Meeting

<https://us06web.zoom.us/j/85243301572?pwd=OxUqzY8EF0rCYSCQS1YLaoofUoFdZ1.1>

Meeting ID: 852 4330 1572

Passcode: 328292

AGENDA

Agenda Topic	Pages	Action Required
1. Call to Order		
2. Public Comment		
3. Consent Agenda 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.		
Consent Agenda:		
a) Approval of the Minutes, i. Regular Meeting, December 09, 2023		Motion to Approve
b) Approval of November, December, January, and February Expenditure Listings		Motion to Approve
c) 2024 Budget to Actual Report		Motion to Approve
d) Routine Contracts and Amendments		Motion to Approve
e) Signatures of Authoritative Body – Whatcom Co Treasurer		Motion to Approve
4. Executive Director's Report		
a) Welcome new Board Members		Information Only
b) Legislative and Agency Updates		Information Only
5. Regular Agenda		
a) WA Cares		Information Only
b) Proposed Staffing Adjustments		Motion to Approve
c) Proposed Premium Pay for Interpreters		Motion to Approve
d) Proposed COVID-19 Vaccination Policy Change		Motion to Approve

6. Other Issues

- County Information Sharing

Information Only

7. Announcements

Information Only

8. Executive Session

Potential Upcoming Litigation

Information Only

9. Adjournment

Future NWRC Meetings

July 18, 2024

December 12, 2024

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 7, 2023**

BOARD MEMBERS:

Island County Commissioners Melanie Bacon and Jill Johnson, San Juan County Council Members Christine Minney and Jane Fuller (joined at 10:25), Skagit County Commissioners Peter Browning and Ron Wesen (joined at 10:04), Whatcom County Executive Satpal Sidhu

STAFF: Amanda McDade, Sarah Silvas, Darla Smith, Shu-Ling Sun, Ryan Blackwell, Kyle Ludwig, Bethany Chamberlain, Jeri Johansen, Aly Horry

PUBLIC: Cynthia Smith, Patricia Smith

The meeting was called to order at 10:04 am by Island County Commissioner Jill Johnson.

There was no public comment.

Island County Commissioner Jill Johnson requested that all motions be moved to the front of the agenda.

Consent Agenda

Motion was made by Island County Commissioner Melanie Bacon and Seconded by Skagit County Commissioner Peter Browning to approve the Consent Agenda items a – f: Approval of the Minutes, July 10, 2023 and August 18, 2023: Approval of June, July, August, September, and October 2023 Expenditure Listings: 2023 Budget to Actual Report: Cancellation of Warrants, Resolution #22-03: Annual Internal Fiscal System Review: Routine Contracts and Amendments. The Motion passed unanimously.

Regular Agenda

a) NWRC 2024 Budget #23-02

NWRC Executive Director Amanda McDade provided an overview of the 2024 budget request of \$28.3 million. The 2024 budget represents a 3% increase from the current year which includes a net increase of 3 FTE's, reclassification salary adjustment, updated salary schedule and 3% COLA for staff. In addition, allows for some growth of our reserves/fund balance. There was a question and discussion about if there is any forecasted relief in available caregivers for older adults. There was also a question and discussion about how successful the market adjustment was for the Behavioral Health clinicians.

Motion was made by Skagit County Commissioner Peter Browning and seconded by San Juan County Council Member Christine Minney to approve Resolution #23-02 for the 2024 budget. Motion passed unanimously.

b) Reclassifications & Market Base Salary adjustment

NWRC Executive Director Amanda McDade discussed the need to adjust the BH Program Supervisor role based on a market rate study and establish its own job description, called out from other supervisory roles in the agency. In addition, she reviewed the need to reclassify our NEMT MAP Administrative Aide to Customer Service Representative which would allow the agency to cross train staff in this department allowing for more

trained professionals to handle the increasing volume of calls and additional flexibility for coverage when staff is out of the office.

Motion was made by Skagit County Commissioner Peter Browning and seconded by San Juan County Council Member Christine Minney to approve the proposed reclassification of one Case Management Program Supervisor to a Behavioral Health Program Supervisor placed on Range 2 of the 2023 salary schedule and the reclassification of MAP Administrative Aide (1.75 FTE) to the position of Customer Service Representative, effective January 1, 2024. Motion passed unanimously.

c) Proposed Policy Updates

NWRC Executive Director Amanda McDade provided a general overview of the proposed policy changes. There was discussion about the need to update the agency driver's policy and required employee insurance coverage. A request was made to have more information about the required changes and the potential impact to staff.

Motion was made by Whatcom County Executive Satpal Sidhu and seconded by Skagit County Commissioner Peter Browning to approve the policy changes as presented. Motion passed unanimously.

d) Salary Schedule Expansion & Reclassification

NWRC Executive Director Amanda McDade discussed the recent examination of our existing compensation structure and market rate analyses conducted by our HR department. The current salary structure has anywhere from 2.75% to 18.56% increases in compensation between the 10 ranges. Expanding our ranges from 10 to 20 ranges reduces the variance down to between ranges of 2.75% - 5.3% offering greater flexibility. One role that has been limited by the existing salary schedule is the Dementia Program Specialist. Current analysis indicated that we are 2.5% behind market median and 4.4% behind the closest comparable position. Expanding the compensation structure will not change compensation for anyone other than the recommended Dementia Support Specialists. There was a question about the open ranges and acknowledgement that some ranges will remain open, without any jobs assigned within them at this time but will better allow for future growth.

Motion was made by Whatcom County Executive Satpal Sidhu and Skagit County Commissioner Peter Browning to adopt the proposed salary schedule expanding to 20 ranges effective January 1, 2024. Motion passed unanimously.

Motion was made by Skagit County Commissioner Peter Browning and seconded by Whatcom County Executive Satpal Sidhu to approve the proposed reclassification of the Dementia Program Specialist to Range 14 of the 2024 Salary Schedule effective January 1, 2024. Motion passed unanimously.

e) 2024 – 2027 Strategic Plan Update

There was discussion about the 2024 – 2027 Strategic Plan (Area Plan Version). Overall, the themes are the same except the Transportation and Jail Health objectives are not included since they are outside the DSHS Aging scope. There were additions made to address Diversity, Equity, and Belonging and social isolation. The Board discussed the meaning of belonging. Island County Commissioner Jill Johnson shared some new learning around the term "belonging" meaning assimilation and the impact of that. Others on the Board shared information leading the group to suggest using the term inclusion instead. The Board did not feel that it needs to be updated in this version, rather moving forward. There was also discussion about clearly

defining terms in the Diversity, Equity, and Belonging section so that readers understand the intent of the words and concepts.

Motion was made by San Juan County Council Member Jane Fuller and seconded by San Juan County Council Member Christine Minney to approve the NWRC 2024 – 2027 Strategic Plan – Area Plan on Aging version. Motion passed unanimously.

f) 2024 Meeting Schedule

The Board reviewed and agreed to the 2024 meeting schedule.

Executive Directors Report

NWRC Executive Director Amanda McDade reviewed the upcoming legislative advocacy efforts for the short session:

- W4A: The nutrition program has been impacted by both the loss of COVID funding and increased community need and there is a large request to increase funding.
- W4A: Long Term Care Clients are increasingly without caregivers. Clients without caregivers need more of the case managers time to help them. We are asking for a rate increase to decrease the caseloads for those case managers who work with clients that need a caregiver and currently do not have one.
- Request for Transportation funding: There are 6 transportation brokers to serve Washington state. Administrative rates have been flat for some time while the need and volume has grown. The impact means that there are longer wait times for patients trying to schedule transportation, more abandoned calls, and an inability to respond to short notice trips. There is a request to increase funding that will allow for normal inflation growth.
- WA Cares: NWRC is providing outreach and support for the new WA Cares Fund. We have a tentative outline of our outreach plan and are working with the State to determine how people can access their funds.

Executive Session

An Executive Session was called at 11:29 am to discuss the Executive Director Performance. The Chair estimated the session would last up to 15 minutes.

The regular board meeting reconvened at 11:50 am. The Board expressed their gratitude for the work that the Executive Director has done, the clear communication, and highlighting other staff's expertise.

Motion was made by San Juan County Council Member Christine Minney and seconded by Skagit County Commissioner Peter Browning to approve a 3% step increase and 3% COLA, consistent with the agency COLA, for the Executive Director starting January 1, 2024. Motion passed unanimously.

Adjournment

There being no further business, the meeting adjourned at 12:02 pm.

Prepared and submitted by:

Darla Smith

Darla Smith, Administrative Manager

NORTHWEST REGIONAL COUNCIL

EXPENDITURE APPROVAL

We, the undersigned Northwest Regional Council, do hereby approve payments in the amount of \$2,097,958.03 this 18th day of April 2024.

November 2023

Month of Expenditures

Amanda McDade
Executive Director

Melanie Bacon
Island County Commissioner

Janet St. Clair
Island County Commissioner

Jane Fuller
San Juan County Councilmember

Christine Minney
San Juan County Councilmember

Peter Browning
Skagit County Commissioner

Ron Wesen
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 \$2,015,127.96 this 18th day of April 2024.

December 2023

Month of Expenditures

Amanda McDade
Executive Director

Melanie Bacon
Island County Commissioner

Janet St. Clair
Island County Commissioner

Jane Fuller
San Juan County Councilmember

Christine Minney
San Juan County Councilmember

Peter Browning
Skagit County Commissioner

Ron Wesen
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 \$2,315,181.06 this 18th day of April 2024.

January 2024

Month of Expenditures

Amanda McDade
Executive Director

Melanie Bacon
Island County Commissioner

Janet St. Clair
Island County Commissioner

Jane Fuller
San Juan County Councilmember

Christine Minney
San Juan County Councilmember

Peter Browning
Skagit County Commissioner

Ron Wesen
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 \$2,470,200.25 this 18th day of April 2024.

February 2024

Month of Expenditures

Amanda McDade
Executive Director

Melanie Bacon
Island County Commissioner

Janet St. Clair
Island County Commissioner

Jane Fuller
San Juan County Councilmember

Christine Minney
San Juan County Councilmember

Peter Browning
Skagit County Commissioner

Ron Wesen
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 18, 2024

SUBJECT: January through December 2023 Budget to Actual Report

We are pleased to present you with the Budget to Actual Reports for the period January through December 2023. Through that period, we earned 98% of projected revenues and overall expenditures for the year were 94% of projections. As a result, we were able to add \$1,142,429 to our operating reserves.

Please let me know if you have questions.

Proposed Motion: The Northwest Regional Council approves the January through December 2023 Budget to Actual Report.

NORTHWEST REGIONAL COUNCIL		TOTAL		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2023	% of Year	100%
JANUARY - DECEMBER 2023		Revised	Actual	% of Budget
Funding				
1	DSHS - ALTSA - TXIX Medicaid	5,975,615	6,267,058	105%
2	DSHS - ALTSA - All Other	6,293,742	6,117,142	97%
3	Disaster Relief Funding - COVID	837,151	798,416	95%
4	Health Care Authority	10,080,700	9,929,438	98%
5	Local Funds	145,628	195,350	134%
6	Other Contracted	4,252,514	3,826,796	90%
Subtotal Current Year Funding		27,585,350	27,134,200	98%
7	Use of Fund Balance Reserves	170,156	2,674	2%
Subtotal Funding (including reserves)		27,755,506	27,136,874	98%
Operating Expenditures				
8	Salaries & Wages	9,252,976	8,735,382	94%
9	Taxes & Benefits	4,001,453	3,714,237	93%
Total Personnel		13,254,429	12,449,619	94%
10	Office/Operating Supplies	102,248	62,242	61%
11	Small Tools/Capital Equipment	111,499	60,575	54%
12	Professional Services	656,690	548,661	84%
13	Communication	227,143	158,767	70%
14	Travel	212,063	129,466	61%
15	Occupancy/Insurance	635,209	616,645	97%
16	Disaster Relief	391,243	351,409	90%
17	Miscellaneous	194,754	142,491	73%
Total Operating Expenditures		2,530,849	2,070,256	82%
Total Direct Service and Administration		15,785,278	14,519,875	92%
Subcontractor Expenditures				
18	I&A/Case Management/FCSP			
19	ISR/Island County	772,312	710,858	92%
20	San Juan County Senior Services	201,384	169,117	84%
21	Legal Services	54,072	54,072	100%
22	Nutrition			
23	ISR/Island County	373,452	365,995	98%
24	Skagit County	512,712	512,708	100%
25	WCOA/Whatcom and San Juan Counties	904,970	903,719	100%
26	Disaster Relief	445,908	447,007	100%
27	Volunteer Services			
28	ISR/Island County	38,477	38,476	100%
29	CASC/Skagit County	42,893	42,893	100%
30	Opportunity Council/Whatcom County	50,711	50,711	100%
31	Long Term Care Ombudsman Program	3,959	3,959	100%
32	Medicaid Transportation Brokerage	5,220,000	5,300,883	102%
33	Family Caregiver Support Project & Respite Services	496,440	545,571	110%
34	Kinship Caregivers Support Program/Kinship Navigator	156,934	114,734	73%
35	Caregiver Training/Agency Workers Health Insurance	299,800	339,570	113%
36	Evidence Based Programs	36,542	4,000	11%
37	Dementia Support Program	150,000	30,596	20%
38	Health Homes	2,010,000	1,837,027	91%
Total Subcontractor Expenditures		11,770,566	11,471,896	97%
39	Total Budgeted Expenditures	27,555,844	25,991,771	94%
40	Unallocated Funding	199,662	1,145,103	574%

NORTHWEST REGIONAL COUNCIL		Community Programs		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2023	% of Year	100%
JANUARY - DECEMBER 2023		Revised	Actual	% of Budget
Funding				
1	DSHS - ALTSA - TXIX Medicaid	159,000	133,943	84%
2	DSHS - ALTSA - All Other	3,497,625	3,375,063	96%
3	Disaster Relief Funding - COVID			
4	Health Care Authority			
5	Local Funds			
6	Other Contracted		-	
Subtotal Current Year Funding		3,656,625	3,509,006	96%
7	Use of Fund Balance Reserves	20,630	-	0%
Subtotal Funding (including reserves)		3,677,255	3,509,006	95%
Operating Expenditures				
8	Salaries & Wages	1,571,143	1,463,109	93%
9	Taxes & Benefits	711,280	642,341	90%
Total Personnel		2,282,423	2,105,450	92%
10	Office/Operating Supplies	17,638	11,199	63%
11	Small Tools/Capital Equipment	17,201	9,053	53%
12	Professional Services	17,171	37,015	216%
13	Communication	32,942	36,857	112%
14	Travel	31,375	18,192	58%
15	Occupancy/Insurance	131,285	122,065	93%
16	Disaster Relief	-	-	
17	Miscellaneous	47,064	66,220	141%
Total Operating Expenditures		294,676	300,601	102%
Total Direct Service and Administration		2,577,099	2,406,051	93%
Subcontractor Expenditures				
18	I&A/Case Management/FCSP			
19	ISR/Island County	252,332	222,504	88%
20	San Juan County Senior Services	201,384	169,117	84%
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	496,440	545,571	110%
34	Kinship Caregivers Support Program/Kinship Navigator			
35	Caregiver Training/Agency Workers Health Insurance			
36	Evidence Based Programs			
37	Dementia Support Program	150,000	30,596	20%
38	Health Homes			
Total Subcontractor Expenditures		1,100,156	967,788	88%
39	Total Budgeted Expenditures	3,677,255	3,373,839	92%
40	Unallocated Funding	-	135,167	

NORTHWEST REGIONAL COUNCIL		Clinical and Long-Term Care Programs		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2023	% of Year	100%
JANUARY - DECEMBER 2023		Revised	Actual	% of Budget
Funding				
1	DSHS - ALTSA - TXIX Medicaid	5,816,615	6,133,115	105%
2	DSHS - ALTSA - All Other	280,127	281,866	101%
3	Disaster Relief Funding - COVID			
4	Health Care Authority	3,800,000	3,542,644	93%
5	Local Funds			
6	Other Contracted	2,049,233	1,750,939	85%
Subtotal Current Year Funding		11,945,975	11,708,564	98%
7	Use of Fund Balance Reserves	-	-	
Subtotal Funding (including reserves)		11,945,975	11,708,564	98%
Operating Expenditures				
8	Salaries & Wages	5,561,583	5,232,230	94%
9	Taxes & Benefits	2,403,202	2,230,401	93%
Total Personnel		7,964,785	7,462,631	94%
10	Office/Operating Supplies	70,347	41,975	60%
11	Small Tools/Capital Equipment	75,000	46,021	61%
12	Professional Services	229,175	262,174	114%
13	Communication	159,371	104,305	65%
14	Travel	163,357	99,600	61%
15	Occupancy/Insurance	431,928	425,340	98%
16	Disaster Relief	-	-	
17	Miscellaneous	122,370	59,381	49%
Total Operating Expenditures		1,251,548	1,038,796	83%
Total Direct Service and Administration		9,216,333	8,501,427	92%
Subcontractor Expenditures				
18	I&A/Case Management/FCSP			
19	ISR/Island County	519,980	488,354	94%
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	Kinship Caregivers Support Program/Kinship Navigator			
35	Caregiver Training/Agency Workers Health Insurance			
36	Evidence Based Programs			
37	Dementia Support Program			
38	Health Homes	2,010,000	1,837,027	91%
Total Subcontractor Expenditures		2,529,980	2,325,381	92%
39	Total Budgeted Expenditures	11,746,313	10,826,808	92%
40	Unallocated Funding	199,662	881,756	

NORTHWEST REGIONAL COUNCIL		Other Subcontracting		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2023	% of Year	100%
JANUARY - DECEMBER 2023		Revised	Actual	% of Budget
Funding				
1	DSHS - ALTSA - TXIX Medicaid			
2	DSHS - ALTSA - All Other	2,515,990	2,460,213	98%
3	Disaster Relief Funding - COVID			
4	Health Care Authority			
5	Local Funds			
6	Other Contracted	60,000	60,000	100%
Subtotal Current Year Funding		2,575,990	2,520,213	98%
7	Use of Fund Balance Reserves	-	-	
Subtotal Funding (including reserves)		2,575,990	2,520,213	98%
Operating Expenditures				
8	Salaries & Wages	62,992	53,623	85%
9	Taxes & Benefits	25,595	21,822	85%
Total Personnel		88,587	75,445	85%
10	Office/Operating Supplies	700	1,063	152%
11	Small Tools/Capital Equipment	1,442	841	58%
12	Professional Services	1,594	3,277	206%
13	Communication	2,905	1,566	54%
14	Travel	475	685	144%
15	Occupancy/Insurance	3,870	4,751	123%
16	Disaster Relief	-	-	
17	Miscellaneous	1,895	1,748	92%
Total Operating Expenditures		12,881	13,931	108%
Total Direct Service and Administration		101,468	89,376	88%
Subcontractor Expenditures				
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	373,452	365,995	98%
24	Skagit County	512,712	512,708	100%
25	WCOA/Whatcom and San Juan Counties	904,970	903,719	100%
26	Disaster Relief			
27	Volunteer Services			
28	ISR/Island County	38,477	38,476	100%
29	CASC/Skagit County	42,893	42,893	100%
30	Opportunity Council/Whatcom County	50,711	50,711	100%
31	Long Term Care Ombudsman Program	3,959	3,959	100%
32	Medicaid Transportation Brokerage			
33	Family Caregiver Support Project & Respite Services			
34	Kinship Caregivers Support Program/Kinship Navigator	156,934	114,734	73%
35	Caregiver Training/Agency Workers Health Insurance	299,800	339,570	113%
36	Evidence Based Programs	36,542	4,000	11%
37	Dementia Support Program			
38	Health Homes			
Total Subcontractor Expenditures		2,474,522	2,430,837	98%
39	Total Budgeted Expenditures	2,575,990	2,520,213	98%
40	Unallocated Funding	-	-	

NORTHWEST REGIONAL COUNCIL		Non Emergency Transportation Brokerage		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2023	% of Year	100%
JANUARY - DECEMBER 2023		Revised	Actual	% of Budget
Funding				
1	DSHS - ALTSA - TXIX Medicaid			
2	DSHS - ALTSA - All Other			
3	Disaster Relief Funding - COVID			
4	Health Care Authority	6,280,700	6,386,794	102%
5	Local Funds	145,628	108,707	75%
6	Other Contracted			
Subtotal Current Year Funding		6,426,328	6,495,501	101%
7	Use of Fund Balance Reserves	37,293	-	0%
Subtotal Funding (including reserves)		6,463,621	6,495,501	100%
Operating Expenditures				
8	Salaries & Wages	730,443	719,069	98%
9	Taxes & Benefits	334,962	323,969	97%
Total Personnel		1,065,405	1,043,038	98%
10	Office/Operating Supplies	5,600	5,238	94%
11	Small Tools/Capital Equipment	13,836	3,459	25%
12	Professional Services	55,820	63,076	113%
13	Communication	23,240	10,604	46%
14	Travel	3,800	2,874	76%
15	Occupancy/Insurance	60,764	57,939	95%
16	Disaster Relief	-	-	
17	Miscellaneous	15,156	8,390	55%
Total Operating Expenditures		178,216	151,580	85%
Total Direct Service and Administration		1,243,621	1,194,618	96%
Subcontractor Expenditures				
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	5,220,000	5,300,883	102%
33	Family Caregiver Support Project & Respite Services			
34	Kinship Caregivers Support Program/Kinship Navigator			
35	Caregiver Training/Agency Workers Health Insurance			
36	Evidence Based Programs			
37	Dementia Support Program			
38	Health Homes			
Total Subcontractor Expenditures		5,220,000	5,300,883	102%
39	Total Budgeted Expenditures	6,463,621	6,495,501	100%
40	Unallocated Funding	-	-	

NORTHWEST REGIONAL COUNCIL		Jail Health Program		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2023	% of Year	100%
JANUARY - DECEMBER 2023		Revised	Actual	% of Budget
Funding				
1	DSHS - ALTSA - TXIX Medicaid			
2	DSHS - ALTSA - All Other			
3	Disaster Relief Funding - COVID			
4	Health Care Authority			
5	Local Funds			
6	Other Contracted	1,943,281	1,855,895	96%
Subtotal Current Year Funding		1,943,281	1,855,895	96%
7	Use of Fund Balance Reserves	-	-	
Subtotal Funding (including reserves)		1,943,281	1,855,895	96%
Operating Expenditures				
8	Salaries & Wages	1,267,268	1,215,686	96%
9	Taxes & Benefits	500,685	475,538	95%
Total Personnel		1,767,953	1,691,224	96%
10	Office/Operating Supplies	7,505	1,225	16%
11	Small Tools/Capital Equipment	3,100	911	29%
12	Professional Services	131,967	13,488	10%
13	Communication	6,846	4,572	67%
14	Travel	12,721	7,843	62%
15	Occupancy/Insurance	6,116	4,891	80%
16	Disaster Relief	-	-	
17	Miscellaneous	7,073	3,561	50%
Total Operating Expenditures		175,328	36,491	21%
Total Direct Service and Administration		1,943,281	1,727,715	89%
Subcontractor Expenditures				
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	Kinship Caregivers Support Program/Kinship Navigator			
35	Caregiver Training/Agency Workers Health Insurance			
36	Evidence Based Programs			
37	Dementia Support Program			
38	Health Homes			
Total Subcontractor Expenditures		-	-	
39	Total Budgeted Expenditures	1,943,281	1,727,715	89%
40	Unallocated Funding	-	128,180	

NORTHWEST REGIONAL COUNCIL		Other NWRC Activities		
BUDGET TO ACTUAL REPORT (ACCRUAL BASIS)		2023	% of Year	100%
JANUARY - DECEMBER 2023		Revised	Actual	% of Budget
Funding				
1	DSHS - ALTSA - TXIX Medicaid			
2	DSHS - ALTSA - All Other			
3	Disaster Relief Funding - COVID	837,151	798,416	95%
4	Health Care Authority			
5	Local Funds	-	86,643	
6	Other Contracted	200,000	159,962	80%
Subtotal Current Year Funding		1,037,151	1,045,021	101%
7	Use of Fund Balance Reserves	112,233	2,674	2%
Subtotal Funding (including reserves)		1,149,384	1,047,695	91%
Operating Expenditures				
8	Salaries & Wages	59,548	51,666	87%
9	Taxes & Benefits	25,728	20,165	78%
Total Personnel		85,276	71,831	84%
10	Office/Operating Supplies	458	1,542	337%
11	Small Tools/Capital Equipment	920	290	32%
12	Professional Services	220,963	169,631	77%
13	Communication	1,839	863	47%
14	Travel	335	272	81%
15	Occupancy/Insurance	1,246	1,659	133%
16	Disaster Relief	391,243	351,409	90%
17	Miscellaneous	1,196	3,191	267%
Total Operating Expenditures		618,200	528,857	86%
Total Direct Service and Administration		703,476	600,688	85%
Subcontractor Expenditures				
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	445,908	447,007	100%
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	Kinship Caregivers Support Program/Kinship Navigator			
35	Caregiver Training/Agency Workers Health Insurance			
36	Evidence Based Programs			
37	Dementia Support Program	-		
38	Health Homes			
Total Subcontractor Expenditures		445,908	447,007	
39	Total Budgeted Expenditures	1,149,384	1,047,695	91%
40	Unallocated Funding	-	-	



Memorandum

TO: Northwest Regional Council
FROM: Amanda McDade, Executive Director
DATE: April 18, 2024
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

Since November 20, 2023, we have received the following contracts or amendments:

Contracts

Contract No.	Purpose	Amount	Dates
202205010-4	Amendment 4, Jail Health Contract Extension	\$271,263.00	03/01/22 - 12/31/24
No Number Assigned	4th Amendment to CSA between PeaceHealth and NWRC	\$78,164	05/03/23 - 05/02/24
2369-50005	AAA State Federal Agreement	\$2,583 increase	07/01/23 - 06/30/24
201911036-6	Amendment 6, Jail Health Decreases Hours, Increased Hourly Rate	\$1,882,935.06	01/01/24 - 12/31/24
2469-53609	MAC/TSOA Implementation	\$565,684.00	01/01/24 - 12/31/24
HS-02-24	Island County CM Pass-Through	\$25,375.90	01/01/24 - 12/31/24
2469-52925	Interlocal Agreement - OAA	\$1,745,748.00	01/01/24 - 09/30/25
M202510	MIPPA Voucher Distribution	\$12,012.00	09/29/24 - Ongoing

Subcontracts for Services

Contract No.	Contractor	Purpose	Dates
2312-52272	SomaCentric, LLC	Wellness Programs and Activities - Massage	11/01/2023 - 06/30/2026
2312-52682	Zander Counseling, PLLC	MTD Counseling	11/15/2023 - 06/30/2026
2312-53067	Homestyle Direct	Home Delivered Meals	12/15/2023 - 06/30/2026
2312-52610	Nessley Care	Community Choice Guide	11/15/2023 - 06/30/2026
2312-52680	Nessley Care	Client Training	11/15/2023 - 06/30/2026
2312-52647	Metta Nursing Services, LLC	Skilled Nursing	11/15/2023 - 06/30/2026
2312-52778	Annalise Coe, RN	Skilled Nursing	11/15/2023 - 06/30/2026
280091-HH	Asian Counseling & Referral Services	Health Home Care Coordination	01/01/2024 - 12/31/2024
280092-HH	Compass Health	Health Home Care Coordination	01/01/2024 - 12/31/2024
280093-HH	Full Life Care	Health Home Care Coordination	01/01/2024 - 12/31/2024
280094-HH	Lummi Nation	Health Home Care Coordination	01/01/2024 - 12/31/2024
280095-HH	Sea Mar CHC	Health Home Care Coordination	01/01/2024 - 12/31/2024
280096-HH	Sunrise Services	Health Home Care Coordination	01/01/2024 - 12/31/2024
260218-NWRC-RN	Serenity Nursing Services	Nurse Consultation	03/15/2024 - 06/30/2026
2412-53180	KBNurse, PLLC	Skilled Nursing	01/01/2024 - 06/30/2026
2412-54151	Ava Loftin	Community Choice Guide	02/01/2024 - 06/30/2026
250350-DSP	Wild Whatcom	Dementia Support Program - Wonder Walks	02/01/2024 - 06/30/2025
243002-FCSG	San Juan County	Family Caregiver Support Group	01/01/2024 - 12/31/2024
243003-FCSG	Skagit Adult Day Program	Family Caregiver Support Group	01/01/2024 - 12/31/2024
243004-FCSG	Island Senior Resources	Family Caregiver Support Group	01/01/2024 - 12/31/2024

Subcontracts for Services, cont.

Contract No.	Contractor	Purpose	Dates
243005-FCSG	Dementia Support Northwest	Family Caregiver Support Group	01/01/2024 - 12/31/2024
243006-FCSG	Ellen Kellor	Family Caregiver Support Group	01/01/2024 - 12/31/2024
243008-IAFC	San Juan County	Information and Assistance Services	01/01/2024 - 12/31/2024
243009-IAFC	Island Senior Resources	Information and Assistance Services	01/01/2024 - 12/31/2024
243010-CM	Island Senior Resources	Case Management	01/01/2024 - 12/31/2024
243011-KCSP-KNAV	Brigid Collins	Kinship Caregiver Support Program, Kinship Navigation	01/01/2024 - 12/31/2024
243012-KCSP-KNAV	Opportunity Council	Kinship Caregiver Support Program, Kinship Navigation	01/01/2024 - 12/31/2024
243014-LEGAL	Northwest Justice Project	Senior Legal Services	01/01/2024 - 12/31/2024
243015-LTCO	Multi-Service Center	Long-Term Care Ombuds Services	01/01/2024 - 12/31/2024
243017-NUTR	Island Senior Resources	Senior Nutrition Services (Congregate and Home Delivered Meals)	01/01/2024 - 12/31/2024
243018-NUTR	Skagit County	Senior Nutrition Services (Congregate and Home Delivered Meals)	01/01/2024 - 12/31/2024
243019-NUTR	Whatcom Council on Aging	Senior Nutrition Services (Congregate and Home Delivered Meals)	01/01/2024 - 12/31/2024
243021-VSERV	Community Action	Volunteer Services	01/01/2024 - 12/31/2024
243022-VSERV	Opportunity Council	Volunteer Services	01/01/2024 - 12/31/2024

Terminated Contracts

Contract No.	Contractor (Term Date)	Purpose	Dates
260124-FCSP-C	Zarifis, Marcella (01/03/24)	FCSP: Occupational Therapy	07/01/22 - 01/03/24
250028-HC	Chesterfield Services Inc (01/12/24)	Home Care Agency	07/01/21 - 01/12/24

Terminated Contracts, cont.

Contract No.	Contractor (Term Date)	Purpose	Dates
2212-42732	Walk In Your Shoes (12/15/23)	Community Choice Guide	07/01/22 - 12/15/23
260212-NWRC-C	Peggy Allen (02/29/24)	Behavioral Health Specialist	07/01/22 - 02/29/24
260213-NWRC-C	Victoria Sandoz (12/31/23)	Behavioral Health Specialist	07/01/22 - 12/31/23
200215-SHS	Advancement Northwest (11/21/23)	Supportive Housing Services	05/01/19- 11/21/23
200216-SHS	Take Aim (12/28/23)	Supportive Housing Services	05/01/19 - 12/28/23

Amendments

Contract No.	Contractor	Purpose	Dates
260201-NWRC-RN [01]	Judy Bialek, Greenbank Nurse Consulting	Paid meetings, change invoice submission process, update SOP form	01/29/24 - 06/30/26
260202-NWRC-RN [01]	Marcie Logan, RN	Paid meetings, change invoice submission process, update SOP form	01/29/24- 06/30/26
260203-NWRC-RN [01]	Donna Selig, RN Consultant	Paid meetings, change invoice submission process, update SOP form	01/26/24- 06/30/26
260204-NWRC-RN [01]	Amy Tyler, RN LLC	Paid meetings, change invoice submission process, update SOP form	01/29/24- 06/30/26
260205-NWRC-RN [01]	Kaaren Burk, RN	Paid meetings, change invoice submission process, update SOP form	01/25/24- 06/30/26
260206-NWRC-RN [01]	Janice Beaudin, RN	Paid meetings, change invoice submission process, update SOP form	03/22/24- 06/30/26
260607-NWRC-RN [01]	Mt Baker Nurse Consulting	Paid meetings, change invoice submission process, update SOP form	01/29/24- 06/30/26
260208-NWRC-RN [01]	Tessa Anker, RN	Paid meetings, change invoice submission process, update SOP form	02/28/24- 06/30/26
260609-NWRC-RN [01]	Rachel Marx, RN	Paid meetings, change invoice submission process, update SOP form	01/25/24- 06/30/26

Amendments, cont.

Contract No.	Contractor	Purpose	Dates
260210-NWRC-RN [01]	Brenda Post, RN BSN	Paid meetings, change invoice submission process, update SOP form	01/25/24-06/30/26
260217-NWRC-RN [01]	Metta Nursing Services, LLC	Paid meetings, change invoice submission process, update SOP form	01/25/24-06/30/26
260216-NWRC-RN [01]	Annalise Coe, RN	Paid meetings, change invoice submission process, update SOP form	01/29/24-06/30/24
260201-NWRC-RN [01]	Judy Bialek, Greenbank Nurse Consulting	Paid meetings, change invoice submission process, update SOP form	01/29/24 - 06/30/26
260202-NWRC-RN [01]	Marcie Logan, RN	Paid meetings, change invoice submission process, update SOP form	01/29/24-06/30/26
260203-NWRC-RN [01]	Donna Selig, RN Consultant	Paid meetings, change invoice submission process, update SOP form	01/26/24-06/30/26

Agreements

Organization	Purpose	Dates
Humana	Admin Rate Change for DSNP	01/01/24 - Ongoing
Zones Cloud Solution Provider	Microsoft 365 License for Server	11/27/23 - 11/27/24
Amerigroup - Wellpoint	Amerigroup name changing to Wellpoint	01/01/24 - Ongoing
WellCare	DSNP Health Home Rate Change	09/01/23 - Ongoing
Simmons University	Internship Agreement	11/21/23 - 11/20/24
Pitney Bowes	Skagit Postage Meter Lease	12/19/23 - 03/19/29
United Health Care	DSNP Rate Amendment	09/01/23 - Ongoing
CHPW	Health Homes and DSNP - Restated Agreement	01/04/24 - 12/31/24
Smith Mechanical	HVAC System Maintenance	01/16/24 - 01/15/25
Community Brands Intermediate, LLC	Renewal of MIP Accounting System	01/29/24 - 01/29/25
Whatcom Museum	Museum in Mind Program (DSP)	01/22/24 - Ongoing

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 18, 2024
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 2024 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 2024.

NORTHWEST REGIONAL COUNCIL

Signatures of Authoritative Body For Whatcom County Treasurer

Melanie Bacon
Island County Commissioner

Janet St. Clair
Island County Commissioner

Christine Minney
San Juan County Council Member

Jane Fuller
San Juan County Council Member

Peter Browning
Skagit County Commissioner

Ron Wesen
Skagit County Commissioner

Satpal Sidhu
Whatcom County Executive

Mark Stremmer
Whatcom County Council Member

Attest:

Amanda McDade
Executive Director

April 18, 2024 Meeting



Memorandum

TO: Northwest Regional Council

FROM: Amanda McDade, Executive Director

DATE: April 18, 2024

SUBJECT: Staffing Adjustments

The 2024 budget that you approved was purposefully conservative, which is our aim. We also were unsure about the increase of new case managed clients from the State, as the impact of the pandemic was still being felt across all State systems. However, sooner than we expected, the caseloads in the NWRC Long-Term Care Case Management unit have reached above the contracted ratio of 1:75 throughout the first quarter of 2024, evidencing the need for an additional FTE. In alignment with our funding and departmental goals for long-term care case management, I recommend an increase of 1 FTE for a Long-term Care Case Manager, prior to mid-year budget.

The cost of this additional FTE would be approximately \$58,000 in the first year.

PROPOSED MOTION:

The NWRC Governing Board authorizes the proposed addition of 1 FTE in the Long-Term Care Case Management unit, effective April 18th, 2024.



Memorandum

TO: Northwest Regional Council

FROM: Amanda McDade, Executive Director

DATE: April 18, 2024

SUBJECT: Premium Pay for Interpreters

NWRC serves clients from diverse backgrounds, some of whom need to communicate with our staff in a language other than English. With this in mind, and in line with our current strategic plan's increase in DEI investments, we would like to implement a policy which provides an incentive to client-facing employees who obtain certification and/or authorization as a social services interpreter. This equity related initiative not only compensates employees who bring this much needed skill to our workforce, but also better serves NWRC clients with limited English proficiency.

I recommend the following: Introduce a 4% premium pay for employees in client-facing positions who take and pass a Social Services Interpreter test for a certified or screened language (including verbal and written portions) through WA State DSHS Language Testing and Certification Program. This includes staff in behavioral health, community programs, care coordination, case management, front desk, or other staff members at the Executive Director's discretion.

PROPOSED MOTION:

The NWRC Governing Board authorizes the proposed adoption of a 4% premium pay for certified social services interpreters effective June 1st, 2024.



Memorandum

TO: Northwest Regional Council

FROM: Amanda McDade, Executive Director

Date: April 18, 2024

SUBJECT: COVID-19 Vaccination Policy

During the COVID-19 public health emergency, NWRC adopted a COVID-19 vaccination mandate for all new staff which remains in place today. In addition to the COVID-19 public health emergency, which ended May 11, 2023, Governor Inslee rescinded Directive 22-13.1, which required State employees to be fully vaccinated for COVID-19. With these in mind we have reexamined the need to maintain our current policy.

With the changing landscape post pandemic, ability for telework, continued sanitation practices still in place at NWRC, and overall high vaccination rate among our workforce, we do not think a COVID vaccination mandate is still necessary.

PROPOSED MOTION #1:

The NWRC Governing Board authorizes the revocation of the COVID-19 Vaccination Policy, no longer requiring new employees to provide proof of vaccination upon hire effective May 1st, 2024.