

**Northwest Regional Council Governing Board**

**April 17, 2025**

**1 pm – 3 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/84146336377?pwd=3i5vCcaD9ZgQQrphc9FenXwfW4Zx9n.1>

Meeting ID: 841 4633 6377

Passcode: 942627

**AGENDA**

Agenda Topic	Pages	Action Required
<b>1. Call to Order</b>		
<b>2. Public Comment</b>		
<b>3. Consent Agenda</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>Consent Agenda:</b>		
a) Approval of the Minutes, i. Regular Meeting, December 12, 2024		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
<b>4. Executive Director's Report</b>		
a) Welcome new Board Members		Information Only
b) Legislative and Agency Updates		Information Only
<b>5. Regular Agenda</b>		
a) Proposed Bylaws Update		Information Only

**6. Other Issues**

- County Information Sharing

Information Only

**7. Announcements**

Information Only

**8. Executive Session**

**9. Adjournment**

**Future NWRC Meetings**

July 17, 2025

December 18, 2025

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 12, 2024**

**BOARD MEMBERS:**

Island County Commissioners Melanie Bacon and Janet St. Clair, San Juan County Council Member Jane Fuller, Whatcom County Executive Satpal Sidhu, Whatcom County Council Member Mark Stremmer,

**STAFF:** Amanda McDade, Sarah Silvas, Darla Smith, Holly Fletcher-Love, Katie Dubec

**PUBLIC:** none present

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

There was no public comment.

Executive Director Amanda McDade requested a change to the agenda to add legal updates to the Executive Session.

**Consent Agenda**

**Motion was made by Whatcom County Executive Satpal Sidhu and seconded by Whatcom County Council Member Mark Stremmer to approve the Consent Agenda items a – f; Approval of the Minutes, July 18, 2024; Approval of June, July, August, September, and October 2024 Expenditure Listings; 2024 Budget to Actual Report; Cancellation of Warrants, Annual Internal Fiscal Systems Review, and Routine Contracts and Amendments. Motion passed unanimously.**

**Executive Directors Report**

Executive Director Amanda McDade reviewed the legislative advocacy efforts including:

1. WA State W4A legislative focus is entirely on Nutrition. The \$35.4 million dollar ask will maintain funding to keep services as they currently are now. The Northwest Senior Services Advisory Board will be going down to Olympia in the next couple of months to advocate for the funding.
2. The full effects of the current statewide hiring freeze are not yet known. It appears that staff of ALISA (Aging and Long Term Services Administration) and APS (Adult Protective Services) is exempt from the freeze.
3. The Older Americans Act reauthorization was approved by the Senate and now sits in the House. We anticipate knowing by the end of next week if this is passed.
4. With the change in current politics concerns have been voiced about possible program changes to Medicare and Medicaid. There is a lot of conjecture about the impact but no specific information. Commissioner Janet St. Clair discussed some of the efforts going towards protecting the funding and access to care. There was also discussion about possible increase in opportunities for potential public/private partnerships.
5. We have been working with the Attorney General's office to better protect the Agency through improving language used to clarify the roles and responsibilities of the Agency. There is a misunderstanding by some that the Agency is responsible for direct client care, i.e. caregivers. While we do not provide direct client care, we recognize that there is an increasing demand and unmet need for caregivers. We are modifying

our home visits to better help people with cognitive decline, but do not provide direct care to clients. We believe that improving the language used to clarify our role will provide more clarity and reduce agency liability.

6. We are working closely with Whatcom County around the Jail Health Program and nursing contract. Some of the anticipated changes will impact NRWC's budget but are not included in the current 2025 budget. It is forecasted for the proposed changes to happen around the mid-year budget cycle. We have embedded care coordinator at the jail which is helping the nursing staff and providing better continuity of care for the inmates.

## **Regular Agenda**

### **a) NWRC 2025 Budget, Resolution #24-03**

Executive Director Amanda McDade reviewed the overall budget including reclassifications, staffing changes, COLA, market rate adjustments, and the ending of disaster relief funding. The only significant Capital Purchases is the additional HVAC in Bellingham. \$1 million was added to reserves in 2024, and it is expected to add more in 2025. There was discussion around technology increases, and reclassifications for any management team members and the jail.

**Motion was made by Commissioner Melanie Bacon and seconded by Whatcom County Executive Satpal Sidhu to accept the 2025 budget Resolution #24-03. Motion passed unanimously.**

### **b) Proposed Policy Updates**

Executive Director Amanda McDade reviewed the policy updates. Changes include updated language for clarity, inclusivity, and consistency throughout the manual. The FMLA section was updated to reflect how FMLA and PFML interact. There was a question about mandatory reporting to make sure both our clients and staff are safe. A request was made to include requiring documentation in the next update (page 31).

**Motion was made by Commissioner Melanie Bacon and seconded by Whatcom County Council Member Mark Stremmer to adopt the policy changes as presented effective immediately. Motion passed unanimously.**

### **c) Proposed Meeting Schedule**

Executive Director Amanda McDade reviewed the meeting schedule and spoke about quorum. There was discussion about potentially moving dates or time to better meet the needs of the Board and the potential of decreasing the number of representatives from each county to 1. Board Members didn't see the added benefit of 2 Board Members and presented the idea of 1 Board Member with an appointed alternate to help when there are scheduling conflicts. We will bring a draft of updated By-laws to the Board in the spring. 2025 dates were adjusted to change the meeting time from 1 pm – 3 pm on the 3<sup>rd</sup> Thursday of appropriate months (April 17<sup>th</sup>, July 17<sup>th</sup>, and December 18<sup>th</sup>).

## **County Information Sharing:**

Board Members shared current issues in their areas including budget updates, the Whatcom County charter review next year, program accountability, and staffing changes.

## **Announcements**

None made

**Executive Session**

An Executive Session was called at 1:50 pm to discuss legal landscape and the Executive Director performance review. The Chair estimated the session would last until 1:55 pm.

The regular board meeting reconvened at 1:55.

**Motion was made to approve the 2024 Executive Director performance review and 2025 contract renewal as submitted by the Chair Jane Fuller. Motion unanimously approved.**

**Adjournment**

There being no further business, the meeting adjourned at 2:00.

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 \$2,415,813.79 this 17<sup>th</sup> day of April 2025.

November 2024

Month of Expenditures

Amanda McDade  
Executive Director

Jill Johnson  
Island County Commissioner

Janet St. Clair  
Island County Commissioner

Jane Fuller  
San Juan County Councilmember

Kari McVeigh  
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 \$2,248,473.40 this 17<sup>th</sup> day of April 2025.

December 2024

Month of Expenditures

Amanda McDade  
Executive Director

Jill Johnson  
Island County Commissioner

Janet St. Clair  
Island County Commissioner

Jane Fuller  
San Juan County Councilmember

Kari McVeigh  
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 \$2,547,162.18 this 17<sup>th</sup> day of April 2025.

January 2025

Month of Expenditures

Amanda McDade  
Executive Director

Jill Johnson  
Island County Commissioner

Janet St. Clair  
Island County Commissioner

Jane Fuller  
San Juan County Councilmember

Kari McVeigh  
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 \$2,387,156.02 this 17<sup>th</sup> day of April 2025.

February 2025

Month of Expenditures

Amanda McDade  
Executive Director

Jill Johnson  
Island County Commissioner

Janet St. Clair  
Island County Commissioner

Jane Fuller  
San Juan County Councilmember

Kari McVeigh  
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 17, 2025  
**Subject:** January through December 2024 Budget to Actual Report

We are pleased to present you with the Budget to Actual Report for the 2024 fiscal year.

NWRC earned 101% of projected revenues and overall expenditures for the year were 97% of projections.

As a result, we were able to add \$1,412,643 to our operating reserves.

**Proposed Motion: The Northwest Regional Council approves the January through December 2024 Budget to Actual Report.**



**Budget to Actual Report**  
**January through December 2024**

January - December 2024 Actuals									2024 Revised Budget		
	Clinical Programs	Community Programs	Long-Term Care	Other Subcontracting	Non-Emergency Medical Transportation	Jail Health Program	Other Activities (ARPA, DSP, SSF, and Misc Other)	NWRC Total	2024 Revised Budget	Remaining Budget	% of Budget Used
<b>Revenue</b>											
Grant Revenue	216,878	3,451,340	6,572,903	2,506,190	-	-	1,047,422	13,794,733	13,272,956	(521,777)	104%
Contract Revenue	6,076,284	-	26,876	60,000	7,413,413	1,879,260	81,925	15,537,758	15,825,353	287,595	98%
Local Contributions	-	-	-	-	-	-	107,058	107,058	107,058	-	100%
Interest Revenue	173	-	-	-	-	-	82,209	82,382	75,000	(7,382)	110%
Miscellaneous Revenue	53,435	-	-	-	17,194	-	3,627	74,256	2,000	(72,256)	3713%
Donations	-	-	-	-	-	-	-	-	2,500	2,500	0%
Revenue Write Offs	(34,548)	-	-	-	-	-	-	(34,548)	-	34,548	-
<b>Total Revenue</b>	<b>6,312,222</b>	<b>3,451,340</b>	<b>6,599,779</b>	<b>2,566,190</b>	<b>7,430,606</b>	<b>1,879,260</b>	<b>1,322,242</b>	<b>29,561,640</b>	<b>29,284,867</b>	<b>(276,773)</b>	<b>101%</b>
<b>Expense</b>											
Salaries & Wages	3,064,185	1,480,015	2,842,189	93,599	718,903	1,291,907	428,097	9,918,895	10,395,831	476,936	95%
Benefits	1,280,460	634,142	1,239,991	35,583	324,667	493,980	175,473	4,184,296	4,318,438	134,142	97%
Supplies	12,315	13,540	10,280	370	2,234	2,648	6,717	48,105	85,375	37,270	56%
Professional Services	107,974	13,009	117,604	2,755	34,348	7,066	5,966	288,722	378,419	89,697	76%
Telecommunication	33,724	14,505	28,678	738	3,235	3,949	3,893	88,722	90,000	1,278	99%
Postage	4,846	2,412	4,779	94	886	1,558	530	15,103	36,250	21,147	42%
Staff and Board Travel	3,467	5,241	5,268	553	1,033	9,059	1,632	26,254	55,242	28,988	48%
Mileage	87,616	13,845	35,808	550	865	1,712	6,483	146,878	157,328	10,450	93%
Advertising	14,177	16,913	4,511	508	932	11,016	1,246	49,303	82,000	32,697	60%
Building Rent	104,997	58,558	126,163	2,331	30,718	6,059	13,252	342,078	338,422	(3,656)	101%
Misc Rent	8,498	2,914	6,044	139	1,758	412	662	20,426	19,060	(1,366)	107%
Insurance	30,626	15,371	29,424	1,248	7,776	12,364	2,394	99,204	119,600	20,396	83%
Utilities	13,980	7,824	16,755	318	4,200	830	1,790	45,697	48,000	2,303	95%
Repairs & Maintenance	51,870	29,014	62,039	1,244	15,844	3,254	6,401	169,667	182,000	12,333	93%
Miscellaneous	22,563	43,542	13,642	439	3,332	4,593	14,830	102,940	145,328	42,388	71%
Printing and Copying	9,149	5,732	9,385	163	1,285	2,078	1,178	28,969	47,400	18,431	61%
Meals and Refreshments	1,475	526	1,526	36	202	368	224	4,356	5,750	1,394	76%
Staff Training	8,818	4,060	7,243	230	1,654	3,387	3,706	29,097	105,608	76,511	28%
Small Tools	29,203	12,227	15,974	340	6,592	6,444	1,736	72,516	92,000	19,484	79%
Interfund Transfers	-	(47,158)	16,574	(15,244)	-	-	45,827	-	0	0	0%
<b>Subtotal of NWRC Expense</b>	<b>4,889,942</b>	<b>2,326,232</b>	<b>4,593,875</b>	<b>125,994</b>	<b>1,160,464</b>	<b>1,862,685</b>	<b>722,040</b>	<b>15,681,230</b>	<b>16,702,051</b>	<b>1,020,821</b>	<b>94%</b>
<b>Subcontracted Services and Supplies</b>	<b>1,744,324</b>	<b>933,620</b>	<b>559,778</b>	<b>2,440,196</b>	<b>6,269,777</b>	<b>-</b>	<b>520,072</b>	<b>12,467,766</b>	<b>12,393,201</b>	<b>(74,565)</b>	<b>101%</b>
<b>Total Expense</b>	<b>6,634,265</b>	<b>3,259,851</b>	<b>5,153,653</b>	<b>2,566,190</b>	<b>7,430,241</b>	<b>1,862,685</b>	<b>1,242,111</b>	<b>28,148,996</b>	<b>29,095,252</b>	<b>946,256</b>	<b>97%</b>
<b>Net Revenue Less Expense</b>	<b>(322,044)</b>	<b>191,489</b>	<b>1,446,126</b>	<b>-</b>	<b>365</b>	<b>16,576</b>	<b>80,131</b>	<b>1,412,643</b>	<b>189,615</b>	<b>(1,223,029)</b>	<b>745%</b>



# Memorandum

TO: Northwest Regional Council  
FROM: Amanda McDade, Executive Director  
DATE: April 17, 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 1, 2024, we have received the following contracts or amendments:

## Contracts

Contract No.	Purpose	Amount	Dates
2469-57070 [01]	AAA Agreement State/Fed Amend [01]	N/A	07/01/24 - 06/30/25
Amendment [05]	Whatcom Co Jail Health MOU Extension	\$7,800.59	01/01/25 - 06/30/25
Amendment [08]	Jail Health Funding Increase and CC Position	\$126,714.00	01/01/25 - 06/30/25
No Number Assigned	Skagit County Recovery Care Coordination Program	Fee-for-Service, \$340,000 maximum annual	01/01/25 - 12/31/25
No Number Assigned	Support for TABS software for NEMT	\$750 monthly	12/01/24 - 05/31/25
No Number Assigned	Whatcom County funding for MOW	\$120,000.00	01/01/25 - 12/31/26
No Number Assigned	Renewal of MIP Accounting System	\$10,785.02	01/15/25 - 01/14/26
Prof. Services Agreement [01]	Pass through funding for ISR	\$25,375.90	01/01/25 - 12/31/25
No Number Assigned	City of Oak Harbor Lease Agreement 2025	\$322 monthly	01/01/25 - 12/31/25
No Number Assigned	Air Quality Assessment	\$2,950-\$3,950 estimate	TBD
No Number Assigned	Interlocal Agreement - OAA	\$2,353,537.00	01/01/25 - 09/30/26
No Number Assigned	MAC/TSOA Implementation [01]	\$183,873.00	01/01/24 - 06/30/25
No Number Assigned	BambooHR Paid Price Quote	\$12,217.56	12/04/24 - Ongoing

## **Subcontracts for Services**

<b>Contract No.</b>	<b>Contractor</b>	<b>Purpose</b>	<b>Dates</b>
281002-IAFC	San Juan County	Information & Assistance FCSP	01/01/25 - 12/31/25
281003-IAFC	Island Senior Resources	Information & Assistance FCSP	01/01/25 - 12/31/25
281004-CM	Island Senior Resources	Case Management Services	01/01/25 - 12/31/25
281006-KCSP-KNAV	Brigid Collins	Kinship Caregiver Program /Kinship Navigator Services	01/01/25 - 12/31/25
281007-KCSP-KNAV	Opportunity Council	Kinship Caregiver Program /Kinship Navigator Services	01/01/25 - 12/31/25
281008-LEGAL	NW Justice Project	Senior Legal Services	01/01/25 - 12/31/25
281009-LTCO	Multi-Service Center	Long-Term Care Ombuds Services	01/01/25 - 12/31/25
281011-NUTR	Island Senior Resources	Senior Nutrition Services	01/01/25 - 12/31/25
281012-NUTR	Skagit County Public Health	Senior Nutrition Services	01/01/25 - 12/31/25
281013-NUTR	Whatcom Council on Aging	Senior Nutrition Services	01/01/25 - 12/31/25
281015-VSERV	Community Action of Skagit	Volunteer Services	01/01/25 - 12/31/25
281016-VSERV	Opportunity Council	Volunteer Services	01/01/25 - 12/31/25
281018-FCSG	San Juan County	Family Caregiver Support Group	01/01/25 - 12/31/25
281019-FCSG	Skagit Adult Day Program	Family Caregiver Support Group	01/01/25 - 12/31/25
281020-FCSG	Island Senior Resources	Family Caregiver Support Group	01/01/25 - 12/31/25
281021-FCSG	Dementia Support Northwest	Family Caregiver Support Group	01/01/25 - 12/31/25
281022-FCSG	Age-Well (Ellen Kellor)	Family Caregiver Support Group	01/01/25 - 12/31/25
250091-HH	Asian Counseling and Referral Services	Health Homes CCO	01/01/25 - 12/31/25
250092-HH	Full Life Care	Health Homes CCO	01/01/25 - 12/31/25
250094-HH	Lummi Nation	Health Homes CCO	01/01/25 - 12/31/25
250095-HH	Nooksack Tribal Health	Health Homes CCO	01/01/25 - 12/31/25
2512-60357	Bio Bug Northwest	CTSS Provider	01/01/25 - 06/30/26
2512-61538	Dry Guys Restoration	CTSS Provider	03/15/25 - 06/30/26
250035-HC	Fedelta Home Care	Home Care Agency	01/01/25 - 06/30/25

## **Terminated Contracts**

<b>Contract No.</b>	<b>Contractor (Term Date)</b>	<b>Purpose</b>	<b>Dates</b>
2412-53180	Burk, Kaaren (12/24/24)	Skilled Nursing	01/01/24 - 06/30/26
2312-52303	Post, Brenda (01/13/25)	Skilled Nursing	11/01/23 - 06/30/26
2312-51032	Marx, Rachel (01/14/25)	Skilled Nursing	09/01/23 - 06/30/26
2312-52778	Coe, Annalise (01/15/25)	Skilled Nursing	11/15/23 - 06/30/26
2212-42854	Penney, Byrd (04/06/25)	Client Training	07/01/22 - 06/30/26
2312-50211	Bio Pros Cleanup (04/23/25)	CTSS Services	07/01/23 - 06/30/26
230350-DSP	Meyers, Barry (01/01/25)	DSP Legal Clinic	01/01/22 - 06/30/25
260105-FCSP-C	Devine, Lucretia (12/31/24)	FCSP CG Consultant	07/01/22 - 06/30/26
260119-FCSP-C	Swensen, Valorie (03/21/25)	FCSP CG Consultant	07/01/22 - 06/30/26
260120-FCSP-C	Utt, Nancy (01/19/25)	FCSP CG Consultant	07/01/22 - 06/30/26
260122-FCSP-C	Vander Wiele, Joshua (01/19/25)	FCSP CG Consultant	07/01/22 - 06/30/26
250061-NEMT	Birch Bay Cab Company (01.30.25)	NEMT Provider	07/01/21 - 06/30/25
260207-NWRC-RN	Allison, Erin (11/27/24)	Nurse Consultation	06/15/23 - 06/30/26
260205-NWRC-RN	Burk, Kaaren (12/14/24)	Nurse Consultation	05/15/22 - 06/30/26
260210-NWRC-RN	Post, Brenda (01/13/25)	Nurse Consultation	11/01/23 - 06/30/26
260209-NWRC-RN	Marx, Rachel (01/14/25)	Nurse Consultation	09/01/23 - 06/30/26
260216-NWRC-RN	Coe, Annalise (01/15/25)	Nurse Consultation	11/15/23 - 06/30/26
260208-NWRC-RN	Anker, Tessa (03/21/25)	Nurse Consultation	09/01/23 - 06/30/26

## **Amendments**

<b>Contract No.</b>	<b>Contractor</b>	<b>Purpose</b>	<b>Dates</b>
260101-FCSP-C [01]	Brichta, Logan	Insurance Revision	07/01/22 - 06/30/26
260102-FCSP-C [01]	Chaplain, Elodie	Insurance Revision	07/01/22 - 06/30/26
260103-FCSP-C [01]	Claus, Stephanie	Insurance Revision	07/01/22 - 06/30/26
260104-FCSP-C [01]	Decker, Joanne	Insurance Revision	07/01/22 - 06/30/26
260106-FCSP-C [01]	Dolan, James	Rate Increase	07/01/22 - 06/30/26
260106-FCSP-C [02]	Dolan, James	Insurance Revision	07/01/22 - 06/30/26

260107-FCSP-C [01]	Drake, Beth	Insurance Revision	07/01/22 - 06/30/26
260109-FCSP-C [01]	Gall, Sara	Insurance Revision	07/01/22 - 06/30/26
260110-FCSP-C [01]	Hendrickson, Bonnie	Insurance Revision	07/01/22 - 06/30/26
260111-FCSP-C [01]	Holladay, Anita	Insurance Revision	07/01/22 - 06/30/26
260113-FCSP-C [01]	Morgan, Karen	Insurance Revision	07/01/22 - 06/30/26
260115-FCSP-C [01]	Patten, Jill	Insurance Revision	07/01/22 - 06/30/26
260116-FCSP-C [01]	Rieke, Rachel	Insurance Revision	07/01/22 - 06/30/26
260117-FCSP-C [01]	Scott, Keely	Insurance Revision	07/01/22 - 06/30/26
260118-FCSP-C [01]	Sielicki, Xola	Insurance Revision	07/01/22 - 06/30/26
260123-FCSP-C [01]	Zander, Alene	Insurance Revision	07/01/22 - 06/30/26
260125-FCSP-C [01]	Bystrom, Charisma	Insurance Revision	03/01/23 - 06/30/26
260126-FCSP-C [01]	LeBoutillier, Megan	Insurance Revision	03/01/23 - 06/30/26
260127-FCSP-C [01]	Wyatt, Connie	Insurance Revision	08/01/23 - 06/30/26
260128-FCSP-C [01]	Bartis, Lillian	Insurance Revision	11/01/23 - 06/30/26
260129-FCSP-C [01]	Karim, Nola	Insurance Revision	06/01/24 - 06/30/26
260130-FCSP-C [01]	Evans, Richard	Insurance Revision	09/01/25 - 06/30/25
260202-NWRC-RN [02]	Logan, Marcie	Insurance Revision	07/01/22 - 06/30/26
260203-NWRC-RN [02]	Selig, Donna	Insurance Revision	07/01/22 - 06/30/26
260204-NWRC-RN [02]	Tyler, Amy	Insurance Revision	07/01/22 - 06/30/26
260206-NWRC-RN [02]	Beaudin, Janice	Insurance Revision	07/01/22 - 06/30/26
260217-NWRC-RN [02]	Metta Nursing Services	Insurance Revision	11/15/23 - 06/30/26
260218-NWRC-RN [01]	Cooney, Christa	Insurance Revision	03/15/24 - 06/30/26
250040-Respite [01]	Birchview Memory Care	Insurance Revision	07/01/21 - 06/01/25
250041-Respite [01]	HomePlace Respite	Insurance Revision	07/01/21 - 06/30/25
250042-Respite [01]	HomePlace Special Care Burlington	Insurance Revision	07/01/21 - 06/30/25
250043-Respite [01]	HomePlace Special Care Oak Harbor	Insurance Revision	07/01/21 - 06/30/25
250044-Respite [01]	Skagit Adult Day Program	Insurance Revision	07/01/21 - 06/30/25
250047-Respite [01]	Where the Heart Is	Insurance Revision	07/01/21 - 06/30/25

260400-FCSP-S [01]	MedScope	Insurance Revision	03/01/22 - 06/30/26
260401-FCSP-S [01]	Lifeline	Insurance Revision	03/01/22 - 06/30/26
260402-FCSP-S [01]	Safetyline	Insurance Revision	03/01/22 - 06/30/26
260403-FCSP-S [01]	Pro Medical	Insurance Revision	03/01/22 - 06/30/26
260404-FCSP-S [01]	Shield Healthcare	Insurance Revision	05/01/22 - 06/30/26
260405-FCSP-S [01]	Assured Independence	Insurance Revision	07/01/2022 - 06/30/26
260406-FCSP-S [01]	Alert Medical Alarms	Insurance Revision	07/01/24 - 06/30/26
260132-PTools [02]	San Juan County	Insurance Revision	07/01/22 - 06/30/26
260133-PTools [02]	Skagit Adult Day Program	Insurance Revision	07/01/22 - 06/30/26
260134-PTools [01]	Camano Center	Insurance Revision	05/01/24 - 06/30/26
260135-PTools [01]	Lynden Comm./Senior Center	Insurance Revision	05/01/24 - 06/30/26
250025-HC [02]	All Ways Caring	Insurance Revision	07/01/21 - 06/30/25
250026-HC [02]	Cascade Connections	Insurance Revision	07/01/21 - 06/30/25
250027-HC [02]	Cath Community Services	Insurance Revision	07/01/21 - 06/30/25
250029-HC [02]	Community Support Solutions	Insurance Revision	07/01/21 - 06/30/25
250031-HC [02]	Sunrise Services	Insurance Revision	07/01/21 - 06/30/25
250032-HC [02]	Visiting Angels	Insurance Revision	07/01/21 - 06/30/25
250033-HC [02]	Family Resource Home Care	Insurance Revision	04/01/22 - 06/30/25
250034-HC [01]	Homewatch Caregivers	Insurance Revision	08/01/24 - 06/30/25
250060-NEMT [05]	Beck and Call	Insurance Revision	07/01/21 - 06/30/25
250062-NEMT [04]	Care E Me	Insurance Revision	07/01/21 - 06/30/25
250066-NEMT [06]	J&B Transportation	Insurance Revision	07/01/21 - 06/30/25
250066-NEMT [07]	J&B Transportation	Rate Increase	07/01/21 - 06/30/25
250067-NEMT [05]	Safe Transportation	Insurance Revision	07/01/21 - 06/30/25
250068-NEMT [03]	SeaTac Direct	Insurance Revision	07/01/21 - 06/30/25
250069-NEMT [05]	MedStar	Insurance Revision	09/01/21 - 06/30/25
250070-NEMT [05]	Community Action	Insurance Revision	01/01/22 - 06/30/25
250071-NEMT [05]	Island Senior Resources	Insurance Revision	01/01/22 - 06/30/25



250072-NEMT [09]	D&A Transportation	Insurance Revision	03/01/22 - 06/30/25
250073-NEMT [03]	Cascade Ambulance	Insurance Revision	03/15/22 - 06/30/25
250074-NEMT [02]	Camano Center	Insurance Revision	06/01/23 - 06/30/25
250078-NEMT [03]	Kin Care Transportation	Insurance Revision	06/01/23 - 06/30/25
250079-NEMT [04]	Yellow Cab Co-op, Inc	Rate Increase	07/29/23 - 06/30/25
250079-NEMT [05]	Yellow Cab Co-op, Inc	Insurance Revision	07/29/23 - 06/30/25
250080-NEMT [03]	Serenity Transit	Insurance Revision	08/15/23 - 06/30/25
250080-NEMT [04]	Serenity Transit	Rate Increase	08/15/23 - 06/30/25
230351-DSP [03]	Dementia Support NW	Insurance Revision	10/01/21 - 06/30/25
250350-DSP [01]	Wild Whatcom	Insurance Revision	02/01/24 - 06/30/25
250353-DSP [03]	The Upfront Theatre	Insurance Revision	02/15/23 - 06/30/26
250354-DSP [01]	Healing Through Hope	Insurance Revision	08/01/24 - 06/30/26

### **Agreements**

Organization	Purpose	Dates
American Rescue Plan Act [03]	Term Extension	04/01/21 - 09/30/25

### **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 17, 2025  
**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 2025 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 2025.**

# NORTHWEST REGIONAL COUNCIL

## Signatures of Authoritative Body For Whatcom County Treasurer

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Jill Johnson  
Island County Commissioner

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Janet St. Clair  
Island County Commissioner

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Kari McVeigh  
San Juan County Council Member

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Jane Fuller  
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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Mark Stremmer  
Whatcom County Council Member

Attest:

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Amanda McDade  
Executive Director

April 17, 2025 Meeting



## Memorandum

TO: Northwest Regional Council  
FROM: Amanda McDade, Executive Director  
DATE: April 17, 2024  
SUBJECT: Proposed Changes to NWRC By-Laws

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During the December 2024 meeting, there was discussion in favor of decreasing the number of board members from eight to four. The reasons stated during the discussion were that there is no added benefit to requiring two representatives from each county and reducing our member numbers would decrease scheduling conflicts. Instead, it was proposed that the NWRC Governing Board consist of one representative from each county as well as one appointed alternate from each county.

A draft of the updated By-Laws is included for board review and the proposed changes will be voted on during the July 17<sup>th</sup> board meeting. If approved, changes would take effect in 2026.

**BY-LAWS  
OF THE  
NORTHWEST REGIONAL COUNCIL  
REVISED April 2025**

1. These by-laws are promulgated in compliance with Article IX of an Interlocal Agreement organizing the Northwest Regional Council, an association of County Governments hereafter referred to as the NWRC.

2. Officers

The officers of the NWRC shall be a Chairperson and a Vice-Chairperson.

Chairperson: The chairperson shall (1) preside at all meetings of the NWRC; (2) review and approve the agenda for such meetings; (3) be authorized to call special meetings; (4) set the time and location of meetings (unless otherwise directed by the NWRC); (5) establish committees and appoint members to committees and (6) perform such other duties as the NWRC shall direct.

Vice-Chairperson: The Vice-chairperson shall preside and perform the duties of the Chairperson during the absence of the Chairperson.

The Chairperson and Vice-Chairperson shall retain the full right and responsibility to partake in all deliberations and voting thereon.

3. Executive Committee

The Executive Committee shall consist of four (4) members and four (4) alternates appointed by their county representative. The four (4) members shall consist of the Chairperson, Vice-Chairperson and two (2) NWRC delegates. No two (2) Executive Committee members can be from the same member county and no two (2) alternates can be from the same member county. The Executive Committee shall convene to hear and decide pressing matters of business which may arise between regularly scheduled NWRC meetings and which require a decision before the next regularly scheduled NWRC meeting and there is not time for a special meeting per paragraph 5. Any decisions made by the Executive Committee shall be reviewed by the by the NWRC at its next regularly scheduled meeting.

- A. Elections

The members and officers of the Executive Committee shall be elected by the NWRC at the NWRC's second meeting of the year, every two years. The Vice-Chairperson shall be from a different county than the

Chairperson. All counties shall be represented on the Executive Committee.

#### B. Nominations

Nominations shall occur at the first meeting of the second year for NWRC's action.

#### C. Terms of Office

The Chairperson, Vice-Chairperson and two (2) members of the Executive Committee shall serve for two years. Their term of office shall begin at the close of the Annual meeting at which they are elected. In the event of a vacancy in the office of the Chairperson, the Vice-Chairperson shall succeed to said office for the unexpired portion of the term. In event there is a vacancy in the office of the Vice-Chairperson or Executive Committee member, the Chairperson shall appoint a new Vice-Chairperson or Executive Committee member for the unexpired portion of the term. In the event there is a simultaneous vacancy in the office of Chairperson and Vice-Chairperson, the NWRC shall elect from its membership a new Chairperson and Vice-Chairperson to serve the unexpired portion of the terms.

#### 4. Quorum

A quorum shall consist of ~~five-three~~ (35) delegates. A majority of those delegates in attendance shall be required to decide and issue unless otherwise noted in these by-laws. Only delegates appointed by their respective member counties may exercise these voting privileges. Voting by proxy shall not be permitted.

#### 5. Meetings

Regular meetings of the NWRC shall be open to the public (except for executive sessions), shall be held in an accessible location and at a time determined in advance by the NWRC. A written agenda with supporting materials shall be mailed to all delegates at least five (5) days prior to the date of such meetings. Additional special meetings may be held at the request of the Chairperson, or upon the request of three (3) NWRC delegates, provided that each of the delegates are from different counties. Delegate requested special meetings will be called together no earlier than ten (10) working days but no later than twenty (20) working days following the request.

#### 6. Executive Director

The Executive Director shall be appointed by the NWRC to direct the activities of the NWRC. The NWRC retains the authority to remove this person from this position, with or without cause (unless otherwise provided by express written agreement) by an affirmative vote of the majority of the delegates to the NWRC. The Executive Director shall have the following duties and responsibilities:

- A. The Executive Director shall be responsible for the overall supervision and management of the business of the NWRC, including without limitation of the foregoing, keeping a written record of all actions of the NWRC, receiving monies payable to the NWRC and disbursement of monies as authorized by the NWRC; maintaining accurate and complete accounts of all receipts and disbursements; supervising all programs and studies authorized by the NWRC; supervising all staff, including the hiring and dismissal of staff, and performing such other duties as may be assigned to the Executive Director from time-to-time.
- B. The Executive Director shall have authority to execute approved contracts and associated contract amendments in the name of the NWRC, which are in conformance with the work program, budget, and which are in the amount of Seventy-five Thousand Dollars (\$75,000) or less, without the prior approval of the NWRC. Upon execution of such contracts, the Executive Director shall notify the Chairperson and such committees as the NWRC may prescribe from time-to-time. A contract or contract amendment in which the NWRC is party and which is in the amount greater than Seventy-five Thousand Dollars (\$75,000) shall require the prior approval of the NWRC~~CX~~ before execution by the Executive Director.
- C. The Executive Director shall prepare, in consultation with such committees and boards as the NWRC may prescribe a work program and budget for the review and approval of the NWRC.

## 7. Disclosure

- A. All meetings of the NWRC shall conform to the Open Meetings Act, RCW 42.30. The NWRC may adopt such procedures as are necessary to ensure appropriate notice of all meetings of the NWRC.
- B. The NWRC delegates, officers and officials shall comply with the code of ethics for municipal officers, RCW 42.23, in the performance of their duties.

## 8. Public Participation

The NWRC shall seek involvement, in its planning and decision-making process, of the general public, community organizations, private sector interests and local, regional, and state government.

## 9. Parliamentary Authority

The rules contained in the current edition of **Robert's Rules of Order, Newly Revised**, shall govern the NWRC in all cases to which they are applicable and in which they are not inconsistent with these by-laws or any special rules of order the NWRC may adopt.

## 10. Amendments to By-Laws

These By-laws may be amended at any regular or special meeting of the NWRC by a three fourths (3/4) majority vote, of the total number of delegates provided however that a copy of the proposed amendment has been mailed to each delegate at least fourteen (14) days prior to the meeting at which the vote to amend is taken.

Reviewed and adopted by the Northwest Regional Council the 17<sup>th</sup> day of July, 2025.

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Janet St. Clair  
Island County Commissioner

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Jill Johnson  
Island County Commissioner

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Kari McVeigh  
San Juan County Council Member

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Jane Fuller, Chair  
San Juan County Council Member

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Ron Wesen  
Skagit County Commissioner

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Peter Browning  
Skagit County Commissioner

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Satpal Sidhu  
County Executive, Whatcom County

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Mark Stremmer  
Whatcom County Council Member

ATTEST:

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Amanda McDade, Executive Director  
Northwest Regional Council