

Northwest Regional Council – Special Meeting
March 27, 2026
10 am – 10:45 am

Online Meeting
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Meeting ID: 236 835 875 474 32
Passcode: 9xf3r9oZ

AGENDA

Agenda Topic	Action Required
1. Call to Order	
2. Public Comment	
3. Regular Agenda a) Sole Source Authority for Skagit Senior Nutrition b) Proposed Staffing Changes	Motion to Approve Motion to Approve
4. Adjournment	



Memorandum

TO: Northwest Regional Council

FROM: Amanda McDade, Executive Director

DATE: March 27, 2026

SUBJECT: Sole Source Authority for Skagit Senior Nutrition

On September 30, 2025, the Skagit County Commissioners requested that NWRC find a new provider for the senior nutrition program starting July 1, 2026.

We ran an open procurement Request for Proposals (RFP) from February 4th, 2026 through March 4th, 2026. Due to no submissions being received by the deadline of March 4th, 2026, it has been determined that it is in the best interest of NWRC to cancel this solicitation and seek sole source exemption. Sole source authority was granted by DSHS on March 10, 2026.

PROPOSED MOTION:

The NWRC Governing Board authorizes the sole source authority exemption for the Skagit County Senior Nutrition Program, effective March 27, 2026.



Memorandum

To: Northwest Regional Council
From: Amanda McDade, Executive Director
Date: March 27, 2026
Subject: Proposed Staffing Changes

Background

The NWRC Budgeting Policy requires that the Governing Board approve all new staff positions and reclassifications.

While the primary purpose of the March 27, 2026 Special Board Meeting is to discuss Skagit Senior Nutrition, there are time-sensitive staffing changes that require approval in order to address emerging operational needs.

Proposed Staffing Changes

We are requesting approval of the following staffing changes in advance of a formal supplemental budget proposal that will be presented at the regular August Board Meeting.

- **Add one Behavioral Health Clinician** to increase service capacity and address demand from the client waitlist. The additional client service revenue generated by this position is expected to offset increased salary and benefit expenditures of approximately \$118,000.
- **Reclassify three existing positions** related to restructuring the Administration, HR, and IT functions. Currently, HR operates as a stand-alone unit, while Administration and IT are overseen by the Administrative Manager. Under the proposed structure, all three functional areas will be consolidated and overseen by a new HR & Administrative Services Director role.
 - **HR Director → HR & Administrative Services Director**
The revised position will oversee the Administration, HR, and IT functions of the agency. There will be no change to the salary range; therefore, this reclassification is budget neutral.

- **Administrative Manager → Administrative Supervisor**
This is a downward reclassification that removes responsibility for oversight of IT staffing and infrastructure. The estimated budget impact is \$9,800 in annual savings.
- **IT Network Administrator → IT Supervisor**
This is an upward reclassification to reflect expanded responsibilities, including staff supervision. The estimated budget impact is \$9,600 in additional annual cost.

The net budget impact of the restructuring changes is approximately **\$200 in reduced annual expenditure**, which is essentially budget neutral.

Proposed Motion

We recommend that the Governing Board approve the requested staffing changes.