



MEMORANDUM

TO: Whatcom County Council
FROM: Council Staff
RE: COVID-19 Pandemic Response Review - Project update, Phase 2: Preliminary Recommendations
DATE: June 15, 2022

The consultant team working on the COVID-19 Pandemic Response Review project has progressed through the second phase of the project (Preliminary Recommendations) and will provide an overview of preliminary recommendations and request feedback on the draft report.

The COVID-19 Pandemic Response Review project was authorized via [Ordinance 2021-045](#) (7/21/2021) and as amended in [Ordinance 2021-064](#) (10/12/2021) and [Ordinance 2022-019](#) (2/22/2022). Council approved a [scope of work](#) for the project on September 28, 2021, and authorized [Contract #202201020](#) on January 11, 2022. The consultant team kicked off the project on January 27, 2022, and refined a project work plan with Council feedback ([AB2022-085](#)), adding a summary of expenses related to the pandemic. On April 26, 2022, the consultant team provided an update to Whatcom County Council regarding Phase 1 (Data Collection) of the project.

For your reference, the following highlights the project schedule:

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| July 2021 | Ordinance adopted establishing the project |
| September 2021 | Council approves scope and begins procurement of consultant services |
| December 2021 | Consultant team selected |
| January 2022 | Contract authorized with BERK Consulting |
| | Project Kick Off Meeting |
| February 2022 | Phase 1: Data Collection |
| | Update at Council – Work Plan review |
| March 2022 | Phase 1: Data Collection (continued) |
| | Update to Council (4/26) |
| April 2022 | Phase 1: Data Collection (continued) |
| May 2022 | Phase 2: Preliminary Recommendations |
| June 2022 | Phase 2: Preliminary Recommendations (continued) |
| | Update to Council (6/21): Phase 2 Preliminary Recommendations |
| July 2022 | Phase 3: Final Report |
| | Presentation to Council (7/26) |

Please contact Cathy Halka, Legislative Analyst, at x5019 with any questions.