



MEMORANDUM

TO: Satpal Sidhu, County Executive

FROM: Council Office Staff

RE: Contract for evaluation of human resources policies and procedures

DATE: December 18, 2024

Enclosed is a contract between Whatcom County and Matrix Consulting Group, Ltd. for your review and signature.

- **Background and Purpose**

On April 30, 2024, the Whatcom County Council discussed establishing an investigative committee to review recent employment law decisions (AB2024-294). The Council's investigative committee first met May 14, 2024, and conducted a series of interviews with current and former county employees, multiple department heads, the Executive, and Executive office staff. On September 24, 2024, the investigative committee presented the final draft report to the Council's Committee of the Whole (AB2024-336). The Whatcom County Council discussed the next step to hire a consultant to examine the County's human resources policies and procedures related to harassment and provide recommendations for improvements. On October 8, 2024, the Council approved a motion to recommend a scope for the project. RFP 24-86 was released and a selection committee identified Matrix Consulting Group, Ltd. as a preferred consultant.

- **Funding Amount and Source**

The proposed contract amount is \$76,500. The Council Office budget includes funding for this contract.

- **Timeframe**

The timeframe for this contract is for approximately 6 months through August 31, 2025.

Please contact Cathy Halka at ext. 5019, if you have any questions.

Encl.