



MEMORANDUM

TO: Satpal Sidhu, County Executive

FROM: Council Office Staff

RE: Contract Amendment for evaluation of human resources policies and procedures

DATE: July 24, 2025

Enclosed is a contract amendment 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). On September 24, 2024, the investigative committee presented the final draft report to the Council's Committee of the Whole (AB2024-336). On February 25, 2025, the Whatcom County Council authorized Contract #202502025 to hire Matrix Consulting Group, Ltd to examine the County's human resources policies and procedures related to harassment and provide recommendations for improvements. (AB2025-141). In June, the contractor released an employee survey, which closed on July 3rd. This contract amendment extends the contract timeframe one month through September 30, 2025 to allow additional time to finalize the report and present to council.

- **Funding Amount and Source**

The proposed contract amount is \$76,500. The Council Office budget includes funding for this contract. This contract amendment does not change the contract amount.

- **Timeframe**

The timeframe for this contract is for approximately 6 months through August 31, 2025. This contract amendment extends the contract timeframe through September 30, 2025.

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

Encl.