



**MEMORANDUM**

**TO:** Whatcom County Council  
**FROM:** Council Staff  
**RE:** COVID-19 Pandemic Response Review - Project update  
**DATE:** April 19, 2022

The consultant team working on the COVID-19 Pandemic Response Review project has progressed through the first phase of the project (Data Collection) and will provide an overview of their work and takeaways.

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.

For your reference, the following highlights the project schedule:

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)
April 2022	Phase 1: Data Collection (continued)
	<b>Update to Council (4/26)</b>
<b>May 2022</b>	<b>Phase 2: Preliminary Recommendations</b>
<b>June 2022</b>	<b>Phase 2: Preliminary Recommendations (continued)</b>
	<b>Update to Council (6/21)</b>
<b>July 2022</b>	<b>Phase 3: Final Report</b>
	<b>Presentation to Council (7/26)</b>

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