



#### EXECUTIVE COMMITTEE

Chair - Marilyn Hoppen, *SVP Human Resources Kitsap Bank*  
Vice Chair - Monica Blackwood, *CEO/President West Sound Workforce*  
Jessica Barr, *Regional Director Washington State Employment Security Dept.*  
Cordi Fitzpatrick, *Human Resources Director Security Services Northwest*  
Chuck Moe, *Field Rep Northwest Laborers-Employers Training*

#### COUNCIL MEMBERS

##### Business Members

Nicholas Gianacacos, *Program Manager General Dynamics NASSCO*  
Daniel Steiger, *CEO/President Lumber Trades, Inc*  
Nicole Brickman, *Human Resources Director YMCA Kitsap*  
Peter Johnson, *HR Manager McKinley Paper Company*  
Heidi Lamprecht, *Co-Founder Paella House Franchisees and Training*  
Matthew Murphy, *President/CEO South Kitsap Chamber of Commerce*  
Megan Mason-Todd, *Workforce Development Director Snookum*

##### Economic Development Members

Colleen McAleer, *Executive Director Clallam EDC*  
Cindy Brooks, *Executive Director Team Jefferson EDC*

##### Labor Members

Neal Holm, *Electrician and Membership Development IBEW 46*

##### Post-Secondary Education Members

Dr. Suzy Ames, *Peninsula College President*  
Dr. Marty Cavalluzzi, *President Olympic College*

##### Education K-12 Members

Aaron Leavell, *OESD #114 Superintendent*  
Dr. Kareen Borders, *South Kitsap School District*

##### Public Service Members

Gina Lindal, *Administrator Department of Social and Health Services*

##### Community Based Members

Anthony Ives, *Executive Director Kitsap Community Resources*  
Jeff Randal, *Secretary District 1 Jefferson PUD*

## MEETING AGENDA

DATE: January 11, 2024

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: [ZOOM](#) | Meeting ID: 812 7948 6224 | Passcode: 320777

In-person: WorkSource Kitsap | 3120 NW Randall Way, Silverdale

### ACTION ITEMS:

1. Call to Order – 10:00 a.m. and Welcome
2. Approval of January 11 Agenda
3. Approval of November 17 Meeting Minutes (Att. 3, pg. 2-6)
4. Approval of 5611POL Commerce Reinvestment Fund Incentive Policy (Att. 4, pg. 7-8)
5. Approval of Transfer of Dislocated Worker Program Funds to Adult
6. Approval of [Marketing RFP](#)

### DISCUSSION ITEMS:

7. Strategic Workforce Development Planning
  - a. Goal Alignment
8. OWDC Director Report Out – Bill Dowling
9. One-Stop Operator Report Out – Ed Looby

### COMMITTEE DEBRIEF:

10. Business and Economic Development Packet (Att. 9, pg. 9)
11. Youth Packet (Att. 10, pg. 10-12)
12. Operations Packet (Att. 11, pg.13-18)
13. 2024 Calendar (Att. 12, pg. 19)
14. [Public Comment](#)
15. Adjourn

Next Meeting: Hybrid March 14<sup>th</sup>, 2024

**OLYMPIC CONSORTIUM BOARD (OCB) & OLYMPIC  
WORKFORCE DEVELOPMENT COUNCIL (OWDC)  
MEETING MINUTES  
November 17, 2023**

OCB ACTION  
ITEMS:

1. **CALL TO ORDER** The Olympic Consortium Board meeting was held virtually via Zoom and in-person at Elwha Heritage Center 401 E. 1<sup>st</sup> Street Port Angeles, November 17, 2023. Charlotte Garrido, Kitsap County Commissioner, called the meeting to order at 10:05 a.m.

2. **OCB**

- a. **APPROVAL of November 17, 2023, Agenda**

**Motion:** Kate Dean moved to approve the agenda as presented. Randy Johnson seconded the motion. **Motion carried unanimously.**

- b. **APPROVAL of OCB Minutes September 22, 2023 (Att.)**

**Motion:** Kate Dean moved to approve the minutes as presented. Randy Johnson seconded the motion. **Motion carried unanimously.**

- c. **APPROVAL of Appointment Letters (Att.)**

**Motion:** Randy Johnson moved to approve the letters as presented. Kate Dean seconded the motion. **Motion carried unanimously.**

CONSENT AGENDA:

3. **CALL TO ORDER** Olympic Workforce Development Council (OWDC) meeting was held virtually via Zoom and in-person at Elwha Heritage Center 401 E. 1<sup>st</sup> Street Port Angeles, November 17, 2023. Marlyn Hoppen, Chair, called the meeting to order at 10:13 a.m.

4. **APPROVAL of OWDC Consent Agenda (Att.)**

**Motion:** Terry Cox moved to approve the agenda as presented. Jeff Allen seconded the motion. **Motion carried unanimously.**

DISCUSSION ITEMS:

5. **Veteran's Recognition**

Bill thanked and acknowledged the veteran community and veterans serving on the board for their service and sacrifices. Veteran's programs are very active in our communities, especially

within our WorkSource system, and a third of our services have always targeted veterans as a priority population.

Alyssa also took the opportunity to acknowledge community partners for their service and presented both Kitsap Community Resources (KCR) and WorkSource Clallam & WorkSource Kitsap County with appreciation plaques.

## **6. SWDP Work Group Report Out**

Luci reiterated the purpose of the strategic plan: to garner information and feedback from all stakeholders on the future of workforce development, and to come together to provide services and support to meet community workforce needs. Luci also stressed the importance of participating in the strategic process to ensure that various perspectives and create pathways and to hopefully, work towards building an OWDC taskforce. Strategic plan will further help with guidance on developing the RFP, help identifying the taskforce, incumbent worker trainings, skills/knowledge necessary for various occupations, and building partnerships and workforce strategic planning within individual organizations.

Luci also shared and updated on the strategic plan timeline, meetings for next steps inventory & analysis of the data and will be used to complete both the report/snapshot and ultimately the strategic plan. Looking to have rough drafts available to the council in January and invite feedback, and the three strategic planning groups created: economic landscape, sector strategies, and service delivery have met and will continue to meet throughout December.

### **a. Economic Landscape**

- Broke out each county and industry since they all have different needs and wanted to address each separately. The group also thought it was important to consider bringing different chambers of commerce in for future meetings to share their perspectives.

### **b. Sector Strategies**

- The EDCs participated in discussions. Three industries of focus were pinpointed for all counties.
  - Clallam/Jefferson : marine, forestry, and healthcare.
  - Kitsap: healthcare, manufacturing, and marine.

### **c. Service Delivery**

- Discussed the various barriers – WIOA has 14 barriers and emphasis groups in addition to the services that need to be addressed. Highlighted

some of the services available to employers and how to integrate 211/United way into the service process.

- Creating a plan to work with the tribes in Clallam/Jefferson counties.

## **7. 2024 Calendar (Att.)**

Bill discussed the suggested changes to the 2024 OWDC meeting calendar, options include keeping the meeting day as is or moving to the 4<sup>th</sup> Tuesday instead. The OCB meetings will not change, there will be two joint meetings (May/November). Votes were held via QR code and results will be shared at the next meeting.

## **8. OWDC Director Report Out – Bill Dowling**

Bill shared, the OWDC attended the State Workforce Conference in Tacoma. The conference was the first time Commerce partners were present and raised over \$100k in sponsorship dollars. Labor partners were also present, Chelsea Labor Council was presented with an award, and ESD sent staff to the conference (160 individuals). NAWB Conference, 22 – 23 those interested in attending should contact Bill. The OWDC strategic plan will be in alignment with NAWB, lastly the OWDC continues to meet with other partners. The 1<sup>st</sup> quarter performance report is on target, exits and expenditures are lagging but that is typical, and we'll see a pick-up overall good.

Alyssa also shared that the Department of Commerce awarded the state \$20 million funding and the OWDC will be using their portion for incentive payments and a business navigator. ESD will manage the \$577K in funding and will hire business navigators, 2 FTE for both Kitsap and Clallam counties. Incentive payments will be issued to participants up to 12 months, must qualify for EcSA grant, and continue following their plans. New funding will also be used only for job seekers incentives, proven tests cases have also been observed. Important to note, the incentive payments count as income and may affect various benefits. Areas tested for incentive payment success include North Central and possibly Spokane. Additionally, the incentive income has presented some issues so participants will need assistance with claiming/reporting the payments.

## **9. One-Stop Operator Report Out – Ed Looby**

Ed shared that the referral tool and other tools available to collect demographics is currently being used between partners for agency referrals and interaction follow up. They haven't seen any significant results and are still pulling information, although receiving good input it is not being used fully currently. The customer survey is being transitioned into a career pathway job form and they are currently soliciting feedback.

Mike Robinson also shared results from a recent hiring event, 40 – 50 % of participants were hired, 40 showed, and about 30 hired and there are currently about 400 helper



positions listed recently for the shipyard. There has been an Increase in DVR (4) OESD decreased in office staff, Sequim and Jefferson looking to increase FTEs as traffic in offices increase. BIPOC entrepreneur meetings at Marvin Williams. Mike has been attending meetings and making connections. Access coming into office and looking to go out to Clallam, working with Rachel from AARP on creating a new position for the resource room and front desk, AmeriCorps staff will continue for another 8 months, and lastly the Partners retreat had 41 participants and looking to host the retreat next year.

#### COMMITTEE DEBRIEF:

##### **10. Business and Economic Development Packet**

None

##### **11. Youth Packet (Att.)**

Jeff Allen shared that West sound stem network ramping up STEM Like Me program for middle grade students to observe participating employers. 1000 students have participated in the program thus far and there are job shadow opportunities with Virginia Mason, and participants are able to visit different facilities firsthand for the different pathways available. Pathways to Success/WIOA youth biggest challenges – created meaningful work experiences and working with employers. WIOA serving the most vulnerable/barrier impacting youth in the community and working with employers “trauma informed lens”. Ed put together a workshop day and the Pathways team gave a presentation on youth challenges/barriers. Jeff also noted when we consider a strategic plan we must consider the context.

Dr. Mona Johnson presented on trauma/stress for those working in positions serving those with trauma/barriers and how to maintain the wellness and well-being of staff. This extends to the employers – disengaged and how to create opportunities to reengage youth. Pathways team worked with youth to assist with barriers and worked to address those with health barriers. Lastly, seeing an increase in disengagement in schools and increase in high school dropouts and discussed the Open Doors statewide program – dropout reengagement program, and asked, “how do we create a place to create the opportunity within the region?”

##### **12. Operations Packet (Att.)**

Mike Robinson shared that across the board all programs have shown huge increases. QUEST, monitoring by DOL upcoming – one of 4 agencies which includes the Kitsap County OWD. Jaime from KCR shared insights and trends, Zeek from DSHS shared a vision of working in partnership with Port Angeles and Port Townsend and hopes to open a CSO in Forks. Ed shared the AmeriCorps participant will continue for the next several months and recently received an applicant for Clallam.

**13. Public Comment:** None

NEXT MEETING: The next council meeting is January 11, 2024, via Zoom.

ADJOURNMENT: There being no further business to come before the Council, the meeting was adjourned at 12:07 p.m.

## 5611POL Commerce Reinvestment Fund Incentives DRAFT

Effective Date: January 2024  
Last Modified: January 2, 2024

Approved by XX

In recognition of the work that Washington's workforce development system did to alleviate poverty through the Economic Security for All (EcSA) Initiative, Department of Commerce provided additional funding to assist in removing barriers and enable low-income participants to engage fully in their career path plans to achieve self-sufficiency. This policy sets forth the eligibility and procedures to provide \$1,000.00 incentive to State EcSA participants in Clallam, Jefferson, and Kitsap counties who are low income, actively participating, and making progress on their career path plans.

- a. **Incentives are not an entitlement and will be made available only to participants who are actively engaged, participating, and demonstrating progress on a career path plan.** The issuance of a monthly incentive depends on availability of funding for any given quarter.
- b. **Allocations will be distributed fairly; each program participant may receive up to five monthly incentives or until self-sufficiency is met.** This five-month limit may be waived by the Program Analyst only when there are unallocated funds for any given quarter.
- c. **A focus is to serve individuals who may meet the Department of Commerce's targeted population groups identified in the statement of work.**
- d. When funding resources restrict the number of individuals receiving incentive for a quarter, priority of distribution of monthly incentive will be as follows:
  - Priority 1:** those actively engaged in agreed upon activities for both financial literacy training and individualized career services.
  - Priority 2:** those actively engaged in occupational skills training.
  - Priority 3:** those actively engaged in job search and can demonstrate job search activities each week.
- e. **Should a program participant fail to meet eligibility for a given month (they are working, or not willing or able to participate), these funds may be reallocated to an active participant who is making progress for the month the failing participant did not meet eligibility.** If funding is available in subsequent quarters, and the funds are not fully allocated, the original participants may have an allocation to again receive the incentive.

### A. ELIGIBILITY

#### Eligible individuals must:

1. Be from households that are below 200% of the FPL.
2. Determined eligible and enrolled as participants in the State EcSA program.
3. Not be participating in wage-earning activities such as temporary or stop-gap employment, or paid employment.
  - a. Staff may request a waiver from the Program Analyst for individuals who are working full or part-time, remain below 200% of the FPL, and are engaged in skill gaining activities to obtain self-sufficient employment.
4. Low-income participants with irregular part-time employment (averages less than 10 hours per week), below 200% of the FPL, and actively participating in career plan activities to reach self-sufficiency are eligible for the incentive.

5. Be engaged in and making progress on their career path plans including those activities outlined in the career path plan.

## **B. PROCESS**

1. Regardless of co-enrollments, the State EcSA program team will be the only ones to determine the incentive allocations each month based on available funding, financial need, progress, and participation.
2. The State ECSA Case Manager will meet with the participant and:
  - a. Record a Career and Vocational Counseling with progress report (attached).
  - b. The case manager will review with the participant any obligations to report the income, the impacts funds may have on benefits, and questions the participant might want to ask of social service providers regarding benefits and eligibility for services. For example, participant on TANF, incentive may affect their eligibility to receive.
  - c. Inform the participants that they may opt out of receiving an incentive at any time and their funds will be reallocated to others in need. That they may be eligible and receive an incentive in future months depending on the availability of funding.
  - d. Provide the participant with information regarding required Federal Tax reporting.
  - e. By the 10<sup>th</sup> of each month the participant has met with the case manager and incentive payment will be submitted for issuance.
  - f. Participants are required to come into the Silverdale or Sequim office, provide ID, and sign for the incentive payment.
  - g. Inform the participant of any reporting requirements needed to receive the incentive.

## **C. ENROLLMENT And DOCUMENTATION**

1. Entries in the MIS system for incentive provided:
  - a. Select "Community Reinvestment Financial Support Payment," in the state funded services section.
  - b. Include the amount of funds provided (\$1000.00)
  - c. In the case note section, enter a brief description of the participants engagement, activities, and progress.
  - d. Upload the incentive progress report form into the touchpoint. All relative documentation (A19, Incentive receipt).
2. For individuals who missed participating in planned activities and have an excused absence (e.g. the participant or an immediate family member living in the household experiences illness, hospitalization, homelessness, incarceration, or family violence), may remain eligible for the incentive for the current month and referred to services providers as appropriate. The situation should be respectfully documented in case notes that are absent of medical or other protected information.

## **REFERENCES:**

None to date. Any policies issued by the Department of Commerce or Employment Security Department regarding the Commerce Community Reinvestment funds will supersede requirements outlined in this policy.

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Chuck Moe, *Field Rep Northwest Laborers-Employers Training*

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Community Based Members

Anthony Ives, *Executive Director Kitsap Community Resources*

Jeff Randal, *Secretary District 1 Jefferson PUD*

## BUSINESS AND ECONOMIC COMMITTEE MEETING AGENDA

DATE: January 11, 2024

TIME: 9:00 a.m. – 9:50 p.m.

LOCATION: Virtually: [Click here to join the meeting](#)

Meeting ID: 262 402 573 458; Passcode: waFrM2

In-person: WorkSource Kitsap | 3120 NW Randall Way, Silverdale

- 
1. Call to Order and Welcome – 9:00 a.m.
  2. New Member Introductions
  3. Discussion Item(s)/Action Item(s)
    - a. WorkSource Employer Services, Hiring Events, and Emerging Opportunities
    - b. Introduce event calendar
    - c. Brainstorm ideas for discussion topics
    - d. Rapid Response: Updates
  4. WDA Trends from Members
  5. Good of the Order
  6. Adjourn

Next Meeting: Hybrid March 14<sup>th</sup>, 2024

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 Chuck Moe, *Field Rep Northwest Laborers-Employers Training*

**COUNCIL MEMBERS**Business Members

Nicholas Gianacacos, *Program Manager General Dynamics NASSCO*  
 Daniel Stegier, *CEO/President Lumber Trades, Inc*  
 Gillian Niuman, *Human Resources People Support Services*  
 Nicole Brickman, *Human Resources Director YMCA Kitsap*  
 Gregory Dronkert, *CEO/President Pacific Mobility Group, Inc.*  
 Peter Johnson, *HR Manager McKinley Paper Company*  
 Heidi Lamprecht, *Co-Founder Paella House Franchisees and Training*  
 Matthew Murphy, *President/CEO South Kitsap Chamber of Commerce*  
 Lisa Donlon, *General Manager Windermere Commercial*  
 Megan Mason-Todd, *Workforce Development Director Snookum*  
Economic Development Members  
 Colleen McAleer, *Executive Director Clallam Economic Development Co.*  
 Cindy Brooks, *Executive Director Team Jefferson EDS*  
Labor Members  
 Rusty Grable, *Business Rep & Organizer Machinist Union District 160*  
 Neal Holm, *Electrician and Membership Development IBEW 46*

Business Members

Dr. Suzy Ames, *Peninsula College President*  
 Dr. Marty Cavalluzzi, *President Olympic College*

Education K-12 Members

Aaron Leavell, *OESD #114 Superintendent*  
 Dr. Kareen Borders, *South Kitsap School District*  
 Kevin Gallacci, *General Manager Clallam Transit System*

Public Service Members

Gina Lindal, *Administrator Department of Social and Health Services*

Community Based Members

Anthony Ives, *Executive Director Kitsap Community Resources*  
 Jeff Randal, *Secretary District 1 Jefferson PUD*

**YOUTH COMMITTEE MEETING AGENDA**

DATE: Thursday, January 11, 2024

TIME: 9:00 a.m. – 9:50 a.m.

LOCATION: Hybrid Meeting

**In-Person-** WorkSource Kitsap 3120 NW Randall Way, Silverdale

**Virtual-** <https://us06web.zoom.us/j/7881886224?omn=89844731709>

**ACTION ITEMS:**

1. Call to Order – 9:02 a.m.
2. Approval of Agenda
3. Approval of Meeting Minutes from November 17, 2023 (Att. A)

**DISCUSSION ITEMS:**

4. Career Connected Learning updates
5. WIOA Youth Pathways to Success updates
6. Youth Resource Round-Up (Att. B)
7. Good of the Order
8. Adjourn

Next Meeting: March 14, 2024 Location: TBD

**Attachment A**

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)  
YOUTH COMMITTEE SUMMARY  
November 17, 2023**

**ATTENDANCE:** Jeff Allen, Emily Manson, Deborah Welsh, Tiffany Skidmore, Cynthia DeHope, and Summer Evert

The Olympic Workforce Development Council's (OWDC) Youth Committee meeting was held on Thursday, November 17, 2023, Elwah Kallam Heritage Center Port Angeles

**APPROVAL OF SUMMARY:**

The Youth Committee's September 14, 2023, Meeting Minutes and November 17, 2023, Agenda was reviewed and approved with no amendments.

**DISCUSSION**

**1. CCL Update**

**a. WestSound STEM**

- i.** Year 2 of in-person STEM LIKE ME with middle schoolers are now including high schoolers.
- ii.** Virginia Mason job shadow
  - Offering to individual students and entire classes
  - 10 different areas of preference students can choose from
  - WSS is working with students and parents to complete the forms.

**2. Pathways Update**

- a.** Kitsap WF Initiative working with businesses to educate on trauma informed care.
- b.** New internship sites in Clallam

**3. Discussion Items**

- a.** Open Doors and the value to Youth
  - a.** Encourages, guides, and supports students in gaining the academic, career and life skills need to build their future.
  - b.** Providing flexibility and consistency to youth

**ADJOURN**

There being no further business to come before the committee, the meeting was adjourned at 9:51 am.

**Next Meeting: January 2024, TBD**

## Attachment B

## Youth Resource Round-Up

- **Youthbuild funding!** This discretionary grant opportunity announced for pre-apprenticeship services. Deadline for application is 2/1/2024. Requires 25% match. Awards range from \$700,000 – \$1,500,000, anticipated period of performance of 40 months starting 6/3/2024. Here's the link to the [Funding Opportunity Prospective Applicant Webcast](#). And here's the link to the [full funding announcement](#).
- **Dept of Housing and Urban Development funding!** Cities, counties, and tribal governments are eligible to apply. Grant is to fund a focus on systems change connected with youth homelessness to create and build capacity for Youth Action boards, collect, and use data, improve coordination and communication to better serve youth through prevention and diversion strategies. [Link to full award announcement](#).
- **Research grants to study inequalities in youth experiences.** Tax-exempt entities are eligible to apply. Likely, an application would be stronger with a post-secondary partner institution (community colleges and universities.) Funding deadline is slightly fluid, but it seems there should be something submitted by January 31, 2024. Research studies should aim to build, test, or increase understanding of programs, policies, or practices to reduce inequality in the academic, social, behavioral, or economic outcomes of young people ages 5-25. We prioritize studies that aim to reduce inequalities that exist along dimensions of race, ethnicity, economic standing, language minority status, or immigrant origins. [Here's the full award announcement](#).







## MEETING AGENDA

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Anthony Ives, *Executive Director Kitsap Community Resources*  
 Jeff Randal, *Secretary District 1 Jefferson PUD*

DATE: January 11, 2024

TIME: 9:00 a.m. – 9:50 p.m.

LOCATION: Virtually: [Microsoft Teams](#)

Meeting ID: 289 130 452 514 | Passcode: X49J63

In-person: WorkSource Kitsap | 3120 NW Randall Way, Silverdale

1. Call to Order – 9:00 a.m. and Welcome
2. Approval of September 14, 2023 Meeting Minutes (Att. 11.2)
  - a. November 17<sup>th</sup> Quorum not met
3. Discussion item(s)/Action Items(s)
  - a. Strategic Workforce Development Planning
  - b. Partner Report Out
4. Performance Reports
  - a. PY23 Q2 Performance outcomes (Att. 11.4.a)
5. Adjourn

Next Meeting: Hybrid March 14<sup>th</sup>, 2024

**Operations Committee Minutes  
Olympic WorkSource Development Council  
September 14, 2023**

**ATTENDEES:** Mike Robinson, Jessica Barr, Gina Lindal, Terry Cox, Anjalee Blackwell, Brian Kneidl, and Staff Luci Bench.

**1. CALL TO ORDER:** Mike Robinson called the meeting to order at 9:02 a.m.

**2. ACTION:**

- a. Approval of May 9, minutes as presented. Gina Lindal moved to approve. Jessica Barr seconded. **Motion carried.**
- b. Approval of July 13 agenda. Jessica Barr moved to approve. Gina Lindal seconded. **Motion carried.**

**3. DISCUSSION ITEMS**

- a. Outcomes 'Frame Storming'

Mike noted additional work needed to be conducted on outcomes of the Frame Storming completed in July. To ensure the work has adequate time set aside to work next steps, Mike asked for support to meet outside of committee meetings. All attendees supported a secondary meeting to discuss further action. Luci will send out a doodle poll.

- b. Report Outs:

Gina shared the Bremerton and Port Angeles CSO's are open for walk-in full service between 8-2 and EBT care assistance until 4pm. Port Townsend has a limited walk-in service but will be opening for more regular hours in the middle of September. DSHS has been working to address cards that were stolen or skimmed. Previously, they were unable to replace food (EBT) funds that had been stolen from participants, now participants can submit a claim for stolen funds and receive replacement.

Terry reported an increase in enrollments, the highest in 7-years. OC has expanded several programs that feed into 2-year degree pathways into Behavioral Health, Professional and Technology. Working with WorkSource on worker retraining to create a more organic flow between OC and WorkSource WIOA Dislocated Worker. OC adding massive medical 10-program initiatives. Also, should start seeing flyers about continued education classes in Shelton, courses include Forklift, flagger, pop culture.

Brian shared the three new programs launching this fall quarter: Natural Resources, Media Technician Certificate, and Virtual Office Assistant Certificate. Unfortunately, had to push Automotive Technology to winter quarter because they are still in recruitment for an instructor. Also, added Information Technology Management, Tribal Management, Human Resources Management, and Entrepreneurship and Marketing programs to PC's Bachelor of Applied Science. PC's Worker Retraining is doing well know that Brian has assistance.

Discussion on the in-demand list and getting the occupations corrected. Bill and/or Luci can be sent In-Demand request and they can get it changed quickly.

Anjalee provided a brief overview of several initiatives at KCR, including: digital literacy course partnership, working with IT to create WorkSource.WA navigation, Express Employment career assessment, and Work Experience business education. Port Orchard office passed EO monitoring conducted by Alissa Durkin and Ed Looby. Work is continuing to provide wrap around services for high-need job seekers.

Mike briefly noted services, workshops, and participants that he submitted in WorkSource report. Highlighted success stories, especially Strategy for Success participants who really gravitate toward the facilitators. One success story of a veteran on unemployment for 9-weeks got a position starting at \$140,000. Mike also highlighted September Workforce Professional Month and thanked all attendees. Active work and enrollments in the discretionary WIOA grants, QUEST and State-EcSA. Currently working on a partnership with St. Michaels in incumbent worker training to upskill employees. Terry offered information on HEAT, a grant meant for upskilling.

#### **4. Performance Reports**

- a. Discussion on low participant enrollments and exits for Dislocated Worker (DW). ESD is actively working on strategies to locate DW's, through Unemployment claimants and communications to seasonality businesses. Working on space in Jefferson, outreach in all three counties.

Adjourn at 9:54 am.

**NEXT MEETING: Friday, November 17, 2023**

**Operations Committee Minutes  
Olympic WorkSource Development Council  
November 17, 2023**

**ATTENDEES:** Mike Robinson, Jessica Barr, Zeke Hill, Jamie Carr and Staff Luci Bench.

**1. CALL TO ORDER:** Mike Robinson called the meeting to order at 9:02 a.m.

**2. ACTION:**

- a. Quorum not met

**3. DISCUSSION ITEMS**

- a. Discussed current economic landscape and impact of strategic planning. Zeke mentioned the difficulties with finding housing in Clallam County and how it effects accepting positions. Wide range of conversations about service delivery and the differences between serving the population in Clallam and Jefferson versus Kitsap. This included discussion on collaboration and partnering with other agencies to provide access to rural populations.

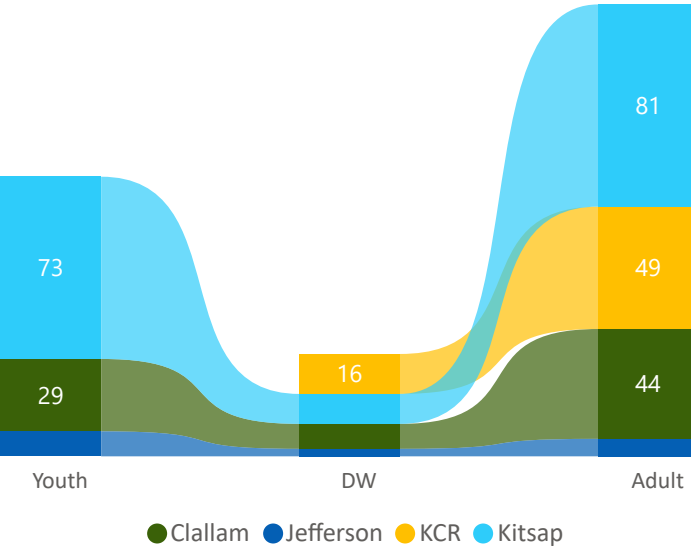
Adjourn at 9:54 am.

**NEXT MEETING: Thursday January 11, 2023**

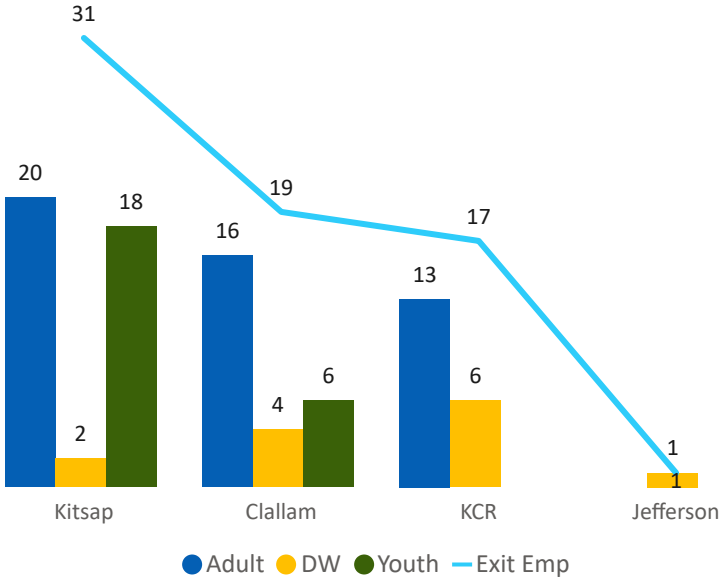
WIOA Formula Performance Report

Office	Program	Current	Enrollments	Enroll Targets	Enroll %age	Exits	Exit to Employ	Exit Employ Targets	Exit Employ %age	Self Emp	Self Emp Targets	Actual Expenditure	Target Expend	Expend %age
Clallam	Adult	28	44	26	169.23%	16	11	3	366.67%	1	0	36,888	62,112	59.39%
Jefferson	Adult	7	7	3	233.33%			2			0	15,480	30,374	50.96%
KCR	Adult	36	49	36	136.11%	13	12	18	66.67%	1	1	41,192	30,937	133.15%
Kitsap	Adult	61	81	62	130.65%	20	16	4	400.00%	1	0	32,806	28,647	114.52%
Clallam	DW	6	10	5	200.00%	4	3	2	150.00%	1	0	29,799	84,335	35.33%
Jefferson	DW	2	3	2	150.00%	1	1	0	Infinity		0	12,487	27,867	44.81%
KCR	DW	10	16	14	114.29%	6	5	6	83.33%	1	1	21,465	31,715	67.68%
Kitsap	DW	10	12	12	100.00%	2	2	5	40.00%		0	40,715	111,164	36.63%
Clallam	Youth	23	29	28	103.57%	6	5	3	166.67%			32,352	42,340	76.41%
Jefferson	Youth	10	10	10	100.00%			0				9,779	12,187	80.24%
Kitsap	Youth	55	73	71	102.82%	18	13	7	185.71%			70,372	47,533	148.05%
Total		248	334	269	124.16%	86	68	50	136.00%	5	2	343,335	509,211	67.42%

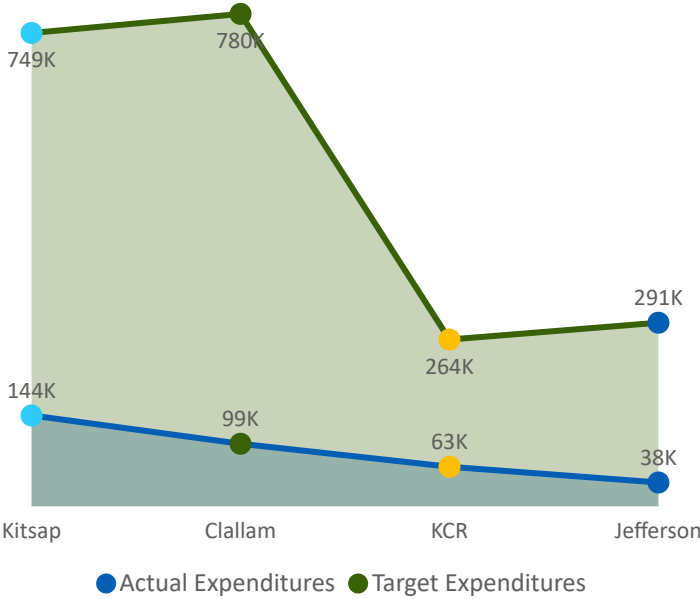
Enrollments



Exits



Expenditures v. Targets





# Performance Reports

## Adult, Dislocated Worker & Youth

Program	Current	Enroll ments	Enroll Targets	% PE	Exits	Exit to Employment	Employ Targets	% ExitEmp	Self Emp	Self Emp Targets	Actual Expenditure	Target Expen	%Expend
Adult	132	181	127	142.52%	49	39	27	144.44%	3	1	126,366	152,070	83.10%
DW	28	41	33	124.24%	13	11	13	84.62%	2	1	104,466	255,081	40.95%
Youth	88	112	109	102.75%	24	18	10	180.00%			112,503	102,060	110.23%
Total	248	334	269	124.16%	86	68	50	136.00%	5	2	343,335	509,211	67.42%

## Formula Services

Program	Individualized	Support	Training
Adult	181	49	79
DW	41	14	12
Youth	112	100	87
Total	334	163	178

## State Economic Security for All

Current	Enrollments	Enroll Target	Enroll %age	Exits	Exit To Employment	Target Employ	Exit %age	Actual Expenditure	Target Expend	Expend %age
56	73	17	429.41%	17	15		Infinity	28,733	35,910	80.01%

## State EcSA Services

Enroll	Individualized	Support	Training	Incentives
73	72	44	52	48

## Federal Economic Security for All

Current	Enrollment	Enroll Target	Enroll %age	Exits	Exit to Employment	Target Employ	Exit %age	Actual Expenditures	Target Expend	Expend %age
34	66	64	103.13%	32	23	17	135.29%	340,910	316,823	107.60%

## EcSA Services

Enroll	Individualized	Support	Training
66	66	26	21

## QUEST

Current	Enrollments	Enroll Target	Enroll %age	Exits	Exit to Employment	Target Employ	Exit %age	Actual Expenditure	Target Expend	Expend %age
27	34	11	309.09%	7	6	8	75%	72,077	117,752	61.21%

## QUEST Services

Enroll	Individualized	Support	Training
34	34	13	26

OCB Meeting (3rd Fridays)  
OWDC Meeting (2nd Thursday)

10 a.m. to 12 p.m.  
10 a.m. to 12 p.m.

OCB - OWDC Combined Meeting  
Exec OWDC Meeting (2nd Tuesdays)

9 a.m. to 12 p.m.  
10 a.m. to 12p.m.

# 2024

January						
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#### EXECUTIVE COMMITTEE

Chair - Marilyn Hoppen, *SVP Human Resources Kitsap Bank*  
Vice Chair - Monica Blackwood, *CEO/President West Sound Workforce*  
Jessica Barr, *Regional Director Washington State Employment Security Dept.*  
Cordi Fitzpatrick, *Human Resources Director Security Services Northwest*  
Chuck Moe, *Field Rep Northwest Laborers-Employers Training*

#### COUNCIL MEMBERS

##### Business Members

Alex Lewis, *North Olympic Healthcare Network Human Resources Director*  
Daniel Steiger, *CEO/President Lumber Trades, Inc*  
Heidi Lamprecht, *Co-Founder Paella House Franchisees and Training*  
Matthew Murphy, *President/CEO South Kitsap Chamber of Commerce*  
Megan Mason-Todd, *Workforce Development Director Snookum*  
Nicholas Gianacacos, *Program Manager General Dynamics NASCO*  
Nicole Brickman, *Human Resources Director YMCA Kitsap*

Peter Johnson, *HR Manager McKinley Paper Company*

##### Economic Development Members

Colleen McAleer, *Executive Director Clallam EDC*  
Cindy Brooks, *Executive Director Team Jefferson EDC*

##### Labor Members

Neal Holm, *Electrician and Membership Development IBEW 46*

##### Post-Secondary Education Members

Dr. Suzy Ames, *Peninsula College President*  
Dr. Marty Cavalluzzi, *President Olympic College*

##### Education K-12 Members

Aaron Leavell, *OESD #114 Superintendent*  
Dr. Kareen Borders, *South Kitsap School District*

##### Public Service Members

Gina Lindal, *Administrator Department of Social and Health Services*

##### Community Based Members

Anthony Ives, *Executive Director Kitsap Community Resources*

Jeff Randal, *Secretary District 1 Jefferson PUD*

## MEETING AGENDA

DATE: March 14, 2024

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: [ZOOM](#) | Meeting ID: 812 7948 6224 | Passcode: 320777

In-person: WorkSource Clallam County  
810 W. Brackett Rd., Sequim 98382

#### ACTION ITEMS:

1. Call to Order – 10:00 a.m. and Welcome
2. Approval of March 14 Agenda
3. Approval of January 11 Meeting Minutes (Att. 3, pg. 2-5)
4. Approval of Selected Awardee of Marketing RFP
5. Approval of 2024-2028 OWDC Strategic Workforce Development Plan, pending no additional public comments received by March 31<sup>st</sup>.

#### DISCUSSION ITEMS:

6. Welcome new members:
  - Alex Lewis, HR Director, North Olympic Healthcare Network
  - James Fetzer, General Manager, Clallam Transit
  - Molly Probst, Chief Human Resources Officer, Jefferson Healthcare
  - Felix Salazar, Instructor, Pacific NW Ironworkers Apprenticeship
7. Request council members, non-voting, and voting, to participate in the RFP review process for WIOA Youth, Adult & DW RFP submissions.
8. Strategic Workforce Development Coalition (Att. 8, pg. 6)
9. OWDC Director Report Out – Bill Dowling
10. One-Stop Operator Report Out – Ed Looby

#### COMMITTEE DEBRIEF:

11. Executive Committee Report
12. Youth Committee Report (Att. 12, pgs. 7-10)
13. 2024 Calendar (Att. 13, pg. 11)
14. [Public Comment](#)
15. Adjourn

Next Meeting: Joint OCB & OWDC Hybrid  
Friday, May 17, 2024  
Location: TBD



**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)**  
**MEETING MINUTES**  
**January 11, 2024**

**ACTION ITEMS:**

**1. CALL TO ORDER** The Olympic Workforce Development Council (OWDC) meeting was held virtually via Zoom and in-person at WorkSource Kitsap January 11, 2024. Marilyn Hoppen, Chair, called the meeting to order at 10:12 a.m.

**2. APPROVAL of January 11 Agenda**

**Motion:** Jessica Barr moved to approve the agenda as presented. Monica Blackwood seconded the motion. **Motion carried unanimously.**

**3. APPROVAL OF MINUTES November 17 Meeting (Att.)**

**Motion:** Danny Steiger moved to approve the minutes as presented. Cordi Fitzpatrick seconded the motion. **Motion carried unanimously.**

**4. APPROVAL OF 5611POL Commerce Reinvestment Fund Incentive Policy (Att.)**

**Motion:** Colleen McAleer moved to approve the commerce reinvestment incentive policy as presented. Terry Cox seconded the motion. **Motion carried unanimously.**

**5. APPROVAL OF Transfer of Dislocated Worker Program Funds to Adult (Att.)**

**Motion:** Chuck Moe moved to approve the dislocated worker funds transfer as presented. Danny Steiger seconded the motion. **Motion carried unanimously.**

**6. APPROVAL OF Marketing RFP (Att.)**

**Motion:** Terry Cox moved to approve the marketing RFP as presented. Cordi Fitzpatrick seconded the motion. **Motion carried unanimously.**

**DISCUSSION ITEMS**

**7. Strategic Workforce Development Planning**

Luci shared an update on the planning process thus far, reviewed the timeline, and discussed next steps for the council and program, in addition to the state's requirements for the integrated workforce plan.

**a. Goal Alignment**

Luci reviewed the goals and how each align with the strategic plan and subsequent goals for the next four years with feedback from the members. Goals

included continuous collaboration in education and training, adaptable support systems, data-driven decisions, demand driven decisions, implementation of continuous improvement for sustainability and inclusion, rural area engagements through strategic supports and services, virtual service delivery models, strengthening relationships with tribal communities, and creating a workforce development taskforce.

Luci will make the suggested edits to the goals and will send out a form for members to review. Luci solicited volunteers to help with writing and/or reviewing the plan draft. The process is estimated to take 2-weeks. Luci will send out a draft of the plan with the sections outlined for members to review and select a section for those available to participate.

#### **8. OWDC Director Report Out – Bill Dowling**

Bill shared, updates on the current legislation section HB 2230, placing EcSA permanently in the legislation, doesn't currently include funding, but will add a budgetary supplement for more than \$25 million, will be partnering with AWB on this process for support. January 31<sup>st</sup> bill must pass out of committee and the development council has several meetings in place with decision makers to provide education on the points going in front of the legislature. Continuing to work with partners and looking to repurpose funding to address areas of needs or changes. Nationally in the House, WIOA reauthorization has not taken place and seeing a bigger issue with a higher percentage of funding for training instead of covering general staffing/operating costs.

#### **9. One-Stop Operator Report Out – Ed Looby**

Ed shared that there has been a little activity in the job market, external partners have had a positive response and looking to connect with homeless veterans. Data gathering tools are providing good results and receiving responses from those using the new tools. Planning a retreat for the spring and currently developing the agenda. DVR has increased their FTEs in Silverdale, for a total of 4 FTEs. Also addressed facility issues and all is going well. Big topic of conversation has been the First Amendment Auditors and working on addressing these situations.

### **COMMITTEE DEBRIEF**

#### **10. Business and Economic Development Packet (Att.)**

Ed Looby provided a brief overview of WorkSource events and individuals hired via the events directly. Activity has been slow at the start of this year, Hildo will look into why it has slowed down and report out. The committee discussed how employers are dealing with remote work environments, which currently depends on the industry. Scheduling and recruiting have been challenging due to expectations of potential candidates. Implementation of VR as a training tool was discussed and employers are looking more for micro certification learning opportunities. Alissa shared that they have connected

with a VR training provider and the biggest challenge seen thus far is organizations being eligible to meet VR training requirements.

#### **11. Youth Packet (Att.)**

Jeff Allen shared that Kareen with West Sound Career Connect Council will bring together educators and employers to address pathways for K-12 students. Started process by talking to CTE directors and key stakeholders to identify key highlights that can be shared. Meetings will be open to all interested in participating. Two events will be available to continue conversations in the spring.

Pathways to Success teams continue to advocate for wraparound supports and services as requirements. Every year during the holidays the teams reach out to the community for support and this year had a significant response. Kidvantage and East Side Baby Corner purchased holiday gifts for children of participants, and other organizations purchased food and other items were distributed.

EcSA incentive policy is very exciting for participants to provide additional supports. New Surveyor program with the Jamestown Tribe. Also seeing more walk-in students and seeing more students that are not eligible for job search and resume assistance. Continue to advocate and work on HB 5950 to provide support services and wraparound services need as the baseline of services. February 13, ballot for maintenance levy is going forward.

#### **12. Operations Packet (Att.)**

Terry Cox shared that the performance report was included in the agenda packet. office training.

Lisa with DSB is currently in the process of redevelopment and restructuring to engage more with the workforce development system and adding staff to increase business outreach. Also working to address improved engagement with job seekers.

Anjalee with KCR shared lots of activities and recently completed needs assessments and working to strengthen access for community and build partnerships. Defining rules for FDS to offer additional services and supports available to participants and will emphasis customer service skills training, service delivery, and technology. Recently held asset building coalition meeting with 17 partners from the community attended, looking to offer a free tax preparation, in addition to Super Saturday.

Zeek with DSHS reported a successful recompute process and the agency has been getting everyone in the office at least once a week to collaborate.

Gina shared CSD changes in the background that will impact social service managers and technological updates that will impact services available to partners. DSHS is looking to be the employer of choice and various updates and programs (like TANF) seen an

increase by 8%. Medical reviews are due this month and trying to reach out to participants with reminders to get a jump start on the process.

Terry also shared that the college is conducting a comprehensive needs assessment, the CLNA is tied to the Perkins Grant and discussed how the assessment will impact how funds are spent and using the data from that assessment to drive other decisions. Assessing needs for the Poulsbo campus to make it an Allied focused campus and going to include it in the strategic plan for the college. Developing the Poulsbo campus remodel plan with \$8 million in funding to make adaptations to support allied focused offerings. Offering CDL training in Mason county, and a BS degree offering in Bremerton to be up in running by Fall 2025. Hosted a WorkSource event with WIOA and 15 participants signed up and will host the event quarterly. Seeing a good trend with enrollment, fall enrollment up 8% and 8.2% for winter. Worker retraining at college reached 400 plus students and has increased since last year. Mike also noted program enrollment is on target and either at or above target numbers.

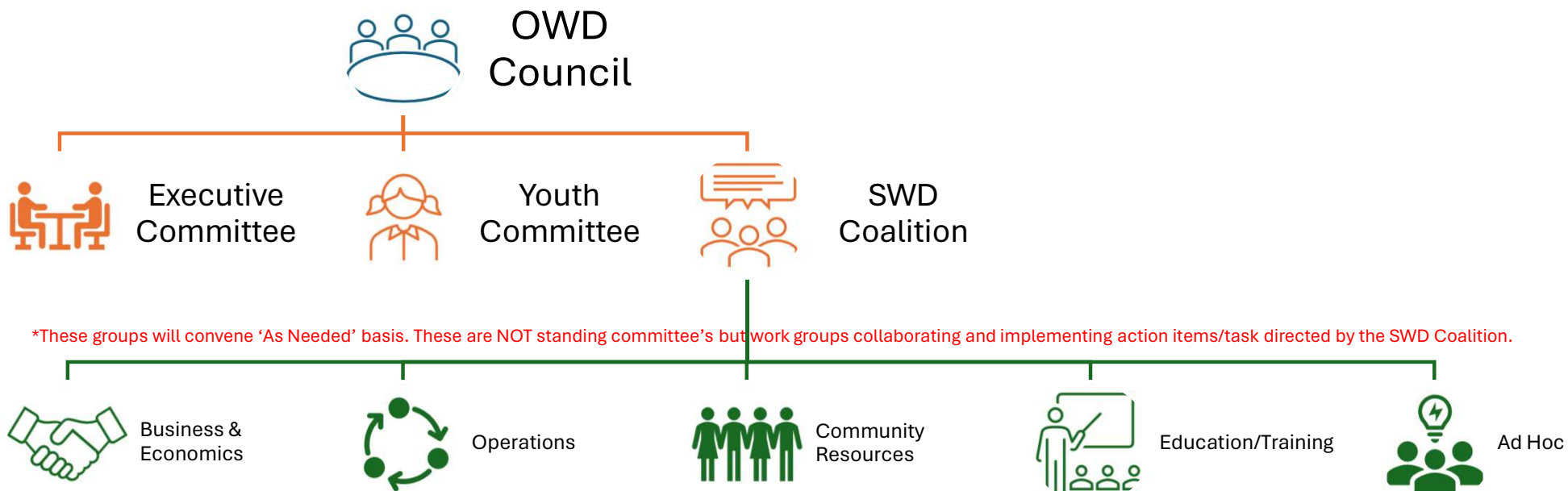
**13. 2024 Calendar (Att.)**

**14. Public Comment:** None

NEXT MEETING: The next council meeting is March 14, virtually and in-person. Location TBD

ADJOURNMENT: There being no further business to come before the Council, the meeting was adjourned at 11:41 a.m.

# Committee Structure



## SWD Coalition Objectives set forth by the OWDC Strategic Workforce Development Plan

- To solicit business needs, collect local economic data, and develop industry best practices.
- To collaborate with training and education providers in meeting local labor market needs.
- To assess and address barriers in obtaining and maintaining economic self-sufficiency.



#### EXECUTIVE COMMITTEE

Chair - Marilyn Hoppen, *SVP Human Resources Kitsap Bank*  
Vice Chair - Monica Blackwood, *CEO/President West Sound Workforce*  
Jessica Barr, *Regional Director Washington State Employment Security Dept.*  
Cordi Fitzpatrick, *Human Resources Director Security Services Northwest*  
Chuck Moe, *Field Rep Northwest Laborers-Employers Training*

#### COUNCIL MEMBERS

##### Business Members

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Daniel Stegier, *CEO/President Lumber Trades, Inc*  
Gillian Niuman, *Human Resources People Support Services*  
Nicole Brickman, *Human Resources Director YMCA Kitsap*  
Gregory Dronkert, *CEO/President Pacific Mobility Group, Inc.*  
Peter Johnson, *HR Manager McKinley Paper Company*  
Heidi Lamprecht, *Co-Founder Paella House Franchisees and Training*  
Matthew Murphy, *President/CEO South Kitsap Chamber of Commerce*  
Lisa Donlon, *General Manager Windermere Commercial*  
Megan Mason-Todd, *Workforce Development Director Snookum*  
Economic Development Members  
Colleen McAleer, *Executive Director Clallam Economic Development Co.*  
Cindy Brooks, *Executive Director Team Jefferson EDS*  
Labor Members  
Rusty Grable, *Business Rep & Organizer Machinist Union District 160*  
Neal Holm, *Electrician and Membership Development IBEW 46*

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Dr. Kareen Borders, *South Kitsap School District*  
Kevin Gallacci, *General Manager Clallam Transit System*

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Anthony Ives, *Executive Director Kitsap Community Resources*  
Jeff Randal, *Secretary District 1 Jefferson PUD*

## YOUTH COMMITTEE MEETING AGENDA

DATE: Thursday, March 14, 2024

TIME: 9:00 a.m. – 9:50 a.m.

LOCATION: Hybrid Meeting

**In-Person-** WorkSource Clallam-810 W Brackett Rd, Sequim 98382

**Virtual-** [ZOOM](#)

### ACTION ITEMS:

1. Call to Order – 9:02 a.m.
2. Approval of Agenda
3. Approval of Meeting Minutes from January 11, 2024 (Att. A)

### DISCUSSION ITEMS:

4. Career Connected Learning updates
5. WIOA Youth Pathways to Success updates
6. Kitsap Open Doors updates
7. Youth Resource Round-Up (Att. B)
8. Good of the Order
9. Adjourn

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)  
YOUTH COMMITTEE SUMMARY  
January 11, 2024**

**ATTENDANCE:** Jeff Allen, Emily Manson, Dr. Kareen Borders, Tiffany Skidmore, Emily Barahal, and Summer Evert

The Olympic Workforce Development Council's (OWDC) Youth Committee meeting was held on Thursday, January 11, 2024, Hybrid-WorkSource Kitsap and ZOOM

**APPROVAL OF SUMMARY:**

The Youth Committee's November 17, 2023, Meeting Minutes and January 11, 2024, Agenda was reviewed and approved with no amendments.

**DISCUSSION**

**1. CCL Update**

- a. West Sound STEM
  - i. Career Connect Counsel
    - work growing.
    - Strategically developing agenda items with focus on CCL work. Participants include: CTEs, industries, counselors, higher-education institutions, OWDC, and ESD.
    - Looking statewide for opportunities and what others are doing.
  - ii. CTE Directors working on connecting with industries.
  - iii. Partnering with PAC on the Early Learning Catalyst grant focusing on 3 initiatives
    - Early Learning Business Champions
    - Legislation
    - Regional Plan
  - iv. Bringing industry mentors into the middle schools
  - v. 3 upcoming events
    - CCW Spring Summit
    - DEI Part 3
    - L&I Apprenticeship Summit

**2. Pathways Update**

- a. New WEX opportunity at Jamestown tribe's Surveying Department
- b. Enrollments at WorkSource Clallam are picking up.
- c. Many youths are visiting the center that are not qualified for WIOA Youth programs but are being reviewed for other programs such as EcSA programs, and provided basic career services.
- d. Community resources are limited right now.
- e. Many community partners donated xmas gifts for youth with children, OESD and Food Co-Ops provided food bags and gift cards. 12-16 individuals were impacted by these

special holiday support services.

- f. 4-year WIOA Youth contract ends June 30<sup>th</sup> so developing strategic plan to respond to the 2024 WIOA Youth RFP that will be issued in March.

### **3. Youth Round-Up**

- a. Reviewed information in packet.
- b. Jeff discussed House Bill 58-50
- c. Goal to have open an Open Doors in Kitsap October 2024
  - i. More tangible information surrounding Open Doors at March Youth Committee meeting.

### **ADJOURN**

There being no further business to come before the committee, the meeting was adjourned at 9:51 am.

**Next Meeting: March 14, 2024, TBD**





## Youth Resource Round-Up

### 1. Big Brothers Big Sisters Career Mentoring Exploration Partnership Flyer

- Supporting adult mentorship, especially career-connected mentorship.



BBBS Career  
Mentoring Exploration



BBBS Program  
Overview Presentation

OCB Meeting (3rd Fridays)  
OWDC Meeting (2nd Thursday)

10 a.m. to 12 p.m.  
10 a.m. to 12 p.m.

OCB - OWDC Combined Meeting  
Exec OWDC Meeting (2nd Tuesdays)

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



# Olympic Consortium Board & Olympic Workforce Development Council



## Olympic Consortium Board

### **Clallam County Commissioner**

Randy Johnson - Chair

### **Kitsap County Commissioner**

Charlotte Garrido - Vice Chair

### **Jefferson County Commissioner**

Greg Brotherton

## OWDC Executive Committee

Chair - Marilyn Hoppen, *SVP Human Resources*

*Kitsap Bank*

Vice Chair - Monica Blackwood, *CEO/President*

*West Sound Workforce*

Jessica Barr, *Regional Director Washington State*

*Employment Security Dept.*

Cordi Fitzpatrick, *Human Resources Director*

*Security Services Northwest*

Chuck Moe, *Field Rep Northwest Laborers-*

*Employers Training*

## Staff

Bill Dowling, OWDC Director

Alissa Durkin, OWDC Program Supervisor

Luci Bench, OWDC Program Analyst

Edward Looby, One-Stop Operator

Doug Washburn, Kitsap County Human

Service Director

## MEETING AGENDA

DATE: May 17, 2024

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: In-Person: Village Greens Community Center, Kingston

Virtual: [ZOOM](#)

Meeting ID 812 7949 6224

Passcode: 320777

## ACTION ITEMS:

1. Call to Order – 10:00 a.m. and Welcome
2. **OWDC – Marilyn Hoppen**
  - a. Approval of May 17 Agenda
  - b. March 14 OWDC Meeting Minutes (Att. 2.b., p. 3-6)
  - c. Approval of 2024-2025 Olympic Consortium IFA (Att. 2.c., p. 7-9)
  - d. Approval of OWDC Strategic Workforce Development Strategic 4-year Plan (Att. 2.d., p. 10)
  - e. SWD Coalition Chair Nomination and Appointment
3. **OCB – Commissioner Johnson**
  - a. March 11 OCB Meeting Minutes (Att. 3.a., p. 11-12)
  - b. Approval of 2024-2025 Olympic Consortium IFA (Att. 2.c., p. 7-9)
  - c. Approval of OWDC Strategic Workforce Development Strategic 4-year Plan (Att. 2.d., p. 10)
4. **OWDC/OCB Executive Session**
  - a. Affirm approval of WIOA Title I Youth RFP Apparent Successful Bidder (ASB) (Att. 4.a., p. 13)
  - b. Approval of WIOA Title I Adult & DW RFP ASB

#### DISCUSSION ITEMS:

5. JobsEQ Wilson Cox – Presentation on new Labor Market Tool
6. BC Design Haus – Creative Marketing Agency Survey
7. OWDC Director Report Out
  - a. National H.G. Weisman Awardee Bill Dowling (Att. 7.a., p. 14-15)
  - b. Olympic Consortium Recognition for Performance (Att. 7.a., p. 16)
8. One-Stop Operator Report Out – Ed Looby
9. PY23 Performance Reports (Att. 9, p. 17-18)

#### COMMITTEE DEBRIEF:

10. Executive Meeting Minutes April 26 (Att. 10, p. 19-23)
11. SWD Coalition April Kick-off Meeting (Att. 11, p. 24-26)
12. 2024 Calendar (Att. 12, p. 27)
13. [Public Comment](#)
14. Adjourn

**Next Meeting:** OCB Friday, July 19 ZOOM  
OWDC Thursday, July 11 Hybrid

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)  
MEETING MINUTES  
March 14, 2024**

**ACTION ITEMS:**

**1. CALL TO ORDER** The Olympic Workforce Development Council (OWDC) meeting was held virtually via Zoom and in-person at WorkSource Clallam March 14, 2024. Marilyn Hoppen, Chair, called the meeting to order at 10:05 a.m.

**2. APPROVAL of March 14 Agenda**

**Motion:** Tony Ives moved to approve the agenda as presented. Jim Fetzer seconded the motion. **Motion carried unanimously.**

**3. APPROVAL OF MINUTES January 11 Meeting (Att.)**

**Motion:** Danny Steiger moved to approve the minutes as presented. Jim Fetzer seconded the motion. **Motion carried unanimously.**

**4. APPROVAL OF Selected Awardee of Marketing RFP (Att.)**

**Motion:** Jim Fetzer moved to approve the selected awardee of marketing RFP as presented. Alex Lewis seconded the motion. **Motion carried unanimously.**

**5. APPROVAL OF 2024-2028 OWDC Strategic Workforce Development Plan (Att.)**

**Motion:** Danny Steiger moved to approve the 2024-2028 OWDC strategic workforce development plan as presented. Zeke Hill seconded the motion. **Motion carried unanimously.**

**DISCUSSION ITEMS**

**6. Welcome New Members**

New members introduced Alex Lewis, James Fetzer, Molly Probst, Felix Salazar, and Wendy Fox of Olympic College is replacing Terry Cox.

**7. Request for Participation in the RFP Review Process**

Alissa discussed the RFPs currently open – Youth focused RFP closing April 3<sup>rd</sup> will start reviewing April 8<sup>th</sup>. Alissa will provide instructions and reviewers will use Cognito forms during the process, three or four volunteers needed. Adult focused RFP closing April 17<sup>th</sup> and would start review process on April 19<sup>th</sup>. Interested council members asked to contact Alissa directly.

## **8. Strategic Workforce Development Coalition**

Luci discussed the committee structure and upcoming changes to create a strategic task force. The business and economic and operation's committees have been dissolved. Commissioners approved the dissolution of the two committees and the creation of the SWD coalition.

- a. Luci also discussed the SWD Coalition objectives, kicking off April 12, with an in-person meeting at Village Green in Kingston. Interested members should email Luci directly.
- b. A council member will need to be nominated to Chair to lead the coalition. Nominations should be emailed to Bill.

**Motion:** Tony Ives moved to approve affirming the Executive Committee's decision to approve the restructuring and forming a SWD Coalition. Alex Lewis seconded the motion.  
**Motion carried unanimously.**

## **9. OWDC Director Report Out – Bill Dowling**

Bill shared, updates on the current legislation section HB 2230 is being signed by the governor today, placing EcSA permanently in the legislation adding a budgetary supplement for more than \$25 million as a regular program. Some changes made to the law for greater flexibility and assistance to those above the 200% poverty level. Also seeing an increase in positive numbers and shared success stories, including highlights from the NW School of Wooden Boatbuilding. Committing resources of funding to new programs and additional opportunities for apprenticeships and CTEs. Bill is attending the National Association for Workforce Development as a speaker this year and Commissioner Garrido will also be in attendance.

## **10. One-Stop Operator Report Out – Ed Looby**

Ed shared that had EO walkthrough Clallam and Kitsap Community Resources overall pleased with outcome. Positive partner coordination and a new free phone program has started, also coordinating with Puget Sound Energy for energy assistance with the goal of exposing individuals to availability of services. AARP has a new director and will be meeting in April to discuss having someone on site periodically to meet with seniors and to staff front desks at both locations. Will provide updates on data and positive responses. Ed is cataloging adaptive aids for disability access with the goal of training staff to better serve the community, includes software training. BFET Grant awarded to ESD-Individuals who qualify for Snap could qualify of BFET. WorkSource held 5 hiring events, 137 participants, and 34 interviews. CIA interview session on 4/21.

## COMMITTEE DEBRIEF

### **11. Executive Committee Report (Att.)**

Bill reported, the committee approved several motions. Two policy revisions – community reinvestment policy – added clarifying wording regarding participant eligibility giving the ability to receive up to two incentives in a month as part of requirements for the state EcSA. Dispute resolution policy revised, state policy states, that a plan needs to be in place and would establish a panel to hear dispute, also defined what a “panel” looked like and added clarifying language, also discussed the April 26<sup>th</sup> meeting to award youth RFP contract.

### **12. Youth Committee Report (Att.)**

Jeff Allen shared discussion around “what was the worst job you ever had” recognizing the importance of work ethics and the responsibility of having a job.

- a. Pathways update – working with business partners and youth experiences, in many cases this is their first job experience. Jeff also called out to those who may be interested in WIOA to learn more about the program. Pathways staff co-enrolling participants into EcSA and WIOA programs, and strategically working to leverage services to benefit participants.
- b. Jeff also shared the 2023 Healthy Youth Survey <https://www.askhys.net/> data results, shared survey highlights, and explained how to create a fact sheet to view county specific trends and data covering a variety of topics. Jeff discussed Adverse Childhood Experiences (ACEs) and the different factors connecting those experiences to negative outcomes later in life. Jeff also discussed the cross tabulation of the data from the Healthy Youth Survey with the Hope Survey; made up of goals, pathways and agency, ultimately, those with higher levels of hope have better outcomes. Students with lower levels of hope have higher levels of suicidal ideation.
- c. The Evergreen Right Start project collaboration between, Bremerton Housing Authority, Kitsap Community Resources, and Kitsap Mental Health has initiated the purchase of new 30-unit complex that will provide permanent supportive housing for youth. Jeff is hoping it will be ready by June 2024. On-site partners will be available to provide support. Late April ribbon cutting and being recognized as a model throughout the state. Currently, working on policy and enrollment policies. Will provide more updates in the next meeting.
- d. West Sound Technical Skill Center received \$45 million to rebuild the facility in Bremerton, 11 high schools currently utilize the skill center for various technical skill and pathways development. Every student enrolled at the skill center is participating in mock interviews over the next two days in preparation for entry

into the workforce.

**13. 2024 Calendar (Att.)**

**14. Public Comment:** None

NEXT MEETING: The next joint OCB & OWDC meeting is May 17, 2024, Hybrid with in-person still TBD.

ADJOURNMENT: There being no further business to come before the Council, the meeting was adjourned at 11:09 a.m.



## Olympic Consortium One-Stop Centers

### Infrastructure Funding Agreement

July 1, 2024 – June 30, 2025

WorkSource Clallam and WorkSource Kitsap Operating Budget and Infrastructure Funding Agreement (IFA) between Olympic Workforce Development and One-Stop system partners.

#### **Period of Performance**

The partners deem this IFA shall be effective July 1, 2024 – June 30, 2025, regardless of the date signed by all partners. The IFA outlines how each partner will contribute to the infrastructure costs of the one-stop system.

#### **Changes to IFA**

The 2024-2025 IFA changes are as follows:

- Kitsap IFA
  - Increase in operations costs=\$232.00
    - Primarily attributed to the line-item expenditure, Phone Lines (shared).
  - Reduction in FTEs=1.1
- Clallam IFA
  - Increase in operations costs=\$3,560
    - Primarily attributed to the line-item expenditure, Janitorial.
      - *Our current janitorial contract expires December 31, 2024; therefore, we are accounting for potential increases in the cost of services with a new vendor.*
  - Increase in FTEs=.47

SEQUIM OI 3580		ESD BREAKDOWN							OLYMPIC WDC BREAKDOWN					OTHER PARTNER BREAKDOWN					
Clallam Estimated Infrastructure Budget (Sequim)		CPP	Veterans	Wagner Peyser (Title III)	UI	RESEA	WorkFirst (TANF)	BFET	ESD Commerce (EcSA) Business Services	Olympic WDC (WIOA Title IB)	ESD Adult (WIOA Title IB)	ESD DW (WIOA Title IB)	Olympic Educational Services District 114 (WIOA Title IB Youth)	DAV (Disabled American Vets)	DSHS Division of Vocational Rehabilitation (WIOA Title IV)	Dept of Labor & Industries	AARP Foundation (WIOA Title V)	Dept of Services for Blind (WIOA Title IV)	Peninsula College (WIOA Title II)
FTEs	15.47	1.40	1.00	2.05	0.47	0.66	1.39	1.00	1.00	0.25	1.50	1.50	1.00	0.50	0.50	0.25	0.25	0.25	0.50
Percentage of Costs	100.00%	9.05%	6.46%	13.25%	3.04%	4.27%	8.99%	6.46%	6.46%	1.62%	9.70%	9.70%	6.46%	3.23%	3.23%	1.62%	1.62%	1.62%	3.23%
FTE's for Staff only items	12.97	1.40	1.00	2.05	0.47	0.66	1.39	1.00	1.00	-	1.50	1.50	1.00	-	-	-	-	-	-
Percentage of Costs for Staff only items	100.00%	10.79%	7.71%	15.81%	3.62%	5.09%	10.72%	7.71%	7.71%	0.00%	11.57%	11.57%	7.71%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Estimated Infrastructure Costs</b>																			
Computer - Public Use (33)	9,108	824	589	1,207	277	389	818	589	589	147	883	883	589	294	294	147	147	147	294
Data/Document Destruction	200	18	13	27	6	9	18	13	13	3	19	19	13	6	6	3	3	3	6
Interpreter Services	300	27	19	40	9	13	27	19	19	5	29	29	19	10	10	5	5	5	10
Janitorial Services	28,810	2,607	1,862	3,818	875	1,229	2,589	1,862	1,862	466	2,793	2,793	1,862	931	931	466	466	466	931
Janitorial Supplies	2,000	181	129	265	61	85	180	129	129	32	194	194	129	65	65	32	32	32	65
Phone Service Shared Lines (5)	840	76	54	111	26	36	75	54	54	14	81	81	54	27	27	14	14	14	27
Postage	50	5	3	7	2	2	4	3	3	1	5	5	3	2	2	1	1	1	2
Printer Lease - Public Use (1)	948	86	61	126	29	40	85	61	61	15	92	92	61	31	31	15	15	15	31
Printer Lease - Staff (5)	4,740	512	365	749	172	241	508	365	365	-	548	548	365	-	-	-	-	-	-
Printer Usage - Public Use	300	27	19	40	9	13	27	19	19	5	29	29	19	10	10	5	5	5	10
Printer Usage - Staff	1,500	162	116	237	54	76	161	116	116	-	173	173	116	-	-	-	-	-	-
Publications/Training Material	1,000	90	65	133	30	43	90	65	65	16	97	97	65	32	32	16	16	16	32
Rent	222,748	20,158	14,399	29,517	6,767	9,503	20,014	14,399	14,399	3,600	21,598	21,598	14,399	7,199	7,199	3,600	3,600	3,600	7,199
Supplies	1,000	90	65	133	30	43	90	65	65	16	97	97	65	32	32	16	16	16	32
<b>Subtotal Estimated Infrastructure Costs</b>	<b>273,544</b>	<b>24,864</b>	<b>17,760</b>	<b>36,408</b>	<b>8,347</b>	<b>11,722</b>	<b>24,686</b>	<b>17,760</b>	<b>17,760</b>	<b>4,320</b>	<b>26,640</b>	<b>26,640</b>	<b>17,760</b>	<b>8,639</b>	<b>8,639</b>	<b>4,320</b>	<b>4,320</b>	<b>4,320</b>	<b>8,639</b>
<b>Total Estimated Costs by Partners</b>	<b>273,544</b>	<b>24,864</b>	<b>17,760</b>	<b>36,408</b>	<b>8,347</b>	<b>11,722</b>	<b>24,686</b>	<b>17,760</b>	<b>17,760</b>	<b>4,320</b>	<b>26,640</b>	<b>26,640</b>	<b>17,760</b>	<b>8,639</b>	<b>8,639</b>	<b>4,320</b>	<b>4,320</b>	<b>4,320</b>	<b>8,639</b>

Below is the pricing per unit, per month:

Computers (general use) 23.00  
Computers (staff use) 117.95  
Phones 14.00  
Printers 79.00

The base .25 FTE will be assigned to those who are non-physically represented partners

\*As of 04/05/2024

SILVERDALE OI 3552		ESD BREAKDOWN						OLYMPIC WDC BREAKDOWN						OTHER PARTNER BREAKDOWN					
Kitsap Infrastructure Budget (Silverdale)		CPP	Veterans	Wagner Peyser (Title III)	UI	RESEA	WorkFirst (TANF)	ESD Commerce (EcSA) Business Service	ESD EcSA (state)	Olympic WDC (WIOA Title IB)	ESD Adult (WIOA Title IB)	ESD DW (WIOA Title IB)	One Stop Operator (Title IB)	Olympic Educational Services District 114 (WIOA Title IB Youth)	DSHS Division of Vocational Rehabilitatio n (WIOA Title IV)	Dept of Labor & Industries	Olympic College (WIOA Title II)	AARP Foundati on (WIOA Title V)	Dept of Services for Blind (WIOA Title IV)
Estimated FTEs	33.15	3.29	2.00	4.05	0.86	1.55	2.15	1.00	1.00	3.00	1.50	1.50	1.00	4.00	4.00	1.00	0.50	0.50	0.25
Percentage of Costs	100.0%	9.92%	6.03%	12.22%	2.59%	4.68%	6.49%	3.02%	3.02%	9.05%	4.52%	4.52%	3.02%	12.07%	12.07%	3.02%	1.51%	1.51%	0.75%
FTE's for Staff only items	24.90	3.29	2.00	4.05	0.86	1.55	2.15	1.00	1.00	1.00	1.50	1.50	1.00	4.00	-	-	-	-	-
Percentage of Costs for Staff only items	100.0%	13.21%	8.03%	16.27%	3.45%	6.22%	8.63%	4.02%	4.02%	4.02%	6.02%	6.02%	4.02%	16.06%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Estimated Infrastructure Costs</b>																			
Computers - Public Use (45)	12,420	1,233	749	1,517	322	581	806	375	375	1,124	562	562	375	1,499	1,499	375	187	187	94
Data & Document Destruction (Shredding)	200	20	12	24	5	9	13	6	6	18	9	9	6	24	24	6	3	3	2
Interpreter	1,000	99	60	122	26	47	65	30	30	90	45	45	30	121	121	30	15	15	8
Phones - Shared (9)	1,512	150	91	185	39	71	98	46	46	137	68	68	46	182	182	46	23	23	11
Postage	100	10	6	12	3	5	6	3	3	9	5	5	3	12	12	3	2	2	1
Printer Lease - Public Use (1)	948	94	57	116	25	44	61	29	29	86	43	43	29	114	114	29	14	14	7
Printer Lease - Staff Use (6)	5,688	752	457	925	196	354	491	228	228	228	343	343	228	914	-	-	-	-	-
Printer Usage - Public Use	2,500	248	151	305	65	117	162	75	75	226	113	113	75	302	302	75	38	38	19
Printer Usage - Staff Use	2,000	264	161	325	69	124	173	80	80	80	120	120	80	321	-	-	-	-	-
Publications/Training Materials	1,500	149	90	183	39	70	97	45	45	136	68	68	45	181	181	45	23	23	11
Rent	366,444	36,368	22,108	44,769	9,507	17,134	23,766	11,054	11,054	33,162	16,581	16,581	11,054	44,216	44,216	11,054	5,527	5,527	2,764
Supplies/Materials	2,000	198	121	244	52	94	130	60	60	181	90	90	60	241	241	60	30	30	15
<b>Subtotal Estimated Infrastructure Costs</b>	<b>396,312</b>	<b>39,585</b>	<b>24,064</b>	<b>48,729</b>	<b>10,347</b>	<b>18,650</b>	<b>25,869</b>	<b>12,032</b>	<b>12,032</b>	<b>35,478</b>	<b>18,048</b>	<b>18,048</b>	<b>12,032</b>	<b>48,128</b>	<b>46,893</b>	<b>11,723</b>	<b>5,862</b>	<b>5,862</b>	<b>2,931</b>
<b>Total Estimated Costs by Partners</b>	<b>396,312</b>	<b>39,585</b>	<b>24,064</b>	<b>48,729</b>	<b>10,347</b>	<b>18,650</b>	<b>25,869</b>	<b>12,032</b>	<b>12,032</b>	<b>35,478</b>	<b>18,048</b>	<b>18,048</b>	<b>12,032</b>	<b>48,128</b>	<b>46,893</b>	<b>11,723</b>	<b>5,862</b>	<b>5,862</b>	<b>2,931</b>

**Below is the pricing, per unit, per month:**

Computers (public use) 23.00  
Computers (staff use) 117.95  
Phones 14.00  
Printers 79.00

***The base .25 FTE will be assigned to those who are non-physically represented partners***

***\*As of 04/04/2024***

## SWDP WTB Comment & Action Summary

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Revision can be viewed <https://www.kitsap.gov/hs/OWDCDocuments/SWD%202024-2028%204-Year%20Plan%20WTB%20Comment%20R2.pdf> or by clicking [SWD Plan WTB Comments R2](#).

### Section II – Regional Component of Plan

#### 3. Regional Service Strategies: **Minor Update Suggested**

“Suggest expanding on Unite Us and Job Hub concepts and how those will expand engagement, access, assist in overcoming barriers.”

- Pg. 12 & 37 – did not end up contracting with Unite Us, instead inserted information about our referral process we’ve implemented.
- Pg. 41 – defined Job Hub concept.

### Section III – Local Component of Plan

#### 1. Vision, Goals, and Strategies: **Meets Expectations**

“Plan does a good job of including impressive local mission, vision, values, and much of this aligns with those of the state. Great job on page 10-11 describing work done to get to current state. The 10 regional goals are highly strategic and address targeted populations and efforts to improve services and outcomes (p. 36-37).”

#### 5. Coordination of Transportation/Other Support Services: **Needs further detail**

- Pg. 40 added partners who provide transportation assistance.

#### 8. One-Stop System: System Design and Services: **Needs Further Detail**

“I would have liked to see attempts to quantify the effectiveness – as in how many events focus on labor trends with participation of employers, community colleges, and service provider staff.”

“Recommend spelling out that WIOA services are delivered at and through the public workforce system, aka the one-stop system.”

- Pg. 49-50 added appropriate language to address these items.

#### 10. Technology and Innovation: **Needs Further Detail**

- Pg. 11 Needs Assessment Section. Pg. 19 Technology Literacy. Pg. 28 under Maritime. Pg. 34 Challenges and Opportunities. Pg. 43 Education Coordination. Pg. 49 One-stop System

**Area of Concern** – Board Composition (Att. E). WIOA Law requires >50% business members.

- Staff are actively involved in recruitment efforts.

“Overall Impression – the deep dive into the economic and demographic data of the area is impressive.”

“Overall, reviewer was impressed with this plan and the work that went into informing the “current state” of the Local Workforce Area. Detailed data and labor market information. Expectations of continued stakeholdering is impressive. Would have liked to see more examples of partnerships, collaborations and naming the actual local partnerships by name.”

**Meeting Notes**  
**OLYMPIC CONSORTIUM BOARD**  
**Via Zoom**  
**Monday, March 11, 2024**

**ATTENDEES** – Commissioner Randy Johnson, Commissioner Greg Brotherton and Commissioner Charlotte Garrido, and Doug Washburn.  
Staff: Bill Dowling, Alissa Durkin, and Luci Bench

**1. Call to Order:** Commissioner Johnson called to order at 8:25AM

**2. Action Items:**

a. Approval of March 11 agenda

**MOTION: Commissioner Brotherton moved to approve. Commissioner Johnson seconded. Motion carried.**

b. Approval of January 19 meeting minutes

**MOTION: Commissioner Brotherton moved to approve. Commissioner Brotherton seconded. Motion carried.**

c. Approval of OWDC New Member Appointments

**MOTION: Commissioner Brotherton moved to approve. Commissioner Johnson seconded. Motion carried.**

d. Approval of Re-Appointment of OWDC Members

**MOTION to Reappoint Monica Blackwood. Commissioner Brotherton moved to approve. Commissioner Garrido seconded. Motion carried.**

**MOTION to Reappoint Karen Borders. Commissioner Brotherton moved to approve. Commissioner Johnson second. Motion carried.**

e. Approval of OWDC committee Structure.

As part of the Strategic Workforce Development 4-year Plan, a taskforce or actionable committee has been requested. The work the Business/Economics' and Operations Committee has been doing would be better suited to join forces and work together toward the goals outlined in our strategic plan.

**MOTION to dissolve the Business/Economic and Operations committee and create the Strategic Workforce Development (SWP) Coalition. Commissioner Brotherton moved to approve. Commissioner Garrido second. Motion carried.**

**3. DISCUSSION ITEMS**

a. Current OWDC Request for Proposals

- Alissa reported out: Marketing RFP received two proposals, which are currently under evaluation, due by COB today. Executive committee will affirm selected bidder on Marcy 12<sup>th</sup>.

- Youth RFP closes on April 3, this round additional focus on trauma services and connecting with mental health providers was requested.
  - Adult and Dislocated Worker closes on April 17, this round requires a focus on alignment with strategic plan and quality jobs.
- b. Strategic Workforce Development Plan Project Update
- The council reviewed the plan, only a few grammatical corrections. The plan has gone to public comment starting on March 1<sup>st</sup> to March 31<sup>st</sup>. Pending any changes or corrections noted in the public comment period, local draft due to Workforce Training and Education Coordination Board (WTB) on April 17<sup>th</sup>. Final, signed plan due to (WTB) on May 17<sup>th</sup> after joint meeting.
- c. OWDC Director Report Out
- HB2230 Economic Security for All grant has passed into law. Increase in business services funds, and the ability to serve participants below 200% FPL with funds from above 200% FPL, which was not allowable previously.
  - Met and toured Boat Building school in Port Townsend, followed by QUEST Business Navigator who then conducted a WIOA Orientation. Over 25 students have completed intake and will be enrolled and get assistance with tuition and support services. There is also discussion on On-The-Job training, cost, setting up, paperwork, and availability to all businesses.
- d. Public Comment
- None at this time.
- a. 2024 Calendar
- Provided, no comments.

#### **4. GOOD OF THE ORDER**

- a. None at this time.

**ADJOURN:** Commissioner Johnson adjourned the meeting at 8:41 AM.

**NEXT MEETING:** Joint Board and Council meeting Friday May 17 2024.



# WIOA YOUTH RFP PROPOSAL REVIEW & SCORING

Attachment 4.a.

SCORING CRITERIA	POSSIBLE POINTS
Experience & Past Performance	17
Service Delivery	26
Partnerships	17
Equity	14
Organizational Structure	6
Administrative Controls & Cash Management	5
Budget & Performance Objectives	15
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

## REVIEW OF PROPOSAL SUBMITTED BY: Olympic Educational School District #114

**Total Program Expenditures**  
\$397,522.00

**Total Participant Expenditures**  
\$132,478.00

**Total Expenditures**  
\$530,000.00

**% Program Expenditures**  
75.00%

**% Participant Expenditures**  
25.00%

**Projected Enrollments**  
128

**Projected Placements**  
34

## SCORES:

**Experience & Past Experience**  
100%

**Organizational Structure**  
100%

**Service Delivery**  
97%

**Administrative Controls & Cash Management**  
100%

**Partnership**  
66%

**Budget & Performance Objectives**  
93%

**Equity**  
86%

**Total**  
92%

To review the entire Proposal Review: [WIOA Youth RFP Proposal Review](#)

## News & Press: Press Release

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Email to a Friend

# BILL DOWLING RECEIVES NATIONAL H.G. WEISMAN AWARD

**Wednesday, April 3, 2024** (2 Comments)

Posted by: Julia Clark

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**West Plains, MO, April 3, 2024** - The National Association of Workforce Development Professionals (NAWDP) announced today that Bill Dowling is the 2024 recipient of the H.G. Weisman Award. Dowling, Director of the Olympic Workforce Council, will be recognized at an award ceremony at NAWDP's 40<sup>th</sup> Annual Conference on May 20, 2024, in San Antonio, TX.

The H.G. Weisman Award is granted, at the discretion of the NAWDP Board Chair, for exceptional services to NAWDP and the field of workforce development. Dowling has extensive experience in the Workforce and Economic Development arena. "I am deeply humbled to receive the H.G. Weisman Award from NAWDP," said Dowling, "Over my past 25 years in the public Workforce System, one of my greatest honors has been to be a both a member and serve on the NAWDP Board of Directors. For those of us lucky enough to work as a Workforce Development Professional, we know what a true privilege it is to be able to assist our jobseekers and businesses, changing lives each and every day. It is the life I chose and do not have one day of regret in this marvelous journey."

Dowling began working as the Director of the Olympic Consortium Workforce Development Area, which serves the three-county region of Clallam, Jefferson, and Kitsap Counties in December of 2021. Previous to his relocation to Washington, Bill has served in a variety of different positions in Workforce and Economic Development such as, the Director of the Division of Employment and Training for the State of Colorado, the Director of Workforce Development for the City of Springfield, MO, as well as the Missouri Career Center Functional Leader and the Executive Director of the Ozark Region Workforce Investment Board, the Director of Workforce Development at Chinatown Service Center, and a Program Coordinator for Goodwill Industries of Southern California, both located in Los Angeles, CA.





"Bill's passion for workforce is contagious," said NAWDP Board Chair Dana Keller, "His contributions to different areas of workforce across the U.S. have made a great impact on many lives."

The H.G. Weisman award is presented in honor of the late Hank Weisman, who was among a group of workforce leaders who were instrumental in the founding of the National Job Training Partnership, an "organization of organizations" which later was called the Partnership for Training and Employment Careers before

developing into the membership professional development organization we now know as NAWDP.

### **About NAWDP**

NAWDP provides education, resources, and certification credibility to individuals seeking to thrive as thought leaders and innovators in the workforce development industry. As the leading advocate for workforce development professionals, NAWDP builds relationships and connections with other industry-leading organizations to challenge and collaborate for the advancement of the industry. NAWDP is the heartbeat of workforce development. For more information on NAWDP's programs, CWDP Certification, and membership go to [www.nawdp.org](http://www.nawdp.org).



STATE OF WASHINGTON  
EMPLOYMENT SECURITY DEPARTMENT

PO Box 9046 • Olympia WA 98507-9046

April 18<sup>th</sup>, 2024

Bill Dowling  
Director  
Olympic Workforce Development Council  
Via e-mail

Dear Bill,

It is important to take a moment to recognize your positive performance on the outcomes shown below from your WIOA Title I grants and discretionary contracts. Please feel free to share this with your board and entire team, as you see fit, in appreciation of the hard work and dedication they put into finding solutions and support for the communities served by your LWDB.

The Olympic Consortium Workforce Development Council quarter ending December 31<sup>st</sup>, 2023 (June 30<sup>th</sup>, 2023 for employment outcomes):

Outcome	Target	Actual
WIOA Adult Enrollments	144	189
WIOA DW Enrollments	47	43
WIOA Youth Enrollments	109	112
WIOA Youth Employment Placements	20	19
Federal EcSA Enrollments	64	66
Federal EcSA Employment Above Self-Sufficiency Wage	23	23
State EcSA Enrollments	56	73

Congratulations on exceeding your enrollment targets for the second quarter in a row in the QUEST program! Your region's efforts to find more effective ways to connect with Dislocated Workers is admirable, with exceeding the QUEST enrollment target and hitting 92% of the Dislocated Worker program enrollment target highlighting the progress made towards that goal. Additionally, your area's recent focus on working closely with customers to find the right pathway for them is exemplary- we are thrilled to see the level of training occurring with case managers to support informed customer choice. We recognize the great strides and effort your area is making in improving service delivery and are excited to see how those efforts progress. Keep up the great work! If we could offer additional technical service in any area of grant administration, training, policy guidance, or others, please just let us know. Our goal is to support your local success.

We are always looking for successful practices to share with the rest of the workforce development system. If you would like to share any tools or practices with your peers across the state, please send them to [ESDGPWorkforceInitiatives@esd.wa.gov](mailto:ESDGPWorkforceInitiatives@esd.wa.gov). Also, let us know in that message if you would be willing to present during the next quarterly peer-to-peer teleconference. By sharing your successes, you can help the entire state continue to pursue and achieve excellence.

If you would like more information, please let me know. Congratulations again on your success, and thank you for serving Washington's employers, workers, jobseekers, and youth.

Sincerely,

Tim Probst  
Grants Director  
Washington State Employment Security Department



## Performance Reports Program Year 2023

5/2/2024

Last Updated

		Clallam		Jefferson			KCR		Kitsap			
Program		Enroll ments	Enroll Targets	Enroll %age	Exit	Place ments	Placement Targets	Placement %age	Post- Secondary	Expenditures	Expenditure Targets	Expenditures %age
Adult		280	182	<div><div></div></div> 153.85%	117	93	75	<div><div></div></div> 124.00%	2	365,122	538,884	<div><div></div></div> 67.76%
DW		55	72	<div><div></div></div> 76.39%	29	23	52	<div><div></div></div> 44.23%	1	364,041	697,150	<div><div></div></div> 52.22%
QUEST		66	33	<div><div></div></div> 200.00%	15	11	23	<div><div></div></div> 47.83%		214,164	353,257	<div><div></div></div> 60.63%
State EcSA		134	28	<div><div></div></div> 478.57%	40	33	17	<div><div></div></div> 194.12%		275,228	193,139	<div><div></div></div> 142.50%
State EcSA Above 200		2	8	<div><div></div></div> 25.00%			8				73,770	

Program	Enroll ments	Enroll Targets	Enroll %age	Exit	Place ments	Placement Targets	Placement %age	Post- Secondary	Post- Secondary Target	Expenditures	Expenditure Targets	Expenditures %age
▼												
Youth	120	116	<div><div></div></div> 103.45%	36	27	17	<div><div></div></div> 158.82%	5		314,528	307,270	<div><div></div></div> 102.36%
EcSA	74	64	<div><div></div></div> 115.63%	35	34	32	<div><div></div></div> 106.25%		27	448,229	660,478	<div><div></div></div> 67.86%



	Clallam			Jefferson			KCR		Kitsap			
Program	Enroll ments	Enroll Targets	Enroll %age	Exit	Place ments	Placement Targets	Placement %age	Post- Secondary	Expenditures	Expenditure Targets	Expenditures %age	
DW	12	10	<div><div></div></div> 120.00%	7	7	8	87.50%		112,663	253,004	<div><div></div></div> 44.53%	
Adult	58	33	<div><div></div></div> 175.76%	26	22	9	<div><div></div></div> 244.44%		114,902	186,336	<div><div></div></div> 61.66%	
Youth	32	30	<div><div></div></div> 106.67%	9	7	4	<div><div></div></div> 175.00%	1	133,753	127,019	<div><div></div></div> 105.30%	

	Clallam			Jefferson			KCR			Kitsap		
Program	Enroll ments	Enroll Targets	Enroll %age	Exit	Place ments	Placement Targets	Placement %age	Post- Secondary	Expenditures	Expenditure Targets	Expenditures %age	
DW	4	5	80.00%	1	1	3	33.33%		27,694	83,600	33.13%	
Adult	33	5	660.00%	2	2	5	40.00%		38,968	91,122	42.76%	
Youth	10	11	90.91%	2	2	2	100.00%		32,800	37,651	87.12%	

	Clallam			Jefferson			KCR		Kitsap			
Program	Enroll ments	Enroll Targets	Enroll %age	Exit	Place ments	Placement Targets	Placement %age	Post- Secondary	Expenditures	Expenditure Targets	Expenditures %age	
DW	23	28	<div><div></div></div> 82.14%	15	12	17	<div><div></div></div> 70.59%	1	70,730	102,056	<div><div></div></div> 69.31%	
Adult	66	64	<div><div></div></div> 103.13%	39	32	38	<div><div></div></div> 84.21%	2	106,962	100,484	<div><div></div></div> 106.45%	

	Clallam			Jefferson			KCR		Kitsap			
Program	Enroll ments	Enroll Targets	Enroll %age	Exit	Place ments	Placement Targets	Placement %age	Post- Secondary	Expenditures	Expenditure Targets	Expenditures %age	
DW	16	29	55.17%	6	3	24	12.50%		152,953	258,491	59.17%	
Adult	123	80	153.75%	50	37	23	160.87%		104,290	160,942	64.80%	
Youth	78	75	104.00%	25	18	11	163.64%	4	147,975	142,600	103.77%	

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL  
(OWDC) EXECUTIVE COMMITTEE SPECIAL  
MEETING SUMMARY  
APRIL 26, 2024**

**ATTENDANCE:** Jessica Barr, Chuck Moe,  
Staff: Bill Dowling, Alissa Durkin

The Olympic Workforce Development Council's (OWDC) Executive Committee Special meeting was held on Friday, April 26, 2024, via Zoom.

**APPROVAL OF SUMMARY**

The Executive Committee's Special Meeting Agenda was approved as follows:

**ACTION: Jessica Barr moved to approve the Agenda Motion was seconded by Chuck Moe. Motion carried unanimously.**

The Executive Committee's Meeting Minutes were approved as follows:

**ACTION: Chuck Moe moved to approve the March 12, 2024, Executive Committee Minutes. Motion was seconded by Jessica Barr. Motion carried unanimously.**

WIOA Title I Youth RFP Selected Awardee, Olympic Educational Service District #114, was approved as follows:

**ACTION: Jessica Barr moved to approve the WIOA Title I Youth RFP selected awardee as presented. Motion was seconded by Chuck Moe. Motion carried unanimously.**

The 2024-2025 Olympic Consortium Infrastructure Funding Agreement was approved as follows:

**ACTION: Chuck Moe moved to approve the 2024-2025 Olympic Consortium IFA as presented. Motion was seconded by Jessica Barr. Motion carried unanimously.**

## **DISCUSSION**

May 14<sup>th</sup> OWDC Executive Committee Meeting-CANCELLED

- The Committee Members have decided to cancel the OWDC Executive Committee meeting scheduled for May 14<sup>th</sup> due to the OWDC/OCB joint meeting on the 17<sup>th</sup>.

**Adjourned at 10:15 am**

**Next Meeting: TBD**



## **2024-2025 Olympic Consortium IFA & WIOA Youth RFP Selected Awardee**

### **ACTION REQUESTED: 2024-2025 Infrastructure Funding Agreement Approval & WIOA Youth RFP selected awardee**

- Please review the provided Infrastructure Funding Agreements for WorkSource Clallam and WorkSource Kitsap, which outlines each partners contribution to the operating costs of the one-stop centers.
- Please review the scoring provided by the evaluator for the WIOA Youth RFP to indicate your agreement with the selected awardee.
- Please indicate your approval and agreement by signing and dating below.

#### **IFA Summary**

#### **2024-2025 WorkSource Clallam IFA**

#### **2024-2025 WorkSource Kitsap IFA**



WIOA Youth RFP selected awardee**Signature****Date**

5/6/2024

**Name**

Marilyn

First

Hoppen

Last

**Partner Agency**

Olympic Workforce Development Council

**Contact Email**

mhoppen@kitsapbank.com

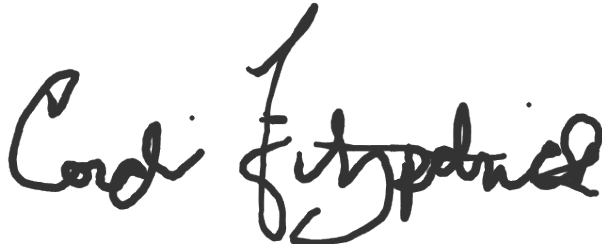


WIOA Youth RFP selected awardee

**Signature**

**Date**

4/29/2024

A handwritten signature in black ink that reads "Cordi Fitzpatrick". The signature is written in a cursive style with a large, stylized 'F'.

**Name**

Cordi Fitzpatrick

**Partner Agency**

Olympica Workforce Development Council

**Contact Email**

cordi@ssnwhq.com



## Strategic Workforce Development Coalition

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### Kick Off meeting-04/12/24

#### Action Items

1. SWDC Chair Nomination- Chairperson must be a OWDC Business voting member.
  - a. No floor nominations
  - b. Individuals may reach out to Luci Bench if they would like to nominate themselves.
2. Meeting Cadence
  - a. Most individuals opted for the coalition meetings to occur during the off months of the OWDC meetings.
  - b. The coalition meetings will take place on the third Friday via a hybrid format.

#### Discussions

##### **1. Initiative Ideation**

- a. Gina Lindal
  - i. Job Fairs
    1. Better coordination.
    2. Job fairs should be industry specific with increased participation from businesses.
    3. Look into the “why” less qualified job seekers.
- b. Mike Robinson
  - i. Making this coalition sustainable
    1. Commitment and structure-expand beyond those council members that are always participating, members and non-members.
    2. Increase awareness of what WorkSource is and why it’s there with education and training community.
  - ii. Focus on young adults that are slipping through the cracks.
    1. Lack the financial resources for post-secondary education or family support for participating in running start.
    2. Reshape high school and beyond plans. Workforce should be imbedded into those plans and tailored to suit the needs and circumstances of regions with lower-income demographics.
  - iii. Individuals who stopped looking for work.
    1. Outreach to mental health providers, EDC’s.
- c. Monica Blackwood
  - i. Job Fairs



## Strategic Workforce Development Coalition

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1. Individuals are scared. Loss ability to navigate themselves, get overwhelmed and retreat.
2. We should encompass every element of getting into the Workforce.
3. Job Fairs should be focused on specific demographic, create a comfortable space, second chance friendly.
- ii. Monthly podcasts
- d. Bill Dowling
  - i. Non-traditional pre-apprenticeships.
- e. Michael Refuerzo
  - i. Job Fairs
    1. Early childhood development.
    2. College level graduates and high schooler transitioning out.
    3. Start with large-scale job fair and move down to job fairs specifically tailored (demographic or sectors).
    4. What business will support this moving forward?
- f. Jeff Allen
  - i. 7 Generational Thinking
    1. Present moment and future moment, gaps to fill.
    2. Work we do now and carry that 7 generations forward-how can we do that?
    3. Career path awareness and exploration.
      - a. Middle school preparation, High School career launch with colleges and employers with meaningful paid work experience.
    4. Immigration influx, increase participation in workforce.
      - a. Gina Lindal added that DVR has these groups on their case loads and will send developed resources to these groups.
- g. Chuck Moe
  - i. Field trip every year to an industry sector to gain hands-on experience.
  - ii. Focus on trades.
    1. 12<sup>th</sup> graders sign up for apprenticeship program.
- h. Danessa Gray
  - i. Young adults are vocal about their needs and expectations within the workplace.
  - ii. Educate employers about the evolving needs and expectations of young adults in the workforce, consider implementing trainings.



## Strategic Workforce Development Coalition

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- i. Megan Mason-Todd
    - i. Individuals with Disabilities in the workforce
      - 1. Skookum hosts quarterly event, 60-minute networking session with how to employers can accommodate individuals with disabilities.
      - 2. Vet Tribe
        - a. Meet once a month to discuss vets re-entering the workforce.
  - j. Danny Steiger
    - i. Quality NOT Quantity
      - 1. Linking job fairs with education and training institutions.
  - k. Frank Portello
    - i. Partner with regional libraries to host career day events.
  - l. Jessica Barr
    - i. Skill Based.
      - 1. What assessments are being used.
      - 2. Employers need to be looking at skills not degrees.
  - m. Wendy Fox
    - i. Continuing Based education
      - 1. Working with employers to determine the specific skill set they require of their employees, OC assisting with providing the education/training.
2. **Next Steps**
- a. How will we ensure the long-term sustainability and success of this coalition?
    - i. community platform for continual ideation-MURAL?
  - b. Job Fair
    - i. Event end of May in each county
      - 1. Focused on demographics then specifically tailor it down to industry/sectors.
      - 2. Work with our community partners to coordinate the fair.
      - 3. Monica and Megan volunteered to drive the event. Updates will be posted on selected community platform.
    - ii. Development of resource tool.

OCB Meeting (3rd Fridays)  
OWDC Meeting (2nd Thursday)

10 a.m. to 12 p.m.  
10 a.m. to 12 p.m.

OCB - OWDC Combined Meeting  
Exec OWDC Meeting (2nd Tuesdays)

9 a.m. to 12 p.m.  
10 a.m. to 12p.m.

# 2024

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
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March						
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31						

April 2022						
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28	29	30				

May						
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26	27	28				

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30						

July						
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28	29	30	31			

August						
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25	26	27	28	29	30	31

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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22	23	24	25	26	27	28
29	30					

October						
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27	28	29	30	31		

November						
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December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



#### EXECUTIVE COMMITTEE

Chair - Marilyn Hoppen, SVP Human Resources Kitsap Bank

Vice Chair - Monica Blackwood, CEO/President West Sound Workforce

Jessica Barr, Regional Director Washington State Employment Security Dept.

Cordi Fitzpatrick, Human Resources Director Security Services Northwest

Chuck Moe, Field Rep Northwest Laborers-Employers Training

#### COUNCIL MEMBERS

##### Business Members

Alex Lewis, North Olympic Healthcare Network Human Resources Director

Daniel Steiger, CEO/President Lumber Trades, Inc

James Fetzter, General Manager Clallam Transit

Megan Mason-Todd, Workforce Development Director Snookum

Michael Refuerzo, Lead Engineer, Booz Allen Hamilton

Molly Propst, HR Executive, Jefferson Healthcare

Nicole Brickman, Human Resources Director YMCA Kitsap

##### Economic Development Members

Colleen McAleer, Executive Director Clallam EDC

Cindy Brooks, Executive Director Team Jefferson EDC

James Davis, Economic Development Manager, Kitsap Economic Development Alliance

##### Labor Members

Felix Salazar, Iron Worker, Pacific NW Ironworkers Apprenticeship

Neal Holm, Electrician and Membership Development IBEW 46

##### Post-Secondary Education Members

Dr. Suzy Ames, Peninsula College President

Dr. Marty Cavalluzzi, President Olympic College

##### Education K-12 Members

Aaron Leavell, OESD #114 Superintendent

Dr. Kareen Borders, South Kitsap School District

##### Public Service Members

Gina Lindal, Administrator Department of Social and Health Services

##### Community Based Members

Anthony Ives, Executive Director Kitsap Community Resources

Jeff Randal, Secretary District 1 Jefferson PUD

## MEETING AGENDA

DATE: July 11, 2024

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: [ZOOM](#) | Meeting ID: 815 4431 5086 | Passcode: 411032

In-person: WorkSource Kitsap

3120 NW Randall Way, Room #113 Dyes Inlet, Silverdale

### ACTION ITEMS:

1. Call to Order – 10:00 a.m. and Welcome
2. Approval of July 11 Agenda
3. Approval of May 17 Meeting Minutes (Att. 3, pg. 2-4)
4. Approval of Intergovernmental Agreement with Suquamish Indian Tribe (Att. 4, pgs. 5-9)
5. Approval of Policy (Att. 5, pg. 10) [All Policy Revisions](#)

### DISCUSSION ITEMS:

6. Rapid Response/ McKinley Paper – Colleen and Alissa
7. Employee Mental Health Presentation
8. OWDC 4-Year Strategic Plan Approval (Att. 8, pg. 11)
9. OWDC Director Report Out – Bill Dowling
10. One-Stop Operator Report Out – Ed Looby

### COMMITTEE DEBRIEF:

11. Youth Committee Report (Att. 11, pg. 12-15)
12. SWD Coalition Report (Att. 12, pg. 16-18)
13. 2024 Calendar (Att. 13, pg. 19)
14. [Public Comment](#)
15. Adjourn

Next Meeting: Thursday, September 12, 2024

**OLYMPIC CONSORTIUM BOARD (OCB)  
& OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)  
MEETING MINUTES  
May 17, 2024**

**ACTION ITEMS:**

OWDC quorum for today's meeting was affirmed and recorded at 10:09 a.m.

1. **CALL TO ORDER** Olympic Workforce Development Council (OWDC) meeting was held virtually via Zoom and in-person at Village Greens Community Center, Kingston, May 17, 2024. Marilyn Hoppen, Chair, called the meeting to order at 10:09 a.m.

2. **OWDC APPROVAL** of May 17, Agenda

**MOTION:** Coleen McAlear moved to approve the agenda as presented. Jessica Barr seconded the motion. **Motion carried unanimously.**

3. **APPROVAL** of OWDC Minutes March 14, 2024 (Att.)

**MOTION:** Jessica Barr moved to approve the minutes as presented. Molly Propst seconded the motion. **Motion carried unanimously.**

4. **APPROVAL** of 2024-2025 Olympic Consortium IFA (Att.)

**MOTION:** Alex Lewis moved to approve the 2024-2025 Olympic Consortium IFA as presented. Molly Propst seconded the motion. **Motion carried unanimously.**

5. **APPROVAL** of OWDC Strategic Workforce Development Strategic 4-year Plan (Att.)

**MOTION:** Gina Lindal moved to approve the 4-year plan as presented. Cordi Fitzpatrick seconded the motion. **Motion carried unanimously.**

6. **SWD Coalition Chair Nomination and Appointment**

**MOTION:** Gina Lindal moved to approve the chair appointment of Molly Propst as presented. Cordi Fitzpatrick seconded the motion. **Motion carried unanimously.**

**OCB**

No quorum; will hold a special meeting in May for all action items.

**OWDC/OCB Executive Session**

7. **APPROVAL** of WIOA Title 1 Youth RFP ASB (Att.)

**MOTION:** Gina Lindal moved to approve the WIOA Title 1 Youth RFP as presented. Alex Lewis seconded the motion. **Motion carried unanimously.**

8. **APPROVAL** of WIOA Title 1 Adult & DW RFP ASB (Att.)

**MOTION:** Dr. Marti Cavalluzzi moved to approve the WIOA Title 1 Adult RFP as presented. Colleen McAlear seconded the motion. **Motion carried unanimously.**

**DISCUSSION ITEMS:**

9. **JobsEQ Wilson Cox**

Wilson Cox provided an overview of the JobsEQ platform which provides labor market data which is pulled from close to 100 different labor sources and includes a data set from job posting data. Wilson also provided an overview of the Tools page, available to pull data and reports on a variety of areas, including; demographics, industry focused, mapping, big-picture analytics, and 10-year forecasting at a granular level. Interested members can reach out to Luci, Cindy, or Colleen for more information and assistance with pulling data and reports.

#### **10. BC Design Haus – Creative Marketing Agency Survey**

Micheal Bednar discussed the survey going out to council members to gain insight on marketing aspects on the work being conducted in each county. Luci will collect email addresses of those interested in participating in the survey.

#### **11. OWDC Director Report Out – Bill Dowling**

Alissa provided the report out, recompetete process in Clallam and Jefferson counties through the EDC, \$50 million available for funding. Colleen discussed the recompetete process, there were 22 regions and there is not a guarantee that they will receive a reward. Entering the next phase requirements include a virtual site visit and the workforce will participate in that process. Colleen also shared that there are eight different project ideas focused on addressing ways to remove the barriers and improved support across the peninsula. Colleen also added they are going to work with an identified target population to get, ages 25 – 50. Colleen also discussed the need to move 2700 people between the two counties into the labor force and into good paying jobs. The goal would be to create good paying jobs, in the maritime and forest industry sectors. Government policy makers are also supporting the efforts and the EDC is in charge of the funding. 5-year program, the long-term vision would be to create sustainable jobs.

Alissa also shared that WA state has received an increase of \$3.6 million in WIOA funding. The allocation methodology will be distributed in a couple of weeks for review and will be shared at the next meeting. OWD has received another round of funding through the Department of Commerce Community Reinvestment Funds grant, \$1.2 million dollars, Individuals eligible for State EcSA, are qualified for CRF. Participants will receive \$1000 a month incentive if working to complete their established Career Plan goals. In addition, the additional funding will allow for participants to deposit earned income and/or incentives into an Individual Development Account where they will receive matching savings at a 2:1 ratio. Participants can deposit up to \$10,000 and OWDC will match up to \$20,000. The funding also provides opportunity to contract with by-and-for partners. Currently in the process in brainstorming on how to outreach to the tribal and other marginalized communities.

Marilyn shared that Bill Dowling received the National H.G. Weisman Award and additionally, received recognition from the Employment Security Department for program performance. Luci also discussed that the performance targets have been met to get individuals back to work or enrolled in school over the last year. \$140,000 funds have been distributed to participants to get back to work over the last 3-months.

#### **12. One-Stop Operator Report Out – Ed Looby**

Ed shared the Olympic Consortiums one-stop centers and affiliate sites semiannual reports. Ed briefly discussed some of the data reported including demographics, customer satisfaction. System administrators now meet every other week and discussed how the data from the reports will be used as a baseline for improvements. Ed has participated in a variety of training opportunities and continues to work with local partners to improve accessibility requirements. Looking to re-engage two partners, Department of Services for the Blind to use center as a home base in the Olympic peninsula and AARP; AARP would like to have orientations onsite for their Title 5 program work. The reports will be available with the meeting minutes and placed on the OWDC webpage.



**13. PY23 Performance Reports (Att.)**

Luci provided an overview of the performance reports. There is an interactive dashboard online, Luci pointed out significant increases in enrollments and expenditures are on track.

**14. COMMITTEE DEBRIEF:**

**a. Executive Meeting Minutes April 26, 2024 (Att.)**

Alissa shared the committee meeting to approve the youth RFP and 2024 IFA, there were no discussion items, it was a special meeting.

**15. SWD Coalition April Kick-off Meeting**

Luci discussed the new strategic workforce coalition meeting kicked off on April 12th – Monica Blackwood and Megan Mason-Todd will host the June 7th event at the YMCA and other members of the workgroup, Nicole and Frank will be supporting the 1st event as well. A women’s workshop with a keynote speaker – Vicki Collins. The event is still in development, for the coalition would like to duplicate the events. Next coalition meeting is June 21st, 8:30a – 10a and will be hybrid.

**16. 2024 Calendar (Att.)**

Public Comment: None

**NEXT MEETING:** The next council meeting is July 11, 2024, via Zoom and in-person.

**ADJOURNMENT:** There being no further business, the meeting adjourned at 11:33 a.m.

**INTERGOVERNMENTAL  
AGREEMENT BETWEEN  
Suquamish Indian Tribe of the Port Madison  
Reservation AND  
Kitsap County  
July 2024**

**THIS AGREEMENT** is made and entered into by and between the Suquamish Indian Tribe of the Port Madison Reservation (Suquamish Tribe) a federally recognized Indian Tribe, and **OLYMPIC CONSORTIUM, through Kitsap County, its administrative entity**, with its principal offices at 614 Division Street, Port Orchard, Washington 98366, hereinafter "**CONSORTIUM.**"

**IT IS THE PURPOSE OF THIS AGREEMENT** that the Suquamish Tribe shall assist the Consortium with outreach and prioritize recruitment of participants from members of the Suquamish community, as well as individuals from Black, Latine, and Indigenous populations, for the State Economic Security for All (EcSA) and Community Reinvestment Funds (CRF) program.

**THEREFORE, IT IS MUTUALLY AGREED THAT:**

**STATEMENT OF WORK**

- The Suquamish Tribe shall develop and implement outreach plans to engage qualified members of the Suquamish community and Black, Latine, and Indigenous populations.
- The Suquamish Tribe shall organize and host informational sessions at cultural and other events to promote outreach of State EcSA and CRF programs.
- In collaboration with WorkSource Kitsap staff, the Suquamish Tribe shall develop culturally relevant and effective communication and engagement materials.
- The Suquamish Tribe shall identify and refer qualified individuals from the Suquamish community, as well as Black, Latine, and Indigenous populations, to WorkSource Kitsap staff for the State EcSA and CRF programs.
- The Suquamish Tribe shall promote EcSA and CRF programs to Tribal communities throughout the Olympic Consortium's three-county region: Clallam, Jefferson, and Kitsap Counties.
- The Suquamish Tribe shall submit quarterly narrative reports to the Consortium. These reports will detail outreach and recruitment activities, challenges encountered, and the number of referrals made to WorkSource Kitsap.

### **PERIOD OF PERFORMANCE**

This Agreement shall commence on July 1, 2024, and continue through June 30, 2025, unless terminated sooner or extended by mutual agreement of the parties, as provided herein.

### **CONTRIBUTION OF FUNDS**

The parties have determined that the cost of accomplishing the work herein will not exceed \$25,000.

### **RESPONSIBILITIES OF THE PARTIES**

- The Suquamish Tribe shall provide the necessary resources and support to carry out the outreach and recruitment activities.
- The Consortium shall collaborate with the Suquamish Tribe to ensure alignment with community needs and program goals.
- Each party shall designate a representative to oversee and coordinate the implementation of this Agreement.

- **KITSAP COUNTY:**

- **Communication:** Alissa Durkin, Program Supervisor, [adurkin@kitsap.gov](mailto:adurkin@kitsap.gov)
- **Billing:** Alissa Durkin, Program Supervisor, [adurkin@kitsap.gov](mailto:adurkin@kitsap.gov)

- **SUQUAMISH TRIBE:**

- **Communication:**
- **Billing:**

### **BILLING PROCEDURES**

Agreement payments to Suquamish Tribe shall be requested using an invoice form by the twentieth (20) calendar day after the end of each month. Alternatively, the total contribution of funds may be disbursed in full as an upfront payment.

The Consortium will make payments within thirty (30) days of receiving the invoice(s) to ensure that the activities or goods to be provided meet the specifications described in this Agreement.

All payments to be made by the Consortium under this Agreement shall be made to: Suquamish Indian Tribe of the Port Madison, City of Suquamish, County of Kitsap, state of Washington.

The Agreement shall not exceed the total amount indicated within the agreement.

### **AGREEMENT CHANGES, MODIFICATIONS AND AMENDMENTS**

This Agreement shall not be changed, modified, or amended except by the express and unanimous written agreement of all parties.

### **ASSIGNMENT**

The work to be provided under this Agreement, and any claim arising thereunder, will

not be assignable or delegable by any party in whole or in part, without the express prior written consent of all other parties, which consent will not be unreasonably withheld.

## **DISPUTES**

Except as otherwise provided in this Agreement, when a dispute arises between the parties and it cannot be resolved by direct negotiations, the parties agree to participate in mediation in good faith. The mediator shall be chosen by agreement of the parties. If the parties cannot agree on a mediator, the parties shall use a mediation service that selects the mediator for the parties. Nothing in this Agreement shall be construed to limit the parties' choice of a mutually acceptable alternative resolution method such as a dispute hearing, a Dispute Resolution Board, or arbitration.

**Limited Waiver of Sovereign Immunity.** Each party hereby expressly grants a limited waiver of sovereign immunity to suit solely for the purposes of enforcing this Agreement in accordance with this Dispute section. Except for this limited waiver of sovereign immunity provided herein, nothing in this Agreement shall be construed as a general or specific waiver of either party's sovereign immunity, which immunities are expressly asserted. Nothing contained in this subsection shall be construed to create a contractual relationship with or a cause of action in favor of any third party against the Tribe or the County. This Limited Waiver applies only to the enforcement of any dispute resolution under this section, provide that such resolution as been secured in accordance with this Agreement.

## **INDEPENDENT CAPACITY**

The employees or agents of any party engaged in the performance of this Agreement will continue to be employees or agents of that party and will not be considered for any purpose to be employees or agents of the other party.

## **RECORDS MAINTENANCE**

**Documentation Requirement.** Both parties agree to maintain accurate and detailed records related to outreach and recruitment activities conducted under this Agreement. These records shall include, but not be limited to, individual demographics, outreach methods used, outcomes achieved, and any challenges encountered.

**Retention Period.** Records shall be retained by each party for a minimum of three (3) years following the completion of the outreach and recruitment activities, or as required by applicable laws and regulations.

**Access and Review.** Each party shall permit the other party and designated representatives, upon reasonable notice and during normal business hours, to inspect, review, and copy any records relevant to the outreach and recruitment activities covered by this Agreement.

**Transfer of Records.** Upon termination or expiration of this Agreement, each party shall transfer relevant records to the other party as requested, ensuring continuity of documentation for future reference or audits.

**Amendment and Notification.** Any changes or amendments to this records maintenance clause shall be mutually agreed upon in writing by both parties and incorporated into this Agreement. Each party agrees to promptly notify the other party of any changes that may affect record-keeping obligations.

## **SEVERABILITY**

If any term or provision of this Agreement conflicts with or violates any local, state, or federal statute or law, it is considered modified to conform to that statute or law.

**TERMINATION**

**Failure to Perform:** This Agreement may be terminated, in whole or in part without limiting remedies, by either party to this Agreement if the other party materially fails to perform in accordance with this Agreement. In this event, the aggrieved party shall deliver ten (10) working days advance written notification to the other party specifying the performance failure and the intent to terminate.

**Without cause:** Either party to this Agreement may elect to terminate the Agreement without cause by delivering a thirty (30) day written notification of intent to terminate to the other party.

**Funding:** The Consortium may unilaterally terminate or negotiate modification of this Agreement at any time if its federal, or state grants are suspended, reduced, or terminated before or during the Agreement period, or if federal, or state grant terms and regulations change significantly. In the event of an Agreement termination initiated by either party for whatever reason, the Suquamish Tribe is only entitled to costs incurred prior to the time of Agreement termination.

**WAIVER**

A failure by either party to exercise its rights under this Agreement will not preclude that party from subsequent exercise of such rights and will not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

**ALL WRITINGS CONTAINED HEREIN**

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement will be deemed to exist or to bind any of the parties hereto.

**COUNTERPARTS**

This Agreement may be executed in any number of counterparts or, if mutually agreeable to the undersigned authorized signatories for the Parties, through the exchange by facsimile or other electronic means of duly-signed duplicates hereof, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

**WARRANTY OF AUTHORITY**

Each person or Party subscribing to this Agreement expressly warrants that it has full authority to do so.

**This Agreement is effective July 1, 2024**

**FOR THE CONSORTIUM  
KITSAP COUNTY BOARD OF  
COMMISSIONERS, Its Administrative  
Entity**

\_\_\_\_\_  
KATHERINE T. WALTERS, Chair

\_\_\_\_\_  
CHRISTINE ROLFES, Commissioner

\_\_\_\_\_  
CHARLOTTE GARRIDO, Commissioner

\_\_\_\_\_  
DATE

ATTEST

\_\_\_\_\_  
Dana Daniels, Clerk of the Board

**SUQUAMISH TRIBE:**

\_\_\_\_\_  
Leonard Forsman, Chairman

I attest that I have the authority to sign  
this contract on behalf of Suquamish  
Indian Tribe of the Port Madison.

\_\_\_\_\_  
DATE

**Attachment B- Budget Summary**

## OWDC Policy Updates, June 2024

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1. **1300POL Conflict of Interest (Rev3)**, Pg. 2-3
  - a. Added required political activities language.
2. **1600POL Records & Documentation Retention (Rev3)**, Pg. 4-5
  - a. Corrected 6-year retention requirements per WIOA Policy 5403.
3. **1601POL Protection of Personally Identifiable Information (PII) (Rev1)** , Pg. 6-7
  - a. There were a couple of revisions at the state level over several months, this policy includes all the missing elements.
4. **3110POL Stevens Amendment Language Requirement (Rev1)** , Pg. 8-9
  - a. Revision at the state level, which includes languages updates.
5. **3500POL Procurement (Rev1)**, Pg. 10-19
  - a. Addition of Non-Federal Sources.
6. **5130POL Youth Eligibility (Rev2)**, Pg. 20-21
  - a. One line addition on 4.g.iii. about additional assistance.
7. **5410ATT Lower Living Standard Income Level (LLSIL) (Rev4)**, Pg. 22
  - a. Update to LLSIL requires the update attached.
8. **5570POL Needs Related Payments (Rev1)**, Pg. 23-25
  - a. Policy hasn't been used nor updated to reflect state policy updates. Several additions to review.

To review all revision by policy: [OWDC Policy Updates June2024](#)



STATE OF WASHINGTON  
**WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD**

128 - 10<sup>th</sup> Avenue, S.W. • PO Box 43105 • Olympia, WA 98504-3105  
Phone: (360) 709-4600 • Fax: (360) 586-5862 • Web: [www.wtb.wa.gov](http://www.wtb.wa.gov) • Email: [workforce@wtb.wa.gov](mailto:workforce@wtb.wa.gov)

June 28, 2024

William Dowling – Olympic Workforce Development Council  
614 Division St., MS-23  
Port Orchard, WA 98366-4676

Subject: Workforce Development Area's 2024-2028 Local Plan Approval and Local Board Certification

Dear William Dowling;

Thank you for your timely submission of the Olympic Workforce Development Council – Olympic Consortium Strategic Workforce Development Plan 2024-2028. We congratulate you, your staff, your Board, and your partners for a successful local planning process. Your plan has been reviewed and approved.

We recognize the enormous body of work you have undertaken in creating this truly meaningful local plan, working together with partners and stakeholders to design and implement a local strategy while also aligning with *2024-2028 Talent and Prosperity for All*.

State Workforce Board staff and the Certification Committee used your plan submission to follow the Local Board Certification criteria as outlined in [WIOA Policy 5614](#)-Local Workforce Development Board Certification, which was recommended for certification and confirmed by the State Workforce Board, as delegated by the Governor, at the June 20, 2024, Board meeting.

Workforce Board staff will be in touch in the coming weeks to discuss technical assistance opportunities and resources with your staff.

Please share this news with your Board members and Chief Locally Elected Officials and convey our appreciation for the continued collaboration.

Sincerely,

Eleni Papadakis, Executive Director  
Workforce Training and Education Coordinating Board

Cc: John Aultman on behalf of Governor Jay Inslee

Cc: [wdowling@kitsap.org](mailto:wdowling@kitsap.org)



**EXECUTIVE COMMITTEE**

Chair - Marilyn Hoppen, *SVP Human Resources Kitsap Bank*  
 Vice Chair - Monica Blackwood, *CEO/President West Sound Workforce*  
 Jessica Barr, *Regional Director Washington State Employment Security Dept.*  
 Cordi Fitzpatrick, *Human Resources Director Security Services Northwest*  
 Chuck Moe, *Field Rep Northwest Laborers-Employers Training*

**COUNCIL MEMBERS**Business Members

Nicholas Gianakakos, *Program Manager General Dynamics NASCO*  
 Daniel Stegier, *CEO/President Lumber Trades, Inc*  
 Gillian Numan, *Human Resources People Support Services*  
 Nicole Brickman, *Human Resources Director YMCA Kitsap*  
 Gregory Dronkert, *CEO/President Pacific Mobility Group, Inc.*  
 Peter Johnson, *HR Manager McKinley Paper Company*  
 Heidi Lamprecht, *Co-Founder Paella House Franchisees and Training*  
 Matthew Murphy, *President/CEO South Kitsap Chamber of Commerce*  
 Lisa Donlon, *General Manager Windermere Commercial*  
 Megan Mason-Todd, *Workforce Development Director Snookum*  
Economic Development Members  
 Colleen McAleer, *Executive Director Clallam Economic Development Co.*  
 Cindy Brooks, *Executive Director Team Jefferson EDS*  
Labor Members  
 Rusty Grable, *Business Rep & Organizer Machinist Union District 160*  
 Neal Holm, *Electrician and Membership Development IBEW 46*

Business Members

Dr. Suzy Ames, *Peninsula College President*  
 Dr. Marty Cavalluzzi, *President Olympic College*

Education K-12 Members

Aaron Leavell, *OESD #114 Superintendent*  
 Dr. Kareen Borders, *South Kitsap School District*  
 Kevin Gallacci, *General Manager Clallam Transit System*

Public Service Members

Gina Lindal, *Administrator Department of Social and Health Services*

Community Based Members

Anthony Ives, *Executive Director Kitsap Community Resources*  
 Jeff Randal, *Secretary District 1 Jefferson PUD*

**YOUTH COMMITTEE MEETING AGENDA**

DATE: Thursday, July 11, 2024

TIME: 9:00 a.m. – 9:50 a.m.

LOCATION: In-person WorkSource Kitsap or [ZOOM](#)

**ACTION ITEMS:**

1. Call to Order – 9:02 a.m.
2. Approval of Agenda
3. Approval of Meeting Minutes from March 14, 2024 (Att. A)

**DISCUSSION ITEMS:**

4. Career Connected Learning updates
5. WIOA Youth Pathways to Success updates
6. Kitsap Open Doors updates
7. Youth Resource Round-Up (Att. B)
8. Good of the Order
9. Adjourn

**Attachment A**

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)  
YOUTH COMMITTEE SUMMARY  
March 14, 2024**

**ATTENDANCE:** Jeff Allen, Emily Manson, Dr. Kareen Borders, Tiffany Skidmore, Cindy Brooks, and Summer Evert

The Olympic Workforce Development Council's (OWDC) Youth Committee meeting was held on Thursday, March 14, 2024, Hybrid-WorkSource Clallam and ZOOM

**APPROVAL OF SUMMARY:**

The Youth Committee's January 11, 2024, Meeting Minutes and March 14, 2024, Agenda was reviewed and approved with no amendments.

**DISCUSSION****1. CCL Update**

- a. West Sound STEM
  - i. Posted CCL Coordinator position
    - Position will be housed in either Port Townsend or Port Orchard and will work with CCL Manager
  - ii. Career Connect Counsel
    - Meet virtually quarterly-open invitation to all
    - Strategically developing agenda items with focus on CCL work. Participants include: CTEs, industries, counselors, higher-education institutions, OWDC, and ESD.
    - Looking statewide for opportunities and what others are doing.
  - iii. 3 upcoming events
    - CCW Spring Summit-2 day convening in Spokane
    - DEI Part 3-April 12<sup>th</sup> at Seven Cedars
    - L&I Apprenticeship Summit-turned in work plan

**2. Pathways Update**

- a. Submitting proposal for WIOA Youth RFP
- b. Co-enrolling participants into State EcSA for additional support and incentivizing completion of career plans
- c. 5 WEXs in Clallam
  - i. Automotive
  - ii. Food Bank
  - iii. Tribal Surveying
  - iv. Entry-level hospitality work
- d. Increase in outreach activities
- e. Many participants are high-level barrier youth, difficult to find good fit jobs

**3. Youth Round-Up**

- a. Reviewed information in packet.

**4. Healthy Youth Survey**

- a. 2023 for State, County, and local levels
- b. Surveyed 7,103 10<sup>th</sup> graders
- c. 43% highly hopeful
- d. 2/3 moderate or slightly little hope
  - i. Don't eat breakfast
  - ii. Don't feel safe at school
  - iii. Substance use
  - iv. Behavioral health

**ADJOURN**

There being no further business to come before the committee, the meeting was adjourned at 9:53 am.

**Next Meeting: May 17, 2024, TBD**

**Attachment B**

## Youth Resource Round-Up

- The [WA 988 website is live!](#) Now, in addition to the call/text hotline, there's an option to chat online. Along with resources for specific demographics and language communities, and links to access providers.
  - o If it's not already in your phone – remember the [Crisis Text Hotline](#) (HOME to 741741) available on Whatsapp, online chat, phone call or text. This is a great resource if you're not feeling like it's a crisis but you're feeling down, need support, uncertain, etc.
- USDOL just published a [mental health resource page](#) – which collates all the federal resources related to this topic, especially as related to the workplace.



## Strategic Workforce Development Coalition

Chair – Molly Propst, *Human Resources  
Executive, Jefferson Healthcare*

### COUNCIL MEMBERS

Alex Lewis, *North Olympic Healthcare  
Network*

Chuck Moe, *NW Laborers*

Cordi Fitzpatrick, *Security Services NW*

Danny Steiger, *Lumber Trades, Inc.*

Gina Lindal, *Dept. of Social & Health  
Services*

Jeff Allen, *Olympic Educational Service  
District #114*

Jessica Bar, *Employment Security  
Department*

Marilyn Hoppen, *Kitsap Bank*

Megan Mason-Todd, *Skookum*

Monica Blackwood, *West Sound  
Workforce*

Nicole Brickman, *YMCA*

Michael Refuerzo, *Booz Allen*

### CONTRIBUTING MEMBERS

Danessa Gray, *Olympic College*

Deanna Kennedy, *Western Washington*

Ezekiel Hill, *Dept. of Social & Health  
Services*

Joe Morrison, *Kitsap Economic  
Development Alliance*

Kristal Thomas, *Express Employment  
Professionals*

Marty Reep, *Navy Lab Keyport*

Mike Robinson, *Employment Security  
Dept.*

Phillip Godinez, *Kitsap Community  
Resources*

Wendy Fox, *Olympic College*

### STAFF

Bill Dowling

Alissa Durkin

Luci Bench

## Meeting Agenda

**DATE:** June 21, 2024

**TIME:** 9:00 a.m. – 10:00p.m.

**LOCATION:** Virtually: [Microsoft Teams](#)

In-Person: Jefferson County Library - Humphrey Room  
620 Cedar Ave, Port Hadlock, WA

### ACTION ITEMS:

1. Call to Order – 9:00 a.m. and Welcome
2. Approval of April 12, 2024 Meeting Notes (Att. 2, pgs. 2-4)

### DISCUSSION ITEM:

3. Women Focus Employment Event June 7<sup>th</sup> – Frank Portello (Att. 3, pg. 5)
4. Educators connecting with Businesses
  - a. Olympic College, Wendy Fox
  - b. Panel Question Discussion (Att. 4.b., pg. 6)
5. Good of the Order
6. OWDC 2024 Calendar (Att. 6, pg. 7)
7. Adjourn

Next Meeting: Hybrid August 16<sup>th</sup>, 2024



## Strategic Workforce Development Coalition

### Meeting Minutes June 21, 2024

#### ATTENDEES:

IN-PERSON: Wendy Fox, Danessa Gray, Una Wirkebau, Frank Portello, Ed Looby, Marilyn Hoppen, Bill Dowling, and Luci Bench

VIRTUAL: Cordi Fitzpatrick, Jessica Barr, Molly Propst, Michael Refuerzo, Gina Lindal, Cindy Brooks, Mike Robinson, Chuck Moe, John Hjorten, Deanna Kennedy, Marty Reep, Renee Lafreniere, Phillip Godinez, Colleen McAleer, Doug Washburn and Alissa Durkin.

#### ACTION ITEMS

1. Call to Order: 9:02am
2. Approval of April 12 Meeting Notes

**MOTION:** Marilyn Hoppen moved to approve April 12 meeting notes as presented. Jessica Barr seconded the motion. **Motion carried unanimously.**

#### DISCUSSION ITEMS:

3. Women Focus Employment Event June 7<sup>th</sup> – Frank Portello reported out the Coalitions first event! Hosted at the Silverdale Haselwood YMCA, provided by OWD council member Nicole Brickman. The event focused on providing employment resources, strategies, and empowering women who are entering, re-entering the workforce, it included resources for updating resumes, financial literacy, educational support, mock interviews, entrepreneurship, business attire, and professional appearance. There were 11 booths and approximately 20 women in attendance. Monica Blackwood presented our keynote speaker, at the event, Vicki Collins. Molly Propst successfully wrapped up the purpose of the event. Survey requests were all positive.
  - a. Una asked about follow-up after the event with the events participants, which hadn't been addressed and will be an item of discussion for the event coordinators.
  - b. Bill asked about duplication of the event in Clallam or Jefferson County. Una volunteered to lead the coordination of the same type of event in September (TBD).
  - c. Attendees also suggested events focused on different populations and having an event out in Forks or Neah Bay perhaps with the tribes. Further outreach to tribal partners will be conducted to see if options are available to host events.
4. Educators connecting with Businesses – Wendy Fox reported out the work Olympic College (OC) is doing to build programs centered on business needs. The OC Workforce Development team has advisory committees that include industry business members to help drive the discussion and provide feedback on what programs are needed. OC also

conducts need assessment surveys with businesses. The process to stand up a new program can take a year to develop and operationalize. Deanne Kennedy with Western Washington University (WWU) shared commonalities. WWU has advisory committees with industry business members, and periodic internal and external needs assessments on skills needed in specific industries and whether WWU has courses to address the skill gaps. WWU also engages industry professionals as guest lecturers and conducts a five-year review.

a. Panel Questions and Discussion:

- Michael Refuerzo asked about extending partnerships with local industry to support program development not just advisory members. Renee offered that OC provides internal professional development so faculty engage in industry practices.
- Discussion on programs that are great examples of work already being conducted in this space, i.e., Naval Shipyard Apprenticeships, Poulsbo campus healthcare initiative.
- Bill notes the On-the-Job training, Work Experiences, and Incumbent Worker training options available through WorkSource.
- Both OC and WWU have metrics available through their websites and really work hard to provide current

b. Molly brought up the great partnership that was taking place and the excitement of the coalition further building upon better service our businesses.

c. Cordi asked if there are discussions or educational opportunities for businesses to learn how to handle employees or candidates with mental health barriers. Opportunities for the coalition to provide resource guide to small businesses who don't have Employee Assistance Programs. Colleen furthered the discussion with data/statistics from DSHS about employee's mental health. Una offered that subject is part of the Recompete grant and she would like to see how the coalition (OWDC) can partner. Ed brought up the need to help employers understand struggling populations. Luci will send out a survey to see if there is interest from coalition members to further this specific topic.

5. Good of the Order – Frank asked if there were business members who would benefit from job training discussion in order to do develop On-the-job, work experiences, internships, or apprenticeships. Potential part of a smaller business group discussion.

6. Calendar – reviewed, Luci asked for volunteers to host the August 16 coalition meeting. Thank you to Jefferson County Library for hosting today's meeting.

Adjourn: 10:17am

Next meeting: Hybrid Augst 16<sup>th</sup>, location TBD.

# 2024 Meetings

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	9	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## OCB Meeting (3rd Fridays)

10am-12pm

January 19  
March 15  
July 19  
September 20

## OCB - OWDC Joint Meeting

9am-12pm

May 17  
November 15

## SWD Coalition Meeting (3rd Friday)

9-10:30am

April 12  
June 21  
August 16  
October 18  
December 20

## OWDC Meeting (2nd Thursday)

10am-12pm

January 11  
March 14  
July 11  
September 12

## Executive Meeting (2nd Tuesdays)

10am-12pm

January 9  
March 12  
May 14  
July 9  
September 10  
November 12





#### EXECUTIVE COMMITTEE

Chair - Marilyn Hoppen, SVP Human Resources Kitsap Bank

Vice Chair - Monica Blackwood, CEO/President West Sound Workforce

Jessica Barr, Regional Director Washington State Employment Security Dept.

Cordi Fitzpatrick, Human Resources Director Security Services Northwest

Chuck Moe, Field Rep Northwest Laborers-Employers Training

#### COUNCIL MEMBERS

##### Business Members

Alex Lewis, North Olympic Healthcare Network Human Resources Director

Daniel Steiger, CEO/President Lumber Trades, Inc

James Fetzter, General Manager Clallam Transit

Megan Mason-Todd, Workforce Development Director Snookum

Michael Refuerzo, Lead Engineer, Booz Allen Hamilton

Molly Propst, HR Executive, Jefferson Healthcare

Nicole Brickman, Human Resources Director YMCA Kitsap

##### Economic Development Members

Colleen McAleer, Executive Director Clallam EDC

Cindy Brooks, Executive Director Team Jefferson EDC

James Davis, Economic Development Manager, Kitsap Economic Development Alliance

##### Labor Members

Felix Salazar, Iron Worker, Pacific NW Ironworkers Apprenticeship

Neal Holm, Electrician and Membership Development IBEW 46

##### Post-Secondary Education Members

Dr. Suzy Ames, Peninsula College President

Dr. Marty Cavalluzzi, President Olympic College

##### Education K-12 Members

Aaron Leavell, OESD #114 Superintendent

Dr. Kareen Borders, South Kitsap School District

##### Public Service Members

Gina Lindal, Administrator Department of Social and Health Services

##### Community Based Members

Anthony Ives, Executive Director Kitsap Community Resources

Jeff Randal, Secretary District 1 Jefferson PUD

## MEETING AGENDA

DATE: September 12, 2024

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: IN-PERSON Jefferson County Library, Humphrey Room  
620 Cedar Ave, Port Hadlock, WA 98339

VIRTUALLY ZOOM

Meeting ID: 867 7695 1798

Passcode: 601051

#### ACTION ITEMS:

1. Call to Order – 10:00 a.m. and Welcome
2. Approval of September 12 Agenda
3. Approval of July 11 Meeting Minutes (Att. 3, pgs. 2-4)
4. Approval of 2025 Olympic Consortium Budget (Att. 4, pgs. 5-9)
5. Approval of EcSA Program Eligibility and Guidance Policy (Att. 5, pg. 10-11)

#### DISCUSSION ITEMS:

6. Evergreen Bright Start Youth Supportive Housing Project – Jill Stanton, Executive Director of the Bremerton Housing Authority
7. CRF Small Business Grant – Luci
8. Business Workshop Ideation
9. OWDC Director Report Out – Bill Dowling
10. One-Stop Operator Report Out – Ed Looby (Att. 10, pg. 12-13)

#### COMMITTEE DEBRIEF:

11. Youth Committee Report (Att. 11, pg. 14-17)
12. SWD Coalition Report (Att. 12, pg. 18-24)
13. 2024 Calendar (Att. 13, pg. 25)
14. [Public Comment](#)
15. Adjourn

Next Meeting: Joint OWDC & OCB November 15<sup>th</sup>, Location TBD

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)  
MEETING MINUTES  
July 11, 2024**

**ACTION ITEMS:**

OWDC quorum for today's meeting was affirmed and recorded at 10:02 a.m.

1. **CALL TO ORDER** Olympic Workforce Development Council (OWDC) meeting was held virtually via Zoom and in-person at WorkSource Kitsap, 3120 Randall Way, Silverdale, July 11, 2024. Marilyn Hoppen, Chair, called the meeting to order at 10:02 a.m.

2. **OWDC APPROVAL** of July 11, Agenda

**MOTION:** Monica Blackwood moved to approve the agenda as presented. Kareen Borders seconded the motion. **Motion carried unanimously.**

3. **APPROVAL of OWDC Minutes May 17, 2024** (Att.)

**MOTION:** Gina Linal moved to approve the minutes as presented. Jessica Barr seconded the motion. **Motion carried unanimously.**

4. **APPROVAL of Intergovernmental Agreement with Suquamish Indian Tribe** (Att.)

**MOTION:** Jeff Allen moved to approve the Intergovernmental Agreement with Suquamish Indian Tribe as presented. Gina Lindal seconded the motion. **Motion carried unanimously.**

5. **APPROVAL of OWDC Policy Revisions** (Att.)

**MOTION:** Colleen McAleer moved to approve the OWDC Policy Revisions as presented. Gina Lindal seconded the motion. **Motion carried unanimously.**

**DISCUSSION ITEMS:**

6. **McKinley Paper and Rapid Response – Colleen McAleer and Alissa Durkin**

On June 24<sup>th</sup> McKinley Paper Mill issued a WARN notifying the public of 193 employee layoff as of August 25. Colleen has been in discussions with the owners, Bioappel, who have five plants in the U.S. The Port Angeles mill is 165 years old, not very efficient, with no train or rail line, having to truck product to Tacoma. Currently, it is more expensive to truck corrugated cardboard from Port Angeles to Tacoma than to ship from Tacoma to Asia. The price of making the corrugated cardboard has doubled and demand is flat. It would cost McKinley millions to reconfigure the plant. Owners do intend to keep the plant idle with minimal staff until the market turns around and rehire. Clallam EDC working with legislators on an aide package, as well as working with union, labor, and HR to help employees. There will be 193 direct jobs impacted, 418 estimated in-direct jobs effected by the layoff.

Alissa shared work Rapid Response the OWDC is conducting to assist affected employees. This includes a meeting with Bioappel managers, union, labor, and community service providers to build agenda and arrange a rapid response event. The event is scheduled for August 5<sup>th</sup> to meet with employees, in-person and hybrid. Tentative agenda will include information from Labor, Unemployment Dept, Healthcare, WIOA, WorkSource, BFET, Peninsula College Worker Retraining, DSHS, OlyCap, Financial Institutions and employers.

Clallam County will host Summer Job Fair on July 19th from 2-5 PM, at the Vern Burton Community enter. Washington Department of Transportation, WSF, and Small Business Center will be present.

WorkSource Clallam will be hosting a dedicated job fair on August 21<sup>st</sup> from 10 – 2 PM for the impacted workers.

**7. Employee Mental Health Presentation – Sonja Muir, Department of Vocational Rehabilitation**

Sonja presented the attached presentation. Monica noted there are business mental health aid training available for businesses, that is like First Aide Training for mental health. Wendy mentioned OC provides this training.

**8. OWDC 4-Year Strategic Plan Approval (Att.)**

OWDC received confirmation from the Workforce Training and Education Coordinating Board that our 2024-2028 Local Plan developed over the past year with the council has been approved and Local Board Certification. Thank you to all contributing board and council members for their hard work and dedication in developing a comprehensive and actionable four-year plan.

**9. OWDC Director Report Out – Bill Dowling**

NAWB reported this morning that the House Appropriations Committee approved a bill reducing WIOA Adult and DW funding and eliminating WIOA Youth Job Training funds.

OWDC is currently working on finalizing Matched Investment Savings Account (MISA) through the commerce grant. This will provide a match amount of funds for participants who start saving.

Bill noted the work on the Recompete Grant in Clallam and Jefferson Counties.

**10. One-Stop Operator Report Out – Ed Looby**

Ed shared the attached report out.

**COMMITTEE DEBRIEF:**

**11. Youth Committee Report Out**

Jeff Allen reported Pathways award the WIOA Youth grant, the organization 21<sup>st</sup> year providing services to youth. Pathways focus on making connections with drop out, unemployed, transitioning, foster, and homeless youth. Recent policy updates allow for purchase of laptop for youth to complete online education (GED attainment and college courses) and training, and once the youth has completed, they get to keep the laptop. Continued work with Port Townsend Maritime Center to engage youth. Evergreen Bright Start, a new housing program, is an apartment complex in Bremerton where youth will be offered housing, but also have Kitsap Mental Health Open Door services available to them.

Kareen shared the extensive work West Sound STEM has been part of to support career pathway development, apprenticeship, and create youth awareness of STEM job opportunities. Current program outreach to middle schools to have industry leaders present at the schools and explain what it is like to work in the different industries.

**12. SWD Coalition Meeting**

Molly provided debrief of June 21<sup>st</sup> meeting. Frank Portello reported out at the SWD Coalition the outcomes from the Women Focus Employment Event on June 7<sup>th</sup> held at the YMCA. Great engagement and the event was a success.

There was a great panel discussion with Wendy Fox from OC about educators connecting with businesses on how to upskill and train current employees. Resources were provided for businesses to engage further in conversation. Luci shared a survey that went out to SWD Coalition members who would like to have further discussion on business resources

for education and mental health. Meeting scheduled for July 22<sup>nd</sup>. Next coalition meeting is August 16th, 9:00a – 10:30a. and will be hybrid.

13. **2024 Calendar** (Att.)

14. Public Comment: None

**NEXT MEETING:** The next council meeting is Sept 12, 2024, via Zoom and in-person.

**ADJOURNMENT:** There being no further business, the meeting adjourned at 11:21 a.m.

## 2025 Olympic Consortium Budget Summary

- The 2025 Olympic Consortium budget is comprised of three programs in the Kitsap County budget: 19131 WIOA Admin, 19132 WIOA Direct Program Services, 1921 Non-WIOA Revenue and Expenditures.
- Compared to the 2024 budget, the Olympic Consortium experienced \$219,000 increase in federal WIOA funding and \$2 million in Department of Commerce Community Reinvestment Funding.

### 19131 WIOA Admin

- This cost center receives the federal Workforce Innovation and Opportunity Act (WIOA) revenue for Administrative, Adult, Dislocated Worker, Youth, and Economic Security for All.
- Additionally, any general funds received from the county are budgeted under the 19131-cost center.
- This cost center pays for the staff's admin salaries and benefits, expenses not directly tied to program services, and traditional expenses of county government.

### 19132 WIOA Direct Program

- This cost center pays for the staff's salaries and benefits when time is charged to WIOA programs, expenses directly tied to program services, and contracts for direct services.

### 1921 Non-WIOA State Economic Security for ALL (EcSA) and Community Reinvestment Fund grant

- This cost center receives the State funded Economic Security for All and Community Reinvestment Fund grant revenue.

- This cost center pays for the staff's salaries and benefits when time is charged to the grant, expenses directly tied to the program services, and contracts for direct services.

19131 WIA Admin - 2025 County Budget					
Account Title	Account #	2025 Request	2024 Request	2023 Request	2022 Request
WIA Adult	3330.17258	\$ 1,104,469.00	\$ 586,000.00	\$ 690,000.00	\$ 810,000.00
WIA Youth	3330.17259	\$ 737,259.00	\$ 589,000.00	\$ 930,000.00	\$ 1,160,000.00
Federal EcSA	3330.17277	\$ 209,548.00	\$ -	\$ -	\$ -
WIA Dislocated Worker	3330.17278	\$ 987,013.00	\$ 577,000.00	\$ 631,000.00	\$ 765,000.00
QUEST DWG	3330.17277	\$ 263,155.00			
WIA ACP	3330.1744	\$ -	\$ 195,000.00	\$ 225,000.00	\$ 305,000.00
GA & O Transfer In (IS charges)	4970.9701	\$ -	\$ 16,254.00	\$ 11,403.00	\$ 45,635.00
<b>Revenue total</b>		<b>\$ 3,301,444.00</b>	<b>\$ 1,963,254.00</b>	<b>\$ 2,487,403.00</b>	<b>\$ 3,085,635.00</b>
Regular Salaries	5101	\$ 157,784.00	\$ 157,784.00	\$ 157,922.00	\$ 155,552.00
Longevity Pay	5103	\$ 1,133.00	\$ 1,133.00	\$ 1,103.00	\$ 1,159.00
Industrial Insurance	5201	\$ 1,776.00	\$ 1,776.00	\$ 1,696.00	\$ 1,638.00
Social Security	5202	\$ 12,157.00	\$ 12,157.00	\$ 12,165.00	\$ 11,988.00
PERS Retirement	5203	\$ 16,511.00	\$ 14,747.00	\$ 16,300.00	\$ 16,063.00
WA State Family Leave	5209	\$ 344.00	\$ 344.00	\$ 232.00	\$ 228.00
Benefit Bucket	5229	\$ 23,184.00	\$ 23,184.00	\$ 24,633.00	\$ 26,082.00
<b>Salaries and Benefits total</b>		<b>\$ 212,889.00</b>	<b>\$ 211,125.00</b>	<b>\$ 214,051.00</b>	<b>\$ 212,710.00</b>
Office Supplies	5311	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00
Small Tools	5351	\$ -	\$ -	\$ -	\$ -
Computer Software	5352	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Small Computer Equipment	5353		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
<b>Supplies total</b>		<b>\$ 1,000.00</b>	<b>\$ 2,500.00</b>	<b>\$ 2,500.00</b>	<b>\$ 3,000.00</b>
Other Prof Services	5419	\$ -	\$ -	\$ -	\$ -
Telephone	5421	\$ -	\$ -	\$ -	\$ -
Postage	5425	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Mileage	5431	\$ 1,000.00	\$ 5,000.00	\$ 4,000.00	\$ 3,000.00
Travel	5432	\$ 1,000.00	\$ 1,000.00	\$ 7,000.00	\$ 5,000.00
Per Diem	5433	\$ 500.00	\$ 5,000.00	\$ 3,000.00	\$ 1,000.00
Non-Employee Mileage	5438	\$ 700.00	\$ 2,000.00	\$ 1,000.00	\$ 500.00
Non-Employee Travel	5439	\$ 700.00	\$ 4,000.00	\$ 2,000.00	\$ 1,000.00
Advertising	5441		\$ 500.00	\$ 500.00	\$ 500.00
Operating Rentals	5451	\$ -	\$ -	\$ 500.00	\$ 500.00
Dues/Subscriptions	5492		\$ 13,000.00	\$ 12,500.00	\$ 4,000.00
Registration & Tuition	5497		\$ 10,000.00	\$ 9,000.00	\$ 4,000.00
Other Miscellaneous	5499		\$ 31,426.00	\$ 10,726.00	\$ 8,224.00
<b>Services total</b>		<b>\$ 4,000.00</b>	<b>\$ 72,026.00</b>	<b>\$ 50,326.00</b>	<b>\$ 27,824.00</b>
I/F IS Service Charges	5912	\$ 13,540.00	\$ 12,892.00	\$ 13,747.00	\$ 31,944.00
I/F IS Prog Maint	5913	\$ 12,500.00	\$ 11,658.00	\$ 11,663.00	\$ 11,362.00
I/F IS Projects	5922	\$ 1,500.00	\$ 1,215.00	\$ 1,039.00	\$ 3,632.00
I/F Insurance Services	5961	\$ 6,000.00	\$ 5,214.00	\$ 4,378.00	\$ 3,470.00
Indirect Cost Allocation	5996	\$ 40,000.00	\$ 38,169.00	\$ 30,021.00	\$ 40,471.00
<b>Interfund total</b>		<b>\$ 73,540.00</b>	<b>\$ 69,148.00</b>	<b>\$ 60,848.00</b>	<b>\$ 90,879.00</b>
<b>Expense total</b>		<b>\$ 291,429.00</b>	<b>\$ 354,799.00</b>	<b>\$ 327,725.00</b>	<b>\$ 334,413.00</b>
<b>Variance</b>		<b>\$ 3,010,015.00</b>	<b>\$ 1,608,455.00</b>	<b>\$ 2,159,678.00</b>	<b>\$ 2,751,222.00</b>
		\$ -	\$ -	\$ -	\$ (21,219.00)

19132 WIA Direct Program - 2025 County Budget					
Account Title	Account #	2025 Request	2024 Request	2023 Request	2022 Request
Miscellaneous revenue	3690.9	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
<b>Revenue total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Regular Salaries	5101	\$ 200,441.00	\$ 200,441.00	\$ 193,122.00	\$ 187,219.00
Longevity Pay	5103	\$ 1,031.00	\$ 1,031.00	\$ 986.00	\$ 875.00
Industrial Insurance	5201	\$ 2,220.00	\$ 2,220.00	\$ 1,995.00	\$ 2,002.00
Social Security	5202	\$ 15,413.00	\$ 15,413.00	\$ 14,849.00	\$ 14,389.00
PERS Retirement	5203	\$ 20,933.00	\$ 18,697.00	\$ 19,896.00	\$ 19,280.00
WA State Family Leave	5209	\$ 437.00	\$ 437.00	\$ 283.00	\$ 275.00
Benefit Bucket	5229	\$ 28,980.00	\$ 28,980.00	\$ 28,980.00	\$ 31,878.00
<b>Salaries and Benefits total</b>		<b>\$ 269,455.00</b>	<b>\$ 267,219.00</b>	<b>\$ 260,111.00</b>	<b>\$ 255,918.00</b>
Office Supplies	5311	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 1,000.00
Small Computer Equipment	5353	\$ 2,500.00	\$ -	\$ -	\$ -
<b>Supplies total</b>		<b>\$ 3,500.00</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 1,000.00</b>
Management Consulting	5415	\$ 120,000.00	\$ 110,000.00	\$ 300,000.00	\$ 380,000.00
Other Prof Services	5419	\$ 25,015.00	\$ 1,000.00	\$ -	\$ -
Telephone	5421	\$ -	\$ -	\$ -	\$ -
Mileage	5431	\$ 4,000.00	\$ 5,000.00	\$ 2,000.00	\$ 1,000.00
Travel	5432	\$ 6,000.00	\$ 4,000.00	\$ 1,000.00	\$ 100.00
Advertising	5441	\$ 2,500.00	\$ 3,000.00	\$ 300.00	\$ 300.00
Operating Rentals	5451	\$ -	\$ 156,000.00	\$ 21,600.00	\$ -
Electricity	5474	\$ -	\$ -	\$ 4,200.00	\$ -
Dues/Subscriptions	5492	\$ 12,000.00	\$ 500.00	\$ 500.00	\$ 500.00
Registration & Tuition	5497	\$ 5,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,000.00
Other Miscellaneous	5499	\$ 3,500.00	\$ 9,236.00	\$ 6,978.00	\$ 7,623.00
<b>Services total</b>		<b>\$ 178,015.00</b>	<b>\$ 290,736.00</b>	<b>\$ 338,578.00</b>	<b>\$ 390,523.00</b>
Misc Intergovernment	5519	\$ 2,559,045.00	\$ 1,050,000.00	\$ 1,560,489.00	\$ 2,125,000.00
I/G Pymts Fed, State, Local	5520	\$ -	\$ -	\$ -	\$ -
<b>Intergovernmental total</b>		<b>\$ 2,559,045.00</b>	<b>\$ 1,050,000.00</b>	<b>\$ 1,560,489.00</b>	<b>\$ 2,125,000.00</b>
<b>Expense total</b>		<b>\$ 3,010,015.00</b>	<b>\$ 1,608,455.00</b>	<b>\$ 2,159,678.00</b>	<b>\$ 2,772,441.00</b>
<b>Variance</b>		<b>\$ (3,010,015.00)</b>	<b>\$ (1,608,455.00)</b>	<b>\$ (2,159,678.00)</b>	<b>\$ (2,772,441.00)</b>



1921 Employment & Training - 2025 County Budget					
Account Title	Account #	2025 Request	2024 Request	2023 Request	2022 Request
Miscellaneous revenue	3690.90	\$ 2,549,310.00	\$ 587,124.00	\$ 989,652.00	\$ 670,000.00
		\$ -	\$ -	\$ -	\$ -
<b>Revenue total</b>		<b>\$ 2,549,310.00</b>	<b>\$ 587,124.00</b>	<b>\$ 989,652.00</b>	<b>\$ 670,000.00</b>
Regular Salaries	5101	\$ 30,641.00	\$ 30,641.00	\$ 29,588.00	\$ -
Longevity Pay	5103	\$ 147.00	\$ 147.00	\$ 141.00	\$ -
Industrial Insurance	5201	\$ 333.00	\$ 333.00	\$ 299.00	\$ -
Social Security	5202	\$ 2,355.00	\$ 2,355.00	\$ 2,274.00	\$ -
PERS Retirement	5203	\$ 3,199.00	\$ 2,857.00	\$ 3,047.00	\$ -
WA State Family Leave	5209	\$ 67.00	\$ 67.00	\$ 43.00	\$ -
Deferred Compensation	5224	\$ -	\$ -	\$ -	\$ -
Benefit Bucket	5229	\$ 4,347.00	\$ 4,347.00	\$ 3,999.00	\$ -
<b>Salaries and Benefits total</b>		<b>\$ 41,089.00</b>	<b>\$ 40,747.00</b>	<b>\$ 39,391.00</b>	<b>\$ -</b>
Office Supplies	5311	\$ 1,000.00	\$ 500.00	\$ 187.00	\$ -
Small Computer Equipment	5353	\$ 2,500.00	\$ -	\$ -	\$ -
<b>Supplies total</b>		<b>\$ 3,500.00</b>	<b>\$ 500.00</b>	<b>\$ 187.00</b>	<b>\$ -</b>
Management Consulting	5415	\$ -	\$ -	\$ -	\$ 670,000.00
Other Prof Services	5419	\$ -	\$ -	\$ -	\$ -
Mileage	5431	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -
Travel	5432	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -
Advertising	5441	\$ 500.00	\$ -	\$ -	\$ -
Dues/Subscriptions	5492	\$ 2,000.00			
Operating Rentals	5451	\$ -	\$ -	\$ -	\$ -
Registration & Tuition	5497	\$ 5,000.00	\$ -	\$ -	\$ -
Other Miscellaneous	5499	\$ 3,500.00	\$ -	\$ -	\$ -
<b>Services total</b>		<b>\$ 13,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ -</b>	<b>\$ 670,000.00</b>
Misc Intergovernment	5519	\$ 2,477,332.00	\$ 543,877.00	\$ 950,074.00	\$ -
I/G Pymts Fed, State, Local	5520	\$ -	\$ -	\$ -	\$ -
<b>Intergovernmental total</b>		<b>\$ 2,477,332.00</b>	<b>\$ 543,877.00</b>	<b>\$ 950,074.00</b>	<b>\$ -</b>
I/F IS Service Charges	5912	\$ -	\$ -	\$ -	\$ -
I/F IS Projects	5922	\$ -	\$ -	\$ -	\$ -
<b>Interfund total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expense total</b>		<b>\$ 2,534,921.00</b>	<b>\$ 587,124.00</b>	<b>\$ 989,652.00</b>	<b>\$ 670,000.00</b>
<b>Variance</b>		<b>\$ 14,389.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## 5150POL Economic Security for All Program Guidance

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Effective Date: July 2024

Last Modified: July 2024

To communicate Economic Security for All (EcSA) program eligibility and provide guidance on Olympic Workforce Development Council (OWDC) local area implementation and procedure. EcSA supports the 2022 Legislature initiative to serve individuals below or at risk of falling below the Federal Poverty Line (FPL).

The primary goal of EcSA is to work collaboratively across local, state, and federal levels to remove job seeker barriers, especially for underrepresented populations including black, tribal, and people of color communities. The OWDC's wrap-around integrated service delivery models bundle WIOA and non-WIOA services and builds customized career plans to move individuals experiencing poverty or those in financial need into self-sufficient wage jobs.

EcSA consists of two funding sources, Governor's WIOA Statewide called Federal EcSA and state general funds called State EcSA. **These funds are measured based on:**

- Reaching target number of participants:
  - With income above their self-sufficiency goal. NOTE: not an exit-based measure, continued support for participants is encouraged to ensure they remain permanently out of poverty.
  - Enrolled in training for a career with wages starting above their unique self-sufficiency goal.
  - Enrollments who meet eligibility requirements.
- Measuring the proportion of target population EcSA participants.

### 1. EcSA Program Eligibility:

To be eligible for Federal or State EcSA, job seekers must meet basic eligibility requirements for any of the three WIOA Title I-B formula programs (Selective Service registration not required), **AND** meet one of the criteria below:

#### A. **Individuals experiencing poverty**, individuals below 200% FPL:

- Income Requirement: Must come from households earning less than 200% FPL.

#### B. **Individuals demonstrating financial need**, individuals above 200% FPL:

- Income Requirement: Must come from households earning more than 200% FPL at the time of program enrollment.
- Self-Sufficiency Status: Must be below their self-sufficiency goal or determined likely to fall into poverty, documented appropriately in case notes.
  - At risk include the below factors:
    - Recent or pending lay-off or upcoming loss of employment.
    - Change or increase in family size.
    - Loss of housing

- End of unemployment insurance payments or other public assistance
  - Status as a recent victim of domestic violence or stalking.
2. **Co-enrollment into one of the three WIOA programs or discretionary grants is encouraged but not required.** Meeting EcSA eligibility does not supplant the eligibility criteria for any other program. All eligibility criteria for those programs are required.
3. **Documentation Requirements:** In order to demonstrate eligibility, it is required to obtain the following documentation that verifies the individuals, Identity, U.S. Citizenship (or legal right to work in the U.S.), Age, and Income Status.
- All documentation is required to be housed in the statewide MIS system (ETO) in the appropriate services and entered timely and accurately.
  - **Self-Sufficiency Calculator:** Assess clients using the UW Self-Sufficiency Calculator and store data to evaluate progress towards self-sufficiency.
  - To serve individuals demonstrating financial need (above 200% FPL) includes the following (where applicable):
    - Layoff letter
    - Documentation showing the end of benefits.
    - Notice of intend to evict.
    - Self-attestation. While allowable, self-attestation is a last resort option when no other documentation is available. Self-attestation as documentation requires a detailed case note explaining the circumstances that place the applicant at risk and follows local policy 5210POL Case Note Policy (Rev1).
4. **Allowable Uses of Funds:**
- Subrecipients must ensure funds are used fairly, considering overall financial allotment, the number of clients yet to be served, and individual client needs.
  - Training and supportive services are not entitlements and must be provided on the basis of demonstrated need and individual circumstances, as documented in the participants' file.
  - Approved support services include food assistance, housing and rental support, medical and mental health care, and marketing/outreach (*see also 5400POL Supportive Services (Rev5) and 5401PRO Supportive Service Requirements*)
  - Funding for participants demonstrating financial need (above 200% FPL) may not exceed \$5,000 per participant for incentives and support services combined. This cap excludes staff support, career services, and training costs.

## References

OWDC 5220POL Case Note Policy (Rev1)

OWDC 5400POL Supportive Services (Rev5)

OWDC 5401PRO Supportive Services Requirements

State Guidance and Instruction for the State Economic Security for ALL (EcSA) Program [7000](#)

State Guidance and Instructions for Federal Economic Security for all Program [5625](#)

## **Olympic Peninsula One Stop Operator Report September 12, 2024: Comprehensive Centers – Silverdale and Sequim WorkSource One Stop Operator Ed Looby: Career Path Services**

A Title V training candidate with the SESCSEP program of AARP has been training to cover the Silverdale office front desk under Career Path Services as a host agency. She has been assisting with routine resource room needs, and plans are to move her into covering the desk solo, to allow partners to focus on outreach efforts and other program development.

Partners coordinated for a rapid response event in Clallam County August 12 and 13, focusing on a paper mill layoff in Port Angeles. These employees represent the full range of the workforce, from general labor to administrative positions. Employment specialists spoke to approximately 50 displaced workers, explaining training options, how to file for unemployment, health care plan options, and more.

Department of Services for the Blind has begun providing on-site services in the Sequim office, with hours on Wednesdays and Thursdays. They will provide services in Silverdale as needed but find the bulk of their needs are met at the Sequim center.

Olympic Community College representatives are now regularly onsite at the Silverdale offices on Wednesdays, providing assistance to customers interested in WIOA training services.

Partners continue to give glowing reviews of the WorkSource Client Referral Form and continue to give requests to improve its functionality. Most recently, a suggestion to add a referral link for NorthStar computer training is being vetted. This form nicely tracks cross references between partners, and new partners to the centers are being trained on its use. The form also allows users to track what has happened with the referral, once it's been sent. Some partners have opted to utilize the WorkSource Client Referral Form as part of their appointment intake process, and the increased data has allowed a larger sample for solid analysis.

A job fair that will have a focus for people with disabilities is still being planned for October 17 and will include employers interested in tapping into that labor pool, as well as resources for people with disabilities and services for people who are low-income. The event will be held at the Silverdale WorkSource office, with multi-partner participation in the planning and operation of the event. While the general public will be invited to attend, a window of time is expected to be made for people with disabilities to have priority in advance of opening the doors to the public. This can help people with mobility issues maneuver without having to navigate crowds and can offer a less hectic environment for those with neurodivergent issues or social anxiety.

### **Employment Services**

The employment specialists have been busy providing hiring and interview opportunities for business and seeker, alike.

#### **In the three-month period of July, August, September, there were:**

Six job fairs, with an attendance of 166.  
Thirteen interview days for 42 invited job seekers.

#### **Year-to-date there have been:**

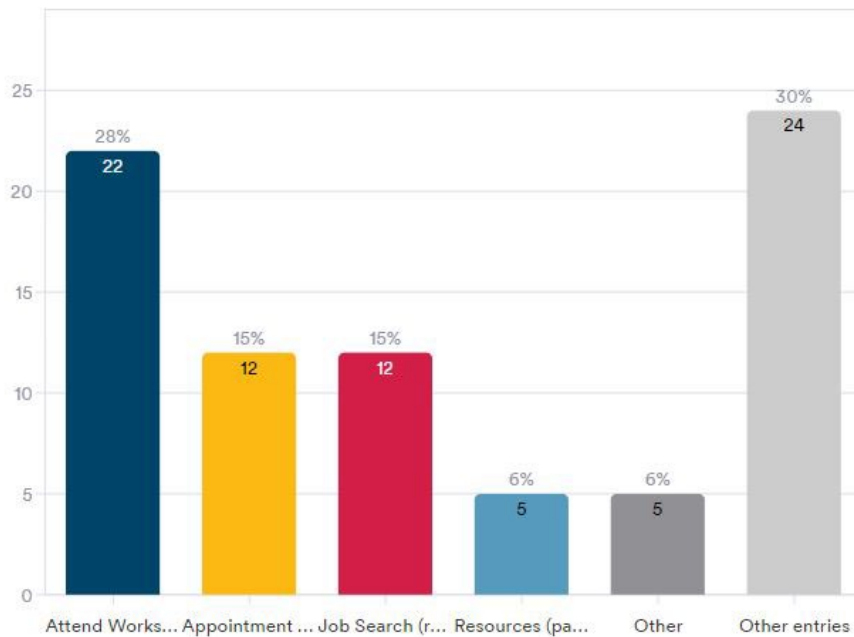
Seventeen job fairs, serving 429 job seekers.  
Fifteen interview events for 85 job seekers, by invitation.

## Customer Satisfaction

All of the customer service responses for the Olympic region were rated as “Very Satisfied”. The centers are still offering services both virtually and in person. Ratings for virtual services were 78% Very Satisfied for Accessibility, 84% Very Satisfied for Responsiveness and 84% Very Satisfied for Communication. For in person services, all but 4 of the responses rated the facilities as Very Satisfied in the areas of Accessibility, Safety and Cleanliness. All respondents said they would refer a friend to the center for service.

Please select the service(s) you came in for:

80 Responses- 4 Empty



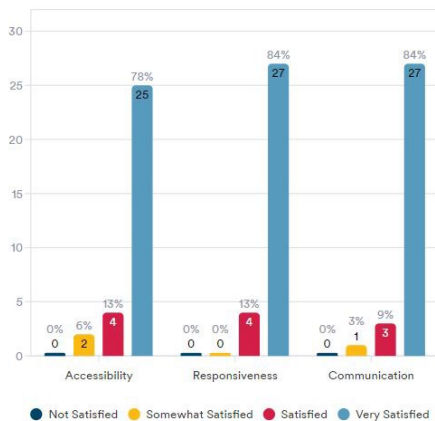
Please rate your overall experience at WorkSource:

56 Responses



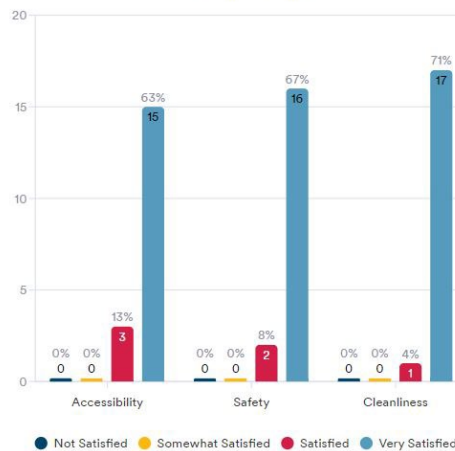
Please rate your virtual experience

32 Responses- 24 Empty



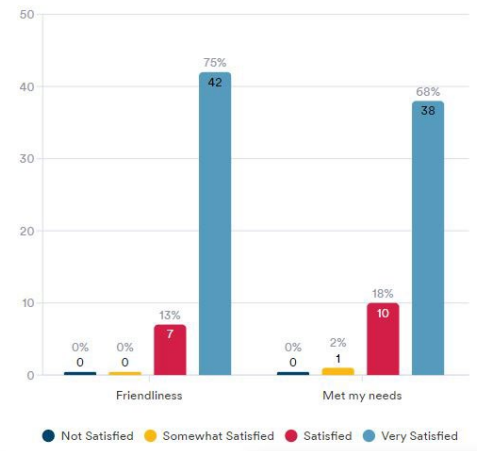
Please rate the facility:

24 Responses- 32 Empty



Please rate the staff you worked with today

56 Responses



**EXECUTIVE COMMITTEE**

Chair - Marilyn Hoppen, *SVP Human Resources Kitsap Bank*

Vice Chair - Monica Blackwood, *CEO/President West Sound Workforce*

Jessica Barr, *Regional Director Washington State Employment Security Dept.*

Cordi Fitzpatrick, *Human Resources Director Security Services Northwest*

Chuck Moe, *Field Rep Northwest Laborers-Employers Training*

**COUNCIL MEMBERS**Business Members

Nicholas Gianacacos, *Program Manager General Dynamics NASSCO*

Daniel Stegier, *CEO/President Lumber Trades, Inc*

Gillian Niuman, *Human Resources People Support Services*

Nicole Brickman, *Human Resources Director YMCA Kitsap*

Gregory Dronkert, *CEO/President Pacific Mobility Group, Inc.*

Peter Johnson, *HR Manager McKinley Paper Company*

Heidi Lamprecht, *Co-Founder Paella House Franchisees and Training*

Matthew Murphy, *President/CEO South Kitsap Chamber of Commerce*

Lisa Donlon, *General Manager Windermere Commercial*

Megan Mason-Todd, *Workforce Development Director Snookum*

Economic Development Members

Colleen McAleer, *Executive Director Clallam Economic Development Co.*

Cindy Brooks, *Executive Director Team Jefferson EDS*

Labor Members

Rusty Grable, *Business Rep & Organizer Machinist Union District 160*

Neal Holm, *Electrician and Membership Development IBEW 46*

Business Members

Dr. Suzy Ames, *Peninsula College President*

Dr. Marty Cavalluzzi, *President Olympic College*

Education K-12 Members

Aaron Leavell, *OESD #114 Superintendent*

Dr. Kareen Borders, *South Kitsap School District*

Kevin Gallacci, *General Manager Clallam Transit System*

Public Service Members

Gina Lindal, *Administrator Department of Social and Health Services*

Community Based Members

Anthony Ives, *Executive Director Kitsap Community Resources*

Jeff Randal, *Secretary District 1 Jefferson PUD*

**YOUTH COMMITTEE MEETING AGENDA**

DATE: September 12, 2024

TIME: 9:00 a.m. – 9:50 a.m.

LOCATION: Virtually via [ZOOM](#) or in-person at Jefferson County Library-620 Cedar Ave, Port Hadlock

**ACTION ITEMS:**

1. Call to Order – 9:02 a.m.
2. Approval of Agenda
3. Approval of Meeting Minutes from July 11, 2024 (Att. A)

**DISCUSSION ITEMS:**

4. Evergreen Bright Start Youth Supportive Housing Project-Jill Stanton, Executive Director Bremerton Housing Authority
5. Career Connected Learning updates
6. WIOA Youth Pathways to Success updates
7. Youth Resource Round-Up (Att. B)
8. Good of the Order
9. Adjourn

## Attachment A

### OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC) YOUTH COMMITTEE SUMMARY July 11, 2024

**ATTENDANCE:** Jeff Allen, Emily Manson, Dr. Kareen Borders, Tiffany Skidmore, Cindy Brooks, Cynthia DeHope, and Bill Dowling

The Olympic Workforce Development Council's (OWDC) Youth Committee meeting was held on Thursday, July 11, 2024, Hybrid-WorkSource Kitsap and ZOOM

#### **APPROVAL OF SUMMARY:**

The Youth Committee's March 14, 2024, Meeting Minutes and July 11, 2024, Agenda was reviewed and approved with March 14<sup>th</sup> meeting minutes amendment to the following:

#### **1.a. CCL Manager position in Port Townsend and Port Orchard.**

#### **DISCUSSION**

##### **1. CCL Update**

- a. `CCW Networks Expansion Plan (9) drafts focus on four high-demand sector strategies:
  - i. Construction, Healthcare, Maritime, and Computer Science.
- b. Recent collaborative efforts include:
  - i. NW Maritime Career Fair-over 90 attendees (families and High School Students)
  - ii. Jefferson Library and Healthcare professionals-Information sessions on healthcare pathways.
  - iii. Neah Bay-Computer Science and Coding
  - iv. BIPOC Excursions-Cultural significance within culinary.
- c. CC Council will launch later this summer once vacant positions are filled.
- d. STEM like ME
  - i. Middle school students and professionals onsite for interactive sessions.
  - ii. Over 2500 students participated.
  - iii. Students found it very informative.

##### **2. Pathways Update**

- a. Olympic Consortium awarded OESD with 4-year WIOA Youth Program contract.
- b. Expanding statement of work.
- c. Federal EcSA program going well, especially for those looking for assistance with graduate programs.
- d. Ordered computers for participants who successfully exit the program.
- e. New WEXs-Port Townsend Film Festival, Golf course, and Food Bank Growers Farm Network.
- f. Participating in Early Head Start orientations.

##### **3. General Updates**

- a. Kitsap Open Doors gathering resources and discussing design and model.
- b. Open late fall school year of 2024/2025.

- c. Evergreen Bright Start
  - i. 28-unit complex for 18–24-year-olds received occupancy permit.
  - ii. Community benefit organizations will be onsite a couple days a week:
    - OESD, KMH, Scarlett Road, Coffee Oasis, and Peninsula Community Health.

#### **4. Youth Round-Up**

- a. Reviewed information in packet.

#### **ADJOURN**

There being no further business to come before the committee, the meeting was adjourned at 9:50 am.

**Next Meeting: September 12, 2024**



**Attachment B**



## Youth Resource Round-Up

- USDOL is releasing a 4<sup>th</sup> and 5<sup>th</sup> round of [funding for Re-entry Employment Opportunities](#) – applications are due October 1<sup>st</sup> by EOD ET. Eligible entities include non-profits (with or without a letter of 501(c)3), county or city governments, tribal entities, etc.



## Strategic Workforce Development Coalition

Chair – Molly Propst, *Human Resources Executive, Jefferson Healthcare*

### COUNCIL MEMBERS

Alex Lewis, *North Olympic Healthcare Network*

Chuck Moe, *NW Laborers*

Cordi Fitzpatrick, *Security Services NW*

Danny Steiger, *Lumber Trades, Inc.*

Gina Lindal, *Dept. of Social & Health Services*

Jeff Allen, *Olympic Educational Service District #114*

Jessica Bar, *Employment Security Department*

Marilyn Hoppen, *Kitsap Bank*

Megan Mason-Todd, *Skookum*

Monica Blackwood, *West Sound Workforce*

Nicole Brickman, *YMCA*

Michael Refuerzo, *Booz Allen*

### CONTRIBUTING MEMBERS

Danessa Gray, *Olympic College*

Deanna Kennedy, *Western Washington*

Ezekiel Hill, *Dept. of Social & Health Services*

Joe Morrison, *Kitsap Economic Development Alliance*

Kristal Thomas, *Express Employment Professionals*

Marty Reep, *Navy Lab Keyport*

Mike Robinson, *Employment Security Dept.*

Phillip Godinez, *Kitsap Community Resources*

Wendy Fox, *Olympic College*

### STAFF

Bill Dowling

Alissa Durkin

Luci Bench

## Meeting Agenda

**DATE:** August 16, 2024

**TIME:** 9:00 a.m. – 10:30p.m.

**LOCATION:** Virtually: [Microsoft Teams](#)

In-Person: WorkSource Clallam, 810 West Brackett Rd.

### ACTION ITEMS:

1. Call to Order – 9:00 a.m. and Welcome
2. Approval of June 7, 2024 Meeting Minutes (Att. 2, pgs. 2-3)

### DISCUSSION ITEM:

3. Business Discussion – Training and Education Opportunities July 22, 2024 Meeting Notes (Att. 3, pgs. 4-7)
  - a. Resource Tool Kit
  - b. Business Survey – OWDC Marketing (Att. 3.b., pgs. 8-9)
  - c. Employer Education Workshop
4. Good of the Order
  - a. Looking forward December 20<sup>th</sup> meeting
5. OWDC 2024 Calendar (Att. 5, pg. 10)
6. Adjourn

Next Meeting: Hybrid October 18, 2024 - Kitsap



## Strategic Workforce Development Coalition

### Meeting Minutes June 21, 2024

#### ATTENDEES:

IN-PERSON: Wendy Fox, Danessa Gray, Una Wirkebau, Frank Portello, Ed Looby, Marilyn Hoppen, Bill Dowling, and Luci Bench

VIRTUAL: Cordi Fitzpatrick, Jessica Barr, Molly Propst, Michael Refuerzo, Gina Lindal, Cindy Brooks, Mike Robinson, Chuck Moe, John Hjorten, Deanna Kennedy, Marty Reep, Renee Lafreniere, Phillip Godinez, Colleen McAleer, Doug Washburn and Alissa Durkin.

#### ACTION ITEMS

1. Call to Order: 9:02am
2. Approval of April 12 Meeting Notes

**MOTION:** Marilyn Hoppen moved to approve April 12 meeting notes as presented. Jessica Barr seconded the motion. **Motion carried unanimously.**

#### DISCUSSION ITEMS:

3. Women Focus Employment Event June 7<sup>th</sup> – Frank Portello reported out the Coalitions first event! Hosted at the Silverdale Haselwood YMCA, provided by OWD council member Nicole Brickman. The event focused on providing employment resources, strategies, and empowering women who are entering, re-entering the workforce, it included resources for updating resumes, financial literacy, educational support, mock interviews, entrepreneurship, business attire, and professional appearance. There were 11 booths and approximately 20 women in attendance. Monica Blackwood presented our keynote speaker, at the event, Vicki Collins. Molly Propst successfully wrapped up the purpose of the event. Survey requests were all positive.
  - a. Una asked about follow-up after the event with the events participants, which hadn't been addressed and will be an item of discussion for the event coordinators.
  - b. Bill asked about duplication of the event in Clallam or Jefferson County. Una volunteered to lead the coordination of the same type of event in September (TBD).
  - c. Attendees also suggested events focused on different populations and having an event out in Forks or Neah Bay perhaps with the tribes. Further outreach to tribal partners will be conducted to see if options are available to host events.
4. Educators connecting with Businesses – Wendy Fox reported out the work Olympic College (OC) is doing to build programs centered on business needs. The OC Workforce Development team has advisory committees that include industry business members to help drive the discussion and provide feedback on what programs are needed. OC also

conducts need assessment surveys with businesses. The process to stand up a new program can take a year to develop and operationalize. Deanne Kennedy with Western Washington University (WWU) shared commonalities. WWU has advisory committees with industry business members, and periodic internal and external needs assessments on skills needed in specific industries and whether WWU has courses to address the skill gaps. WWU also engages industry professionals as guest lecturers and conducts a five-year review.

- a. Panel Questions and Discussion:
  - Michael Refuerzo asked about extending partnerships with local industry to support program development not just advisory members. Renee offered that OC provides internal professional development so faculty engage in industry practices.
  - Discussion on programs that are great examples of work already being conducted in this space, i.e., Naval Shipyard Apprenticeships, Poulsbo campus healthcare initiative.
  - Bill notes the On-the-Job training, Work Experiences, and Incumbent Worker training options available through WorkSource.
  - Both OC and WWU have metrics available through their websites and really work hard to provide current
- b. Molly brought up the great partnership that was taking place and the excitement of the coalition further building upon better service our businesses.
- c. Cordi asked if there are discussions or educational opportunities for businesses to learn how to handle employees or candidates with mental health barriers. Opportunities for the coalition to provide resource guide to small businesses who don't have Employee Assistance Programs. Colleen furthered the discussion with data/statistics from DSHS about employee's mental health. Una offered that subject is part of the Recompete grant and she would like to see how the coalition (OWDC) can partner. Ed brought up the need to help employers understand struggling populations. Luci will send out a survey to see if there is interest from coalition members to further this specific topic.
5. Good of the Order – Frank asked if there were business members who would benefit from job training discussion in order to do develop On-the-job, work experiences, internships, or apprenticeships. Potential part of a smaller business group discussion.
6. Calendar – reviewed, Luci asked for volunteers to host the August 16 coalition meeting. Thank you to Jefferson County Library for hosting today's meeting.

Adjourn: 10:17am

Next meeting: Hybrid Augst 16<sup>th</sup>, location TBD.



## Strategic Workforce Development Coalition

### Business – Training & Education

#### Survey Results

On-the-job Training Work Experience Or Incumbent Worker	5
Mental Health Employer Education	3
Employer Training Options	1

#### Mental Health Resources for Employers – July 11<sup>th</sup> OWDC Meeting

- Sonja Muir, DVR Business Specialist – Ppt available

#### Proposed Focus for this group–

- What resources or organizations are available to help me (as an employer) write a job description?
- Using the job description, what training and education resources are available to
  - Upskill or re-skill current employees
  - New Hire training and development

#### Employee or Position Job Descriptions and Available Training Opportunities

- [Education Design Lab \(eddesignlab.org\)](https://eddesignlab.org) – Bill

#### July 22<sup>nd</sup>, 2024 Meeting Notes

- Reviewed Mental Health Presentation, uploaded to TEAMS files
- Brief introduction on purpose of the group's discussion (see above in Proposed Focus).
- Review of Education Design Lab; free website where anyone can build a job description.
  - Attendees offered several different job description builders. Action item listed below.
- Discussion on using job description builders and then what?
  - Survey business on need? Bill mentioned using OWDC's marketing group to push a Business Needs Assessment, with a focus on today's topic. Action item below.
    - Partner with local Economic Development Councils
    - What data has already been collected?
    - Use the current attendees (maybe include the coalition) to survey need, pain points: added in chat and included below.



## Strategic Workforce Development Coalition

### Business – Training & Education

- Often, we hear that a business has a need yesterday. What resources are available to them?
- Discussion about educating employees are the resources that are available as well as the training and education opportunities. Work for the coalition?
- Building a resource tool
  - Job Description Builders
  - Education and Training Options
  - Internships

#### **ACTION ITEMS:**

- Build an Employer Resource Tool Kit
  - See TEAMS, Luci's created a Word doc with job description builder, training, and Internship links.
  - ALL – add links
- Survey Concept – Bill will look into options with OWDC Marketing firm
- Employer Education Workshop
  - See TEAMS

#### **Meeting Chat:**

##### Refuerzo, Michael

Here are some positions we are looking to grow.

- Software Developer
- Mechanical Engineer
- Electrical Engineer
- Project Management
- Mechanic (Focus of undersea and surface vessels)
- Building Manager (Facility Mgmt)
- IT (Focus on Tier 1 to Tier 3 support)
- Cybersecurity (Focus on ISSM level skills)

##### Robinson, Michael

Lack of awareness in WorkSource services: **WorkSource business services**

WorkSource is a partnership of organizations, including the Employment Security Department, that is committed to developing a workforce with the skills your business needs.

Our business solutions professionals can help you make connections to grow and sustain your business, including:

- Workforce planning.
- Labor market data.



## Strategic Workforce Development Coalition

### Business – Training & Education

- Online recruitment tools at WorkSourceWA.com.
- Staffing resources, including job fairs and hiring events.
- Tax incentives.
- Worker training.
- Layoff aversion and/or assistance.

WorkSource services are free to employers thanks to careful stewardship of public funding and leveraged resources. Please take time to watch this video on [WorkSourceWA.com and WorkSource services](#).

[Login to your WorkSource Employer Account](#) | [Post a job](#) | [Watch the WorkSourceWA.com video](#) | [Talk to a WorkSource Business Solutions Professional](#) | [WorkSource frequently asked questions](#)

#### Employer incentives

- [Worker Opportunity Tax Credit \(WOTC\)](#)
- [Incentives for hiring veterans](#)
- [Federal bonding](#)
- [On the job training \(OJT\)](#)

#### Staffing resources

- [Advertise your jobs for free](#)
- [Search for talent](#)
- [Hire a veteran](#)
- [Contact a business solutions professional](#)
- [Find information on the H-2A agricultural program](#)

#### Thomas, Kristal I.

- Positions extremely hard to fill for us because the candidates do not have the skill are: Construction/Carpentry/Woodworking, Mechanics, HVAC, Tech Savvy Office Assistants with high customer service, Sales.
- Kitsap Internship Programs I know of: Coffee Oasis, Kitsap Regional Library, Olympic College, Workforce Ready Initiative

#### Robinson, Michael

#### [Bridging Washington State's Skills Gap - Washington Workforce Portal](#)

#### Bridging Washington State's Skills Gap

Washington Workforce Portal is helping bridge the skills gap every day by connecting students to work-based learning opportunity from our state's employers. Connect today!

#### Thomas, Kristal I.

Action Item: Resource Page for Training Programs and Internship Opportunities

#### Refuerzo, Michael

1. Get you (Luci) a list of the job positions or skills we are looking to fill within the next few years.



*Strategic Workforce Development Coalition*  
**Business – Training & Education**

Attachment 12

Thomas, Kristal I.

Love the idea of a resource fair/workshop for businesses on this topic. Maybe partnering with Chambers and KEDA



# 2024 Meetings

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	9	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## OCB Meeting (3rd Fridays)

10am-12pm

January 19  
March 15  
July 19  
September 20

## OCB - OWDC Joint Meeting

9am-12pm

May 17  
November 15

## SWD Coalition Meeting (3rd Friday)

9-10:30am

April 12  
June 21  
August 16  
October 18  
December 20

## OWDC Meeting (2nd Thursday)

10am-12pm

January 11  
March 14  
July 11  
September 12

## Executive Meeting (2nd Tuesdays)

10am-12pm

January 9  
March 12  
May 14  
July 9  
September 10  
November 12



# Olympic Consortium Board & Olympic Workforce Development Council



## Olympic Consortium Board

### **Clallam County Commissioner**

Randy Johnson - Chair

### **Kitsap County Commissioner**

Charlotte Garrido - Vice Chair

### **Jefferson County Commissioner**

Greg Brotherton

## OWDC Executive Committee

Chair - Marilyn Hoppen, *SVP Human Resources*

*Kitsap Bank*

Vice Chair - Monica Blackwood, *CEO/President*

*West Sound Workforce*

Jessica Barr, *Regional Director Washington State*

*Employment Security Dept.*

Cordi Fitzpatrick, *Human Resources Director*

*Security Services Northwest*

Chuck Moe, *Field Rep Northwest Laborers-*

*Employers Training*

## Staff

Bill Dowling, OWDC Director

Alissa Durkin, OWDC Program Supervisor

Luci Bench, OWDC Program Analyst

Edward Looby, One-Stop Operator

Doug Washburn, Kitsap County Human

Service Director

## MEETING AGENDA

DATE: November 15, 2024

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: Field Arts & Events Hall

219 N. Oak St., Port Angeles, WA 98362

[Microsoft TEAMS](#) | 1-253-617-4979 PIN 574124637

## ACTION ITEMS:

1. Call to Order – 10:00 a.m. and Welcome (Field Hall - Steve)
2. **OWDC – Marilyn Hoppen**
  - a. Approval of November 15 Agenda
  - b. Approval Sept. 12 OWDC Meeting Minutes (Att. 2.b., p. 2-4)
  - c. Approval of Policy Updates 3100 & 1500 (Att. 2.c., p. 5-9)
  - d. Approval of 2025 Calendar (Att. 2.d., p. 10-11)
3. **OCB – Commissioner Johnson**
  - a. Approval of Sept. 20 OCB Meeting Minutes (Att. 3.a., p. 12-13)
  - b. Nominations of 2025 Olympic Consortium Board Chair
    - i. Affirm OCB 2025 Chair
  - c. Approval of 2025 Calendar (Att. 2.d., p. 10-11)
  - d. Reappointment of OWDC Members (Att. 3.d., p. 14-18)
4. Recognition and Appreciation of Service – Charlotte Garrido

## DISCUSSION ITEMS:

5. Veterans Spotlight – Alissa Durkin
6. Workforce Development Year in Review (Att. 6, p. 19-28)
7. OWDC Director Report Out – Bill Dowling
8. One-Stop Operator Report Out – Ed Looby (Att. 8, p. 29-32)
9. PY23-24 Performance Reports (Att. 9, p. 33-39)

## COMMITTEE DEBRIEF:

10. Youth Committee Report (Att. 10, p. 40-43)
11. SWD Coalition Report (Att. 11, p. 44-50)
12. [Public Comment](#)
13. Good of the Order
14. 2024 Calendar (Att. 14, p. 51)
15. Adjourn – Tour Field Hall

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL  
MEETING MINUTES  
September 12, 2024**

**ACTION ITEMS:**

OWDC quorum for today's meeting was affirmed and recorded at 10:06 a.m.

1. **CALL TO ORDER** The Olympic Workforce Development Council (OWDC) meeting was held virtually via Zoom and in-person at Jefferson County Library September 12, 2024. Marilyn Hoppen, Chair, called the meeting to order at 10:06 a.m.

2. **APPROVAL of September 12 Agenda**

**Motion:** Jeff Allen moved to approve the agenda as presented. Monica Blackwood seconded the motion. **Motion carried unanimously.**

3. **APPROVAL OF MINUTES July 11 Meeting (Att.)**

**Motion:** Gina Lindal moved to approve the minutes as presented. Monica Blackwood seconded the motion. **Motion carried unanimously.**

4. **APPROVAL OF 2025 Olympic Consortium Budget**

**Motion:** Jeff Allen moved to approve the 2025 Consortium Budget as presented. Monica Blackwood seconded the motion. **Motion carried unanimously.**

5. **APPROVAL OF EcSA Program Eligibility and Guidance Policy (Att.)**

**Motion:** Alex Lewis moved to approve the EcSA Program Eligibility and Guidance policy as presented. Jim Fetzer seconded the motion. **Motion carried unanimously.**

**DISCUSSION ITEMS:**

6. **Evergreen Bright Start Supportive Housing Project - Jill Stanton (Att.)**

Jill shared an overview of the Evergreen Bright Start project, 30-unit apartment complex in Bremerton, housing young adults aged 18 – 24, providing support for housing and other barriers. 24-units will be for residents, 6 will house the onsite support services. Other partners will provide onsite services including, mental healthcare, life skills training, and more providing a holistic approach in stabilizing housing. Jill discussed 4 focused areas for all initiatives and this project grew from a lack of housing and working with partners in meeting the needs of young adults, as well as the guiding principles for all initiatives. Bremerton Housing Authority recognized that housing authorities need to be involved in all continuums of housing for successful outcomes. There has been a positive response from the community. Additional support services will be offered:

- Case management, moving assistance, working with different partners to support various aspects of services.

BHA is working to get all permit requirements completed.

- Able to leverage funding, building purchase was fully funded

- Final stages of making upgrades required when transitioning residential properties to commercial properties.

#### **7. Community Reinvestment Funds (CRF) Small Business Grant**

Luci discussed the commerce reinvestment funds (CRF) that allows a portion to be used for business services. OWD staff created an application for BIPOC small business grants for the Clallam, Jefferson, and Kitsap Counties for assistance with skills development, equipment. Completed the internal review and currently under external review, 25 applications being reviewed. 5 small businesses will be awarded up to \$50,000 starting in October.

#### **8. Business Workshop Ideation**

Luci discussed during the SWD coalition meeting and discussion on creating workshops to work with businesses to enhance skills and support different operational needs. Discussed with the members about being involved in the process and establishing partnerships to offer workshops and resources.

- Ideas offered on remote working conditions, hiring differently abled persons, and changes in educational pathways, i.e. certifications over degrees.

#### **9. OWDC Director Report Out – Bill Dowling**

Bill shared, updates on performance numbers. WWA working with the state \$12million ask. WWA conference taking place in Tacoma in November, will be focused on workforce populations. WIOA reauthorization has not happened and a restrictive bill passed but it does not appear to be moving forward successfully. Currently, working on budget and looking to bring on additional staffing in the local area and managing \$6 million and need to bring on additional staff support. OWDC and ESD discussed during the commerce meeting on how CRF has been used, co-enrollments, and discussed the Wooden Boat School program participants and will be graduating Friday, September 13.

#### **10. One-Stop Operator Report Out – Ed Looby**

Ed shared the attached report out.

### **COMMITTEE DEBRIEF**

#### **11. Youth Committee Report (Att.)**

Jeff Allen shared that the committee shared their collective excitement for the Evergreen Bright Start Supportive Housing Project. Pathways update – Increase in young adults in need. Kitsap County since June has seen a dozen enrollments and seeing non-eligible for WIOA services coming in for assistance. Labor markets getting tighter and young adults are struggling in finding employment. EcSA and DVR co-enrollments are increasing as well and shared a WIOA success story.

Jeff also shared that some EcSA participants that have lost state aid and have been able to leverage funding to support those individuals in the WIOA program.

The Evergreen Right Start project is a collaboration between, Bremerton Housing Authority, Kitsap Community Resources, and Kitsap Mental Health has initiated the purchase of new 30-unit complex that will provide permanent supportive housing for youth. Jeff is hoping it will be ready by June 2024. On-site partners will be available to provide support. Late April ribbon cutting and being recognized as a model throughout the state. Currently, working on policy and enrollment policies. Will provide more updates in the next meeting.

West Sound Stem supportive worksite tours visited St. Michaels to help youth recognize the different opportunities available and see firsthand. Stem-Like Me project, starting in middle school given students experience different career pathways. Expanding starting age and pathways. Career Connect builder grants, different organizations to collaborate together to create career launch programs and career exploration pathways. Career connect website, applications due October 13th.

## **12. SWD Coalition Report**

Molly Propst – Brasfield shared takeaways from the meeting. Revisited previous conversations and highlighted the resource tool kit and could be shared with employers and Chambers of Commerce. Discussed pushing out surveys or using existing surveys and the results, discussed streamlining survey results and turning them into actionable steps, in addition to focusing on inclusivity. Discussed leveraging advisory groups and the information provided through those groups, and reeducation of businesses, candidate needs, and college programs.

- Discussed the first women’s employment workshop event and the upcoming workshop is taking place in October due to the first events success. The upcoming Women’s workshop will be held at The Hub in Port Angeles, 10:30 – 1p.m and will include a leading change panel discussion.

## **13. 2024 Calendar (Att.)**

## **14. Public Comment: None**

**NEXT MEETING:** The next joint OWDC & OCB meeting is November 15, 2024, TBD

**ADJOURNMENT:** There being no further business to come before the Council, the meeting was adjourned at 11: 36 a.m.

## 3100POL Allowable Costs, Classification of Costs and Prior Approval Policy

Effective Date: July 2015

Last Modified [September 27, 2024](#)~~November 2017~~

### Policy~~Allowable Costs~~

The policy of the Olympic Consortium is to follow the allowable cost requirements stated in the 2 CFR 200; the Workforce Innovation and Opportunity Act and its regulations, and state policies.

Some equipment and capital expenditures are allowable only if approval is granted prior to the purchase. In accordance with 2 CFR 200, Employment Security requires that all entities receiving WIOA funds request and obtain prior approval for all single item equipment and capital improvement purchases that cost \$105,000 or more.

### **§ 200.403 Factors affecting allowability of costs.**

Except where otherwise authorized by statute, costs must meet the following general criteria ~~in order to~~be allowable under Federal awards (Costs must additionally meet criteria for being reasonable (2 CFR 200.404) and allocable (2 CFR 200.405) (For specific allowable costs, see 2 CFR 200.400):

- a. Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
- b. Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- c. Be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the non-Federal entity.
- d. Be accorded consistent treatment. A cost may not be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- e. Be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in this Part.
- f. Not be included as a cost or used to meet cost sharing or matching requirements of any other federally financed program in either the current or a prior period. ~~See also § 200.306 Cost sharing or matching paragraph (b).~~
- g. Be adequately documented. See also §§ 200.300 Statutory and national policy requirements through 200.309 Period of performance of this Part.
- h. Be incurred during the approved budget period; Federal awarding agencies are authorized, at their discretion, to waive prior written approvals to carry forward unobligated balances to subsequent budget period.

### Allowable Costs

- a. Expenditures of WIOA funds are allowable only for activities permitted by the WIOA Title I and related regulations. Allowable activities include basic, individualized and follow-up career services, training services, and supportive services.
- b. Allowable basic, individualized, follow-up and training services are described in WIOA Law Section 134(c) (2) and (3).
- c. Allowable supportive services and needs-related payments funds use are described in Section 134(d) (2) and (3) and in WIOA Title I Policy 5602, Revision 5 – Supportive Services and Needs-Related Payments.

- d. [Allowable activities for the youth program are detailed in WIOA Law Section 129.](#)
- e. [Allowable incentive payments to Title I participants are described in WIOA Title I Policy 5621 Revision 5 – Incentive Payments to WIOA Title I Participants.](#)
- f. [Allowable stipend payments to Title I youth participants are described in WIOA Title I Policy 5622 – WIOA Title I-B Youth Stipends. General principles and guidance on selected items and on allowable and unallowable costs are provided in 2 CFR Part 200; prohibited activities are specified in Sections 683.235 through 683.270 and Section 679.410 of the Rules.](#)

### **Classification of Costs**

Costs are classified as direct or indirect costs according to 2 CFR 200.400. All costs will be consistently classified ~~in order to~~ avoid any duplicates within the system. All direct costs will be identified with the principles of the Direct Costs, 2 CFR 200.413. All indirect costs will follow the Indirect Costs, 2 CFR 200.414 principles.

### **Prior Approval**

Some equipment and capital expenditures are allowable only if approval is granted prior to the purchase. The Olympic Consortium requires all entities that receive Consortium funds request and obtain prior approval for all single item equipment and capital improvement purchases that cost \$~~10,5~~0,000 or more. This request must be in writing and detail not only the item(s) description and cost but the reason for the proposed purchase. The request will be forwarded to the grantor agency, Washington State Employment Security Department, [using the Request for Approval Form](#) for acceptance or rejection, [to esdgpworkforceinitiatives@esd.wa.gov](mailto:esdgpworkforceinitiatives@esd.wa.gov).

### **REFERENCES**

[Cost Principles, General Provisions, Code of Federal Regulations Title 2, Subtitle A, Chapter II Part 200, 2 CFR ~~§200.400~~ Direct and Indirect \(F&A\) Costs, Direct Costs, Code of Federal Regulations Title 2, Subtitle A, Chapter II Part 200, 2 CFR ~~§200.413~~](#)

[Direct and Indirect \(F&A\) Costs, Indirect \(F&A\) Costs, Code of Federal Regulations Title 2, Subtitle A, Chapter II Part 200, 2 CFR ~~§200.414~~](#)

[Factors affecting allowability of costs, Basic Considerations, Code of Federal Regulations Title 2, Subtitle A, Chapter II Part 200, 2 CFR ~~200.403~~ WIN 5260, Revision 5](#)

[Public Law 113-128](#)

[20 CFR Part 683.200](#)

[2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as amended on April 4, 2024](#)

[2 CFR Part 215 - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations \(OMB Circular 110\)](#)

[2 CFR Part 220 - Cost Principles for Educational Institutions \(A-21\)](#)

[2 CFR Part 225 - Cost Principles for State, Local, and Indian tribal Governments \(A-87\)](#)

[2 CFR Part 230 - Cost principles for non-profit organizations \(A-122\)](#)

[Federal Register Vol. 65, No.124, Resources Sharing for Workforce Investment Act One-Stop Centers](#)

[Generally Accepted Accounting Principles \(GAAP\)](#)

[WIOA Title I Policy 5602, Rev. 5 – Supportive Services and Needs-Related Payments](#)

[WIOA Title I Policy 5621, Rev. 5 – Incentive Payments to WIOA Title I Participants](#)

[WIOA Title I Policy 5622 – WIOA Title I-B Youth Stipends](#)

## 1500POL Fraud

Effective Date: March 2016

Last Modified: [September 27, 2024](#)~~May 2017~~

### Purpose:

This policy applies to all Workforce Innovation and Opportunity Act programs. It describes the fraud policy and procedures that the Olympic Consortium and its service providers will follow.

### Background:

Department of Labor 20 CFR Section 683.620 and TEGL ~~15-232-12~~ provide expectations and requirements for reporting information and complaints involving criminal fraud, waste, abuse or other criminal activity that must be reported immediately through DOL's Incident Reporting System to the OIG.

The [Incident Report \(IR\) form, Office of Inspector General \(OIG\) 1-156](#), is the official form to be used for reporting allegations of criminal and other illegal or improper activities in WIOA funded programs. When the OIG receives an IR, they determine whether the allegations have merit and, when appropriate, conduct or arrange for an investigation and/or audit. If the OIG determines that the case does not have investigative or audit merit, the case is ~~referred back~~[referred](#) to DOL for resolution.

No action will be taken against any individual who discloses information concerning criminal or improper activities or makes a valid complaint to proper authorities. These individuals may remain anonymous. If an individual believes that his/her position will be compromised by reporting information through the IR system, he/she may send the report directly to the OIG or the DOL Office of Financial and Administrative Management (OFAM).

### Policy:

It is the policy of the Olympic Consortium and its subrecipients to immediately report information or complaints regarding fraud, waste, abuse, or mismanagement of funds.

1. Internal controls must be in place to prevent the possibility of fraudulent activity within the organizations of the Consortium and its subrecipients. However, if the known or suspected activity of fraud is related to the organization, this information should be immediately reported to the Consortium Director or management unrelated to the activity.
2. Appropriate actions will be taken immediately to stop the fraudulent activities, safeguard remaining assets and records and prevent future instances from recurring, including personnel action if necessary.
3. Whenever the entity reporting the allegation of an incident believes that immediate action to prevent further financial loss or other damage is necessary, or recovery of funds or property may be impeded if immediate action is not taken, the reporting entity has the responsibility to take any action it deems appropriate, including contacting the local law enforcement agency. Any immediate action taken or planned by the reporting entity must be reported to the Employment Security Department (ESD) when the incident report is submitted.
4. All incident reports, emergency or other, must be sent to ESD and the OIG using the contact information provided below. The Consortium and our subrecipients will use the IR (OIG 1- 156)



form as provided by the Department of Labor to immediately document and report suspicions, allegations or complaints involving:

- a. WIOA-related fraud;
- b. Misfeasance, nonfeasance or malfeasance;
- c. Misapplication of funds;
- d. Gross mismanagement;
- e. Employee/participant misconduct; or
- f. Other potential or suspected criminal action.

\*See link to the Hotline Online Complaint Form in the contact info provided under item 7 below.

5. Situations involving imminent health or safety concerns or the imminent loss of funds exceeding \$50,000 are considered emergencies and must be immediately reported to ESD and the OIG using the most expedient venue listed below.
6. All subrecipients of the Consortium shall also adhere to the state and federal reporting requirements noted above for all incidents of fraud as detailed in this policy, as well as notifying the Olympic Consortium immediately of any suspected fraud.
7. Report Submission. All incidents must be reported to each of the following entities either by phone, mail or email:

#### Olympic Consortium

Olympic Consortium  
614 Division Street MS-23  
Port Orchard, WA 98366  
360-337-5777  
[adurkin@kitsap.gov](mailto:adurkin@kitsap.gov)

Attn: Hotline  
Office of Inspector General  
U.S. Department of Labor  
~~200 Constitution Avenue, N.W., Room S-5514~~  
~~Washington, D.C. 20210~~  
~~FAX: 202-693-7020~~  
~~1-800-347-3756 or 202-693-6999~~

#### Employment & Training Administration

Send screen shots or photos taken of each of the three OIG Hotline Portal Screens to ETA via email:

[ETAINcidentReporting@dol.gov](mailto:ETAINcidentReporting@dol.gov)

Subject line-ETA Incident Report- Washington State Employment Security Department Attn: Incident Reporting Internal Audit  
P.O. Box 9046  
Olympia, WA 98507-9046  
360-902-9206  
[ESDGPInternalAudit@esd.wa.gov](mailto:ESDGPInternalAudit@esd.wa.gov)

Office of Inspector General Hotline Online Complaint Form: <https://www.oig.dol.gov/hotline.htm>

[Hotline Complaint Form](#)

Hotline for emergency situations:  
[1-800-347-3756](tel:1-800-347-3756) or [202-693-6999](tel:202-693-6999)

#### Reference

- [Public Law 113-128, Workforce Innovation and Opportunity Act \(WIOA\) of 2014, Section 185\(b\)](#)

- [20 CFR 683.430 and 683.620](#)
- [Training and Employment Guidance Letter \(TEGL\) 15-23](#)
- [WIN 1034](#)
- [Incident Report \(IR\) form, Office of Inspector General \(OIG\) 1-156](#)

~~Department of Labor Employment and Training Administration (DOL ETA) 20 CFR Parts 603, 651, 652, 653, 654, 658, 675, 679, 680, 681, 682, 683, 684, 685, 686, 687, and 688 Workforce Innovation and Opportunity Act; Final Rule- Grant Recipient Responsibilities for Reporting Instances of Suspected Fraud, Program Abuse and Criminal Conduct, Training and Employment Guidance Letter, [TEGL 02-12](#) Grievance Procedures, Complaints and State Appeals Processes, Code of Federal Regulations Title 20, Chapter V, Subpart 683, Subpart F, [20 CFR §683.620](#) [1-156](#) Prevention of Fraud and Program Abuse— Nepotism, Code of Federal Regulations Title 20, Chapter V, Part 682, Subpart F, [20 CFR §682.118](#)~~

# 2025

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	<b>Olympic Consortium Board Meetings</b>	3rd Friday Bi-Monthly	10am-12pm
	<b>Olympic Workforce Development Council</b>	2nd Thursday Bi-Monthly	10am-12pm
	<b>OCB - OWDC Joint Meetings</b>	Spring & Fall	9am-12pm

	<b>Executive Meeting</b>	Last Tuesday Bi-Monthly	10am-12pm
	<b>Youth Committee</b>	Follows OWDC Meetings	9am-10am
	<b>SWD Coalition Meetings</b>	3rd Friday Bi-Monthly	9-10:30am

<b>Olympic Consortium Board Meetings</b>	
<b>3rd Friday Bi-Monthly</b>	<b>10am-12pm</b>

January 17, 2025  
 May 16, 2025  
 July 18, 2025  
 November 21, 2025

<b>Olympic Workforce Development Council</b>	
<b>Youth Committee</b>	<b>9am-10am</b>
<b>2nd Thursday Bi-Monthly</b>	<b>10am-12pm</b>

January 9, 2025  
 May 8, 2025  
 July 10, 2025  
 November 13, 2025

<b>OCB - OWDC Joint Meetings</b>	
<b>Spring &amp; Fall - Friday</b>	<b>10am-12pm</b>

March 21, 2025  
 September 19, 2025

<b>Executive Meeting</b>	
<b>Last Tuesday Bi-Monthly</b>	<b>10am-12pm</b>

February 25, 2025  
 April 29, 2025  
 June 24, 2025  
 August 26, 2025  
 October 28, 2025

<b>SWD Coalition Meeting</b>	
<b>3rd Friday Bi-Monthly</b>	<b>9-10:30am</b>

February 21, 2025  
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 October 17, 2025

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<b>3rd Friday Bi-Monthly</b>	<b>9-10:30am</b>

February 21, 2025  
 April 18, 2025  
 June 20, 2025  
 August 15, 2025  
 October 17, 2025

**Meeting Notes**  
**OLYMPIC CONSORTIUM BOARD**  
**Via Zoom**  
**Friday September 20, 2024**

**ATTENDEES** – Commissioner Randy Johnson, Commissioner Greg Brotherton and Commissioner Charlotte Garrido  
Staff: Bill Dowling, Alissa Durkin, and Doug Washburn

**1. Call to Order:** Commissioner Johnson called to order at 10:03AM

**2. Action Items:**

a. Approval of September 20<sup>th</sup> agenda

**MOTION: Commissioner Brotherton moved to approve. Commissioner Garrido seconded. Motion carried.**

b. Approval of July 19<sup>th</sup> meeting minutes

**MOTION: Commissioner Brotherton moved to approve. Commissioner Garrido seconded. Motion carried.**

c. Approval of 2025 Olympic Consortium Budget

**MOTION: Commissioner Brotherton moved to approve. Commissioner Garrido seconded. Motion carried.**

**DISCUSSION:** A request was made for additional information, specifically:

- A summary of what makes up the budgeted amounts for certain accounting titles within the budget.
- A comparison of actual budget costs from the previous year to the 2025 estimated budget, including a narrative to explain the differences and trends.

**3. DISCUSSION ITEMS**

a. CRF Small Business Grant

- OWDC staff and subgrantee ESD successfully implemented and facilitated a Commerce Reinvestment Fund Small Business Grant awarded to five Black, tribal, and Latine business owners in our region. OWDC received over 30 applications, which were evaluated by council and community members to select the top 5. Each awardee will receive up to \$10,000 in funding for employee development or asset purchases for their business.

b. SWD Coalition Women Focused Event

- The next Women's Empowerment Workshop, focused on women looking to enter or re-enter the workforce will be on Friday, October 11<sup>th</sup> at The Hub in Port Angeles. Free Child Care.

c. OWDC Director Report Out

- Bill shared WWAs decision package for the 2025-2025 biennium.
  - ESD and Commerce requested a combined \$74 million in poverty reduction resources for the EcSA grant.
  - ESD requested \$24.4 million per biennium through Below 200% FPL, Over 200% FPL, Business Navigators, and ESD Admin costs line-items.
  - Commerce requested \$50 million per biennium to continue Community Reinvestment Fund grant with Matched Savings Accounts, Incentives, and Business Services line-items.
- OWDC staff executed a Rapid Response event aimed at supporting the 419 impacted workers of the McKinley Paper Company closure. The event featured a range of services, including details about unemployment insurance, health benefits, job search assistance, workforce development services, training and education, and other support services. OWDC staff remain committed to ensuring that all affected individuals receive the necessary assistance to secure sustainable employment.
- WWA Conference will be held November 12-14<sup>th</sup> at the Marriott in Tacoma.
  - Please let Bill know if you or someone is interested in attending.
- d. Public Comment
  - None
- e. 2024 Calendar
  - Provided, no comments.

#### 4. GOOD OF THE ORDER

- a. None

**ADJOURN:** Commissioner Johnson adjourned the meeting at 10:40 AM.

**NEXT MEETING:** Friday, November 15<sup>th</sup> Joint OWDC/OCB In-person. Location TBD



## Olympic Consortium Board

614 Division St. MS-23, Port Orchard, WA 98366

November 15, 2024

### Clallam County Commissioners

Randy Johnson - *Chair*

Mark Ozias

Mike French

### Jefferson County Commissioners

Greg Brotherton – *Second Vice Chair*

Kate Dean

Heidi Eisenhour

### Kitsap County Commissioners

Charlotte Garrido – *Vice Chair*

Katie Walters

Christine Rolfes

### OWDC Director

William Dowling  
wdowling@kitsap.gov  
360-689-8525

### Program Analyst

Luci Bench  
lbench@kitsap.gov  
360-689-4124

Allison Plute

Human Resource Director

Jamestown S'Klallam Tribe

1033 Old Blyn Hwy,  
Sequim, WA 98382

Dear Ms. Plute,

I am pleased to announce your re-appointment to the Olympic workforce development council. Your re-appointment was confirmed for a new term beginning November 15, 2024, continuing through November 15, 2027.

The Olympic workforce development council is dedicated to the development of an innovative workforce system supporting a strong economy and community within Clallam, Jefferson, and Kitsap counties. In conjunction with local businesses, training and education providers, and industry leaders, we strive to support an inclusive and diverse workforce. The challenges and responsibilities of individuals serving on the workforce development council are genuine, and it is with appreciation that we acknowledge your commitment.

I look forward to working with you and all workforce development council members as we continue to assist job seekers overcome barriers and assist employers meet their business needs.

Sincerely,

*Randy Johnson, Chair*

Olympic Consortium Board





*Olympic Consortium Board*  
614 Division St. MS-23, Port Orchard, WA 98366

November 15, 2024

Mr. Chuck Moe  
Assistant Business Manager/President  
Laborers' Local 252  
4803 South M Street, Tacoma WA 9840

Dear Mr. Moe,

I am pleased to announce your re-appointment to the Olympic workforce development council. Your re-appointment was confirmed for a new term beginning November 15, 2024, continuing through November 15, 2027.

The Olympic workforce development council is dedicated to the development of an innovative workforce system supporting a strong economy and community within Clallam, Jefferson, and Kitsap counties. In conjunction with local businesses, training and education providers, and industry leaders, we strive to support an inclusive and diverse workforce. The challenges and responsibilities of individuals serving on the workforce development council are genuine, and it is with appreciation that we acknowledge your commitment.

I look forward to working with you and all workforce development council members as we continue to assist job seekers overcome barriers and assist employers meet their business needs.

Sincerely,

*Randy Johnson, Chair*  
Olympic Consortium Board

**Clallam County Commissioners**

Randy Johnson - *Chair*  
  
Mark Ozias  
  
Mike French

**Jefferson County Commissioners**

Greg Brotherton – *Second Vice Chair*  
  
Kate Dean  
  
Heidi Eisenhour

**Kitsap County Commissioners**

Charlotte Garrido – *Vice Chair*  
  
Katie Walters  
  
Christine Rolfes

**OWDC Director**

William Dowling  
wdowling@kitsap.gov  
360-689-8525

**Program Analyst**

Luci Bench  
lbench@kitsap.gov  
360-689-4124



## Olympic Consortium Board

614 Division St. MS-23, Port Orchard, WA 98366

November 15, 2024

Ms. Cindy Brooks

Assistant Business Manager/President

385 Benedict Street, Second Floor • Port Townsend, WA

Dear Ms. Brooks,

I am pleased to announce your re-appointment to the Olympic workforce development council. Your re-appointment was confirmed for a new term beginning November 15, 2024, continuing through November 15, 2027.

The Olympic workforce development council is dedicated to the development of an innovative workforce system supporting a strong economy and community within Clallam, Jefferson, and Kitsap counties. In conjunction with local businesses, training and education providers, and industry leaders, we strive to support an inclusive and diverse workforce. The challenges and responsibilities of individuals serving on the workforce development council are genuine, and it is with appreciation that we acknowledge your commitment.

I look forward to working with you and all workforce development council members as we continue to assist job seekers overcome barriers and assist employers meet their business needs.

Sincerely,

*Randy Johnson, Chair*

Olympic Consortium Board

### Clallam County Commissioners

Randy Johnson - *Chair*

Mark Ozias

Mike French

### Jefferson County Commissioners

Greg Brotherton – *Second Vice Chair*

Kate Dean

Heidi Eisenhour

### Kitsap County Commissioners

Charlotte Garrido – *Vice Chair*

Katie Walters

Christine Rolfes

### OWDC Director

William Dowling  
wdowling@kitsap.gov  
360-689-8525

### Program Analyst

Luci Bench  
lbench@kitsap.gov  
360-689-4124



## Olympic Consortium

614 Division St. MS-23, Port Orchard, WA 98366

November 15, 2024

### Clallam County Commissioners

Randy Johnson - *Chair*

Mark Ozias

Mike French

### Jefferson County Commissioners

Greg Brotherton – *Second Vice Chair*

Kate Dean

Heidi Eisenhour

### Kitsap County Commissioners

Charlotte Garrido – *Vice Chair*

Katie Walters

Christine Rolfes

### OWDC Director

William Dowling  
wdowling@kitsap.gov  
360-689-8525

### Program Analyst

Luci Bench  
lbench@kitsap.gov  
360-689-4124

Ms. Lucinda Heidel, M.Ed., BCBA, LBA  
Vocational Rehabilitation Supervisor  
Washington State Department of Social and Health Services  
Division of Vocational Rehabilitation

Dear Ms. Heidel,

I am pleased to announce your re-appointment to the Olympic workforce development council. Your re-appointment was confirmed for a new term beginning November 15, 2024, continuing through November 15, 2027.

The Olympic workforce development council is dedicated to the development of an innovative workforce system supporting a strong economy and community within Clallam, Jefferson, and Kitsap counties. In conjunction with local businesses, training and education providers, and industry leaders, we strive to support an inclusive and diverse workforce. The challenges and responsibilities of individuals serving on the workforce development council are genuine, and it is with appreciation that we acknowledge your commitment.

I look forward to working with you and all workforce development council members as we continue to assist job seekers overcome barriers and assist employers meet their business needs.

Sincerely,

Randy Johnson, Chair  
Olympic Consortium Board



## Olympic Consortium Board

614 Division St. MS-23, Port Orchard, WA 98366

November 15, 2024

Dr. Marty Cavalluzzi, President,  
Olympic College  
1600 Chester Ave.  
Bremerton, WA 98337-1699

Dear Dr. Cavalluzzi,

I am pleased to announce your re-appointment to the Olympic workforce development council. Your re-appointment was confirmed for a new term beginning November 15, 2024, continuing through November 15, 2027.

The Olympic workforce development council is dedicated to the development of an innovative workforce system supporting a strong economy and community within Clallam, Jefferson, and Kitsap counties. In conjunction with local businesses, training and education providers, and industry leaders, we strive to support an inclusive and diverse workforce. The challenges and responsibilities of individuals serving on the workforce development council are genuine, and it is with appreciation that we acknowledge your commitment.

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Sincerely,

*Randy Johnson, Chair*  
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# 2024 In Review

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NOVEMBER 15, 2024



# New to the Scene

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- Strategic Workforce Development Planning
  - Economic Landscape | Sector Strategies | Service Delivery
  - Completion and Approval by the Washington Training Board
- Creation of Strategic Workforce Development Coalition
- Introduction of Commerce Reinvestment Fund Incentive
- WIOA Adult, DW, and Youth Request for Proposal
- Internal Referral Tool
- All Partners/Staff Focus on Trauma Informed Care
- Onboarding BC Design Haus Marketing Agency
- Chmura – JobsEQ labor market data insights platform
- National H.G. Weisman Awardee – Bill Dowling



# 4-Year Plan

## *Olympic Workforce Development Goals and Objectives*

1. Support active collaboration with education and training systems within each county to enable flexibility and agility to meet the talent needs of businesses and industries. Through this collaboration we will develop and implement a local workforce agenda that reflects these needs.
2. Support the creation of relevant and adaptable support systems for students and job seekers to ensure participation in the workforce. These include wrap-around services and resources to assist and refer students and job seekers to engage in their success.
3. To promote the council's ability to make data-driven decisions, we will utilize local macro- and micro-economic data to track progress and outcomes.
4. Foster demand-driven skill attainment with the current and future demands of the industries.
5. Implementation and continuous improvement of local policies and practices, especially those that promote quality jobs, environmental sustainability, and social inclusion.
6. In concert with the three-county Economic Development Alliances, we ensure the advancement of local community initiatives and industry needs.

## *Goals & Objectives Met in 2024*

- Creation of Referral Tool
  - ESD Labor Exchange Team, WIOA Adult, DW & Youth, DSHS, DVR, LNI, Olympic College, KCR, and Veteran services.
- Chmura – Jobs EQ Labor Market Data
  - Provided a yearly subscription to each of our three county EDC's.
- WorkSource Kitsap & Clallam Events (Hosted &/or Endorsed)
  - 22 Hiring Events
  - 34 Job Fairs
  - Engaged w/211 Employers & 1,000+ job seekers
- Occupations In-Demand
  - Implemented workgroup: OC, Peninsula, WorkSource, and EDC's to address occupations in-demand in the region. Bi-annual cadence.
- Training & Education
  - 280 Job Seekers into Training and Education
  - On-the-Job Trainings 10+
  - Work-Experiences 82 Youth & 7 Adult/DW











*“Join us in empowering women to reignite their professional journey! This event is dedicated to providing support, resources, and opportunities for women looking to re-enter the workforce. Whether you’re returning after a career break, seeking new skills, or simply eager to excel, we’re here to help you thrive.*

*Together, let’s break down barriers, unleash potential, and build a future where every woman can achieve her professional Dreams.”*

## ***Employment Workshop*** **Friday, June 7, 2024 11am—1pm**

**Haselwood YMCA 3909 NW Randall Way, Silverdale**

**October 11, 2024 | 10:30 am -1:00 pm**  
**The Hub | 117 N Lincoln St, Port Angeles**

-  **Business Personal Appearance**
-  **Free Clothing Closet**
-  **Educational Assistance & Financial Aid**
-  **Mock Interviews**
-  **Resume Assistance & Job Coaching**
-  **Entrepreneurship & Brand Coaching**

Event Speakers

Panel Discussions

25+ Community Based  
Organizations and  
Businesses





Frank Portello, Alissa Durkin, Monica Blackwood, Molly Propst, Nicole Brickman, and Luci Bench.



Roxanne Greeson, Una Wirkebau, and Luci Bench.

Sierra A. "Thank everyone for putting the women's workshop on. I've met many wonderful people who have been willing to share knowledge, personal experience, advise, and even pep talks. I've appreciated so many resources in one place. I am reminded of the old saying "It takes a village" and that's what I feel I've received here. So many kind and smiling faces. Thank you!"

Brittany B. "Everyone here today was so friendly, attentive, and helpful! I am so grateful to those that put this together! Thank you!"



# Commerce Reinvestment Small Business Grant

Attachment 6

- 50 applications from Kitsap, Clallam, and Jefferson County
  - Internal Review
  - External Review, 6 evaluators

October 1<sup>st</sup> Awarded \$10,000 to 5 Small Businesses



"We are incredibly grateful to have received the asset grant from WORKSOURCE. This support has been a game-changer for our small landscaping company, Liggins Landscaping & Maintenance.

The grant has enabled us to purchase essential equipment and materials that will enhance our operations and improve service. With this funding, we are now better equipped to take on larger projects, expand our client base, and increase our overall efficiency.

Thank you for believing in our vision and supporting small businesses like ours. We are excited about the future and look forward to making a positive impact in our community through our landscaping services."



# Making a Difference



Jhon A. - After the Covid-19 pandemic; I left retail in search of new opportunities. I took a job, an entry level position, at a clinic, with the dream to start a new career in the medical field. After a year at a clinic, I realized that in order to advance in this field, I needed training and certifications. The options were to go back to school full time or look for other opportunities and start again. Both options were going to have a impact on my current economical situation. I saw the new WorkSource office, recently built in Sequim and ask for help pursuing new job opportunities. At the same time, I sign up for school and got in touch with the WorkSource team at Peninsula College. WorkSource Peninsula College and the Sequim, office teamed up and I was signed What a blessing that was. The Sequim team found support opportunities and for 10 months of my studies I was able to cover books, classes, and expenses that otherwise would have impacted financially in a very negative way. Today, I am a proud, nationally certified Phlebotomist and a WA State Certified Medical Assistant. I could have not done this successfully without WIOA, the Sequim Office Team and the Peninsula Worksource Team. I am forever grateful. Thank you for changing my life and providing for a brighter future for me and my family.



Frances B. -I genuinely value and am extremely grateful for the WorkSource program. I am even more thankful for Matt Hogg's assistance in helping me obtain my CDL, without which I wouldn't have been able to do this and pay for the program itself. It has truly guided me towards creating a great future for myself and my children and has also assisted me in purchasing a home. I made an offer two weeks ago and it was accepted, and I will receive the keys on August 16th. Without the program and being able to secure a well-paying job at CHS Northwest Propane delivery, I wouldn't have been blessed with what I have today, so I truly appreciate everyone at WorkSource and the resources they provide to the community.

Attachment 6



Clare W. - Moving to a new state to attend a trade school had a significant impact on my time and resources. And while I considered it a worthy investment, I was also feeling the stress of attending school full time without outside income. The financial support and other resources WIOA provided to me were incredibly timely and helpful.

The final semester of my program entailed completing capstone projects, taking important credentialing exams, and applying for jobs. During this time, WIOA provided me with tuition assistance, tools, and work clothing, which took a huge amount of stress off of me so I could focus on a strong finish for my program. After graduation, I was granted a paid internship to continue my training, and this was made possible entirely by WIOA. I recently had a successful interview for a job in my field at an exciting company. I am so grateful to these programs who have helped me embark on a career change. I can't say enough about the generosity and kindness of everyone I've worked with at WIOA, and how important this assistance has been to me and many of my peers in the program.



# ECONOMIC SECURITY FOR ALL: EcSA AT A GLANCE



**3,298**

EcSA PARTICIPANTS  
ENROLLED



**143**

AVG ENROLLMENT  
DURATION (DAYS)



**\$7,936**

MEDIAN QUARTERLY  
INCOME AFTER EcSA  
(AVERAGE)

## SOCIODEMOGRAPHIC CHARACTERISTICS

### EDUCATION



- No HS Diploma (12%)
- HS Graduate (45%)
- Some college (17%)
- AA or Technical Degree (14%)
- BA Degree (9%)
- Graduate Degree (3%)

### AGE



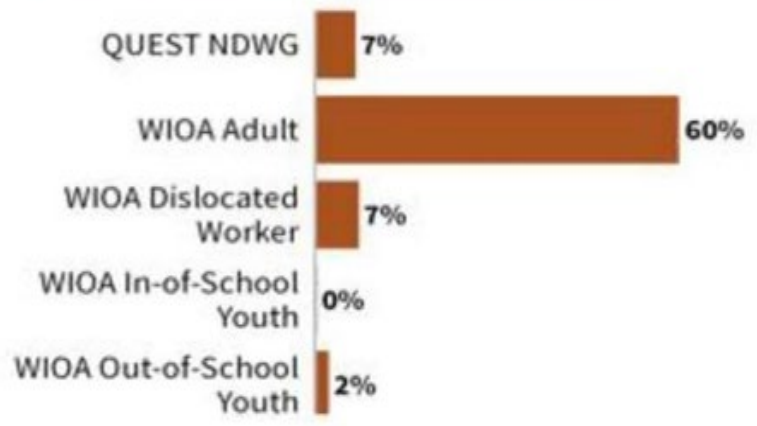
- 18 - 21 (4%)
- 22 - 29 (18%)
- 30 - 44 (45%)
- 45 - 54 (20%)
- 55 + (14%)

### GENDER

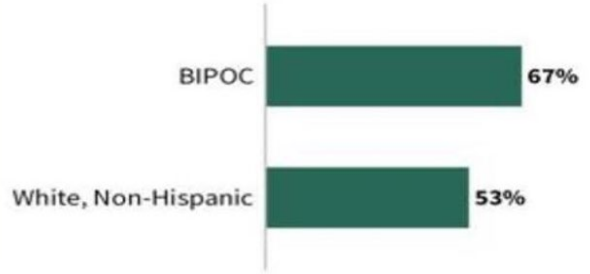


- Male (51%)
- Female (47%)
- Decline to state (2%)

## CO-ENROLLMENT PARTICIPATION



## RACE & ETHNICITY



## SERVICES

**7**  
CAREER SERVICES  
(AVG PER PARTICIPANT)

**2**  
CAREER PLAN  
(AVG PER PARTICIPANT)

**1**  
SUPPORTIVE SERVICES  
(AVG PER PARTICIPANT)

**2**  
SELF SUFFICIENCY  
CALCULATOR  
(AVG PER PARTICIPANT)

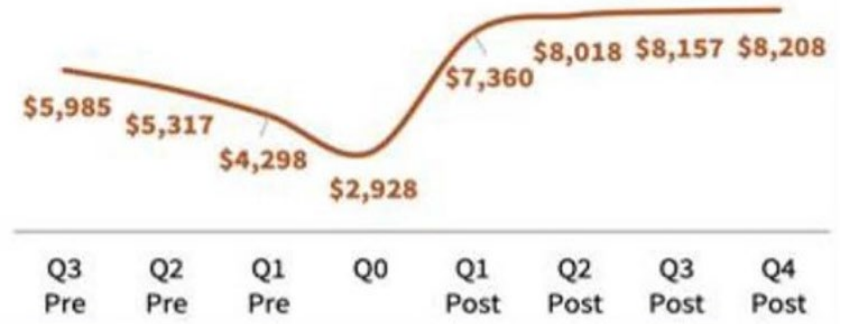
**4%**  
RECEIVING  
WORK EXPERIENCE

**9%**  
RECEIVING  
MENTORSHIP

**14%**  
RECEIVING  
FINANCIAL LITERACY

**5%**  
RECEIVING  
PERSONAL STABILITY  
WORKSHOP

## MEDIAN QUARTERLY EARNINGS





# Next Stop 2025

AI – Impact on Workforce Development

Continuation of Building

- Strong Resilient Partnerships
- Education & Training Pathways

Commerce Reinvestment Fund Small  
Business Grants

SWD Coalition

- Empowerment Events
  - Employers Focus
  - Return & Continue Women's Events
  - Youth Focus



# Proud Partner



**Employment  
Security  
Department**  
WASHINGTON STATE



**KITSAP COMMUNITY  
RESOURCES**  
Creating Hope | Restoring Lives



Washington State  
DEPARTMENT OF SERVICES FOR THE BLIND



Washington State  
Department of Social  
& Health Services

Department of Vocational  
Rehabilitation



West Sound **STEM Network**  
Engage • Educate • Employ



**Olympic Educational Service  
District 114**  
Serving the Olympic & Kitsap  
Peninsulas



  
**OLYMPIC COLLEGE**

 Washington State Department of  
**Labor & Industries**

 **PENINSULA  
COLLEGE**

## **Olympic Peninsula One Stop Operator Report November, 2024: Comprehensive Centers – Silverdale and Sequim WorkSource One Stop Operator Ed Looby: Career Path Services**

### **Partner Agency Cooperation**

The Department of Vocational Rehabilitation announced that it will start serving the Sequim office in person twice monthly, starting in January 2025. This follows a steady increase in the DVR footprint in the Sequim office, and their administrators continue to extoll the benefits of collocation.

ESD staff recently attended a resource fair serving several remote areas in Clallam County. On Thursday, staff attended the event in Joyce, on Friday they were in Neah Bay, and Saturday we had staff at the event in Forks.

The WorkSource Client Referral Form gained the attention of the Workforce Training and Education Board during a site visit to the Silverdale office. After the presentation, the form was demonstrated to the WTB representative more completely, and they decided to highlight it as one of two features in our region that should serve as Best Practices.

Employment Security Department Administrator Mike Robinson and One Stop Operator Ed Looby were also invited to present on the value of the developing partnership between Olympic College and the Kitsap WorkSource center. Cross referrals between those partners have increased since OC began sending staff to collocate in the Silverdale office on Wednesdays, particularly on days when the WIOA orientation courses are taking place.

According to information gathered from the WorkSource Client Referral Form, 145 referrals were made between partners at the two one-stop centers during September and the beginning of October. Of those, at least 58 have had their status updated to being completed.

All partners were invited, and 32 staff attended a staff retreat on October 14 at the Poulsbo campus Olympic College. Staff received in-depth instruction on Mental Health, as well as the opportunity to interact with and learn about each other. Partner administrators are discussing increasing the inter-departmental event to a semi-annual or quarterly function, and we're looking forward to a cross-departmental coordination.

### **Employment Services**

The employment specialists have been busy providing hiring and interview opportunities for business and seekers, alike.

#### **In September and October:**

**TOTAL HIRE EVENTS – 3 -- ATTENDANCE – 196**

**TOTAL INTERVIEW EVENTS – 7 - ATTENDANCE – 22**

**SEPTEMBER / OCTOBER EVENTS – 10 -- ATTENDANCE - 218**

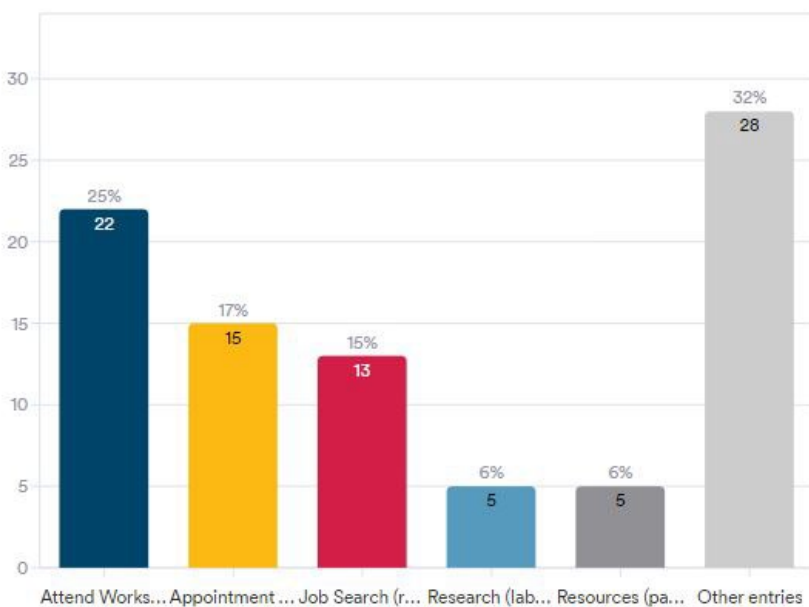
Additionally, Department of Vocational Services and Department of Services for the Blind spearheaded a disability job fair, with assistance from the other WorkSource partners. More than 20 businesses and 137 job seekers attended the event.

## Customer Satisfaction

About 98% of the customer service responses for the Silverdale and Sequim offices indicated that they would recommend WorkSource to other people. The centers are still offering services both virtually and in person. Ratings for virtual services were 84% Very Satisfied or Satisfied for Accessibility, 97% Very Satisfied or Satisfied for Responsiveness and 95% Very Satisfied or Satisfied for Communication. For in-person services, all but 6 of the responses rated the facilities as Very Satisfied in the areas of Accessibility, Safety and Cleanliness. The remaining 6 defined them as Satisfied.

Please select the service(s) you came in for:

88 Responses- 4 Empty



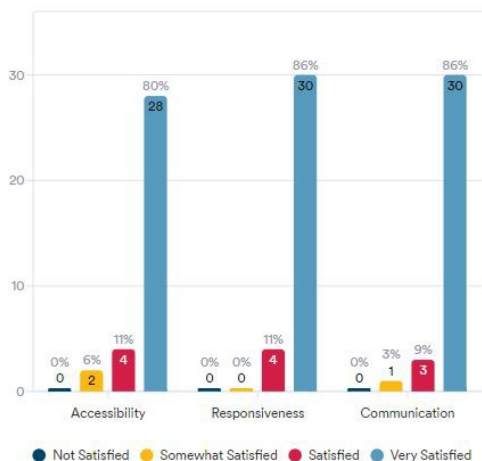
Please rate your overall experience at WorkSource:

60 Responses



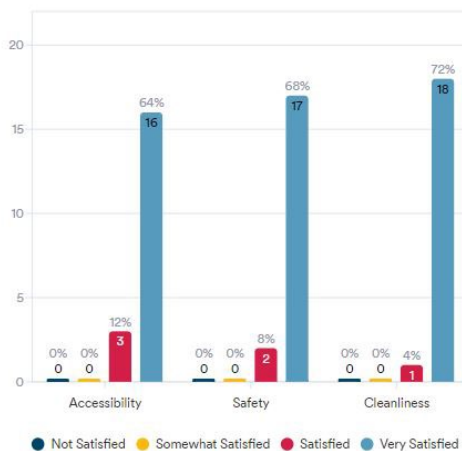
Please rate your virtual experience

35 Responses- 25 Empty



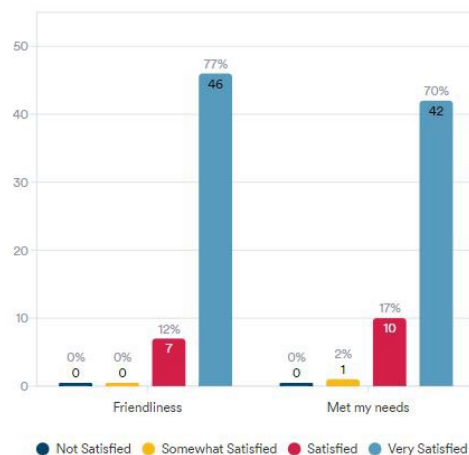
Please rate the facility:

25 Responses- 35 Empty



Please rate the staff you worked with today

60 Responses



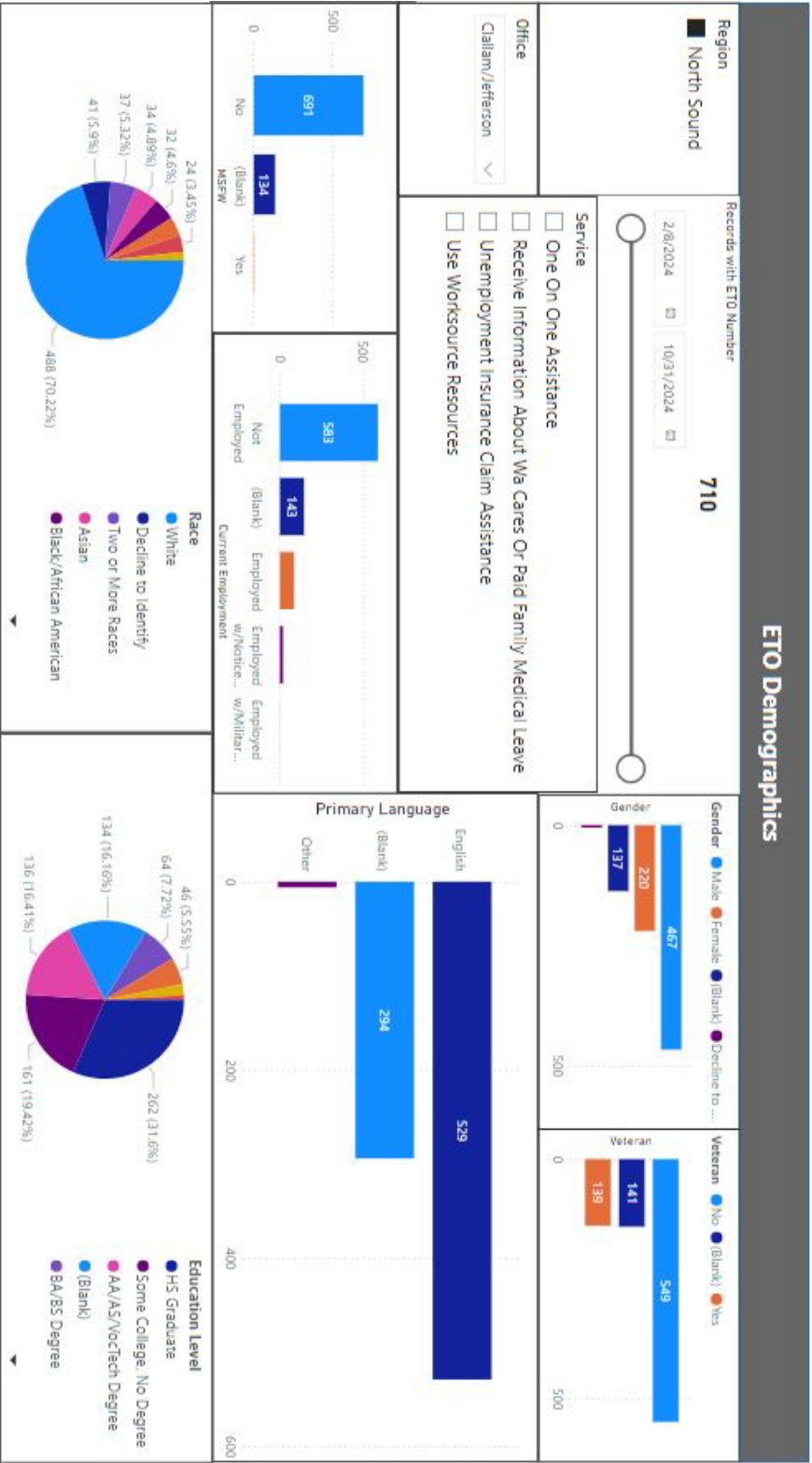


Center Demographics (Silverdale)

The new ESD designed Customer Flow Tracker is beginning to bring in demographic data of those using the centers. As the partners acclimate to using this tool when checking in customers at the resource room desk, this information should get increasingly more robust. Data shown is year to date, although the tool wasn't put into practice until late into the year.



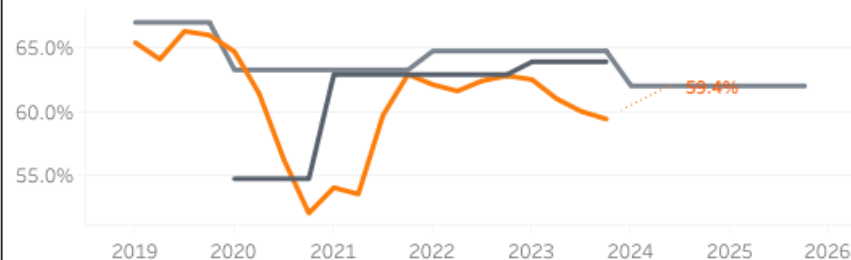
Center Demographics (Sequim)



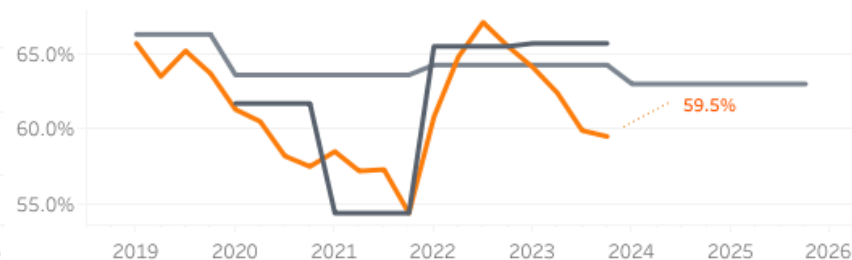
## WIOA Performance Indicators

### 01-Olympic Consortium (53010) Adult

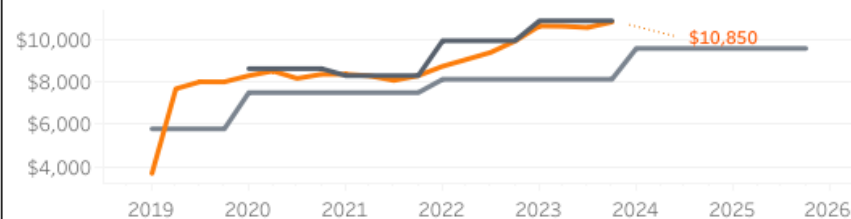
#### 1. Employment Rate (Q2)



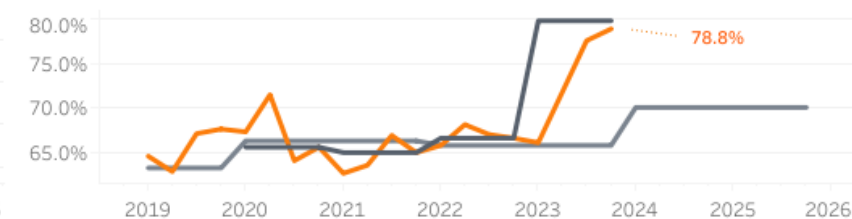
#### 2. Employment Rate (Q4)



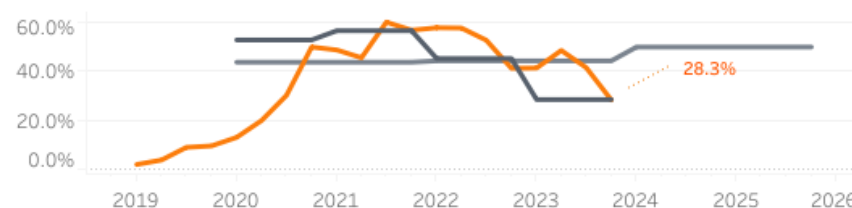
#### 3. Median Earnings



#### 4. Credential Rate



#### 5. Measurable Skill Gains



Initial Targets DOL's QPR DOL's AR

Series Multiple values

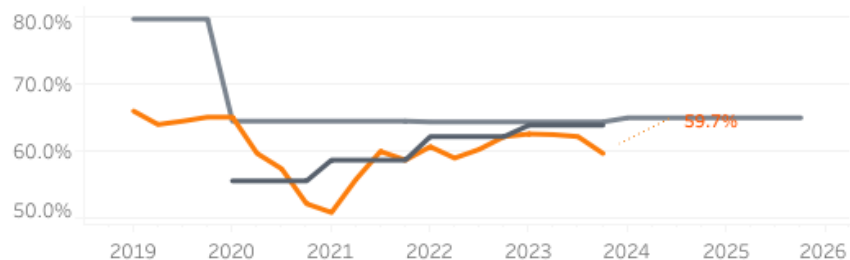
Area 01-Olympic Consortium (53010)

Program Adult

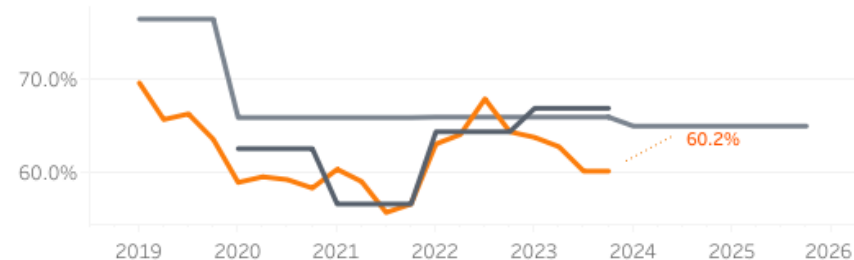
# WIOA Performance Indicators

## 01-Olympic Consortium (53010) Dislocated Worker

### 1. Employment Rate (Q2)



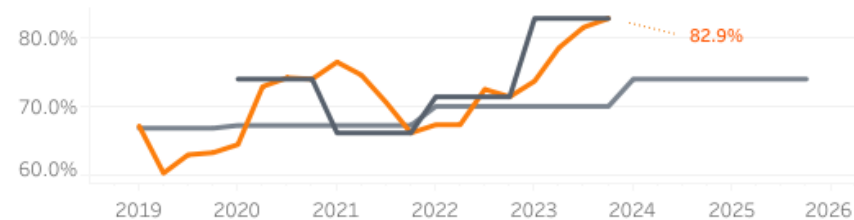
### 2. Employment Rate (Q4)



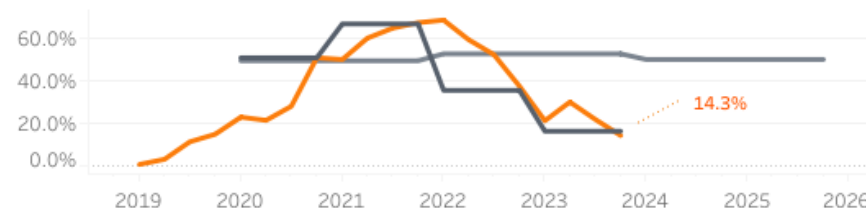
### 3. Median Earnings



### 4. Credential Rate



### 5. Measurable Skill Gains



Initial Targets DOL's QPR DOL's AR

Series Multiple values

Area 01-Olympic Consortium (53010)

Program Dislocated Worker

# WIOA Performance Indicators

01-Olympic Consortium (53010)

Youth

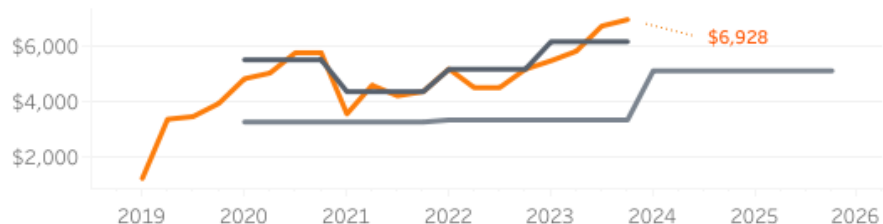
## 1. Employment Rate (Q2)



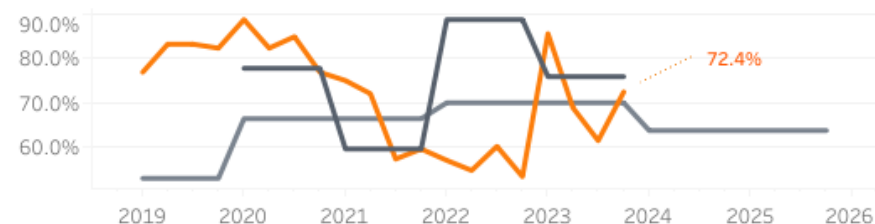
## 2. Employment Rate (Q4)



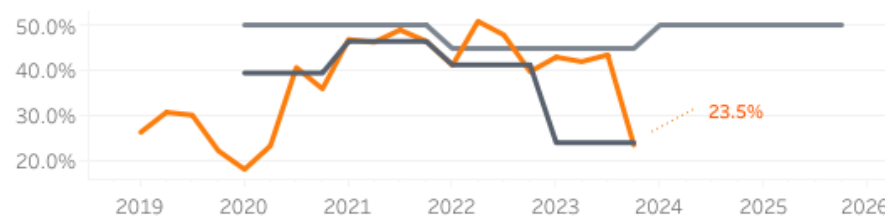
## 3. Median Earnings



## 4. Credential Rate



## 5. Measurable Skill Gains



Initial Targets DOL's QPR DOL's AR

Series Multiple values

Area 01-Olympic Consortium (53010)

Program Youth



# Workforce Innovation and Opportunity Act (WIOA) Program Year 2024

10/28/2024

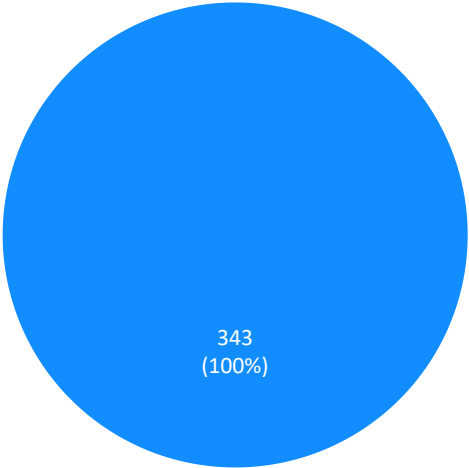
Last Updated

Program

- Adult
- DW
- Youth

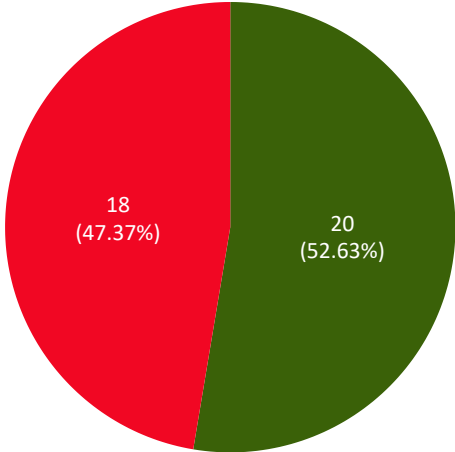
Program	Enrollments	Occupational Skills Training	On-the-Job Training	Work Experience	Outcomes
ADULT	194	70		6	15
YOUTH	99	17		76	8
DW	50	10			1
Total	343	97		82	24

Enrollments



Program	Enrollments	Target	Percent
Adult	194	163	119.02%
DW	50	55	90.91%
Youth	99	94	105.32%
Total	343	312	109.94%

Outcome Reason	ADULT	DW	YOUTH	Total
Entered a Post Secondary Education			1	1
Miscellaneous	1	1		2
Retirement	1			1
Self Employment	1			1
Unsubsidized Employment	12		7	19
Total	15	1	8	24



Program	Exit to Employment	Target	Percentage
Youth	7	4	175.00%
DW		12	
Adult	13	22	59.09%
Total	20	38	52.63%



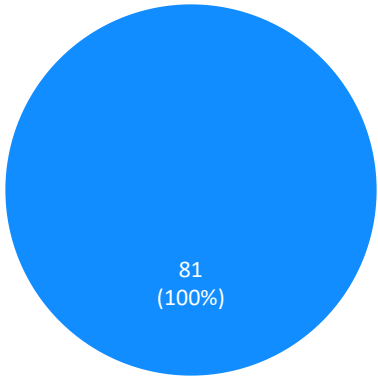
QUEST National Dislocated Worker Grant | Full Contract

Enrollments Outcomes

81 34

Outcome Reason	Number of Exits
Cannot Locate	3
Concluded	1
Family Care	1
Miscellaneous	1
Self Employment	4
Transfer to Another Area	1
Unsubsidized Employment	23
Total	34

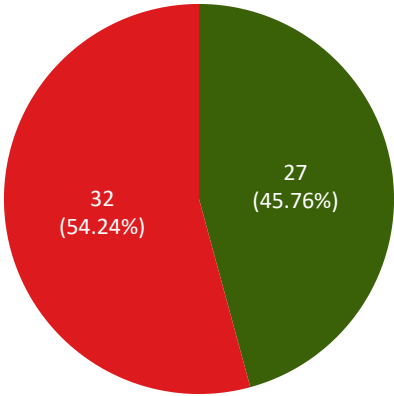
Enrollments



Enrollments Targets Percentage

81 78 103.85%

Exits



Exit to Employment Target Percentage

27 59 45.76%

Occupational Skills...  
53  
Target 25  
Percentage 212.00%

On the Job Training (OJT)  
--  
Target 5  
Percentage --

Work/Internship...  
4  
Target 4  
Percentage 100.00%

Apprenticeship Training  
--  
Target 1  
Percentage --

Supportive Services

58

Target 41  
Percentage 141.46%

Career Services

81

Target 78  
Percentage 103.85%



10/28/2024

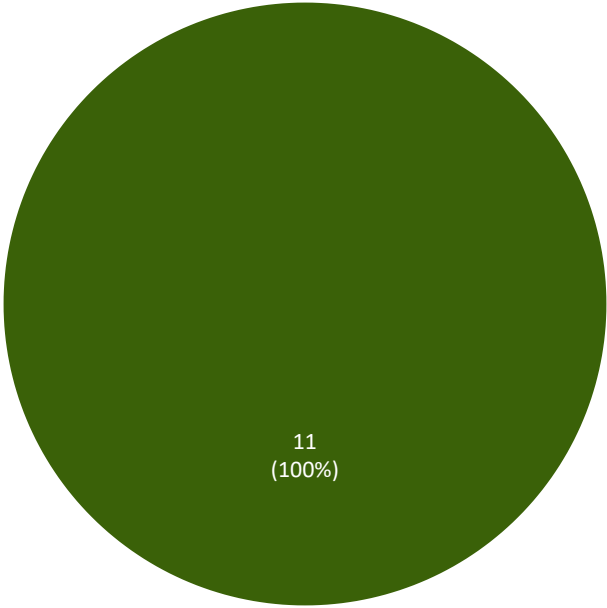
Last Updated

# Federal Economic Security for All | April - September

Current Open Enrollments	Occupational Skills Training	Training Paid by Other	On-the-Job Training	Work Experience	Exited
47	7	12			8

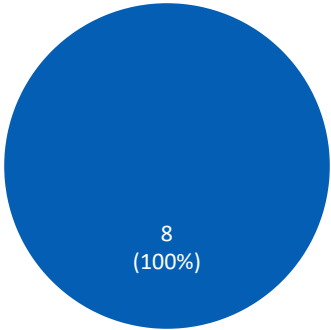
Outcome Reason	Met Self-Sufficiency	SS Percentage	Met Income Adequacy	IA Percentage	Unique Self-Suff Met
Self Employment			1	100.00%	
Unsubsidized Employment	3	42.9%	7	100.00%	7
Total	3	37.5%	8	100.00%	7

New Qtrly Enrollments



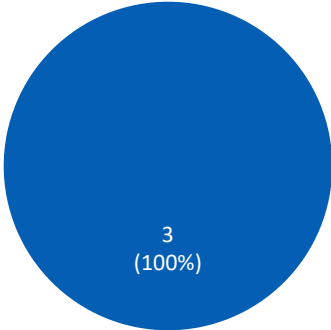
Enrollments	Target	Percentage
11	10	110.00%

Exits



Exit to Employment	Target	Percentage
8	2	400.00%

Self Suffiency



Self-Sufficiency Met	Target	Percentage
3	2	150.00%





# State Economic Security for All | Program Year 2024

10/28/2024  
Last Updated

## Participants Experiencing Poverty (Below 200% FPL)

Enrollments	Occupational Skills Training	On-the-Job Training	Work Experience	Outcomes
134	29			10

Outcome Reason	Income Adequacy Met	Unique Self-Suff Met	Self Suff Met	Percentage
Unsubsidized Employment	7	7	7	100.0%
Self Employment	3	3	3	100.0%
Total	10	10	10	100.0%

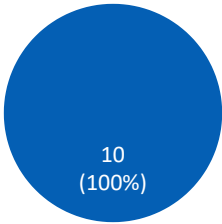
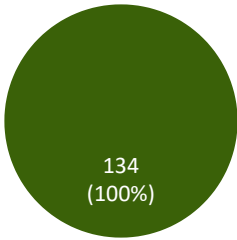
## Participants Who Demonstrate Financial Need (Above 200% FPL)

Enrollments	Occupational Skills Training	On-the-Job Training	Work Experience	Outcomes
7	1			

Outcome Reason	Income Adequacy Met	Unique Self-Suff Met	Self Suff Met	Percentage
Total				

Enrollments

Exits



Enrollments	Target	Percentage
134	117	114.53%

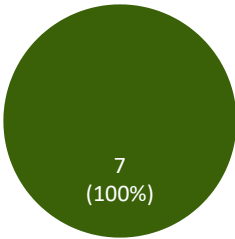
Exit to Employment	Target	Percentage
10	0	Infinity

Unique Self-Sufficiency

Met	Target	Percent
10	0	0.00%

Enrollments

Exits



Enrollments	Target	Percentage
7	4	175.00%

Exit to Employment	Target	Percentage

Unique Self-Sufficiency

Met	Target	Percent
0		NaN

**EXECUTIVE COMMITTEE**

Chair - Marilyn Hoppen, *SVP Human Resources Kitsap Bank*  
 Vice Chair - Monica Blackwood, *CEO/President West Sound Workforce*  
 Jessica Barr, *Regional Director Washington State Employment Security Dept.*  
 Cordi Fitzpatrick, *Human Resources Director Security Services Northwest*  
 Chuck Moe, *Field Rep Northwest Laborers-Employers Training*

**COUNCIL MEMBERS**Business Members

Nicholas Gianacacos, *Program Manager General Dynamics NASSCO*  
 Daniel Stegier, *CEO/President Lumber Trades, Inc*  
 Gillian Niuman, *Human Resources People Support Services*  
 Nicole Brickman, *Human Resources Director YMCA Kitsap*  
 Gregory Dronkert, *CEO/President Pacific Mobility Group, Inc.*  
 Peter Johnson, *HR Manager McKinley Paper Company*  
 Heidi Lamprecht, *Co-Founder Paella House Franchisees and Training*  
 Matthew Murphy, *President/CEO South Kitsap Chamber of Commerce*  
 Lisa Donlon, *General Manager Windermere Commercial*  
 Megan Mason-Todd, *Workforce Development Director Snookum*  
Economic Development Members  
 Colleen McAleer, *Executive Director Clallam Economic Development Co.*  
 Cindy Brooks, *Executive Director Team Jefferson EDS*  
Labor Members  
 Rusty Grable, *Business Rep & Organizer Machinist Union District 160*  
 Neal Holm, *Electrician and Membership Development IBEW 46*

Business Members

Dr. Suzy Ames, *Peninsula College President*  
 Dr. Marty Cavalluzzi, *President Olympic College*

Education K-12 Members

Aaron Leavell, *OESD #114 Superintendent*  
 Dr. Kareen Borders, *South Kitsap School District*  
 Kevin Gallacci, *General Manager Clallam Transit System*

Public Service Members

Gina Lindal, *Administrator Department of Social and Health Services*

Community Based Members

Anthony Ives, *Executive Director Kitsap Community Resources*  
 Jeff Randal, *Secretary District 1 Jefferson PUD*

**YOUTH COMMITTEE MEETING AGENDA**

DATE: November 15, 2024

TIME: 9:00 a.m. – 9:50 a.m.

LOCATION: Field Arts & Events Hall

219 N. Oak St., Port Angeles, WA 98362 or Virtually via [ZOOM](#)

**ACTION ITEMS:**

1. Call to Order – 9:02 a.m.
2. Approval of Agenda
3. Approval of Meeting Minutes from September 12, 2024 (Att. A)

**DISCUSSION ITEMS:**

4. Career Connected Learning updates
5. WIOA Youth Pathways to Success updates
6. Youth Resource Round-Up (Att. B)
7. Good of the Order
8. Adjourn

**Attachment A**

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)  
YOUTH COMMITTEE SUMMARY  
September 12, 2024**

**ATTENDANCE:** Jeff Allen, Emily Manson, Dr. Kareen Borders, Tiffany Skidmore, Summer Evert, and Cindy Brooks.

The Olympic Workforce Development Council's (OWDC) Youth Committee meeting was held on Thursday, September 12, 2024, via ZOOM

**APPROVAL OF SUMMARY:**

The Youth Committee's July 11, 2024, Meeting Minutes and September 12, 2024, Agenda was reviewed and approved with no amendments.

**DISCUSSION**

**1. CCL Update**

- a. West Sound Stem supporting work-site learning tours in the construction, HVAC, and Sheet Metal-Training programs can be tailored to meet specific needs of the requester.
- b. STEM Like ME
  - i. Received funding to expand age and geography.
- c. Gates Foundation Consortium
  - i. Collaborative efforts with 15 schools, Non-Profits, and Workforce agencies.
  - ii. Focusing on individuals entering post-secondary education with a career exploration piece.
- d. CCW
  - i. Program Builder Round 13 out with due date of: October 16<sup>th</sup>.
  - ii. \$100,000 to \$175,000 with cap of \$250,000

**2. Evergreen Bright Start Youth Supportive Housing**

- a. Support from Kitsap County, Kitsap Mental Health, Bremerton Housing Authority-developed permanent housing from youth 18-24 years old.
- b. 30 units with 6 units set aside for on-site services.
- c. affordable housing for those transitioning out of foster care, facing homelessness, or in need of additional support.
- d. Waiting on occupancy permit. Estimated open date: January 2025.

**3. Pathways Update**

- a. Enrollments continue to grow.
- b. Significant increase in individuals who are recent graduates and unable to find work.
- c. Outreach to schools
- d. 5 WEXs
- e. Shared success story

**4. General Updates**

- a. Cindy Brooks shared they will use Recompete Grant funding to hire FTE for Workforce Development.
- b. DVR will begin priority of service in October.
- c. Open Doors-still working through details.

**5. Youth Round-Up**

- a. Reviewed information in packet.

**ADJOURN**

There being no further business to come before the committee, the meeting was adjourned at 9:47 am.

**Next Meeting: In-Person November 15, 2024. Location TBD**



## Attachment B

# Youth Resource Round-Up

- Harvard's Graduate School of Education recently published a guidebook for integrating youth voice in a co-design process. [Youth Voice Playbook: Engaging Youth in Research – Center for Digital Thriving \(harvard.edu\)](https://www.harvard.edu/center-for-digital-thriving/youth-voice-playbook)
- Annie. E. Casey Foundation recently published a series on the positive impacts of Positive Youth Development (PYD) in supporting young workers. [Here's the short blog](#) with the highlights/main takeaways and a link to the full report.
- If you work with any 501(c)3 organizations that are present in at least 3 states – USDOL just dropped new grant opportunities to support out-of-school time (before/after school programs). [Check out the announcement here](#). Applications due December 3<sup>rd</sup>.



## Strategic Workforce Development Coalition

Chair – Molly Propst, *Human Resources*  
Executive, *Jefferson Healthcare*

### COUNCIL MEMBERS

Alex Lewis, *North Olympic Healthcare*  
*Network*

Chuck Moe, *NW Laborers*

Cordi Fitzpatrick, *Security Services NW*

Danny Steiger, *Lumber Trades, Inc.*

Gina Lindal, *Dept. of Social & Health*  
*Services*

Jeff Allen, *Olympic Educational Service*  
*District #114*

Jessica Bar, *Employment Security*  
*Department*

Marilyn Hoppen, *Kitsap Bank*

Megan Mason-Todd, *Skookum*

Monica Blackwood, *West Sound*  
*Workforce*

Nicole Brickman, *YMCA*

Michael Refuerzo, *Booz Allen*

### CONTRIBUTING MEMBERS

Danessa Gray, *Olympic College*

Deanna Kennedy, *Western Washington*

Ezekiel Hill, *Dept. of Social & Health*  
*Services*

Joe Morrison, *Kitsap Economic*  
*Development Alliance*

Kristal Thomas, *Express Employment*  
*Professionals*

Marty Reep, *Navy Lab Keyport*

Mike Robinson, *Employment Security*  
*Dept.*

Phillip Godinez, *Kitsap Community*  
*Resources*

Wendy Fox, *Olympic College*

### STAFF

Bill Dowling

Alissa Durkin

Luci Bench

## Meeting Agenda

**DATE:** October 18th, 2024

**TIME:** 9:00 a.m. – 10:30p.m.

**LOCATION:** Virtually: [Microsoft Teams](#)

In-Person: WorkSource Kitsap  
3120 NW Randall Way, Silverdale

### ACTION ITEMS:

1. Welcome and Call to Order – 9:00 a.m.
2. Approval of August 15th, 2024 Meeting Minutes (Att. 2, pgs. 2-3)

### DISCUSSION ITEM:

3. Empowering Women's Event | Port Angeles – Oct 11<sup>th</sup> (Att. 3, pgs. 4)
4. Commerce Reinvestment Fund Grant Awardees
5. Washington Workforce Association  
John Glynn, Strategic Initiatives Manager
6. Local OWDC Business Resource Tool Kit (Att. 6, pgs. 5-7)
7. Good of the Order
8. OWDC 2024 Calendar (Att. 8, pg. 8)
9. Adjourn

Next Meeting: Virtual December 20, 2024



## Strategic Workforce Development Coalition

### Meeting Minutes August 16, 2024

#### ATTENDEES:

IN-PERSON: Molly Propst, Marty Reep, Deborah Welsh, Una Wirkebau, and Luci Bench

VIRTUAL: Danessa Gray, Wendy Fox, Cindy Brooks, Monica Blackwood, Jeff Allen, Wendy Fox, Mike Robinson, Martin Cavalluzzi, Ed Looby, Zeke Hill, Frank Portello, Michael Refuerzo, Colleen McAleer, Deanna Kennedy, and Alissa Durkin.

#### ACTION ITEMS

1. Call to Order: 9:05am
2. Approval of June 21 meeting minutes.

**MOTION:** Jeff Allen moved to approve June 21 meeting notes as presented. Marty Reep seconded the motion. **Motion carried unanimously.**

#### DISCUSSION ITEMS:

3. Business Discussion – Training and Education Opportunities 2024 Meeting Notes: reviewed survey results. Jeff Allen shared that there is training programs already engaged with Olympic College (OC). OESD is already partnering with employers to weaver certificates/credential earnings into their youth services. Wendy added that OC has a Business Survey currently open that is capturing this data. Kitsap Economic Development Alliance has already conducted a business survey. Una shared that Peninsula College (PC) is working on a business survey.

**ACTION ITEM:** if possible, gather all the data for multiple entities and aggregate instead of developing and issuing a new survey to removed duplicating the work and over surveying businesses.

Mike Robinson explained there is a difference between K-12 and Adult Job Seekers education and training opportunities. He proposed a clear understanding of Work Experiences (WEX) and On-the-Job (OTJ) training.

Suggestion to survey the top 20 businesses and ask what they need for training, but the targeted 'population' is medium to small businesses. Possible avenue would be through OC's Advisory groups who have industry leader members.

Further discussion on current trainings, education, and the infrastructure already in place and what employers need in their job seekers.

- a. Resource Tool Kit: Reviewed work conducted on July 22<sup>nd</sup>. Add description of links.
- b. Business Survey: based on previous discussion, suggested to compare the questions across all the surveys already conducted.

- c. Employer Education Workshop: great opportunity to provide training and education opportunities to employers, as well as resources within the current system, and the defined OJT/WEX/Internships. WorkSource is hosting a business training later this year, more information to come.
- 4. Good of the Order – Una and Luci requested volunteers to assist with a Clallam/Jefferson Women’s Empowerment event for October 12<sup>th</sup>.  
Marty Reep has been contacted by a Victoria Bergasgel about a Maritime school. She would like to connect with individuals who would be interested.
- 5. Calendar – October 18<sup>th</sup> meeting with by hybrid, in-person will be in Kitsap location TBD. Suggested to cancel the December 20<sup>th</sup> meeting but after further discussion, we’ll still hold the meeting but it will be only virtual no in-person.

Adjourn: 10:17am

Next meeting: Hybrid October 18<sup>th</sup>, location TBD.





# Women's

## Employment Workshop

Join us in empowering women and gender-expansive individuals on their professional journeys! This free event offers support, resources, and opportunities! Whether you're newly entering or returning to the workforce, join us to gain the tools, new skills, and inspiration.

**October 11, 2024 | 10:30 am -1:00 pm**  
**The Hub | 117 N Lincoln St, Port Angeles**

### Women Leading Change Panel:

- Dr. Suzy Ames  
President Peninsula College
- Betsy Davis  
Executive Director NWSWBB
- Layla Rawls  
Executive Director Ginger's Closet
- Mayor Dexter  
City of Port Angeles



**Register Here!**

<https://www.cognitoforms.com/KitsapCounty1/SWDCoalitionWomensWorkshop>

### Come For:



**Business Personal Appearance**



**Free Clothing Closet**



**Educational Assistance & Financial Aid**



**Mock Interviews**



**Resume Assistance & Job Coaching**



**Entrepreneurship & Brand Coaching**



A proud partner of the American Job Center network



PENINSULA COLLEGE







## Job Description Builders

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### Education Design Lab

[Education Design Lab \(eddesignlab.org\)](http://eddesignlab.org)

Easy step by step job description builder based on job title and industry. Add and remove required competencies (required and preferred) specific your organizations need. Creates a ready to use job posting.



### [Career One Stop](#)

Job Description Writer sponsored by the U.S. Department of Labor. Walks the user through a step-by-step process of building a meaningful description based on occupation.



### [O\\*Net OnLine](#)

Online search engine to find job descriptions and definitions to help students, job seekers, businesses and workforce development professional. Includes finding job descriptions based on skills and a crosswalk for Military member to understand what civilian jobs relate to the position they held in the military.



### [National Fund for Workforce Solutions](#)

Job design builder, helping businesses create the right type of position based on the task components. Includes research for healthcare businesses and employees.



### U.S. Bureau of Labor of Statistics [Occupational Handbook](#)

Information about the nature of work, working conditions, training and education, earnings, and job outlook for hundreds of occupations. Include dynamic search engine to locate occupational job summary, education, a pay information.

## Education and Training Options

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### [Washington State Library](#)

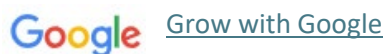
Resource library of online education and training opportunities to upskill or reskill.



### [Northstar Digital Literacy](#)

Self-directed assessment and learning tool that covers a variety of technology to improve skills on a number of common computer topics.

## Business Resource Tool Kit



Google now provides online professional job training from job specific skills to certificate programs. Earn credential in high-growth fields from Cybersecurity, data analytics, project management, and IT support.



### [GCF Global](#)

For almost 20 years, the GCFGlobal.org program has helped millions around the world learn the essential skills they need to live and work in the 21st century by offering self-paced online courses. E-Learning, career Coaching, and stackable credentials.



### [Olympics & Rainier Region Goodwill](#)

Offering vocational school training and education, as well as programs and career support services. Includes financial education, digital skills, General Education Diploma (GED), and career readiness education and development.



### [Coursera](#)

Over 7,000 online courses to learn project specific skills, program certificates, or flexible learning options.



### [LinkedIn Learning](#)

Online educational platform that offers a wide range of video courses taught by industry experts. Features over 16,000 courses. Local WorkSource and Libraries offer licenses at no cost.



### [Express Pros Express Learn](#)

Educational program featuring a variety of flexible courses in high-demand fields. Completely free for Express Associate, follow link for more information.



### [The Open University](#)

Offering a wide range of courses and qualification sin various subjects, from undergraduate to postgraduate level. Based out of the U.K., Open University distance learning options globally.



### [Udemy Online Courses](#)

Online learning platform that offers over 130,000 individual online courses and can be a great option if you're interest in a one-off course in a specific subject or skill set. Offers both paid and free courses.



### [Alison](#)

Free online courses with certificates and diplomas for in-demand fields.

## Business Resource Tool Kit

### **Many Major Universities offer free online classes – examples:**

Harvard University <https://pll.harvard.edu/catalog/free>

Stanford University <https://online.stanford.edu/free-courses>

## Other Helpful Resources

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### Washington Workforce Association Business Services

Business resources to avoid workforce reductions and employee separations. Links to Layoff Aversion Programs and list of business and employee benefits.



Kitsap Economic Development Alliance Business Resources: [Business Resources | KEDA \(kitsapeda.org\)](#)



EDC Team Jefferson [Discover Resources \(edcteamjefferson.org\)](#)



Clallam Economic Development Council [Clallam Economic Development Council - Business Support & Growth](#)



### Job Accommodation Network (JAN)

JAN provides free and confidential consultation for employers of all sizes and types (e.g., private, federal, state, or local government, etc.). This consultation includes practical guidance on workplace accommodation solutions, accommodation process strategies, and the employment provisions (Title I) of the Americans with Disabilities Act (ADA) and related legislation.

## Internships

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Contact WDA1 ESD WIOA offers Paid Work Experiences and On-The-Job Trainings Email: [OlympicWIOA@esd.wa.gov](mailto:OlympicWIOA@esd.wa.gov) for additional assistance

[Association of Washington Business \(AWB\)](#)

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# 2024 Meetings

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	9	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## OCB Meeting (3rd Fridays)

10am-12pm

January 19  
March 15  
July 19  
September 20

## OCB - OWDC Joint Meeting

9am-12pm

May 17  
November 15

## SWD Coalition Meeting (3rd Friday)

9-10:30am

April 12  
June 21  
August 16  
October 18  
December 20

## OWDC Meeting (2nd Thursday)

10am-12pm

January 11  
March 14  
July 11  
September 12

## Executive Meeting (2nd Tuesdays)

10am-12pm

January 9  
March 12  
May 14  
July 9  
September 10  
November 12