



**CLALLAM COUNTY
COMMISSIONERS**

RANDY JOHNSON

Chair

MARK OZIAS

BILL PEACH

**JEFFERSON COUNTY
COMMISSIONERS**

KATE DEAN

Second Vice Chair

GREG BROTHERTON

DAVID SULLIVAN

**KITSAP COUNTY
COMMISSIONERS**

CHARLOTTE GARRIDO

First Vice Chair

ROBERT GELDER

EDWARD WOLFE

DIRECTOR

ELIZABETH COURT

PROGRAM ANALYST

LUCI BENCH

OLYMPIC CONSORTIUM BOARD

DATE: January 22, 2021
TIME: 10:00 a.m. – 12:00 Noon.
PLACE: Join Zoom Meeting
<https://zoom.us/j/94346882765>

A G E N D A

1. Callto Order
2. Action
 - a. Approval of January 22, 2021 agenda
 - b. Approval of November 20, 2020 meeting minutes (Att. 2.b) pg. 3
 - c. Affirmation of WIOA 2021 Budget (Atts. 2.c) (Begin on pg. 5)
 - d. Review and Adoption of OWDC Policies
 - i. 1600POL Records and Documentation (Att. 2.d.i) pg.12
 - ii. 1601POL Protection of Personally Identifiable Information (Att. 2.d.ii) pg.14
 - iii. 5502POL Supportive Services (Att. 2.d.iii) pg.16
3. Discussion
 - a. COVID-19 Impacts / Virtual Services and Office Reopening Plan
 - b. National Emergency Grant Update Kitsap EOCs including Clallam, and Jefferson Counties planing
 - c. Regional Director Jessica Barr, Trade Act. RESEA, and related topics.
 - d. Commerce and CDBG Covid relief funds
 - e. EO Focus, Equity, Inclusion and Diversity (Att. 3.e) pg. 22
 - f. WDC Update – OWDC Executive Committee Member
4. Updates
 - a. PY20 Q2 Preliminary Performance Reports (Atts. 4.a) (begin on pg.29)
 - b. Paperless Program and Policy Reboot
 - c. Monitoring
 - d. Achievement Letter from Washington State Employment Security Dept. (Att. 4.d) pg.39
5. Adjourn

Next Meeting: February 26, 2021 10:00 a.m. – 12:00 noon.
 Via Zoom

AGENDA SUMMARY



Action Items

2.a Approval of Agenda

Standard Motion Requested for approval of agenda

2.b Approval of Nov. 20, 2020 meeting minutes

Standard Motion Requested for approval of prior meeting minutes

2.c Affirmation of WIOA 2021 Budget

WIOA requires the OCB to review and affirm the annual budget developed by the fiscal agent, i.e. Kitsap County.

2.d Review and Adoption of OWDC Policies

- i. 1600POL Records and Documentation: This policy requires updates due to changes in records and retention as required by WIOA and State guidance.
- ii. 1601POL Protection of Personally Identifiable Information. This policy requires updates due to changes in documentation guidance as required by Covid impacts on services.
- iii. 5502POL Supportive Services. This policy requires updates because of adoption of state guidance and increased flexibility in allowable support services to WIOA Title I participants.

Discussion Items

3.a COVID-19 Impacts / Virtual Services and Office Reopening Plan

Staff request information from Board Members on most recent impacts of the pandemic on their respective Counties and staff provide additional information on current services and work in the field.

3.b-c National Emergency Grants for Dislocated Workers

Staff will share information on successes at Kitsap Emergency Operations Center as well as next steps for similar work with Clallam and Jefferson Counties.

3.d Commerce and CDBG Covid relief funds

The federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act) has allocated supplemental CDBG Coronavirus (CDBG-CV) funds through the US Department of Housing and Urban Development (HUD) to the state [CDBG program at Commerce](#). The CDBG-CV funding will be provided to Commerce in up to three separate funding rounds.

3.e. EO Focus, Equity, Inclusion and Diversity (EID)

EO Officer and OWDC Director will provide information on current EID work in the area.

Updates

PY Quarterly Report

Updates from Program Analyst on WIOA Title I Adult, Dislocated Worker and Youth programs achievements.

4.b Paperless program and Policy Reboot

Updates from staff on transition to paperless systems as well as valuable streamlining policy format and manual.

4.c 2021 State Monitoring

Employment Security staff will join OWDC staff in March to conduct annual monitoring.

4. Achievement Letter regarding WIOA Title I success in WDA 1 Olympic.

Achievement Letter from Washington State Employment Security Dept.

Meeting Notes
OLYMPIC CONSORTIUM BOARD
Via ZOOM
November 20, 2020

ATTENDEES –Commissioner Kate Dean, Commissioner Randy Johnson, and Commissioner Charlotte Garrido

Guests: Aschlee Drescher

Staff: Kitsap HS Director Doug Washburn, Elizabeth Court, and Luci Bench

1. CALL TO ORDER – Commissioner Randy Johnson, Vice Chair called to order 10:02

2. ACTION ITEMS

a. Approval of agenda

Motion: Commissioner Dean moved to approve November 20, 2020 agenda.

Commissioner Garrido second. Motion carried

b. Approval of meeting minutes for October 16, 2020

MOTION: Commissioner Dean moved to approve. Commissioner Garrido second.

Motion carried.

Election for Chair of Olympic Consortium Board for period of January 1, 2021 to December 31, 2021

MOTION: Commissioner Dean moved to nominate Commissioner Johnson as Chair for OCB 2021. Commissioner Garrido second. Motion carried.

c. OCB Meeting Schedule for 2021

Discussion about frequency of OCB meetings: Instead of 3rd Friday of each month; meetings will be held bi-monthly on the 4th Friday, including an email update the months meetings are not held. Commissioner Dean, Johnson, and Garrido all agreed to OSB schedule change.

3. DISCUSSION ITEMS

a. Statewide Workforce Development Recovery Plan Presentation

- Provided by Elizabeth Court on Washington's Workforce Economic Recovery Plan which included charting a more equitable future, technology divide, drivers, recommendations, creating an economic recovery ecosystem, transparent measure progress towards inclusive economic recovery, leverage, expand capacity postsecondary systems, accessible, re-engineering pathways, boost healthcare, customize business services and entrepreneurial support.

- Discussion surrounding barriers: broadband expansion major issue, work being done to have utility district providing broadband as a regular service.

4. UPDATES

- a. Performance Dashboard WDA1 Olympic
 - Reviewed. Commission Dean asked about the impact on participant numbers
- b. EO Focus, Equity, Inclusion, and Diversity
 - Alissa Durkin will provide a quarterly update.
- c. OWDC November 10 Meeting
 - Aschlee Drescher provided meeting debrief:
 - New member introduction of Ashley Jackson and Venus Km-Wr.
 - Fleet and Family Service North West presented about serving veteran and families virtually.
 - Olympic College presented about virtual services, they have converted rooms into open standing ZOOM access that all offices are connected to, and students can immediately connect to receive assistance.
 - AARP presented on their foundations activities in assisting aging community who at poverty level and hardest hit by COVID.
 - Dept. of Services for the Blind presented their services they have available.
 - Employment Pipeline gave an overview of how they are helping job seekers and businesses.
 - Robin Hake appreciation for her service to the OWDC.
 - YESVets presentation about how employers can get involved and award of the employer who has hired the most vets. Award includes branding tool kit.
- d. OWDC and OCB Calendar 2021
 - Elizabeth will update with bi-monthly meetings.

ADJOURN: Commissioner Johnson adjourned the meeting at 11:02 a.m.

NEXT MEETING: Friday, January 22, 2021 via Zoom.

RESOLUTION 187 -2020

A RESOLUTION ADOPTING THE 2021 KITSAP COUNTY ANNUAL BUDGET


WHEREAS, R.C.W. 3640.080 requires that the Board of County Commissioners fix and determine each item of the budget separately and by resolution adopt the budget as so finally determined; and

WHEREAS, Resolution 375-1983 authorizes the adoption of the budget at the department and/or fund levels, as described in Attachments 1 - 5; and


NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners for Kitsap County, Washington in a regular session assembled that the Kitsap County Budget for 2021, as finally presented on December 7, 2020, is fixed at the department and/or fund levels listed on the attached pages.

ADOPTED this 7th day of December 2020.


BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON



CHARLOTTE GARRIDO, Chair

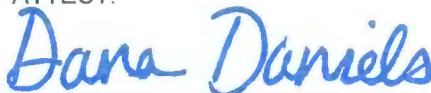


EDWARD WOLFE, Commissioner



ROBERT GELDER, Commissioner

ATTEST:



Dana Daniels
Clerk of the Board

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Kitsap County Board of Commissioners will hold a public hearing on **December 7, 2020**, at the hour of **5:30 PM**, to consider a **Resolution** adopting the **2021 Kitsap County Budget**. Any taxpayer may attend the meeting and be heard for or against any part of the budget and may request that the officials in charge of the various offices, departments, services and institutions to appear at the hearing for questioning about the budget.

A copy of the of the preliminary 2021 Kitsap County Budget is available by contacting Kristopher Carlson, Financial Manager, Department of Administrative Services, 360-337-4417.

MEETING LOCATION. At the time this notice was submitted for publication, Kitsap County remains in Phase 2 of Governor Inslee's Safe Start Plan for COVID-19 Recovery, as such, the County will be holding this public hearing remotely as part of its regular meeting on the date noted above. There will be no physical location. Board members, staff, and presenters will participate remotely. The public may link into the meeting or hearing through video conference, or telephonically through a call-in number, and will be allowed to provide comments. Meeting access link information, as well as related materials, will be available to the public prior to the hearing at <https://sp.kitsapgov.com/sites/comm/SitePages/agendasearch.aspx>, or by clicking on the Board Meeting Agendas link on the Kitsap County Board of County Commissioners webpage. Should the Governor's Safe Start Plan allow for in-person meetings, the updated information will be provided at the link above.

ALL THOSE INTERESTED are welcome to attend the public hearing (**Please note that hearing start times are estimates and may be impacted by the amount of public input**).

Dana Daniels, Clerk of the Board
KITSAP COUNTY COMMISSIONERS OFFICE

Kitsap County does not discriminate on the basis of disability. Individuals who require accommodations at this meeting, or who require this information in a different format, should contact the ADA Coordinator at (360) 337-5777 (voice) or (TDD) (360) 337-7275 or (800) 816-2782. Please provide five (5) business days notice for accommodations, if possible.

Publication Date: November 19, 2020 and November 26, 2020
The Kitsap Sun



Meeting Date: December 7, 2020
Agenda Item No:

<u>Kitsap County Board of Commissioners</u>			
Office/Department: Department of Administrative Services			
Staff Contact & Phone Number: Amber D'Amato, Director, 337-4504			
Agenda Item Title: 2021 Kitsap County Budget			
Recommended Action: Move the Board adopt the 2021 Kitsap County Budget			
Summary:	Presentation to the Board of County Commissioners and the public of the 2021 Preliminary Budget for adoption		
Attachments:	1. Kitsap County Budget – All Funds 2. General Fund Revenue and Expenditures by Department/Office 3. General Fund Revenue and Expenditures by Account 4. ER&R Rental Rates 5. Personnel Changes & Frozen Positions		
<u>Fiscal Impact for this Specific Action</u>			
Expenditure required for this specific action:		\$380,330,653	
Related Revenue for this specific action:		\$363,366,357	
Cost Savings for this specific action:		\$0	
Net Fiscal Impact:		\$16,964,296	
Source of Funds:		\$380,330,653 in current revenue \$16,964,296 in appropriated fund balance from funds outside of the General Fund	
<u>Fiscal Impact for Total Project</u>			
Project Costs:		\$	
Project Costs Savings:		\$	
Project Related Revenue:		\$	
Project Net Total:		\$	
<u>Fiscal Impact (DAS) Review</u>			
<u>Departmental/Office Review & Coordination</u>			
Department/Office	Elected Official/Department Director		
DAS	Amber D'Amato	<i>Amber D'Amato</i>	
<u>Contract Information</u>			
Contract Number	Date Original Contract or Amendment Approved	Amount of Original Contract Amendment	Total Amount of Amended Contract

19131 WIA Admin - 2021 County Budget

Account Title	Account #	2021 Request	2020 Request	2019 Request	2019 Actual	2018 Actual
WIA Adult	3330.17258	\$ 963,485.00	\$ 850,600.00	\$ 777,000.00	796,830.46	1,033,727.10
WIA Youth	3330.17259	\$ 966,180.00	\$ 857,300.00	\$ 884,800.00	1,249,316.49	945,295.79
WIA National Emerg Grant	3330.17277	\$ 676,500.00	\$ 150,000.00	\$ 49,000.00	-	-
WIA Dislocated Worker	3330.17278	\$ 1,004,777.00	\$ 685,800.00	\$ 756,500.00	769,853.24	786,033.60
WIA ACP	3330.1744	\$ 316,378.00	\$ 278,000.00	\$ 257,600.00	262,731.03	249,860.59
GA & O Transfer In (IS charges)	4970.9701	\$ -	\$ 79,538.00	\$ 12,755.00	12,755.00	6,244.00
Revenue total		\$ 3,927,320.00	\$ 2,901,238.00	\$ 2,737,655.00	\$ 3,091,486.22	\$ 3,021,161.08
Beginning Fund Balance	3081	\$ -	\$ -	\$ -		
Budget total		\$ 3,927,320.00	\$ 2,901,238.00	\$ 2,737,655.00	\$ 3,091,486.22	\$ 3,021,161.08
Regular Salaries	5101	\$ 143,430.00	\$ 130,118.00	\$ 132,135.00	136,313.73	137,863.52
Overtime Pay	5102	\$ -	\$ -	\$ -	513.18	0.22
Longevity Pay	5103	\$ 922.00	\$ 673.00	\$ 989.00	1,144.48	1,062.37
Annual Leave Payout	5106	\$ -	\$ -	\$ -	1,799.55	-
Miscellaneous Pay	5190	\$ -	\$ -	\$ 1,321.00	1,907.34	-
Industrial Insurance	5201	\$ 1,516.00	\$ 1,348.00	\$ 1,371.00	1,300.98	1,219.61
Social Security	5202	\$ 11,043.00	\$ 10,006.00	\$ 10,286.00	10,348.13	10,207.78
PERS Retirement	5203	\$ 17,172.00	\$ 16,820.00	\$ 17,311.00	17,912.74	17,613.83
WA State Family Leave	5209	\$ 210.00	\$ 191.00	\$ -	203.47	7.58
Deferred Compensation	5224	\$ 717.00	\$ 651.00	\$ -	590.70	-
Benefit Bucket	5229	\$ 23,494.00	\$ 20,883.00	\$ 20,883.00	23,941.97	20,170.27
Salaries and Benefits total		\$ 198,504.00	\$ 180,690.00	\$ 184,296.00	\$ 195,976.27	\$ 188,145.18
Office Supplies	5311	\$ 1,500.00	\$ 100.00	\$ 1,500.00	1,529.70	408.37
Small Tools	5351	\$ -	\$ 200.00	\$ 500.00	-	-
Computer Software	5352	\$ 500.00	\$ 200.00	\$ -	492.83	-
Small Computer Equipment	5353	\$ 1,100.00	\$ -	\$ -	1,143.61	-
Supplies total		\$ 3,100.00	\$ 500.00	\$ 2,000.00	\$ 3,166.14	\$ 408.37
Other Prof Services	5419	\$ -	\$ -	\$ 2,500.00	-	-
Telephone	5421	\$ 1,000.00	\$ -	\$ -	-	163.50

Account Title	Account #	2021 Request	2020 Request	2019 Request	2019 Actual	2018 Actual
Postage	5425	\$ 100.00	\$ 100.00	\$ 200.00	68.90	117.17
Mileage	5431	\$ 3,000.00	\$ 4,000.00	\$ 3,000.00	3,064.85	3,878.19
Travel	5432	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	4,786.13	935.24
Per Diem	5433	\$ 1,000.00	\$ 1,500.00	\$ 1,000.00	505.30	216.36
Non-Employee Mileage	5438	\$ 500.00	\$ 500.00	\$ 1,000.00	180.38	113.36
Non-Employee Travel	5439	\$ 1,000.00	\$ 3,000.00	\$ 2,000.00	637.30	2,393.86
Advertising	5441	\$ 600.00	\$ 500.00	\$ 1,000.00	-	227.82
Operating Rentals	5451	\$ 1,000.00	\$ 500.00	\$ 1,000.00	1,451.14	845.24
Repairs & Maint - Equipment	5483	\$ -	\$ -	\$ -	-	-
Dues/Subscriptions	5492	\$ 12,000.00	\$ 12,000.00	\$ 13,000.00	10,947.88	10,965.32
Printing & Binding	5496	\$ -	\$ -	\$ -	535.00	-
Registration & Tuition	5497	\$ 6,000.00	\$ 4,000.00	\$ 4,000.00	6,941.68	3,921.24
Other Miscellaneous	5499	\$ 5,000.00	\$ 5,383.00	\$ 5,367.00	4,104.39	9,729.14
Services total		\$ 36,200.00	\$ 36,483.00	\$ 39,067.00	\$ 33,222.95	\$ 33,506.44
I/F IS Service Charges	5912	\$ 10,775.00	\$ 10,775.00	\$ 9,060.00	9,060.00	8,968.80
I/F IS Prog Maint	5913	\$ 4,959.00	\$ 4,959.00	\$ 3,987.00	3,987.00	3,762.84
I/F IS Projects	5922	\$ 688.00	\$ 688.00	\$ 691.00	690.96	453.96
I/F Insurance Services	5961	\$ 2,093.00	\$ 2,093.00	\$ 2,041.00	2,041.00	1,408.00
Indirect Cost Allocation	5996	\$ 94,826.00	\$ 94,826.00	\$ 28,453.00	28,453.00	19,451.00
Interfund total		\$ 113,341.00	\$ 113,341.00	\$ 44,232.00	\$ 44,231.96	\$ 34,044.60
IS Computer Fleet	6971.5164	\$ -	\$ 2,000.00	\$ -	-	-
		\$ -	\$ -	\$ -	-	-
Operating Transfers total		\$ -	\$ 2,000.00	\$ -	\$ -	\$ -
Expense total		\$ 351,145.00	\$ 333,014.00	\$ 269,595.00	\$ 276,597.32	\$ 256,104.59
Ending Fund Balance	5081	\$ -	\$ -	\$ -		
Budget total		\$ 351,145.00	\$ 333,014.00	\$ 269,595.00	\$ 276,597.32	\$ 256,104.59
Variance		\$ 3,576,175.00	\$ 2,568,224.00	\$ 2,468,060.00	\$ 2,814,888.90	\$ 2,765,056.49
		\$ (34,767.00)	\$ -	\$ -	\$ -	\$ -

19132 WIA Direct Program - 2021 County Budget

Account Title	Account #	2021 Request	2020 Request	2019 Request	2019 Actual	2018 Actual
Miscellaneous revenue	3690.9	\$ -	\$ -	\$ -	-	-
GA & O Transfer In (IS charges)	4970.9701	\$ -	\$ -	\$ 6,665.00	6,665.00	5,851.00
Revenue total		\$ -	\$ -	\$ 6,665.00	\$ 6,665.00	\$ 5,851.00
Regular Salaries	5101	\$ 170,404.00	\$ 162,673.00	\$ 174,048.00	152,410.63	160,366.67
Longevity Pay	5103	\$ 530.00	\$ -	\$ 2,163.00	1,951.20	2,344.37
Annual Leave Payout	5106	\$ -	\$ -	\$ -	8,934.32	-
Miscellaneous Pay	5190	\$ -	\$ -	\$ 1,740.00	3,910.22	-
Industrial Insurance	5201	\$ 1,853.00	\$ 1,853.00	\$ 1,800.00	1,631.22	1,637.10
Social Security	5202	\$ 13,076.00	\$ 12,445.00	\$ 13,615.00	12,357.77	12,122.62
PERS Retirement	5203	\$ 20,334.00	\$ 20,920.00	\$ 22,914.00	20,111.49	20,793.33
WA State Family Leave	5209	\$ 250.00	\$ 239.00	\$ -	241.02	6.65
Deferred Compensation	5224	\$ 852.00	\$ 813.00	\$ -	498.88	-
Benefit Bucket	5229	\$ 28,714.00	\$ 28,714.00	\$ 27,409.00	31,123.99	24,084.87
Salaries and Benefits total		\$ 236,013.00	\$ 227,657.00	\$ 243,689.00	\$ 233,170.74	\$ 221,355.61
Office Supplies	5311	\$ 500.00	\$ 500.00	\$ -	423.38	2,076.01
Small Computer Equipment	5353	\$ -	\$ -	\$ -	-	-
Supplies total		\$ 500.00	\$ 500.00	\$ -	\$ 423.38	\$ 2,076.01
Management Consulting	5415	\$ 450,000.00	\$ 360,073.00	\$ 355,000.00	286,870.13	389,821.17
Other Prof Services	5419	\$ -	\$ 25,000.00	\$ 23,000.00	9,840.00	10,240.00
Telephone	5421	\$ 800.00	\$ 1,000.00	\$ 1,000.00	-	-
Mileage	5431	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	770.25	594.60
Travel	5432	\$ 100.00	\$ 100.00	\$ 500.00	69.63	124.54
Per Diem	5433	\$ -	\$ 94.00	\$ -	-	-
Advertising	5441	\$ 300.00	\$ 500.00	\$ 500.00	-	-
Operating Rentals	5451	\$ 200,000.00	\$ 195,000.00	\$ 188,000.00	175,999.38	178,741.36
Electricity	5474	\$ 5,000.00	\$ 3,000.00	\$ 5,000.00	4,425.56	4,302.09
Dues/Subscriptions	5492	\$ 500.00	\$ 300.00	\$ -	1,089.00	1,114.10
Registration & Tuition	5497	\$ 1,000.00	\$ -	\$ -	48.24	3,181.25
Other Miscellaneous	5499	\$ 1,000.00	\$ 1,000.00	\$ 819.00	12.00	730.25
Services total		\$ 659,700.00	\$ 587,067.00	\$ 574,819.00	\$ 479,124.19	\$ 588,849.36

Account Title	Account #	2021 Request	2020 Request	2019 Request	2019 Actual	2018 Actual
Misc Intergovernment	5519	\$ 2,714,729.00	\$ 1,753,000.00	\$ 1,607,617.00	2,060,235.23	1,914,598.69
I/G Pymts Fed, State, Local	5520	\$ -	\$ -	\$ -	-	10,981.24
Intergovernmental total		\$ 2,714,729.00	\$ 1,753,000.00	\$ 1,607,617.00	\$ 2,060,235.23	\$ 1,925,579.93
I/F IS Service Charges	5912		\$ -	\$ 45,082.00	45,082.32	30,656.29
I/F IS Projects	5922	\$ -	\$ -	\$ 3,518.00	3,518.04	2,390.29
Interfund total		\$ -	\$ -	\$ 48,600.00	\$ 48,600.36	\$ 33,046.58
IS Computer Fleet	6971.5164	\$ -	\$ -	\$ -	-	-
		\$ -	\$ -	\$ -	-	-
Operating Transfers total		\$ -	\$ -	\$ -	\$ -	\$ -
Expense total		\$ 3,610,942.00	\$ 2,568,224.00	\$ 2,474,725.00	\$ 2,821,553.90	\$ 2,770,907.49
Variance		\$ (3,610,942.00)	\$ (2,568,224.00)	\$ (2,468,060.00)	\$ (2,814,888.90)	\$ (2,765,056.49)

1600POL RECORDS AND DOCUMENTATION RETENTION

Effective Date: July 01, 2020
Last Modified: January 12, 2021

Approved by XX

The Olympic Workforce Development Council follows state and federal laws and regulations to ensure Workforce Innovation and Opportunity Act (WIOA) Title I financial and program records meet the provisions of *WIOA Policy 5403 Records Retention and Public Access*, and the Washington State Archive Local Government Common Records Retention Schedule (CORE).

- 1. WIOA Title I contracts, agreements, or any other award, including financial, statistical, and property records and documentation fall within CORE GS2011-184 Rev3 regulations and have a 6-year retention schedule.**
 - a. Final expenditure report (closeout) submittal initiates retention period.
 - i. Exception: if unless litigation, audit, or claim involving the contract begins, the retention begins on the date of resolution.
- 2. WIOA Title I participant files are maintained per *WIOA Policy 5403 Records Retention and Public Access* and have a 3-year retention period.**
 - a. Subrecipients and contractors house and maintain participant files under the laws and regulations of specific federal, state and local law requirements.
- 3. OWDC contractors and subrecipients are required to manage the cost of storage and keep records and documents in a manner to prevent loss or damage.**
 - a. Storage costs shall be entered as a liability, requiring payment to the vendor.
- 4. WIOA Title I records and documents will be made available in the case of audits, monitoring, and/or examination by the Olympic Consortium Board (OCB), OWDC, U.S. Department of Labor (DOL), or The State of Washington.**
 - a. This right also includes timely and reasonable access to Contractor's and subcontractor's personnel, for the purpose of interviews and discussions related to such documents.
- 5. The statewide Management Information System (Efforts to Outcomes (ETO) houses all program participant records and documentation per *1610PRO Digital Documentation* procedure.**
 - a. If specific documentation is not obtained or required, case notes within the participant records must be present to explain why documentation is missing or unnecessary.
 - b. Confidential, medical, or legal information must be kept in physical paper form in subrecipient designated locked file cabinet.
- 6. Protection of personally identifiable information (PII) will be housed per *1620POL Protection of Personally identifiable Information* policy.**

7. Once retention is met, records and documentation are to be logged per CORE destruction procedure and destroyed.

- a. All records retained beyond the mandatory retention period are subject to audit and/or review.

References

WIOA Policy 5403 Records Retention and Public Access

1620POL Protection of Personally Identifiable Information

1611TSK Digital Documentation

Office of the Secretary of State, Washington State Archive Local Government Common Records Retention Schedule (CORE) Ver4. **GS2011-184 rev. 3** Financial Transaction – General

1601POL PROTECTION OF PERSONALLY IDENTIFIABLE INFORMATION

Effective Date: November 1, 2020
Last Modified: January 11, 2021

Approved by XX

To provide services to job seekers and other WorkSource System customers, Olympic Workforce Development Council (OWDC) staff, subrecipients, contractors and partner collect and store a variety of protected, personal identifiable information (PII). OWDC is committed to ensuring appropriate use, storage, and protection of PII from unauthorized use or disclosure.

1. **Confidential PII Records** include entire record systems, specific records or individual identifiable data.
 - Records may include; documents, file content, computer files, letters, and other notations of records or data.
2. **Physical documents that contain PII**, such as (participants' or family members') social security numbers, driver's license, birth certificates, or I-9 documents, must be stored in a confidential, locked file cabinet, only accessible by appropriate staff.
3. **Computers that have access to PII data** must be locked when not in use and anytime a staff person is not attending their workstation.
4. **All staff with access to online systems containing PII** must follow the procedures established by the administering agency. Electronic information and data are subject to all the requirements of this policy.
5. **Staff and subrecipients are required to ensure the privacy of all PII and to protect such information from unauthorized disclosure.**
 - a. Maintain PII in accordance with the standards for information security described in *TEGL 39-11*.
 - b. Ensure that during the performance of each grant/contract, PII has been obtained in conformity with applicable Federal and State laws governing the confidentiality of information.
6. **Failure to comply with the requirements identified in *TEGL 39-11* may result in disciplinary action.**
 - a. Subrecipient's improper use of PII for an unauthorized purpose, may result in the termination or suspension of the contract, the imposition of special conditions or restrictions, or other actions the OWDC deem necessary to protect the privacy of participants or the integrity of data.

DEFINITIONS:

Protected Personally Identifiable Information (PII): The Office of Management and Budget defines as information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal identifying information that is linked to social

security numbers (SSN), credit card numbers, bank account numbers, ages, birth dates, medical history, financial history and computer passwords.

REFERENCES:

TEGL 39-11 Handling and Protection of Personally Identifiable Information

2 CFR 200.79 Personally Identifiable Information

WorkSource System Policy 5403 Records Retention and Public Access

5502POL SUPPORTIVE SERVICES

Effective Date: December 15, 2020
Last Modified: January 13, 2021

Approved by XX

This policy applies to all Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated worker, and Youth program participants and defines support service guidelines the Olympic Workforce Development Council, subrecipient, and service providers follow in accordance with local, state, and federal WIOA law.

- 1. The OWDC subrecipients and service providers issue support services to participants to enable their participation in training and career services (TEGL 19-16, pg. 18).**
- 2. Support service eligibility requires participation in a training or career service.**
- 3. All services require entry into the statewide Management Information System(MIS) (Efforts to Outcomes (ETO)) at the time service is rendered.**
- 4. Support services include, but are not limited to:** transportation, childcare, dependent care, housing, and assistance with uniforms, and other appropriate work attire, and assistance with work-related tools, including eyeglasses and protective wear.
- 5. Youth Support Services include items listed in 1.c., as well as;** education testing, reasonable accommodations (as defined in WS 1019 Policy) for youth with disabilities and referrals to healthcare services.
- 6. The OWDC authorized the purchase of technology if training and career participation and/or employment attainment requires information technology resources (e.g., laptop, notebook, software programs, hotspot, data).**
 - i. Program managers are required to establish a fair and reasonable cost cap for technology resources. Resources must be selected to enable the client to participate in approved services at the lowest possible WIOA expense.
 - ii. When an expense is greater than \$50, program managers are required to maintain a list of purchased technology devices and recipient of the device (Attachment A).
 - iii. If a participant does not positively exit the program (e.g., unsubsidized employment or entered a post-secondary education) they are required to return the technology to WIOA staff.
 1. Staff need to make three (3) attempts to recover equipment. Contact attempts include email, phone, or in-person interaction. Each attempt requires case notes in the participants ETO account.
 2. Program managers are required to reissue any returned devices after they have cleaned, and the memory wiped by electronics cleaner (e.g., Geek Squad). Any cost incurred from cleaning a device becomes part of the original support service with receipt, invoice, and case note.
 3. Software programs do not need to be returned, per licensing agreements.

- iv. Subrecipients are responsible for creating their specific service delivery processes of technology support services.
- v. Program staff are required to provide justification documentation and research other resources and add this information in case notes.

7. WIOA funds cannot be used to pay fines or penalties.

8. The OWDC does not offer needs-related payments.

- a. Needs-related payments are an ongoing payment to adults and dislocated workers who have exhausted their unemployment insurance.

9. Subrecipient program managers and staff must include proper documentation for any allocation of WIOA Title I funds

- a. A budget and financial plan must be created and used to identify need of supportive services.
- b. Program staff must review, determine, and adequately case note the need for the purchase. It must be clear that the program participant does not have any other means to obtain and there are no other resources available.
- c. Support Services entered into ETO are required to include case notes per *5800POL Case Notes* at or above OWDC standards.
- d. Acceptable documentation to obtain and include in participant file (see *1611TSK Digital Documentation*) include but are not limited; to invoices, receipts, and purchase orders.

10. Program managers/supervisors and staff are required to utilize funds in a fair and equitable manner.

11. Staff shall work with community agencies to make allowable non-WIOA supportive services resources available to participants.

12. Other resources, or the lack of, is required to be recorded in case notes.

References

1611TSK Digital Documentation

5600POL Case Note (Policy 25)

DOL Final Rule 20 CFR 680.900-970

Training and Employment Notice (TEN) 08-20 Public Workforce System Role in Reopening State and Local Economies, Section 4(e)(iii)(B)

WIN 0077 (Rev9) WorkSource Services Catalog

WIN 0078 (Rev1) Provision of Title I Follow-up and Supportive Services Before and After Exit for Adults and Dislocated Workers

WIOA Policy 5602 (Rev2) Supportive Services and Needs-Related Payments.

WIOA Policy 5607 (Rev4) Incumbent Worker Training

WIOA Sections 3(59), 134(d)(2)-(3), 129(C)(2)(G)

WIOA Title I Dislocated Worker Self-Attestation Form

Applicant Information:

Last Name:	First Name:	Middle Initial:	
Address:	City:	State:	Zip:

Individuals entering WIOA services may self-attest to the information below:

1.	Are you low-income? (Please explain below)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Low-Income Explanation:			
2.	Are you legally entitled to employment within the U.S. and territories?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	Have you been terminated laid off, or received a notice of termination or layoff? (DW Categories 1 and 2).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	Are you a military service member who was discharged or released from service (under conditions other than dishonorable) or has received a notice of military separation (DW Category 5)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.	Were you unable to continue employment due to your spouse's permanent change of military station, or did you lose employment as a result of your spouse's discharge from the military? (DW Category 6)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.	Were you self-employed, but are unemployed as a result of general economic conditions in the community in which you reside? (DW Category 3)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.	Are you a displaced homemaker? (DW Category 4) NOTE: A displaced homemaker is an individual who was dependent on the income of another family member and is no longer supported by the income of another family member.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

	Dislocation Information	Current Employment Information
Separation Date		
Job Title		
Business Name		
Address		
City, State, Zip		

Self-Attestation Statement:

I certify that the information provided on this document is true and accurate to the best of my knowledge and belief. I understand that such information is subject to verification and further understand that the above information, if misrepresented or incomplete, may be grounds for immediate termination from any WIOA program and/or penalties as specified by law.

SIGNATURE OF PARTICIPANT	DATE

Staff Verification Statement:

I certify that the individual whose signature appears above provided the information recorded on this form.

SIGNATURE OF STAFF	DATE

Summary of 2020 Changes & Updates

To ensure Olympic Workforce Development Council (OWDC) policy compliance, below is a list of changes, updates, and additions made to the OWDC Policy Handbook in 2020. Decision to reorganization and review current policy is based on Training Program Manager and Program Analyst attended in July 2020, facilitated by Peabody Communications.

1. New policy numbering convention. Original policies were number in sequence of published date (e.g., 1-25).

- a. Identified three major categories: Administration, Fiscal, and Participation.
 - i. Added Program Notice & Guidance.
- b. Categorized policies into one of the three major categories. (i.e., Policy 17 Dispute Resolution = Administration and Policy 4 Support Service = Participation).
- c. Administration Policies start in 1000's
- d. Fiscal Policies start in 3000's
- e. Participant Policies start in 5000's
- f. Program Notices & Guidance 7000's

2. Policy versus procedure and task

- a. Policies are currently undergoing review to identify the administrative directives (policy), versus staff activities (procedure is two or more staff, task is one staff).
- b. Policies (POL) are at the hundredth level (i.e., 1100POL Complaint and Grievance).
- c. Procedure (PRO) are at the tenth level (i.e., 1110PRO How to file a complaint or grievance).
- d. Tasks (TSK) are at the single level (i.e., 1111TSK Filing a complaint with EO).
- e. By numbering in this manner, it allows for addition policy, procedures, and tasks to be added where and when necessary but also by major categories grouping.

3. Updated

- a. Revision of Policy 2 Records Retention
 - i. Added Statewide Case Management System Information Access
 - ii. Added PPII Policy and Digital Documentation Task
- b. Supportive Service Policy to include technology resources as an allowable support service.
- c. Combined all income validation under one policy: Income Validation
 - i. Policy 13 Definition of Dependent for Determining Family Size for WIOA Youth
 - ii. Policy 14 Definition of Family for Determining Family Income for Youth

- iii. Policy 15 Definition of Includable and Excludable Income for Determining Family Income for Youth & Adult Program Eligibility
 - iv. Att. 10(B) Lower Living Income Standards Level (LLISL)
- d. Combined all service policies under one policy: Individual Training and Support Services (ITSS). Procedures and task for individual related subject were created where applicable.
 - i. Policy 4 Supportive Services and Needs-Related Payments
 - ii. Policy 6 Individual Training Accounts
 - iii. Policy 19 Incumbent Worker Training
 - iv. Policy 20 Follow-up Services
 - v. Policy 25 Case Note Policy
- e. Rewrite or elimination of outdated attachments.
 - i. Removed Att. 9(A) Kitsap County Code Chapter 4.116 Purchasing Procedure and added link as this is not OWDC document.
 - ii. Updated to Att. 11(B) Dislocated Worker and Att. 12(C) Youth Self-Attestation forms.
 - iii. Removed Att. Monitoring Checklist and Att. Monitoring Tools
 - 1. Added link to ESD Monitoring Team Checklist that are updated, maintained, and provided to us by the ESD Monitoring Team.
 - iv. Updated Adult and DW application forms.
 - v. Updated Equal Opportunity, Right to File Discrimination Grievance , and Data Sharing Agreement.
- f. Combined eligibility policies under one: Program Eligibility and created procedures for individual program requirements.
 - i. Policy 10 Adult Program Eligibility
 - ii. Policy 11 Dislocated Worker Eligibility
 - iii. Policy 12 Youth Eligibility
- g. Added Data Validation Policy and combining applicable attachments.
 - i. Att. 10(A) Adult Data Elements
 - ii. Att. 10(C) Data Validation Source Document Requirements
 - iii. Att. 12(A) Data Validation Source Documents Youth
 - iv. Att. 12(b) Data Elements Youth

4. Additions

- a. 90-Day Hold Gap Service Program Notice
- b. COVID Pandemic Waivers Notice
- c. Virtual Enrollment Guidance
- d. Authorization of 14-day service entry delay Policy
- e. Protected Personal Information (PII) Policy

- f. Digital Documentation Task in response to OWDC going paperless.
- 5. Updated OWDC Policy Handbook will be made available on OWDC website, by request.
 - a. Further additions or changes will be documented as Policy Reboot (Reorganization and Review) project completion is due in September 2021.

Washington State Technical Advisory Group - November 2020

SUMMARY

Issue

The magnitude and duration of the economic recovery is expected to be severe and long-term. Without intentional investments to build an inclusive, equitable economic recovery, deeply rooted demographic and geographic inequalities that existed prior to COVID-19 will intensify and put an unprecedented number of Washingtonians at risk of poverty and its intergenerational consequences. **The purpose of the Technical Advisory Group (TAG) is to define and measure equitable economic recovery to guide Washington state toward and equitable and inclusive economic economy over the long-term.**

How Leaders Can Take Supportive Action

1. Embed a vision for equitable economic recovery and corresponding economic trigger and dashboard within Governor Inslee's Safe Start efforts.
2. Encourage partnership with Results WA to align vision for an equitable recovery and economy with their updated outcomes framework.
3. Elevate the work among cabinet-level colleagues and the Legislature.

BACKGROUND

The magnitude and duration of the economic recovery will be severe and long-term. With the steep rise in unemployment, emerging estimates show that poverty could reach its highest level in 50 years¹ and significantly deepen racial and geographic inequality. Without intentional investments to build an inclusive, equitable economic recovery, deeply rooted demographic and geographic inequalities that existed prior to COVID-19 will intensify and put an unprecedented number of Washingtonians at risk of poverty and its intergenerational consequences.

DSHS|ESA recently co-lead Governor Inslee's Poverty Reduction Workgroup and the creation of a [10-Year Plan to Reduce Poverty & Inequality](#) in Washington state. This plan serves as a blueprint for how to rebuild our economy in a more equitable and inclusive way. As an outgrowth of PRWG's work, DSHS convened a technical work group to create a definition of "equitable economic recovery" that moves beyond traditional markers of recovery (e.g., aggregate unemployment rates, expansion of national/state GDP) toward a more inclusive definition and measure that includes concepts of just and equitable employment, economic inclusion, and no racial and geographic inequality. The intention of this effort is to hold the state accountable to targeted, sufficient, and sustained investments in an equitable economic recovery from COVID-19 and long-term, inclusive and robust economic growth.

The workgroup consists of staff from DSHS's RDA and ESA divisions, Commerce, ESD, DCYF, DOH, HCA, and five organizations with missions strongly aligned to the state's poverty reduction efforts – National Urban Indian Family Coalition, Front & Centered, Civic Commons, Washington State Budget & Policy Center, and the University of Washington's West Coast Poverty Center (*see Appendix A for full list*).

¹ Parolin, Z. & Christopher Wimer (April 2020) Forecasting Estimates of Poverty during the COVID-19 Crisis. Center on Poverty and Social Policy at Columbia University Policy Brief available for download at <https://static1.squarespace.com/static/5743308460b5e922a25a6dc7/t/5e9786f17c4b4e20ca02d16b/1586988788821/Forecasting-Poverty-Estimates-COVID19-CPSP-2020.pdf>

PURPOSE & GOAL

Goal: To establish state accountability toward an equitable economic recovery from COVID-19 and long-term, inclusive economic growth.

Purpose: The purpose of TAG’s work is as follows:

1. To create a shared vision and definition for what an “equitable, inclusive recovery and economy” means *(see Appendix B for equitable recovery framework)*;
2. To create state accountability toward said vision by measuring, tracking, and publicizing progress over the long-term;
3. To ensure the expertise, stories, and experience of people and communities most affected by poverty and inequality are included as data and the primary audience to be accountable to; and
4. To create an economic trigger in the short-term to guide policy, program, and funding decisions toward equitable economic recovery and inclusive, long-term economic growth during the upcoming 2021-23 budget development and 2021 legislative session *(see Appendix C for proposed methodology)*.

OPPORTUNITIES FOR ACTION & ALIGNMENT

A measure of equitable economic recovery should be used in decision-making related to the state’s economic recovery efforts, including in Governor Inslee’s Economic Recovery and Safe Start Planning Groups, as well as executive and legislative branch policy, program, and funding decisions. As these efforts are just emerging, it is important to align them and embed a strong commitment for action on equity and the inclusion of people most affected by the COVID-19 crisis in decision-making.

State leaders can support action toward equitable economic recovery by:

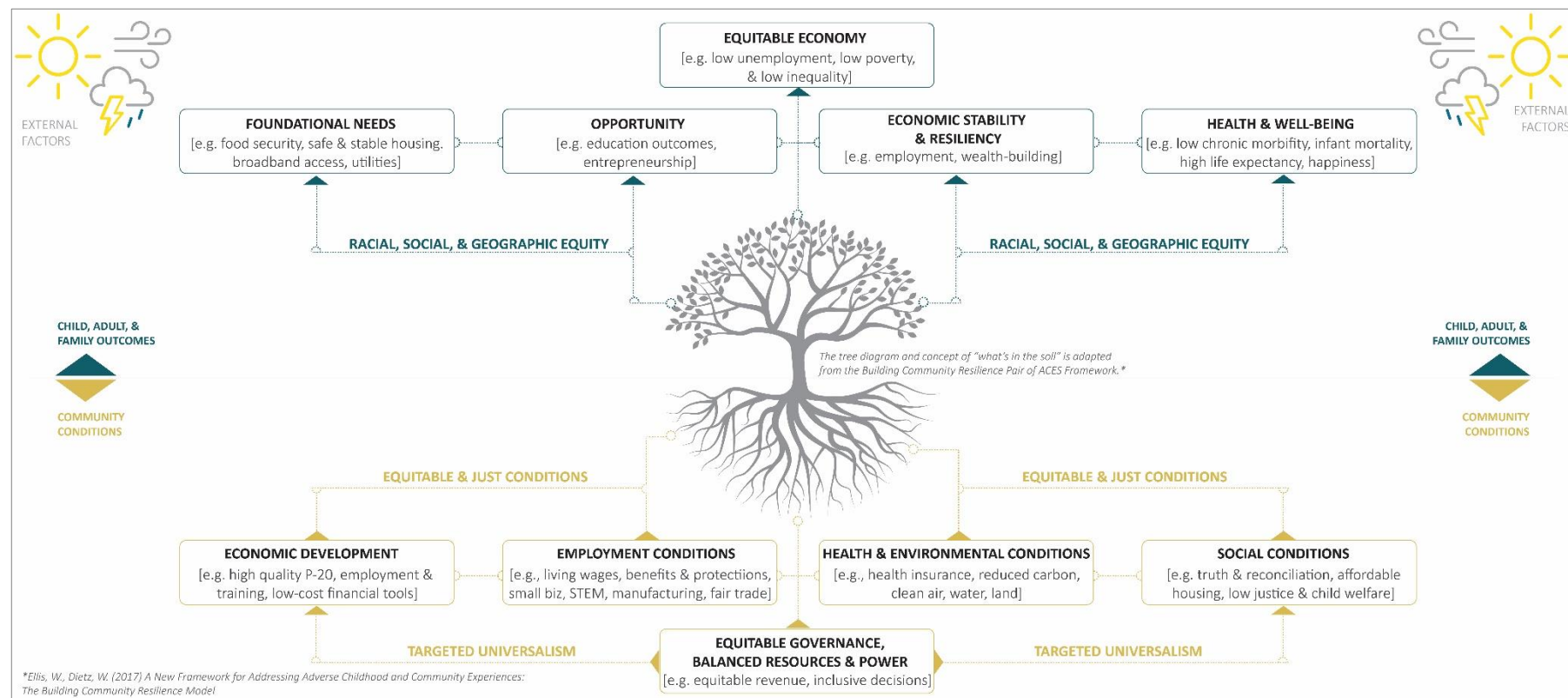
- Embedding a vision for equitable economic recovery and corresponding economic trigger within Governor Inslee’s Safe Start efforts.
- Expanding the Economic Recovery Dashboard developed by Commerce to include measures that reflect both community conditions and outcomes for children, adults, and families.
- Encouraging partnership with Results WA to align vision for an equitable recovery and economy with their updated outcomes framework.
- Elevating the work among cabinet-level colleagues and the Legislature.

APPENDIX A: TAG Membership

Michael Brown (Civic Commons)
 Vishal Chaudry (HCA)
 Janeen Comenote (NUIFC)
 Brianne Firth (ESD)
 Deric Gruen (Front & Centered)
 Alice Huber (DSHS | RDA)
 Kim Justice (Commerce)
 Tedd Kelleher (Commerce)
 Shannon Latiff (ESD)
 Barb Lucenko (DSHS | RDA)

David Mancuso (DSHS | RDA)
 Aurora Martin (Front & Centered)
 Lisa Nicoli (DSHS | ESA | EMAPS)
 Lori Pfigst (DSHS | ESA)
 Tim Probst (ESD)
 Shane Riddle (DSHS | ESA | EMAPS)
 Amy Sullivan (DOH)
 Jennifer Tran (Budget & Policy Center)
 Vickie Ybarra (DCYF)

APPENDIX A: Framework for an Equitable, Inclusive Economy



APPENDIX B: Constructing an Economic Trigger to Guide Equitable Economic Recovery

DATA BRIEF

UNIVERSITY OF WASHINGTON WEST COAST POVERTY CENTER

Jennie Romich, PhD & Callie Freitag, PhD Student

OVERVIEW

An index combines indicators of specific factors in order to capture a larger idea. In the case of the TAG, we want an index that shows Washingtonian's material and social well-being. This includes indicators of wealth, income sufficiency (above poverty line), food security, housing stability, and access to insured medical care. This well-being index will complement the labor market and health dashboards guiding the state's recovery efforts.

An index combines indicators of specific factors in order to capture a larger idea. For a well-being index, individual data components would ideally have the following features:

- Be available immediately and easy to update quarterly;
- Represent Washington State with a high level of detail by geography and race/ethnicity; and
- Include questions on all indicators necessary to grasp the size, scope, and experience of poverty and economic hardship in Washington state.

Existing data sources vary with the extent to which they are able to meet these criteria. Even used in combination, existing data is still limited in critical ways. For instance, common data sources [fail to include or meaningfully disaggregate American Indian and Alaska Native populations](#). Collecting supplemental data can help fill in these gaps. We have identified three options for constructing this index, arranged below from least to most resource-intensive.

DATA OPTIONS FOR CONSTRUCTING AN EQUITABLE RECOVERY INDEX

Option 1: Use Existing Data. We have identified three promising data sources – the Household PULSE Survey, the American Community Survey (ACS), and state administrative data – which could be used in combination to produce an index. Each source has its own benefits and drawbacks (*see Appendix*). These limitations could be somewhat addressed through combining the data sources throughout the reporting process (*see “Reporting & Accountability” section below*).

Option 2: Use Existing Data and Collect Qualitative Evidence. Per the charge of the TAG, qualitative evidence from peoples' lives will be a necessary complement to the index. Qualitative data and stories could fill in the gaps left by existing data to provide insight on how households are confronting the decisions, risks, and tradeoffs throughout the pandemic and economic recovery.

Option 3: Collect Equitable Data. The final option would be to design a survey to collect data that reflects the priorities and needs of the PWRG and the 10 Year Plan. One option for data collection would be to administer the PULSE survey for Indigenous Washingtonians and other communities not well represented by existing PULSE data. Another option would involve designing a Washington-specific set of indicators such as [New York City's Poverty Tracker](#).

Analysis of Proposed Options

PROPOSED OPTIONS	GEOGRAPHIC BREAKDOWNS	AVAILABLE BY 12/20*	RACIAL BREAKDOWNS				COST
			Asian	Black	Indigenous	Latino	
#1: Existing Data	Yes	Yes	●	●	●	●	Lowest
#2: Existing + Qualitative	Yes	Maybe	●	●	●	●	Moderate
#3: Collecting Data	Yes	Unlikely	●	●	●	●	Highest

● = data available | ● = data partially available | ● = data not available

*It is unknown whether the PULSE survey will continue beyond November 2020

RECOMMENDED APPROACH

We recommend a triangulated approach using existing PULSE and ACS data to track equitable economic recovery, paired with a strong accountability mechanism to people and communities most affected by the economic downturn (Option 1). Specifically:

- PULSE data will be used to construct a **monthly or quarterly** index that captures the impact of the economic downturn on key foundational needs related to poverty and inequality (e.g., food security, housing, employment, health, education)
- The PULSE data will be used in coordination with ACS data to bolster racial and ethnic estimates for the quarterly data and also create an **annual** index that capture similar components, but with greater racial, ethnic, and geographic detail and increased ability to track population-level trends
- To account for limitations in the data in the short-term, an accountability group (TBD) will be identified (e.g., Results WA) or created (e.g., Communities of Opportunity is a potential model for state) to ensure people most affected by the downturn and/or invisible in the data are able to share their story and shape understanding and solutions
- The accountability group created will meet with the Governor's Office and the Legislature on a quarterly basis to track equitable recovery index, and will release an annual report in October summarizing progress toward long-term equitable recovery goals

APPENDIX: Summary of Data Sources

Household PULSE Survey. The Household Pulse Survey releases close-to-real-time data on how the COVID-19 pandemic is affecting households. While it does not ask about income or wealth, it does collect information on employment, food insecurity, housing security, and health insurance coverage. Most crucially, the Household PULSE Survey reports only limited racial and ethnic categories that do not reflect the diverse populations in Washington State, and it does not report sub-state geographies. In particular, this option would provide less accurate information about the well-being of Indigenous Washingtonians, which is a major limitation.

American Community Survey. The American Community Survey is a nationally representative survey of households that covers a wide range of topics, including employment and income. It is known for being able to produce geographically detailed estimates due to its large sample size. The ACS offers more detailed race and ethnicity categories than the PULSE survey. However, its estimates are available only on an annual basis the year following data collection, so it lags current conditions.

Administrative Data. Merging state administrative data from state agencies can provide a powerful resource for examining employment, earnings, poverty, and benefit use in fine-grained geographic detail. Developing agency capacity to merge and analyze data from across agencies would allow for quick turnaround analysis on Washington workers covered by Unemployment Insurance (UI) and people who receive benefits through DSHS. Crucially, administrative data does not cover everybody who lives and works in Washington State. People who work in jobs not covered by UI – like those who work in border counties or are independent contractors – may show up as unemployed in the data. Children are also likely to be missing from RDA’s administrative data unless they receive DSHS benefits.

Component	Household PULSE Survey	American Community Survey	Administrative Data
Geographic detail	<ul style="list-style-type: none"> State-level Not county-level 	<ul style="list-style-type: none"> State-level County-level for counties with larger populations 	<ul style="list-style-type: none"> Washington State only Finer than county-level detail
Race, Ethnicity, and Indigenous Tribal Affiliation	<ul style="list-style-type: none"> Only reports the following categories: White, Black, Asian, and Hispanic/Latinx, Other (which includes Multi-Race). 	<ul style="list-style-type: none"> High detail within Hispanic/Latinx and Asian groups Data reported by tribal affiliation of questionable quality 	<ul style="list-style-type: none"> Rough approximations of white, Black, Hispanic, and Asian groups possible
Timeliness	<ul style="list-style-type: none"> Weekly data available April 23-July 21, 2020. Phase 2 of data collection began August 19 and ends October 26, 2020. No news of Phase 3 yet. May not be continued. 	<ul style="list-style-type: none"> Yearly data available in September the after collection (e.g. 2019 data released in September 2020) 	<ul style="list-style-type: none"> Dependent on RDA capacity and infrastructure

Employment (Among Working-Able Adults)	<ul style="list-style-type: none"> Whether worked for pay and sector within last 7 days Detailed reasons for not working, including coronavirus-specific and disability-related questions 	<ul style="list-style-type: none"> Whether worked for pay within last 7 days Limited reasons for not working (layoff, illness, in school, or “could have gone to work”) 	<ul style="list-style-type: none"> Whether worked in UI-covered job each quarter
Income	<ul style="list-style-type: none"> 2019 income bracket (overall) Whether lost income since March 13 Income sources used in last 7 days (regular employment income, credit cards, savings, etc.) 	<ul style="list-style-type: none"> 2019 income by components (earnings, transfers, etc.) 	<ul style="list-style-type: none"> Quarterly and annual earnings in UI-covered jobs
Wealth	<ul style="list-style-type: none"> Not explicitly asked Homeownership (with and without mortgages) could serve as a proxy indication of wealth 	<ul style="list-style-type: none"> Not explicitly asked Homeownership (with and without mortgages) could serve as an indication of wealth 	<ul style="list-style-type: none"> N/A
Poverty	<ul style="list-style-type: none"> Not calculable because income not included Food and housing insecurity could be use as proxy measures 	<ul style="list-style-type: none"> Ratio of income to poverty level Detailed income and household questions support the Census’ Supplemental Poverty Measure (SPM), which takes into account geographic cost-of-living and income from government transfers 	<ul style="list-style-type: none"> Readily available for DSHS clients Possible to construct with earnings and estimated household size for workers in UI-covered jobs
Food Insecurity	<ul style="list-style-type: none"> Whether enough of the kinds of food the household wants Whether children were eating enough Why not enough food (includes couldn’t afford, afraid to go to store) Where food purchased Confidence about household’s ability to 	<ul style="list-style-type: none"> Does not ask about food insecurity. Collects information on SNAP use. 	<ul style="list-style-type: none"> N/A

	afford food in next 4 weeks		
Housing Insecurity	<ul style="list-style-type: none"> Whether paid last month's rent or mortgage on time Confidence in ability to pay rent next month 	<ul style="list-style-type: none"> Rent or mortgage cost can be used in combination with income questions to construct measures of housing cost burden 	<ul style="list-style-type: none"> N/A
Health Insurance and Medical Care	<ul style="list-style-type: none"> Whether covered by health insurance Detailed coverage types Whether delayed care due to COVID 	<ul style="list-style-type: none"> Whether covered by health insurance Whether insurance is from a public source 	<ul style="list-style-type: none"> N/A

OTHER POSSIBLE REFERENCES

National Congress of American Indians Policy Research Center - Data Resources. <http://www.ncai.org/policy-research-center/research-data/data-resources>

NCAI Policy Research Center. (2016). Disaggregating American Indian & Alaska Native data: A review of literature. Washington DC: National Congress of American Indians. http://www.ncai.org/DataDisaggregationAIAN-report_5_2018.pdf

WorkSource Kitsap, Clallam, & Jefferson Performance Report

1/4/2021 8:39:04 AM

Earliest Refresh Date

Office	Program	Current	QTR PE	QtrAddTarPE	Percentage PE	QTR Exits	QtrAddTarExit	Exit %age	QTR Placements	QtrAddTarP lacement	Placement Rate	Placements %age
Clallam	Adult	24	35	38	92.11%	11	21	52.38%	11	15	100.00%	73.33%
Clallam	DW	11	25	27	92.59%	14	15	93.33%	12	11	85.71%	109.09%
Clallam	DWIE	0	1	6	16.67%	1	4	25.00%	1	4	100.00%	25.00%
Jefferson	Adult	7	10	14	71.43%	3	6	50.00%	3	5	100.00%	60.00%
Jefferson	DW	12	14	12	116.67%	2	6	33.33%	2	4	100.00%	50.00%
Jefferson	DWIE			4			3			2		
Kitsap	Adult	13	27	40	67.50%	14	20	70.00%	13	15	92.86%	86.67%
Kitsap	DW	43	58	33	175.76%	15	10	150.00%	14	8	93.33%	175.00%
Kitsap	DWIE	2	6	9	66.67%	4	8	50.00%	4	6	100.00%	66.67%
Total		112	176	183	96.17%	64	93	68.82%	60	70	93.75%	85.71%

Office	Program	Actual Expenditure	QtrAdd TarExp	Expenditure s %age
Clallam	Adult	\$43,460	118,392	36.71%
Clallam	DW	\$36,392	98,294	37.02%
Clallam	DWIE	\$3,348	22,269	15.03%
Jefferson	Adult	\$10,124	27,092	37.37%
Jefferson	DW	\$8,862	32,442	27.32%
Jefferson	DWIE		15,015	
Kitsap	Adult	\$3,324	77,436	4.29%
Kitsap	DW	\$21,340	75,556	28.24%
Kitsap	DWIE	\$18,628	43,575	42.75%
Total		\$145,478	510,071	28.52%

Office Name	INDIVIDUALI ZED	SUPPORT	TRAINING	Total
Clallam	14	3	44	61
Adult	6	1	28	35
DW	8	2	15	25
DWIE			1	1
Jefferson	11		12	23
Adult	5		5	10
DW	6		7	13
Kitsap	36	1	53	90
Adult	3	1	22	26
DW	33		25	58
DWIE			6	6
Total	61	4	109	174

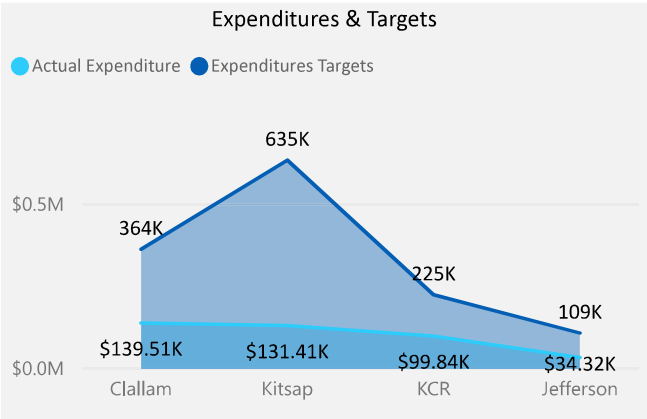
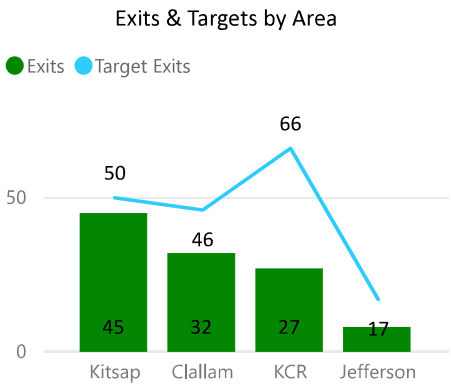
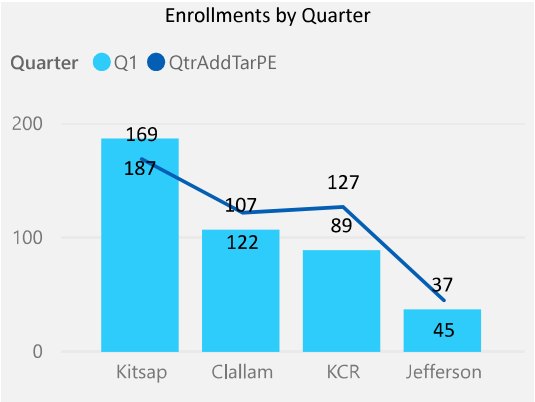
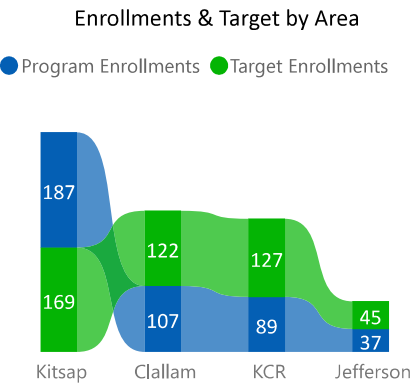
Office	Outcomes
WorkSource Affiliate Jefferson County	5
Self Employment	2
Unsubsidized Employment	3
WorkSource Clallam County	26
Entered a Post Secondary Education	1
Exit Exclusion	1
Self Employment	1
Unsubsidized Employment	23
WorkSource Kitsap County	33
Cannot Locate	2
Self Employment	3
Unsubsidized Employment	28
Total	64

WIOA Formula Performance Report

1/4/2021 8:39:04 AM

Earliest Refresh Date

Office	Program	Current	Program Enrollments	Target Enrollments	PE %age	Exits	Target Exits	Exit %age	Placements	Target Placements	Placement Rate	Placements %age	Actual Expenditure	Target Expenditures	Expenditures %age
Clallam	Adult	24	35	38	92.11%	11	21	52.38%	11	15	100.00%	73.33%	\$43,460	118,392	36.71%
Clallam	DW	11	25	27	92.59%	14	15	93.33%	12	11	85.71%	109.09%	\$36,392	98,294	37.02%
Clallam	DWIE	0	1	6	16.67%	1	4	25.00%	1	4	100.00%	25.00%	\$3,348	22,269	15.03%
Clallam	Youth	40	46	51	90.20%	6	6	100.00%	5	3	83.33%	166.67%	\$56,310	124,928	45.07%
Jefferson	Adult	7	10	14	71.43%	3	6	50.00%	3	5	100.00%	60.00%	\$10,124	27,092	37.37%
Jefferson	DW	12	14	12	116.67%	2	6	33.33%	2	4	100.00%	50.00%	\$8,862	32,442	27.32%
Jefferson	DWIE			4			3			2				15,015	
Jefferson	Youth	10	13	15	86.67%	3	2	150.00%	2	1	66.67%	200.00%	\$15,338	34,228	44.81%
KCR	Adult	37	55	80	68.75%	18	40	45.00%	14	30	77.78%	46.67%	\$64,019	102,680	62.35%
KCR	DW	19	24	30	80.00%	5	18	27.78%	4	12	80.00%	33.33%	\$26,292	40,684	64.62%
KCR	DWIE	6	10	12	83.33%	4	7	57.14%	3	6	75.00%	50.00%	\$9,531	21,738	43.84%
Kitsap	Adult	13	27	40	67.50%	14	20	70.00%	13	15	92.86%	86.67%	\$3,324	77,436	4.29%
Kitsap	DW	43	58	33	175.76%	15	10	150.00%	14	8	93.33%	175.00%	\$21,340	75,556	28.24%
Kitsap	DWIE	2	6	9	66.67%	4	8	50.00%	4	6	100.00%	66.67%	\$18,628	43,575	42.75%
Kitsap	Youth	56	68	72	94.44%	12	8	150.00%	8	4	66.67%	200.00%	\$88,121	194,080	45.40%
Totals		280	392	443	88.49%	112	174	64.37%	96	126	85.71%	76.19%	\$405,089	1,028,4...	39.39%



Kitsap Community Resources Performance Report

1/4/2021 8:39:04 AM

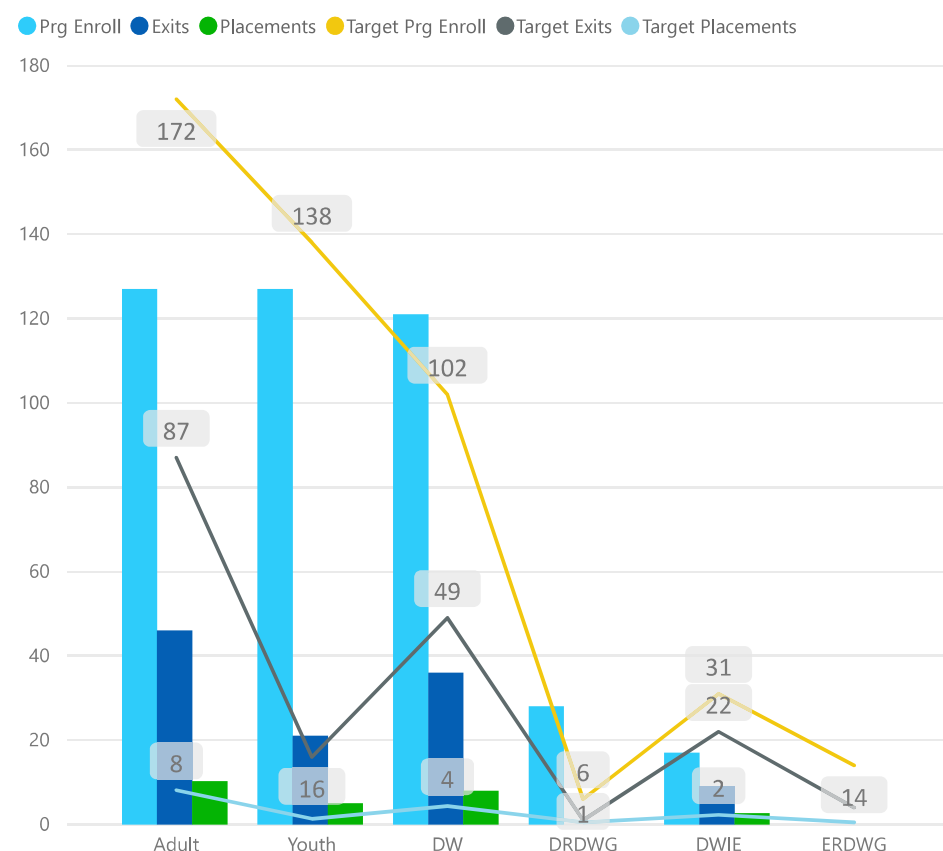
Earliest Refresh Date

Program	Current	Program Enrollments	Target Enrollments	PE %age	Exits	Target Exits	Exit %age	Placements	Target Placements	Placement Rate	Placements %age
Adult	37	55	80	68.75%	18	40	45.00%	14	30	77.78%	46.67%
DW	19	24	30	80.00%	5	18	27.78%	4	12	80.00%	33.33%
DWIE	6	10	12	83.33%	4	7	57.14%	3	6	75.00%	50.00%
Totals	62	89	122	72.95%	27	65	41.54%	21	48	77.78%	43.75%

Program	Actual Expenditure	Target Expenditures	Expenditures %age
Adult	\$64,019	102,680	62.35%
DW	\$26,292	40,684	64.62%
DWIE	\$9,531	21,738	43.84%
Totals	\$99,842	165,102	60.47%

Program Of Enrollment	INDIVIDUALIZED	SUPPORT	TRAINING	Total
Adult	9	18	25	52
DW	4	7	9	20
DWIE	6		4	10
Total	19	25	38	82

Reason for Completion	Outcomes
Unsubsidized Employment	20
Self Employment	1
Employability Enhancement	4
Cannot Locate	2
Total	27



WorkSource Kitsap, Clallam, & Jefferson Youth Performance Report

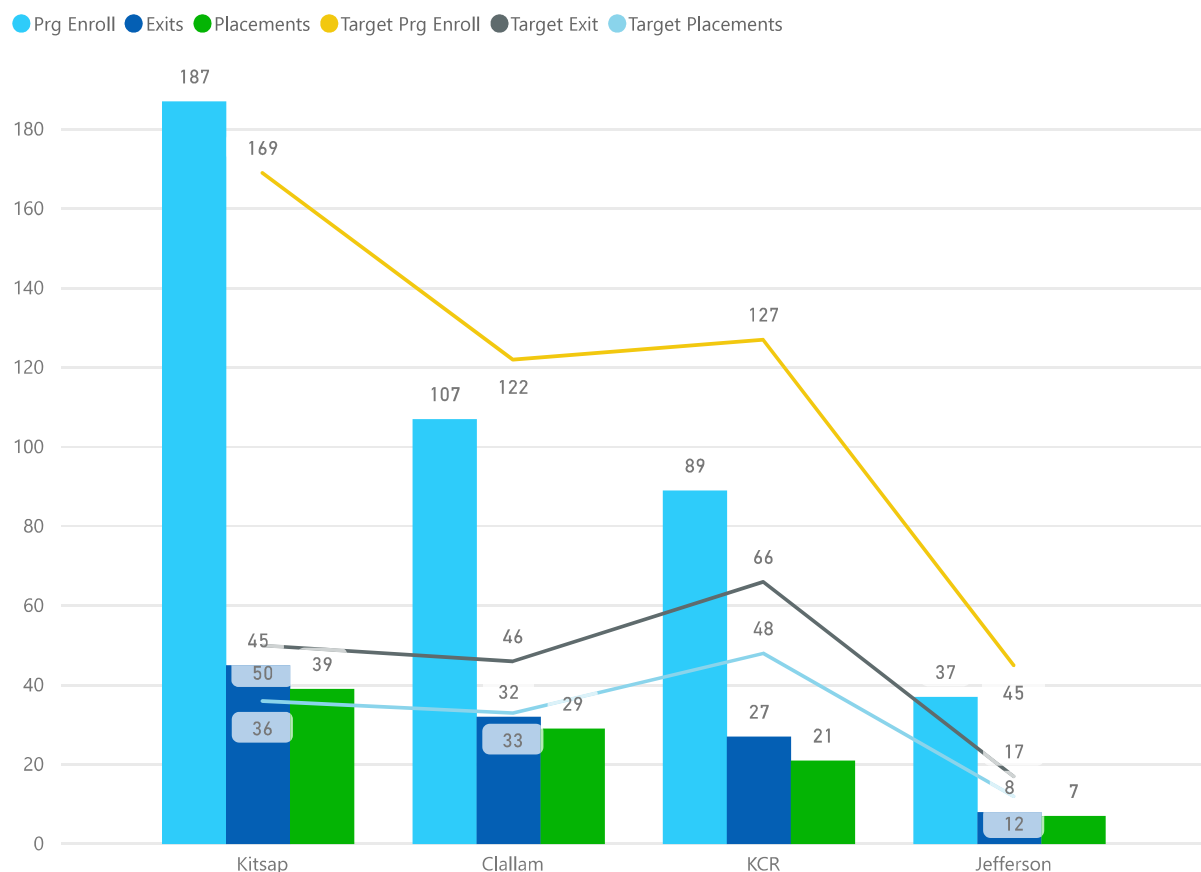
1/4/2021 8:39:04 AM

Earliest Refresh Date

Office	Current	Program Enrollments	Target Enrollments	PE %age	Exits	Target Exits	Exit %age	Place ments	Target Placements	Placement Rate	Placements %age	Expend iture	Tar Expend
Clallam	40	46	51	90.20%	6	6	100.00%	5	3	83.33%	166.67%	\$56,310	124,928
Jefferson	10	13	15	86.67%	3	2	150.00%	2	1	66.67%	200.00%	\$15,338	34,228
Kitsap	56	68	72	94.44%	12	8	150.00%	8	4	66.67%	200.00%	\$88,121	194,080
Totals	106	127	138	92.03%	21	16	131.25%	15	8	71.43%	187.50%	\$159,...	353,236

Office Name	INDIVIDUALIZED	SUPPORT	TRAINING	Total
Clallam	10	13	22	45
Jefferson	3	1	10	14
Kitsap	6	6	56	68
Total	19	20	88	127

Reason for Completion	Outcomes
Unsubsidized Employment	14
WorkSource Kitsap County	7
WorkSource Clallam County	5
WorkSource Affiliate Jefferson County	2
Entered a Post Secondary Education	4
WorkSource Kitsap County	2
WorkSource Affiliate Jefferson County	1
WorkSource Clallam County	1
Cannot Locate	2
WorkSource Kitsap County	2
Self Employment	1
WorkSource Kitsap County	1
Total	21




Program	Enrollments	Current
Adult	127	81
DRDWG	28	28
DW	121	85
DWIE	17	8
Youth	127	106
Total	420	308

WIOA Disaster Relief Grants Performance Report

1/4/2021 8:39:04 AM

Earliest Refresh Date

Office	Program	Current	Program Enrollments	Target Enrollments	PE %age	Exits	Target Exits	Exit %age
KCR	ERDWG			5			1	
Kitsap	DRDWG	28	28	6	 466.67%		1	
Kitsap	ERDWG			9			3	
Totals		28	28	20	140.00%		5	

Office	Program	Current	Placements	Target Placements	Placement Rate	Placements %age	Actual Expenditure	Target Expenditures	Expenditures %age
KCR	ERDWG			0				60,000	
Kitsap	DRDWG	28		1				145,674	
Kitsap	ERDWG			2				98,750	
Totals		28		3				304,424	

Washington State WorkSource

System Performance Dashboard



Service Location

WDA 01 - Olympic

Time Frame

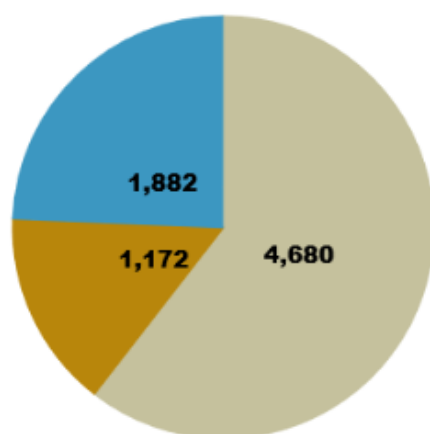
Rolling 4-quarters ending with

PY 2020 Q1 (Jul - Sep 2020)

Data prior to the beginning of PY16Q1 (July 1, 2016) is not reflected in this dashboard. Therefore, the first quarter with complete rolling 4-quarter data is PY2016 Q4 (the quarter ending on June 30, 2017).

Total seekers 7,734

- Self served only
- Both types of service
- Staff assisted only



All seekers served

Self-service customers	5,852
Staff-assisted customers	3,054

Self served only	60.51%	4,680
Both types of service	15.15%	1,172
Staff assisted only	24.33%	1,882

New to WorkSource?

New	49.54%	4,170
Returning	50.46%	4,247

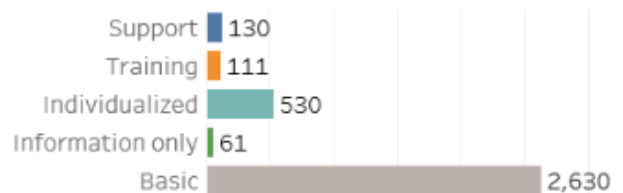
WorkSourceWA job applicants

Seekers with job applications	2,018
-------------------------------	-------

Seekers served by program enrollment

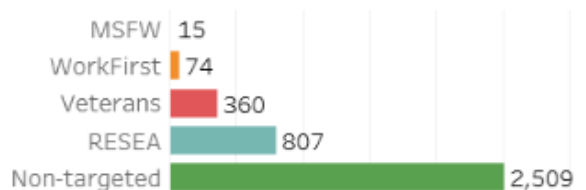
Staff-assisted seeker counts by service location, regardless of enrollment location

Staff assisted seekers served by service type*

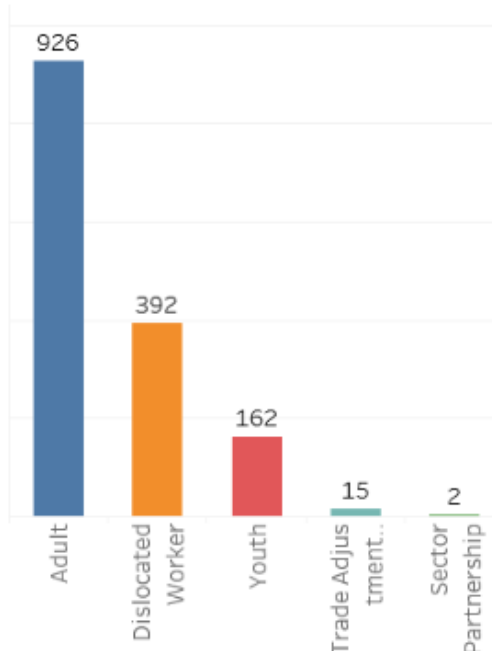


*Information only and support services do not trigger or extend participation.

Staff assisted seekers by cohort



Data last refreshed: 12/16/2020 5:08:27 PM



Washington State WorkSource

System Performance Dashboard



Location

WDA 01 - Olympic

Time Frame

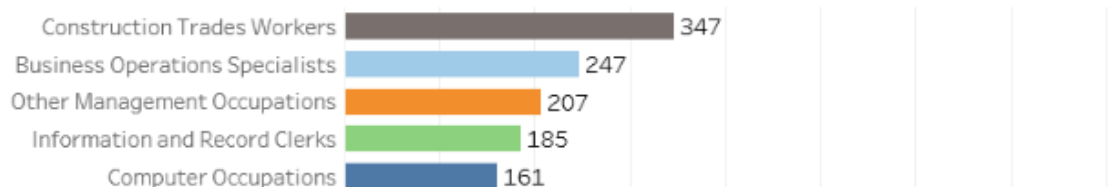
Rolling 4-quarters ending with

PY 2020 Q1 (Jul - Sep 2020)

Employers using WorkSource

Employers	506
Job orders	4,091
Employers receiving staff-assisted services	179

Top 5 jobs in demand



Number of job postings by 3-digit ONET

Top 5 industry sectors posting jobs



Number of job postings by 2-digit NAICS



STATE OF WASHINGTON
EMPLOYMENT SECURITY DEPARTMENT
PO Box 9046 • Olympia WA 98507-9046

January 6, 2021

RE: Acknowledging Your Team's Excellent Work Last Year

Dear Elizabeth,

With the extreme challenges that 2020 brought, I didn't want the year to end without acknowledging your unwavering support for the communities served by your WDC. It is important to take a moment to recognize your performance on the outcomes shown below from your WIOA Title I grants and discretionary contracts. Please thank your entire team for the hard work and dedication they put into finding solutions and support for those most affected by the year's struggles.

WDC 01 Quarter Ending Sep 30, 2020 (Mar 31, 2020 for employment outcomes)

****Goals set pre-Covid***

Outcome	Target	Actual
WIOA Adult Enrollments	85	140
WIOA Adult Employments	122	481
WIOA DW Enrollments Including RRIE	89	77
WIOA Youth Enrollments	121	119

Through quarterly narratives and team meetings, we noted that your dedication to adapting to a virtual landscape has proven successful. Notably, your organization of monthly WIOA sub-recipient peer meetings have really contributed to innovative ideas to maintain enrollments in all programs. Way to go! If we could offer additional technical service in the areas of in-person training, assisting with shifts in need in your communities and how to reassess placement strategy, 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. 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. While we have already held our Q3 peer-to-peer call, we are already planning for our Q4 meeting scheduled for **March 15, 2021**.

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
360-790-4913

Olympic Consortium Board Meeting (4th Fridays)

Exec OWDC Meeting (4th Tuesdays)

OWDC Full Meeting (2nd Tuesdays)

10 a.m. to 12:00 p.m.

Zoom until further notice

10 a.m. to 12:00 p.m.

Zoom until further notice

9:00 a.m. to 1:30 p.m.

Zoom from 9 to 11:30 until further notice

2021

January						
Su	Mo	Tu	We	Th	Fr	Sa
					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						

April						
Su	Mo	Tu	We	Th	Fr	Sa
				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						
Su	Mo	Tu	We	Th	Fr	Sa
				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

October						
Su	Mo	Tu	We	Th	Fr	Sa
					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						
Su	Mo	Tu	We	Th	Fr	Sa
	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						

May						
Su	Mo	Tu	We	Th	Fr	Sa
						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						
Su	Mo	Tu	We	Th	Fr	Sa
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						
Su	Mo	Tu	We	Th	Fr	Sa
	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				

March						
Su	Mo	Tu	We	Th	Fr	Sa
	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			

June						
Su	Mo	Tu	We	Th	Fr	Sa
		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			

September						
Su	Mo	Tu	We	Th	Fr	Sa
			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						
Su	Mo	Tu	We	Th	Fr	Sa
			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	