



Clallam County Commissioners

Randy Johnson, *Vice Chair*

Mark Ozias

Mike French

Jefferson County Commissioners

Greg Brotherton, *Chair*

Heather Dudley-Nollette

Heidi Eisenhour

Kitsap County Commissioners

Katherine T. Walters

Christine Rolfes

Oran Root

Staff

OWDC Director

William Dowling

Program Supervisory

Alissa Durkin

Program Analyst

Luci Bench

David Herrick

Olympic Consortium Board

2025 OCB Meetings:

Friday, January 17th, 2025 – **CANCELED**

Joint OCB | OWDC Meeting, Friday, March 21st see Joint meeting packets linked here:

<https://www.kitsap.gov/hs/OWDCDocuments/OCB%20OWDC%20Joint%20Packet%202025MAR21.pdf>

Friday, May 16th, 2025 – **CANCELED**

Friday, July 18th, 2025, Packet enclosed pgs. 2-41

Joint OCB | OWDC Meeting, Friday, September 19th see Joint meeting packets linked here:

<https://www.kitsap.gov/hs/OWDCDocuments/OCB%20OWDC%20Joint%20Packet%202025SEP19.pdf>

Friday, November 21, 2025, packet enclosed pgs. 42-73



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DATE: Friday, July 18, 2025

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: [Microsoft Teams](#)

Meeting ID: 275 346 064 827

Passcode: Ca6bh6vy

AGENDA

1. CALL TO ORDER

2. ACTION ITEMS

- a. Approval of July 18 agenda
- b. Approval of March 21 Joint OCB OWDC meeting minutes (Att. 2.b., pgs. 2-5)
- c. Approval of the Cost Allocation Plan (Att. 2.c., pgs. 6-10)
- d. Approval of the One-Stop Certification Determinations (Att. 2.d., pgs. 11)
- e. Approval of Appointment to OWDC, David Ballif Team Jefferson EDC (Att. 2.e., pgs. 12-14)

3. DISCUSSION ITEMS

- a. Washington State Ferries, Adam Dahl, Workforce Outreach Specialist (Att. 3.a., pgs. 15-24)
- b. Director Report Out – Bill
- c. One-Stop Operator Report Out (Att. 3.c, pgs. 25-33)
- d. PY24 Performance Reports (Att. 3.d., pgs. 34-39)
- e. [Public Comment](#) – Submit by 12pm the day prior to the meeting via online form: <https://www.cognitofrms.com/kitsapcounty1/owdcpubliccomment>
- f. 2025 Calendar (Att. 3.f., pg. 40)

4. GOOD OF THE ORDER

5. ADJOURN

NEXT MEETING: Joint Meeting Friday, September 19th.

**OLYMPIC CONSORTIUM BOARD (OCB) & OLYMPIC
WORKFORCE DEVELOPMENT COUNCIL (OWDC)
MEETING MINUTES
Marh 21, 2025**

ACTION ITEMS:

A 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 TEAMS and in-person at Watson's Furniture, in Poulsbo, March 21, 2025. Marilyn Hoppen, Chair, called the meeting to order at 10:05 a.m.

- 2. OWDC**

- a. APPROVAL of March 21, Agenda**

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

- b. APPROVAL of OWDC Minutes January 9, 2025 (Att.)**

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

- c. APPROVAL of Policy Updates 5140POL & 5451POL (Att.)**

Motion: James Fetzer moved to approve the Policy Updates 5140POL & 5451POL as presented. Danny Steiger seconded the motion. **Motion carried unanimously.**

- 3. OCB**

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

- a. APPROVAL of November 15, 2024, portion of Joint meeting minutes**

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

- b. APPROVAL of appointment of new member**

Motion: Randy Johnson moved to approve the new appointment as presented. Katy Walters seconded the motion. **Motion carried unanimously.**

- c. APPROVAL of reappointment of OWDC Members**

Motion: Randy Johnson moved to approve the reappointment of OWDC members as presented. Katy Walters seconded the motion. **Motion carried unanimously.**

DISCUSSION ITEMS:**4. Community Reinvestment Grant Phase III**

Frank Portello provided an overview of the community reinvestment project (CRP) to uplift communities disproportionately harmed by the war on drugs.

- a. Phase I and II were completed in August 2024. Worked with the state procurement department to order equipment for the awardees and continued providing support throughout the process to purchase other assets. Frank also shared testimonials from awardees.
- b. In phase II additional funding was available and were able to provide awards for an additional 5 small businesses.
- c. Phase III focuses on small non-profits in the 3 counties, for BIPOC businesses. The evaluation process followed the previous process and awardees have been notified and have begun receiving support to purchase needed equipment and other assets.

5. Watson Furniture

CK Mackenzie provided a brief history of the company, shared key areas supporting the organization's business model, organizational culture, on the job training, and willingness to partner with other organizations when there is a good fit. Board members were also given tour of the factory floor and learned more about Watson's product line.

6. Olympic College Poulsbo Healthcare Expansion, Dr. Marty Cavaluzzi

Dr. Marty Cavaluzzi discussed the healthcare expansion project for Olympic College, Poulsbo campus. Phase I funding of \$10 million dollar providing in combination with ARPA funds, Dr. Cavaluzzi discussed the regional healthcare needs stemming from high healthcare costs and insufficient access to health care, staffing challenges with hundreds of unfilled positions. Additionally, Kitsap County has been designated as a Health Professional Shortage Area (HPSA) by the Federal Health Resources and Services Administration.

- a. Dr. Cavaluzzi shared details of Phase I which has been fully funded and in progress and several pathways have already started with more available in fall including; Corpsman Bridge Practical Nurse, Phlebotomy, Surgical Technology.
- b. Phase II is a larger project but in the works and hoping for completion by 2027 and currently looking for start-up funds.
- c. The college also has capital projects to support the expansion and will be divided

into three phases using both existing and new site development.

7. OWDC Director Report Out – Bill Dowling

Bill shared updates on the WIOA reauthorization H.R. 6655 still has not passed. Bill also provided an update on the federal funding resolution for proposed budget cuts to EcSA, other budget cuts include direct appropriation funds. EcSA dollars were returned to the budget with the understanding that the CRP dollars will be excluded. OWDC is currently recruiting for a non-WIOA program analyst through Kitsap County, moving into the second round of interviews, and hoping to complete the hiring process by mid-April.

8. One-Stop Operator Report Out – Ed Looby

Ed shared the attached report out and provided an overview of data collected for both Silverdale and Sequim locations highlighting the partners efforts to utilize and refer customers to other programs, demographics served and the identified areas where gaps are presented and require additional attention.

9. PY24 Performance Reports (Att.)

Luci provided an overview of the performance reports. Overall, programs are performing as expected and will finish strong. Bill also shared that live reports can be found on the OWDC website and all programs have exceeded enrollment goals.

COMMITTEE DEBRIEF:

10. Youth Committee Report – Jeff Allen

Jeff shared that youth numbers have increased in program enrollment. The demand has prompted a need to prioritize applications. Pathways team is being certified in the financial literacy program to facilitate training for youth and will help build partnerships with financial institutions.

- a. Currently working on an establishing an Open Doors program for youth ages 16 – 21 focused on meeting students where they are at and/or what they need through case management and other support services. Grant award for startup needs in the works and hoping to start with about 100 youth right away.
- b. West Sound Technical Skills Center, a cooperative agreement for the region's high schools. Funding to complete phase II of the project is at risk due to federal funding cuts. Jeff encouraged members to reach out to legislation in support of funding to complete the project. Lastly, Olympic College is sponsoring an event Saturday, March 22 for female middle school students to explore stem pathways from 9a – 1p.

11. SWD Coalition Report

Molly shared an update on the coalition meetings. Discussed AI and moved forward for discussion in February to learn more about the use . The coalition also discussed invisible disabilities and how employers can make a more inclusive work environment for individuals needing accommodation.

- a. Will be hosting an Empowering Employers event on May 7, 2025.

12. Public Comment

None

13. Good of the Order

Bill discussed the federal layoffs throughout the state. King, Pierce, and Kitsap Counties have started hosting a statewide rapid response event. Offered the first event last Wednesday and will continue offering events in the coming months. We will have to wait and see what additional layoffs may be coming, there have been no warning letters given notice of upcoming layoffs.

14. 2024 Calendar (Att.)

NEXT MEETING: The next joint council meeting is Friday, May 16, 2025, via TEAMS and in-person, location TBD.

ADJOURNMENT: There being no further business to come before the Council, the meeting was adjourned at 1:04 p.m.

COST ALLOCATION STATEMENT

Olympic Consortium Workforce
Development Kitsap County
Department of Human Services

I. General Accounting Policies

A. Basis of Accounting – Modified Accrual Basis

B. Fiscal Period - January 1, 2024, through December 31, 2024

C. Allocation Basis for Individual Cost Elements - Direct Allocation Basis

The Human Services Department allocates costs in accordance with Title 2 Part 200 of the Super Circular.

Kitsap County charges to WIOA programs based on County Budget Office calculations. The Human Services Grants Manager will review these charges and may go through a secondary allocation process to the appropriate and allowable WIOA and non-WIOA programs.

Computer Maintenance

Countywide technology services are provided for by the County's Information Services department, an internal service fund. As part of the annual budget process, all operational, infrastructure, and staffing costs are equitably spread across the County departments and programs that use the services.

Computer & Network Services - Maintains, supports, and upgrades all technology infrastructure and server platforms including enterprise applications, GIS, and department-specific systems. This department also staffs the County's Helpdesk which responds to all technology-related service requests. These costs are allocated based on the number, and type, of software licenses and computers held by individual departments and programs.

Application Services - Maintains, supports, and upgrades all major enterprise software applications, Intranet and Internet platforms, Cloud applications, and several department-specific applications. These costs are primarily allocated based on actual hours worked.

Insurance

Kitsap County is self-insured for property and casualty liability as well as worker's compensation. There is a staff of 5 FTE that administer the program. Claims are tracked by department and function. There is an allocation of staff time and other expenses such as catastrophic secondary insurance premiums, legal fees, and office/operating supplies that are included in the premium allocation. Individual program premiums are based on claims history and risk exposure determinations. There is periodic actuarial review of insurance rates and exposure determinations to ensure financial health and compliance for the County and its stakeholders.

County Indirect

The Indirect Cost Allocation Model is designed to allocate the costs of the County's overhead departments (e.g. Auditor, Administrative Services, Personnel, Treasurer) to its operating departments. Indirect Cost pools are arraigned into function: Labor relations, Accounts payable, Public Records Management, Training, Facilities Maintenance, Civil Service, Budget, etc. Allocation factors used represent the basis for allocating costs of the indirect cost pools. Common allocation factors include total expenditures, FTEs, square footage, etc.

Direct Expense

Staff Salaries and Benefits - Coded in Workday timekeeping system to the appropriate and allowable WIOA and non-WIOA grant.

Travel Costs - charged through the County's Accounts Payable system, Workday, to the appropriate program but may go through a secondary allocation to the appropriate and allowable WIOA and non-WIOA grants.

The Human Services Department does not have a fringe benefit rate.

The Human Services Department maintains adequate internal controls to ensure that cost is charged directly to Federal contracts or grants. The Department uses the Kitsap County accounting software from Workday. This is the primary means by which the County budgets and expenditures are recorded.

Description of Cost Allocation Methodology

I. Salaries and Wages

Direct Costs - All Human Services employees direct charge their salary costs when possible since most of their work is specifically identifiable to specific grants, contracts, or other activities of the organization such as lobbying, fundraising, or providing services to members. The charges are supported by auditable labor distribution reports which

reflect the actual activities of employees. When activities undertaken by staff benefit multiple grants or programs, those hours may be allocated. The OWDC director will directly charge salary costs to non-WIOA programs. When activities benefit multiple WIOA programs, the hours will be allocated accordingly (see below).

Allocated Staff Charges

Every month, the ETO Program Enrollment report and Outcome report are utilized in conjunction to produce the prior months program participant numbers. This data is used to formulate allocation percentages. Percentages are applied to staff time to charge all appropriate and allowable WIOA and non-WIOA grants.

II. Fringe Benefits

Human Services contributes to the following fringe benefits for its employees:

- Unemployment Insurance
- Worker's Compensation
- F.I.C.A., health insurance
- County matching contributions to a defined benefit pension plan
- Washington State Paid Family Leave Act
- Deferred Compensation

Treatment of Fringe Benefits: Human Services Department accounting system tracks fringe benefit costs by individual employee and charges those costs directly in the same manner as salary and wage costs are recorded. Human Services does not have a fringe benefit rate.

Treatment of Paid Absences - Release time costs (vacation leave earned, sick leave used, and holiday pay) are considered part of salary costs. Consequently, separate claims for release time costs are not made. Human Services accounting system records release time as direct cost in the same manner that salary costs are recorded minus the subledger which is added by the department's fiscal specialist.

III. Travel

Travel costs incurred for official business in carrying out program activities are direct charged but then may go through a secondary allocation to the appropriate and allowable WIOA and non-WIOA grants.

IV. Supplies and Material

Office supplies and materials are direct charged to the benefiting program but then may go through a secondary allocation to the appropriate and allowable WIOA and non-WIOA grants.

V. Occupancy Expenses

Human Services has Infrastructure Funding Agreements (IFAs) for WorkSource offices in Sequim and Silverdale. The IFA provides for an equal monthly rent payment during the term of the IFA. Monthly lease costs and shared operating costs of the one-stop centers are allocated, based on full-time equivalents.

VI. Communications

The county uses a meter system for postage charges. The postage meter has been programmed to identify the specific program activity to charge costs against. Express mail costs are also specifically identified to the program or activity incurring the cost.

VII. Photocopying and Printing

All photocopying, printing expenses and related materials are direct charged to the benefiting program but then may go through a secondary allocation to the appropriate and allowable WIOA and non-WIOA grants.

VIII. Outside Services

Human Services may incur outside services costs for its staff development activities. These activities are charged directly to the benefiting program but then may go through a secondary allocation to the appropriate and allowable WIOA and non-WIOA grants.

IX. Capital Items

Capital expenditures are charged directly to programs only in cases where a contract or grant specifically authorizes such charges. No capital item is charged indirectly.

X. Other Miscellaneous

The cost of activities performed primarily as a service to clients, or the public are classified as direct costs but then may go through a secondary allocation to the appropriate and allowable WIOA and non-WIOA grants.

These activities include:

- Dues
- Subscriptions

- Publications, and related functions, providing services and information to members, legislative or administrative bodies, or the public.
- Promotion, and other forms of public relations.
- Meetings and conferences except those held to conduct the general administration of Human Services.
- Maintenance, protection, and investment of special funds not used in operation of Human Services; and administration of group benefits on behalf of members or clients including life and hospital insurance, annuity or retirement plans, financial aid, etc.

Unallowable Costs

Human Services recognizes that unallowable costs, as defined in Title 2 Part 200 of the Super Circular, cannot be charged to Federal awards, and has internal controls in place to ensure that this is followed. Examples of unallowable costs are:

- Bad debts
- Entertainment/alcoholic beverages
- Fines and penalties in most cases
- Legal expenses for prosecution of claims against the Federal Government
- Lobbying and fund raising

Signature

Doug Washburn

06/09/2025

Director Human Services

Doug Washburn, Director
Kitsap County Human Services
Department 614 Division St MS-23
Port Orchard WA 98366

#	Status	Date Submitted	Evaluator Name	Evaluator Email	EvaluatorStatement/ EvaluatorSignature	Date of Signature	One-Stop Site	Completed One- Stop Site Evaluation Tool	SECTION I: PROGRAMMATIC ACCESS	SECTION II: Service Provision	SECTION III: Physical & Programmatic Accessibility	SECTION IV: Common Identifier	SECTION V: Non-discrimination & EO Compliance	Certification Determination	Comments (Optional)	One-Stop Site	Completed One- Stop Site Evaluation Tool	SECTION I: Programmatic Access	SECTION II: Service Provision	SECTION III: Physical & Programma Identifier	SECTION IV: Common Identifier	SECTION V: Non-discrimination & EO Compliance	Certification Determination	Comments (Optional)
5	Submitted					6/20/2025	WorkSource Callam		Meets Standards	Meets StandardMeets Standards	Meets StandardMeets Standards	Meets StandardMeets Standards	CERTIFICATION			WorkSource Kitrap		Meets Standards	Meets StandardMeets StandardMeets StandardMeets Standards	Meets StandardMeets StandardMeets StandardMeets Standards	CERTIFICATION			
4	Submitted					6/18/2025	WorkSource Callam	On-Site Evaluation Tool-C	Meets Standards	Meets StandardMeets Standards	Meets StandardMeets Standards	Meets StandardMeets Standards	CERTIFICATION	I assess the site to meet the stand		WorkSource Kitrap	On-Site Evaluation Tool-K	Meets Standards	Meets StandardMeets StandardMeets StandardMeets Standards	Meets StandardMeets StandardMeets StandardMeets Standards	CERTIFICATION	I assess the site to meet the standards as set forth for certification.		
3	Submitted					6/18/2025	WorkSource Callam	On-Site Evaluation Tool-E	Meets Standards	Meets StandardMeets Standards	Meets StandardMeets Standards	Meets StandardMeets Standards	CERTIFICATION			WorkSource Kitrap		Meets Standards	Meets StandardMeets StandardMeets StandardMeets Standards	Meets StandardMeets StandardMeets StandardMeets Standards	CERTIFICATION			
2	Submitted					6/13/2025	WorkSource Callam	On-Site Evaluation Tool-O	Meets Standards	Meets StandardMeets Standards	Meets StandardMeets Standards	Meets StandardMeets Standards	CERTIFICATION			WorkSource Kitrap	On-Site Evaluation Tool-K	Meets Standards	Meets StandardMeets StandardMeets StandardMeets Standards	Meets StandardMeets StandardMeets StandardMeets Standards	CERTIFICATION			



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Luci Bench

July 18, 2025

Mr. David Ballif
EDC Team Jefferson
385 Benedict St Suite 2A,
Port Townsend, Washington 98368

Dear Mr. Ballif,

I am pleased to announce your appointment to the Olympic Workforce Development Council. Your appointment was confirmed for a term beginning July 1 2025, continuing through July 1, 2028.

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,

Greg Brotherton, Chair
Olympic Consortium Board

Application for Appointment to Kitsap County Advisory Groups

Name

David Ballif

Preferred gender pronouns

He/Him/His

Please type other preference here

Address You Reside At

[REDACTED]

Mailing Address (if different from place of residence)

Primary Phone

[REDACTED]

Work Phone

Primary Email

[REDACTED]

Work Email

Occupation

Economic Development

Employer

EDC Team Jefferson

Business Address

385 Benedict St Suite 2A, Port Townsend, Washington 98368

[REDACTED] for which I would like to be considered:

Olympic Workforce Development Council

Why are you applying for this appointment?

Serve workforce needs on the Olympic Peninsula, especially in Jefferson County and as ED of Jefferson County's Economic Development Council.

What personal interests prompted you to apply for this appointment?

Serving the workforce needs of employees, employers and residents of the Olympic Peninsula.

Please list any experience on other Kitsap County boards, commissions, committees, councils or task forces.

none

Please list your qualifications for this appointment. Include skills, activities, organizations, training and education.

Over a decade of experience in international economic development and consulting, most recently as a U.S. Diplomat with the United States Agency for International Development and before that as a consultant for Booz Allen Hamilton.

What are your community interests? Include committees, organizations and special activities.

Personal interests: community emergency preparedness, economic development, and adult education. As ED for EDC Team Jefferson I serve on a variety of boards and committees related to my role.

Please provide the names of two non-related personal references in the spaces provided below.

Name

Cindy Brooks

Email

cindy@edcteamjefferson.org

Phone

(360) 671-3199

What is your relationship to this person?

Cindy is the outgoing ED of EDC Team Jefferson

Name2

Mark Knudsen

Email2

mdknudsen6@gmail.com

Phone2

(206) 245-7933

What is your relationship to this person?

Mark is the Board Chair of EDC Team Jefferson

BY SIGNING THIS APPLICATION:

I hereby certify that the information on this application is true and complete. I authorize Kitsap County Volunteer Services to verify any of the information on this application and to secure information deemed necessary from employers and personal references in order to determine my suitability for the volunteer position I am seeking with Kitsap County.

I also understand as a Kitsap County volunteer I will be performing services for civic, charitable or humanitarian reasons, or to complete requirements for certifications or to improve employment opportunities; I have not been promised and have no expectation of compensation for services rendered; and offer my services freely and without pressure or coercion, direct or implied, from the County.

Volunteer Service does not constitute County employment, and a Kitsap County Volunteer has no entitlement to any County benefits including, but not limited to, overtime, retirement benefits, workers' compensation, sick leave, or injury leave. I understand that Kitsap County undertakes no liability or financial obligation on my behalf because of the Volunteer Service. My health, homeowners, umbrella, and auto insurance (if any) shall provide primary coverage in the event of any injuries or losses to myself or others arising out of the Volunteer Service.

If appointed to a Kitsap County advisory group, I agree to: support the mission of the group to the best of my ability; abide by and follow the policies and information in the Kitsap County Advisory Group Handbook during my volunteer term; and understand it is my responsibility to ask questions or share concerns about the mission of the group or information outlined in the handbook with advisory group staff, the Volunteer Services Coordinator or County Commissioners.

I hereby release Kitsap County, its employees, officers, directors, and agents from any claims, lawsuits, or actions I, my heirs, or legal representatives may have for any personal injury and/or property damage I may incur as a result of my voluntary services except those damages caused by the sole negligence or willful misconduct of Kitsap County employees. I understand that, but for this release of any and all liability, the County would not accept my offer of volunteering service.

I have read and voluntarily sign this agreement and release of liability.

Washington State Ferries



Get to know us



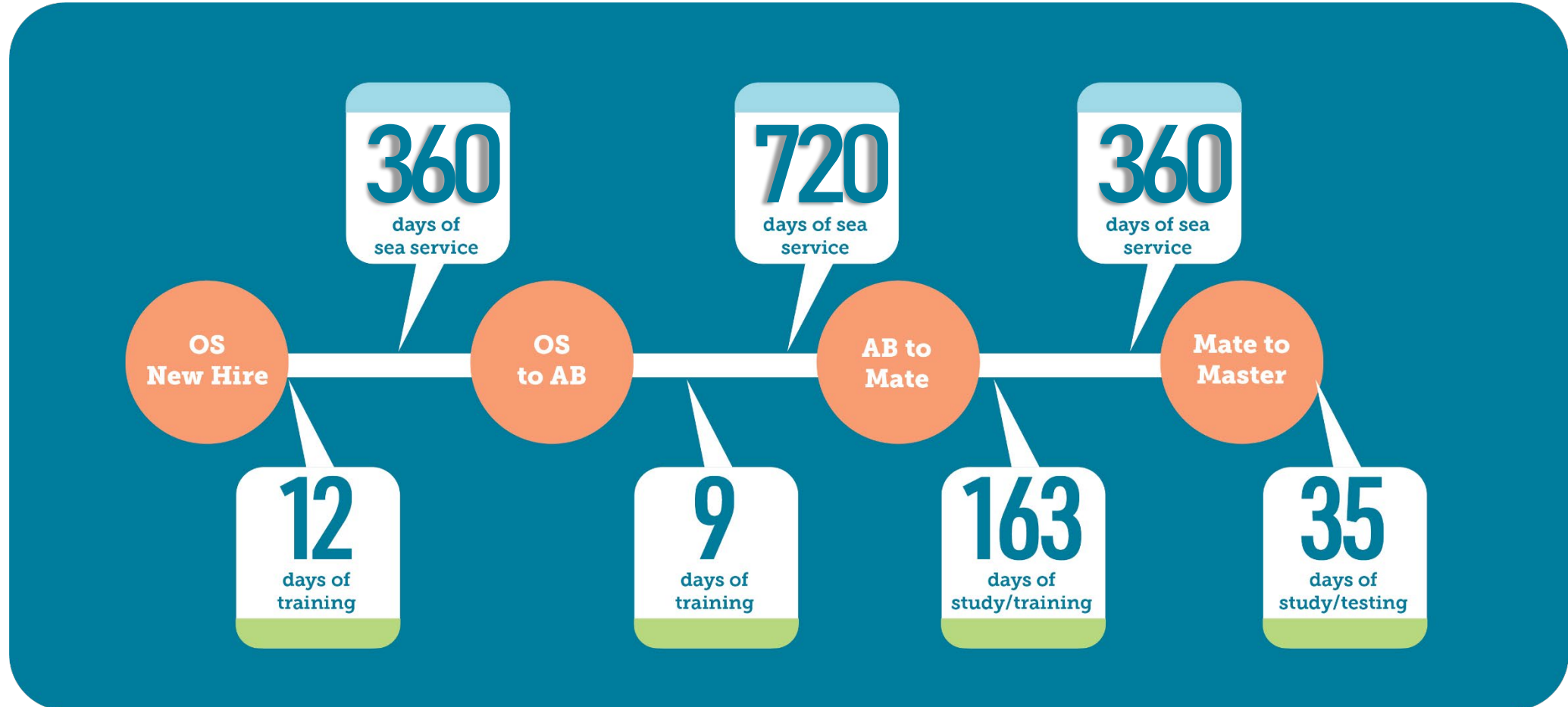
- Washington State Ferries is operated by the State of Washington and is a government entity.
- The State of Washington purchased the ferry fleet from Blackball in 1951 and is classified as a state highway system.
- The purpose of this acquisition was to provide reliable service at a reasonable price.



Puget Sound Routes

- WSF is the largest ferry system in the US and 2nd largest in the world.
- We operate 11 routes (12 when operating the Sidney BC route) with 21 vessels.
- We carry over 19 million passengers a year – that's more than an ENTIRE T-Mobile stadium full of people every day.

WSF Career Path for Deck

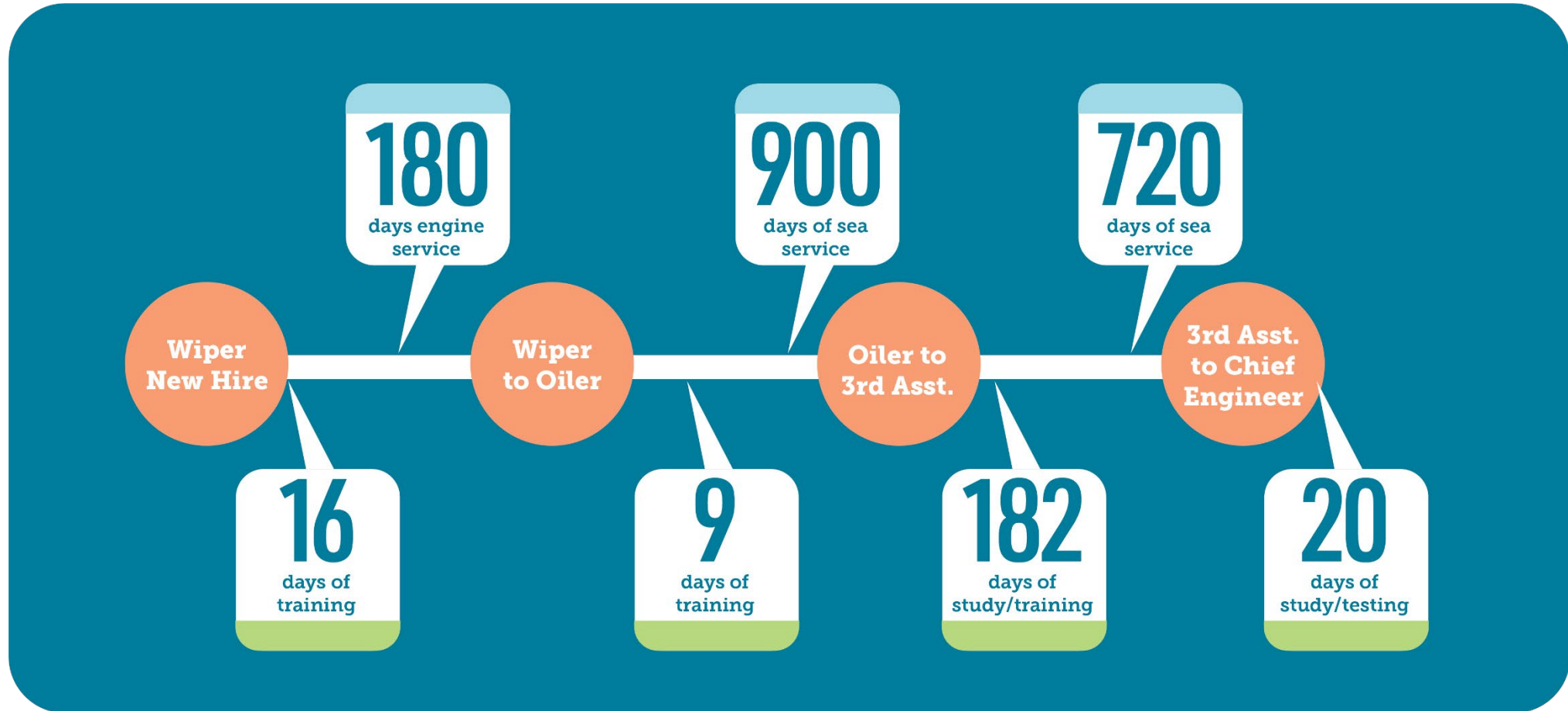


Wages for Deck Employees

Ordinary Seaman (OS)-	\$32.00/hr
OS Relief-	\$38.40/hr plus milage
Able Bodies Seaman (AB)-	\$38.40/hr
AB Relief-	\$46.07/hr plus milage
Second Mate-	\$50.96/hr
Chief Mate-	\$54.53/hr
Relief Mate-	\$65.43/hr
Captain-	\$68.71/hr
Relief Captain-	\$82.45/hr plus milage
Staff Captain-	\$88.38/hr

All positions are paid time and a half plus four hours plus travel time and milage for overtime.

WSF Career Path for Engine



Wages for Engine Room Employees

Oiler-	\$33.05/hr
Relief Oiler-	\$39.67/hr
Assistant Engineer-	\$48.19/hr
Relief Assistant Engineer-	\$57.83/hr
Chief Engineer-	\$57.85/hr
Relief Chief Engineer-	\$69.42/hr
Staff Chief Engineer-	\$75.28/hr

Expectations

- Complete Basic Safety training for survival at sea; including fire training, water survival, rescue at sea.
- Be able to respond to emergencies on the boat.
- Meet the physical requirements of these tasks.
- Communicate in English.
- Follow all lawful orders
- Treat crew and passengers with respect





COME
WORK
FOR US!

Be a Part of a True Washington State Icon

- You will have the opportunity to be a part of the largest ferry system in the country, supporting incredible projects and the overall infrastructure of Washington state.

Extraordinary Career Growth Opportunities

- Career development is not just a buzz phrase at WSDOT, it's our mantra. We don't believe in jobs; we believe in careers. As your life progresses, so does your career with us. With passion for service, you can go anywhere with WSF!

Exceptional Benefits

- We offer comprehensive medical, dental, and vision health plans as well as being a supporter of work-life balance. Our pension plans (PERS2 or PERS3) are some of the best in the entire maritime industry!

Learn More About working with WSF

wsdotjobs.com/ferries

Olympic Peninsula One Stop Operator Report January – May 2025: Comprehensive Centers – Silverdale and Sequim WorkSource One Stop Operator: Career Path Services

Functional and Programmatic Integration

May 2025, we created and shared out an “Olympic Strategic Insights” survey with the leadership team within our region. This report references their responses and strategies for improvement.

System Integration

During this reporting period, the certification process kicked off with an informational meeting for current and potential community partners. The certifications were due at the end of May, and we received two applications from our Comprehensive Centers. We did not receive any applications for connection sites or our current affiliate site indicating that Kitsap Community Resources (KCR) will not be a WorkSource System partner in Program Year 25. We will continue to partner with KCR as a community-based organization with many valuable services to offer customers in need of housing or support for basic needs. The certification process is expected to be successfully completed by the end of June, and we anticipate that both comprehensive centers will be fully certified.

Other system integration highlights come from our strategic insights form that was completed by program and system leaders. They all shared resounding positive feedback about the referral tool that is provided by the council. Title I Youth, and Department of Vocational Rehabilitation (DVR) representatives highlighted their co-enrollment partnership that eliminates duplicative work and connects the youth customer to a variety of services through both programs. Department of Services for the Blind (DSB) shared that while they are new to the Sequim office they have received several referrals resulting in enrollment and are currently working with the Employment Security (ESD) supervisor to identify accessibility aids needed to better serve DSB participants.

Integrated Service Delivery

The following items were identified by the leadership team as positively impacting the system's overall integration.

- Customer Referral tool
- Successful collaboration and relationships with local leadership and partners
- Co-enrollment is pursued for all customers that are eligible and would benefit
- Monthly and quarterly all-staff meetings that address community resources, and open conversations on supporting customers

Opportunities identified by leadership include:

- Strengthening partnerships with community organizations, schools and employers
- Training on Integrated Service Delivery
- Need for digital literacy support, and in person workshops
- Communication of all services to customers and warm handoffs for those referrals

From Apr 1 – May 31, 2025 there were 236 entries into the referral form, trending lower than the previous quarter which had 403 total. The following data displays the comparison of how the usage is split between partners in the two locations for direct referrals. Referrals to Silverdale are trending higher than referrals to Sequim, when compared to the period of Jan 1 – Mar 31, 2025. Not all entries are referred to partner agencies, as this tool is used for other data collection purposes within the region.

	Jan 1-Mar 31, 2025	Apr 1 - May 31, 2025	Jan 1-Mar 31, 2025	Apr 1 - May 31, 2025
Partners	Percentage Referred to Sequim	Percentage Referred to Sequim	Percentage Referred to Silverdale	Percentage Referred to Silverdale
Department Of Services For TheBlind DSB	50%	0%	50%	100%
Department Of Social And Human Services DSHS	50%	50%	50%	50%
Department Of Vocational Rehabilitation DVR	29%	17%	71%	83%
Kitsap Community Resources KCR	0%	0%	100%	0%
Labor And Industries LNI	75%	0%	25%	100%
Olympic College	6%	0%	94%	100%
TANF Workfirst	0%	0%	100%	100%
Veteran Services	22%	16%	77%	84%
WIOA Youth Pathways	46%	25%	54%	75%
WorkSource Labor Exchange Team	24%	15%	76%	85%

Please note, the “accepted” and “percentage accepted” rows may not be exact, as it depends on the partner agency updating that field.

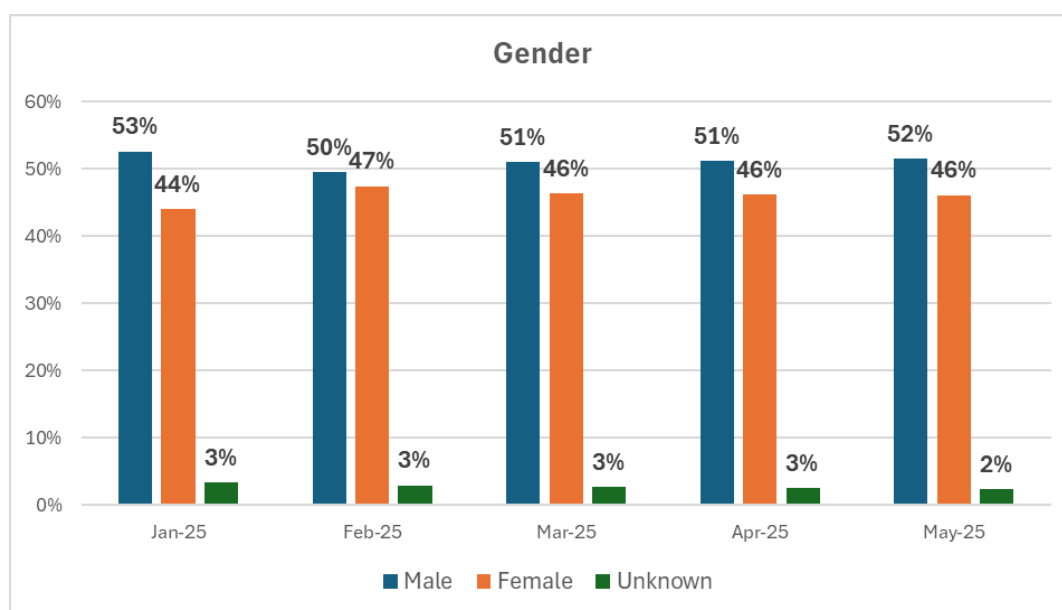
WorkSource Kitsap - Silverdale	REFERRED TO:	Accepted:	Percentage Accepted	Percentage Referred
WorkSourceLaborExchangeTeam	23	0	0%	85%
WorkforceInnovationAndOpportunityProgramWIOA	0	0	0%	0%
WIOAYouthPathways	3	0	0%	75%
VeteranServices	37	7	19%	84%
DepartmentOfSocialAndHumanServicesDSHS	3	3	100%	50%
DepartmentOfVocationalRehabilitationDVR	25	18	72%	83%
DepartmentOfServicesForTheBlindDSB	3	0	0%	100%
LaborAndIndustriesLNI	6	4	67%	100%
KitsapCommunityResourcesKCR	0	0	0%	0%
TANFWorkfirst	3	0	0%	100%
OlympicCollege	17	16	94%	100%

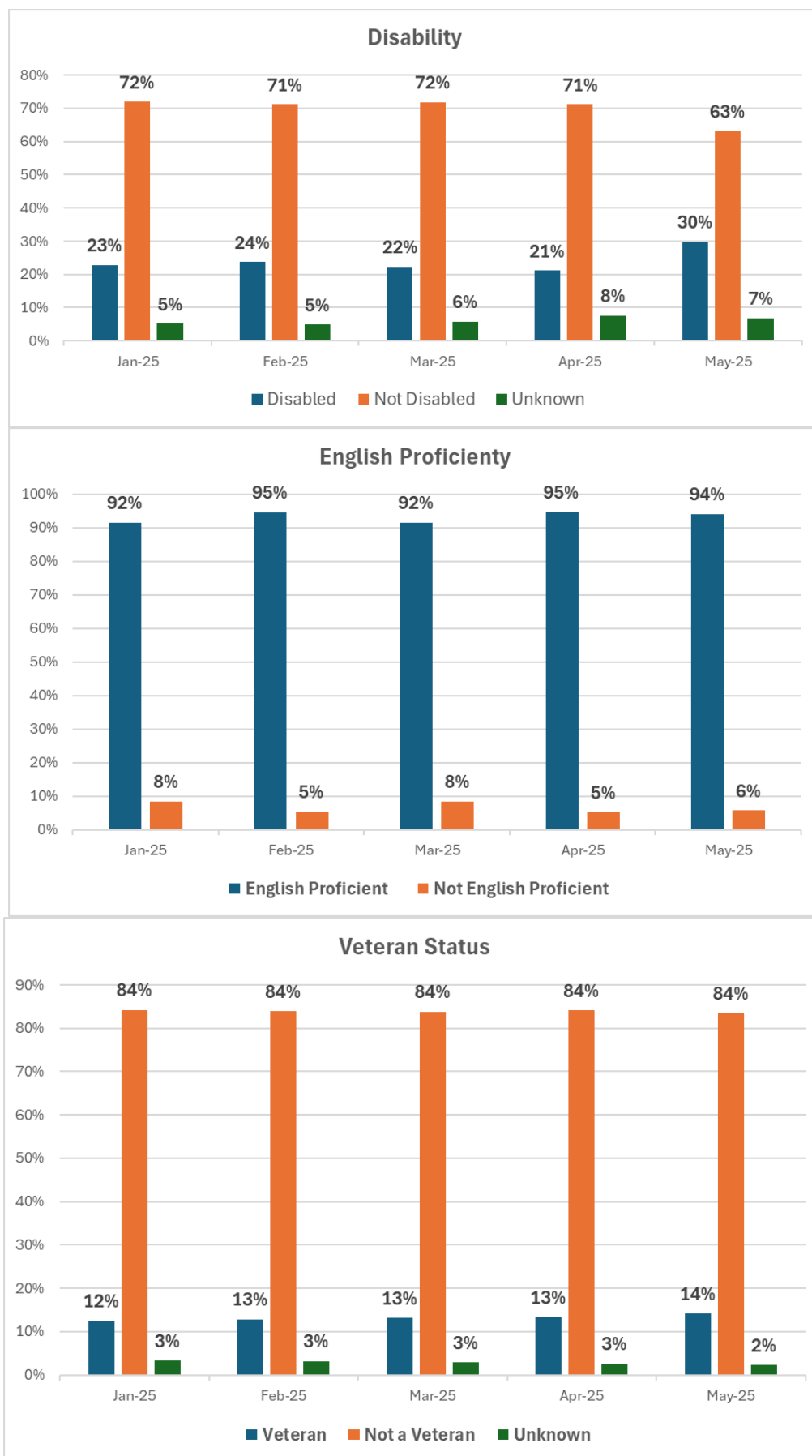
WorkSource Clallam - Sequim	REFERRED TO:	Accepted:	Percentage Accepted	Percentage Referred
WorkSourceLaborExchangeTeam	4	1	25%	15%
WorkforceInnovationAndOpportunityProgramWIOA	0	0	0%	0%
WIOAYouthPathways	1	0	0%	25%
VeteranServices	7	0	0%	16%
DepartmentOfSocialAndHumanServicesDSHS	3	0	0%	50%
DepartmentOfVocationalRehabilitationDVR	5	4	80%	17%
DepartmentOfServicesForTheBlindDSB	0	0	0%	0%
LaborAndIndustriesLNI	0	0	0%	0%
KitsapCommunityResourcesKCR	0	0	0%	0%
TANFWorkfirst	0	0	0%	0%
OlympicCollege	0	0	0%	0%

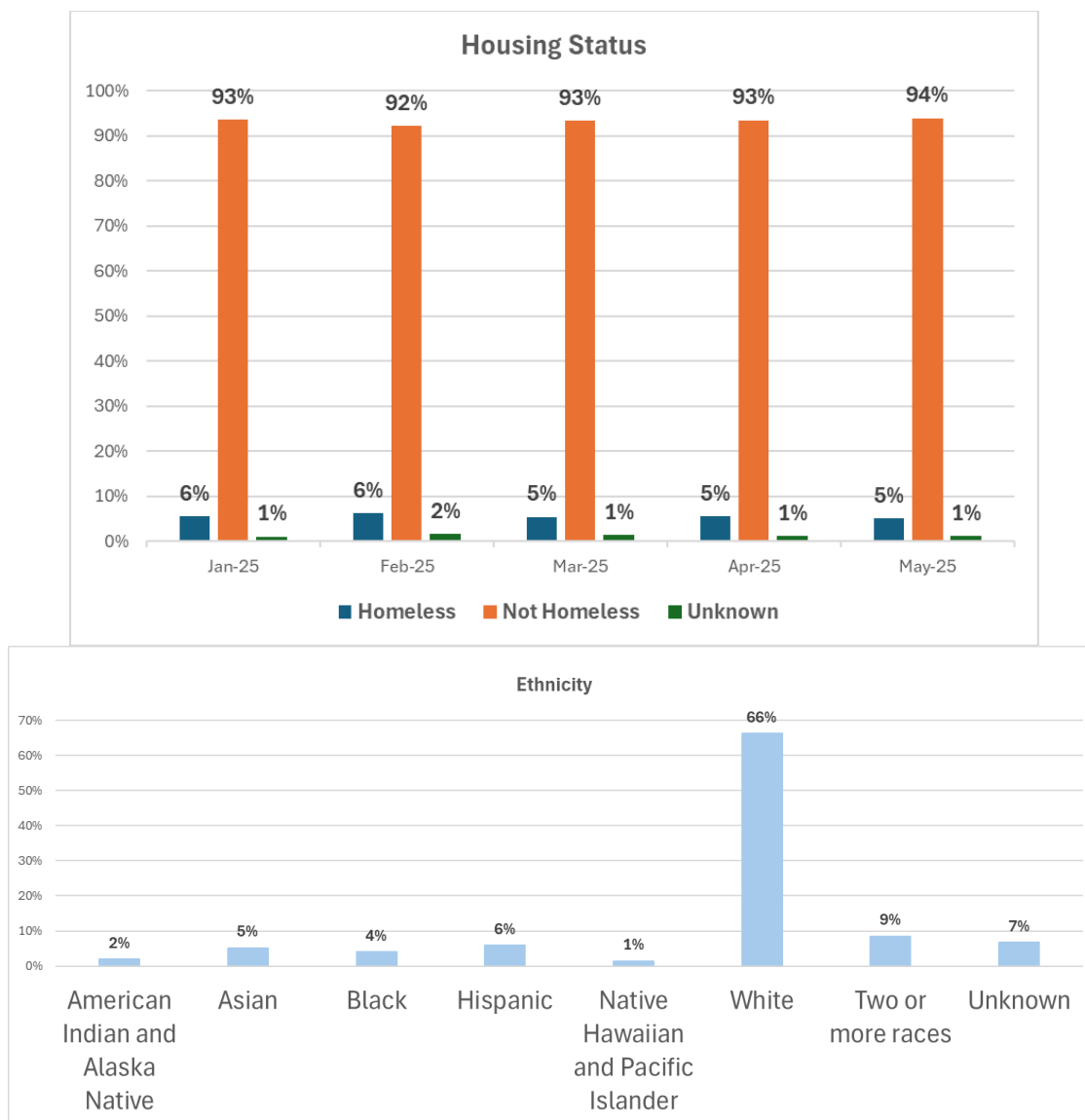
Service Provision and Outreach

The following data was gathered from the Workforce Professionals Center, Workforce Services performance Dashboard (data captured month by month). Specific to gender, 3,966 services have been captured by YTD (*the total number of services varies by category*). Observations in comparing May 2025 to January through April 2025 average are as follows:

- Total services offered increased by 39% (*referenced in Gender reporting*)
- Services offered to persons who identified as having a disability increased by 94%
- Services offered to people who speak limited English increased by 21%
- Services offered to Veterans increased by 46%
- Services offered to people who identify as being homeless increased by 22%
- Regarding Ethnicity, our demographics continue to remain consistent over time



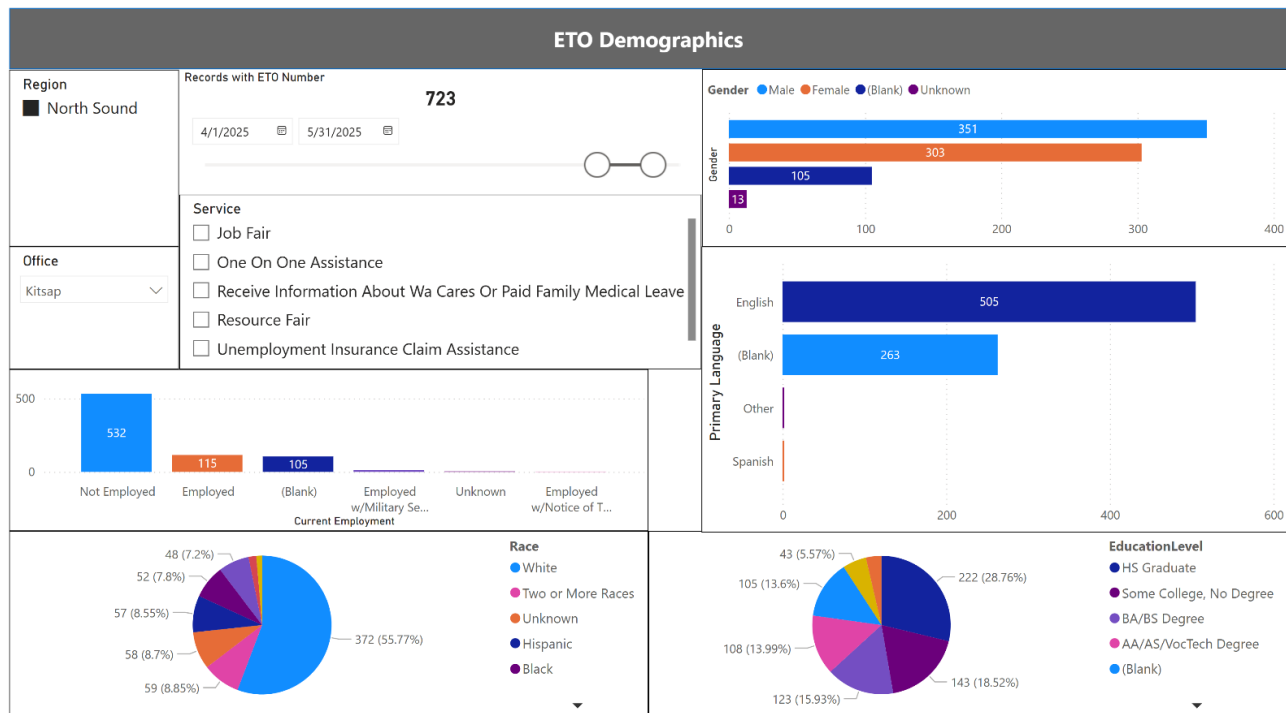




Customer flow Tracker

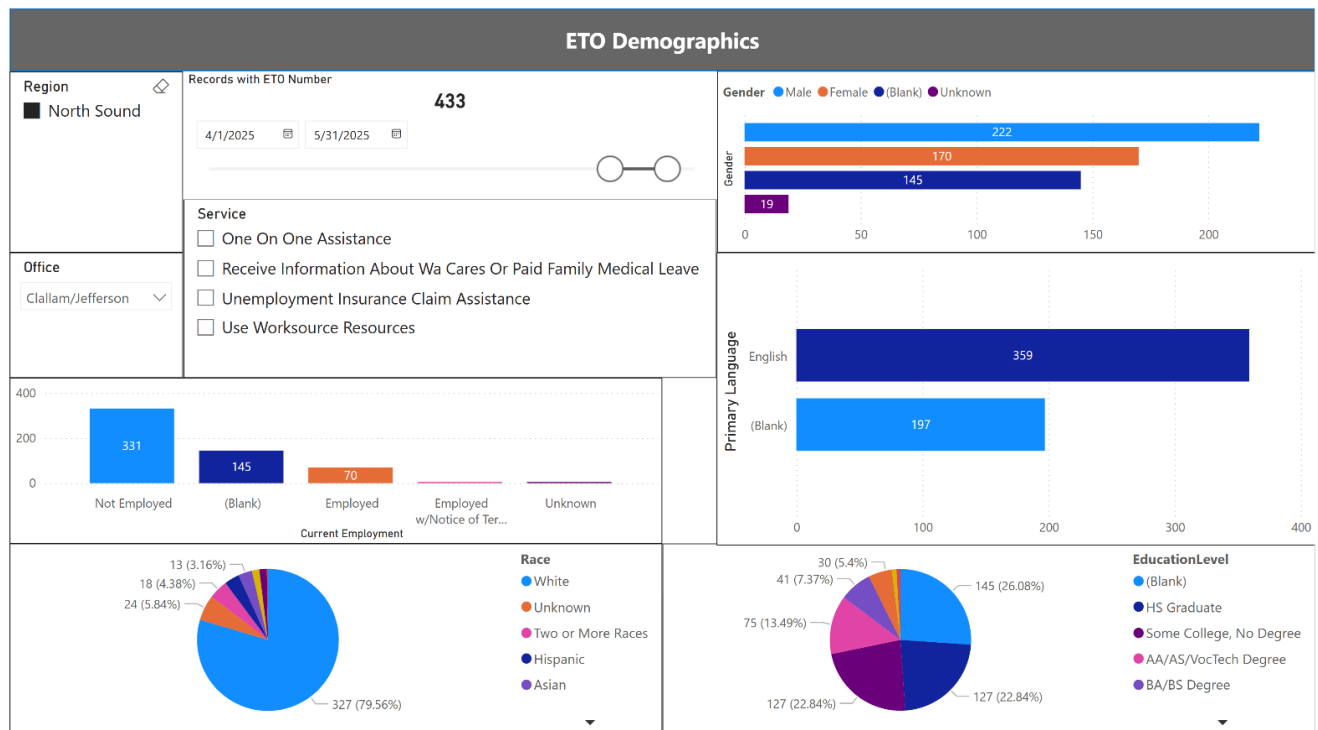
The charts below are filtered snapshots for the Olympic region and time frame referred to in the report. Please view the full CFT Dashboard to view all details, available at <https://wpc.wa.gov/reports/customer-flow-tracker>

Silverdale: Services include WIOA employment support services, Youth Pathways services, Labor and Industries, Department of Vocational Resources, Veterans Services, Labor Exchange, RESEA orientation by recommendation of Unemployment Insurance, job readiness workshops, Strategies for Success workshops, Business Services, limited Unemployment Insurance guidance, and WorkFirst counseling.



- **Demographics:** The Kitsap office served 1236 customers in the first quarter of 2025, and 723 customers through end of May in second quarter. The gender distribution shows a higher number of males (351) compared to females (303), with a significant number of records having blank gender entries (108). Veteran status is no longer available on the Customer Flow Tracker report. Efforts will continue in gathering as much information as possible for this tracker, working to fill in as much of the blank fields as possible.
- **Primary Language and Race:** English is the predominant primary language (505 records), with a smaller number of Spanish speakers (1). The racial demographics show a diverse population, with a significant portion identifying as White non-Hispanic (55.77%), two or more races (8.85%), Hispanic (8.55%), and Black/African American (7.8%).
- **Education and Employment:** A large portion of the individuals served have a high school diploma (28.76%), followed by those with some college but no degree (18.52%). Migrant Seasonal Farm Workers (MSFW) is no longer available on the Customer Flow Tracker report.

Sequim: Services include WIOA employment support services, Youth Pathways services, Labor and Industries, Department of Vocational Resources, Veterans Services, Labor Exchange, RESEA orientation by recommendation of Unemployment Insurance, job readiness workshops, Strategies for Success workshops, Business Services, limited Unemployment Insurance guidance, and WorkFirst counseling.



- **Demographics:** The Sequim office (Jefferson and Clallam Counties) served 924 customers in the first quarter of 2025, and 433 customers through end of May in second quarter. The gender distribution shows a higher number of males (222) compared to females (170), with a significant number of records having blank gender entries (164). Veteran status is no longer available on the Customer Flow Tracker report. Efforts will continue in gathering as much information as possible for this tracker, working to fill in as much of the blank fields as possible.
- **Primary Language and Race:** English is the predominant primary language (359 records), with a significant amount of blank entries (197). The racial demographics show a diverse population, with a significant portion identifying as White non-Hispanic (79.56%), two or more races (4.38%), Hispanic (3.41%), and Asian (3.16%).
- **Education and Employment:** A substantial portion of the individuals served have a high school diploma (22.84%), followed by those with some college but no degree (22.84%). Migrant Seasonal Farm Workers (MSFW) is no longer available on the Customer Flow Tracker report.

Customer Satisfaction

Five Customer Satisfaction surveys were received in May 2025, all by Job Seekers who received in-person services.

- Four out of five customers rated their overall experience as a 10, one was an 8.
- Four out of five were Very Satisfied with the accessibility of the facility, one was Satisfied.
- Four out of five shared that they received the services they came in for. One said they received some of the services they came in for.
- Four out of five were Very Satisfied with the friendliness of the person they met with, one was Satisfied.
- Five out of five stated yes, when asked if they would recommend WorkSource.

Accolades from customers included statements such as:

- Great presenter, wonderful person, helpful, knowledgeable, and relatable

Due to an overwhelming concern shared by everyone that increased feedback is needed from our customers, we conducted a human centered designed brainstorming session with all staff, asking the question: How might we increase our Customer Satisfaction survey response rate? The following is a summary of this activity:

- May 30, 2025: All staff meeting
 - Reviewed current status
 - Led a brainstorming session using human-centered design (HCD) methodology
 - Gathered approximately forty-eight ideas
 - Discussed next steps
- June 10, 2025: Council and leadership meeting
 - Reviewed input from staff by category
 - Action required by staff
 - QR codes and customer emails
 - Customer Incentives

At the June 10th meeting, it was decided that the next step should involve sharing an update with all staff and gathering their input. This is scheduled for June 27th. During this session, staff will be asked to prioritize their ideas by selecting their top three to five items. The compiled list will then be reviewed at the next council and leadership meeting, where we will discuss potential next steps.

Staff Competence and Staff Training Participation

During the last reporting period, staff training was provided via the All-Partners meeting and program specific training provided by program leaders. In our April All Partners meeting we had presentations from DSB, Senior Community Service Employment Program (SCSEP) and DVR. The local representatives talked about the services they can provide to participants and provided information on eligibility criteria for enrollment. At the May meeting, a staff member shared an informational presentation about their Pacific Islander heritage in recognition of Asian and Pacific Islander Heritage Month. At that meeting we also discussed customer satisfaction data and the importance of collecting customer feedback. All staff brainstormed ideas to increase survey participation, and the June meeting will result in actionable items for improvement. In addition to the human centered design activity regarding the customer satisfaction survey, the June meeting will include a presentation from a community partner at the Kitsap County library who will provide training on a tool that supports staff in learning about the North American Industry Classification System (NACIS) codes.

The strategic insight forms indicated that more training may be needed about the Integrated Service Delivery (ISD) model. Most leaders that responded described partnerships and collaboration happening in the centers. However, when asked to highlight an ISD success or challenge, they were unable to articulate a specific example. This is an indicator that ISD information should be given to staff to explain why current practices should continue and encourage intentional integration in alignment with the State model.

Employer Engagement

Silverdale: Over the quarter, there were 7 business assistance services in WIOA, 2 business assistance services through CRF, 1 employee training through WIOA, 2 employee trainings through CRF, and 32 recruitment services provided by the business services team. Other business services provided may have included outreach, networking, job development, or workshops. CRF funded no other business services, and WIOA funded 30 other business services.

Ten businesses signed up for WorkSourceWA. They are as follows; Bryan & Jetter, Habitat for Humanity of Kitsap, Leadership Kitsap, Manette Trading Co/Silverdale Jewelry and Coin, Mullenix Market, Rubens Insurance, Sandhu Venture Group, LLC, Suseyi Pro Moving Company, TAE PARK CORP, and Viking Education Academy.

Sequim: Over the quarter, there were 30 business assistance services, 3 employee training, 23 recruitment services, and 1 other service provided by the business services team. Other business services provided may have included outreach, networking, job development, or workshops.

Seven businesses signed up for WorkSourceWA. They are as follows; Evergreen Towing, JDM Car & Motorcycle, Ridgeline Homecare Cooperative, SunLand Water District, The Great Northern Coffee Bar, Building 300 LLC DBA Taps at the Guardhouse, and By Grace LLC.

Physical and Programmatic Accessibility

During this reporting period no EO training was required for the region. To ensure compliance, the EO officer with the council maintains a list of individuals in need of training. We will review that list in the 4th quarter to ensure that training is scheduled and delivered for staff in the region. The OSO maintains an EO complaint log, and we are happy to report that no new complaints were filed during this reporting period.

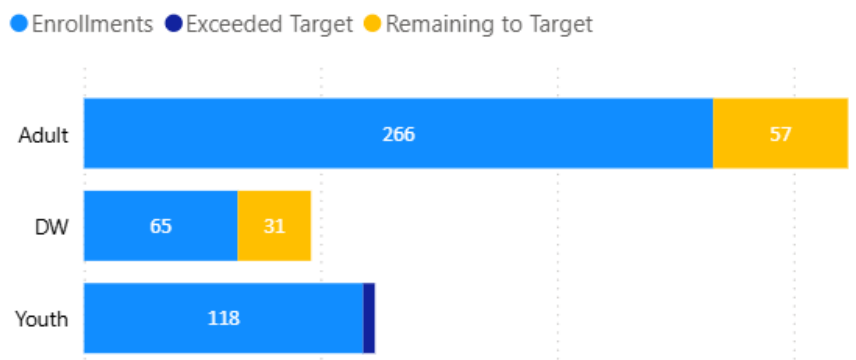
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Last Updated

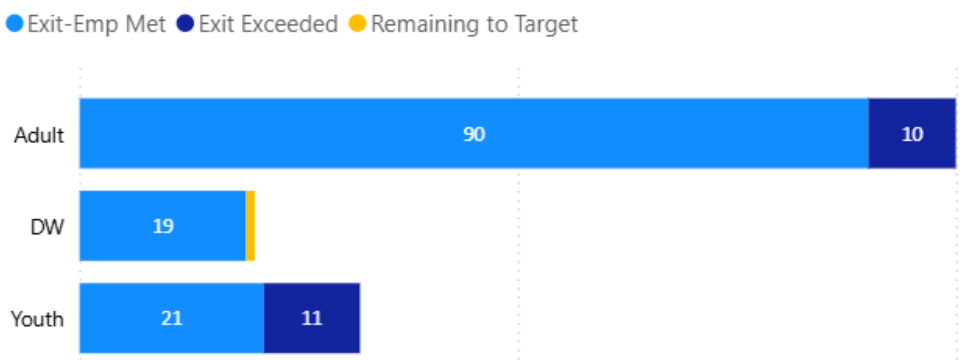


Workforce Innovation and Opportunity Act (WIOA)
Program Year 2024

ENROLLMENTS



EXITS



Adult Actuals DW Actuals Youth Actuals

Adult Actuals DW Actuals Youth Actuals 100

266

65

123

100

19

32

Target

Target

Target

Target

Target

Target

323

96

118

90

20

21

82.35%

67.71%

104.24%

111.11%

95.00%

152.38%

ADULT

DW

YOUTH

Occupational Skills Training

106

On-the-Job Training

3

Work Experience

8

Occupational Skills Training

18

On-the-Job Training

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Work Experience

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Occupational Skills Training

29

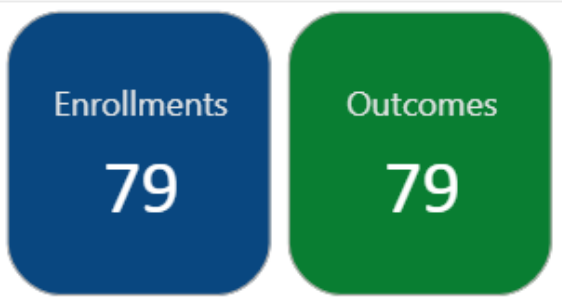
On-the-Job Training

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Work Experience

87

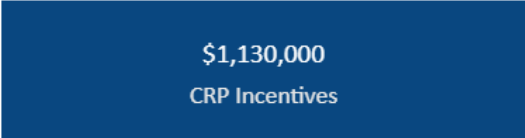
QUEST National Dislocated
Worker Grant
Full Contract



Enrollments	Targets	Percentage
79	78	101.28%

Exit to Employment	Target	Percentage
68	59	115.25%

Commerce Reinvestment Program
Business Services



Targets
85.07%

95.00%

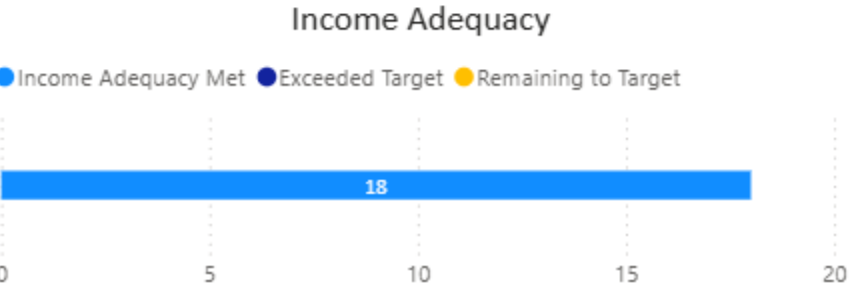
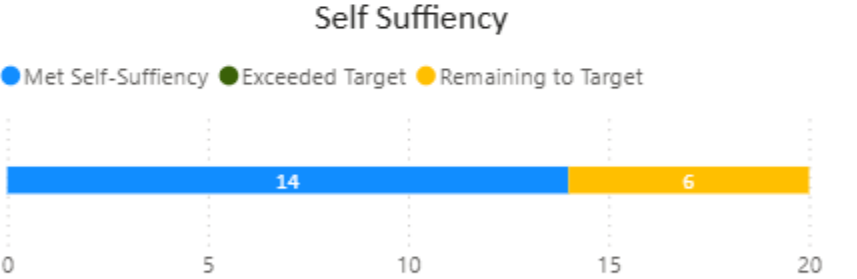
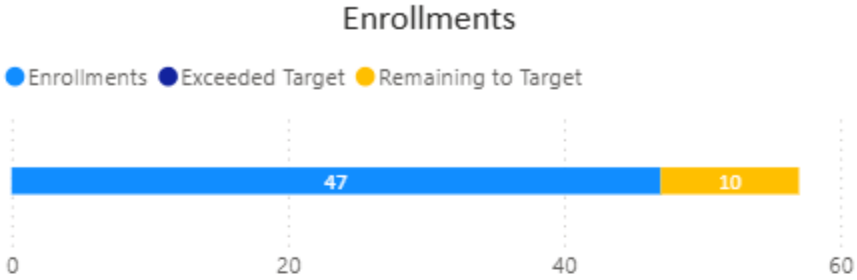
70.00%

Infinity

Federal Economic Security for All

07/01/2025

Last Updated



Occupational Skills Training
7

Training Paid by Other
21

On-the-Job Training
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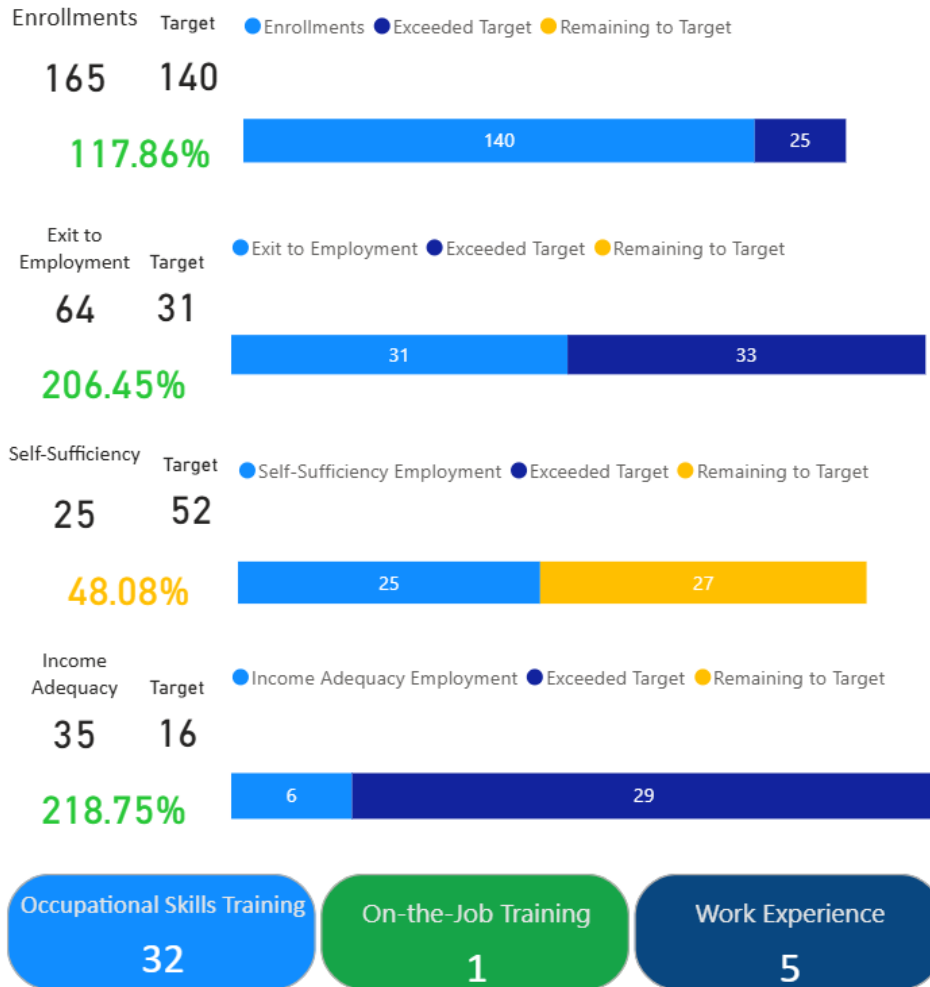
Work Experience
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07/03/2025

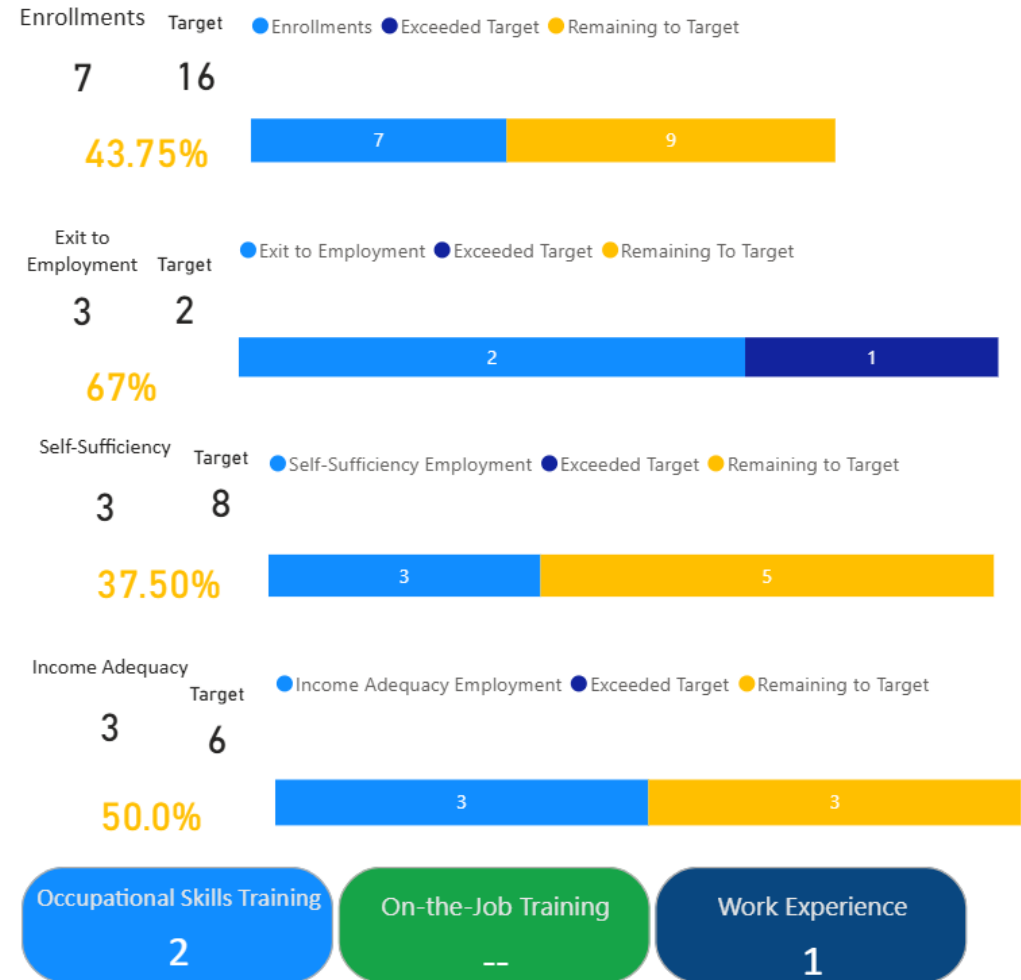
Last Updated

State Economic Security for All

Participants Experiencing Poverty (Below 200% FPL)



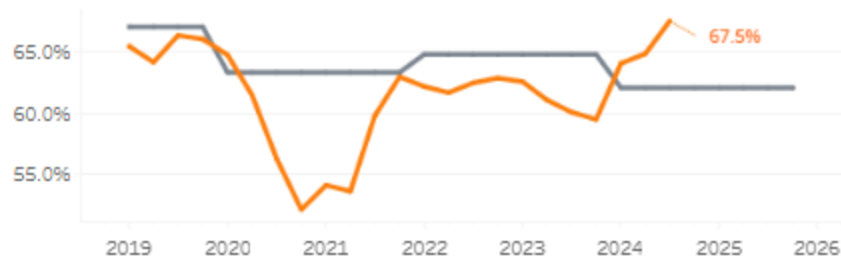
Participants Who Demonstrate Financial Need (Above 200% FPL)



WIOA Performance Indicators

01-Olympic Consortium (53010)
Adult

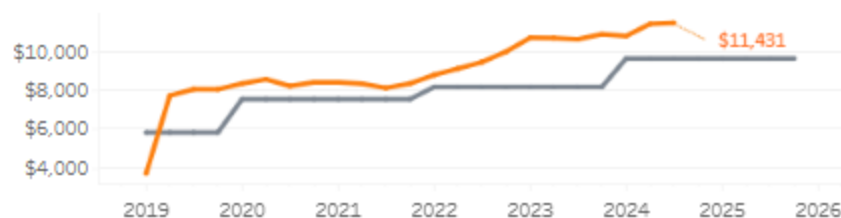
1. Employment Rate (Q2)



2. Employment Rate (Q4)



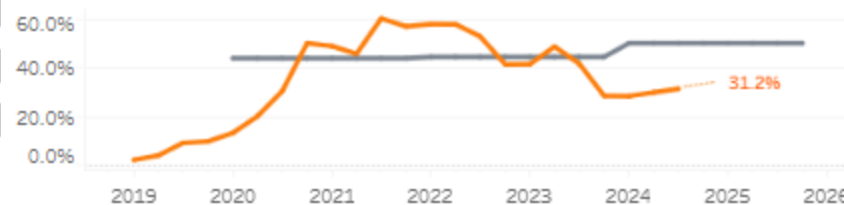
3. Median Earnings



4. Credential Rate

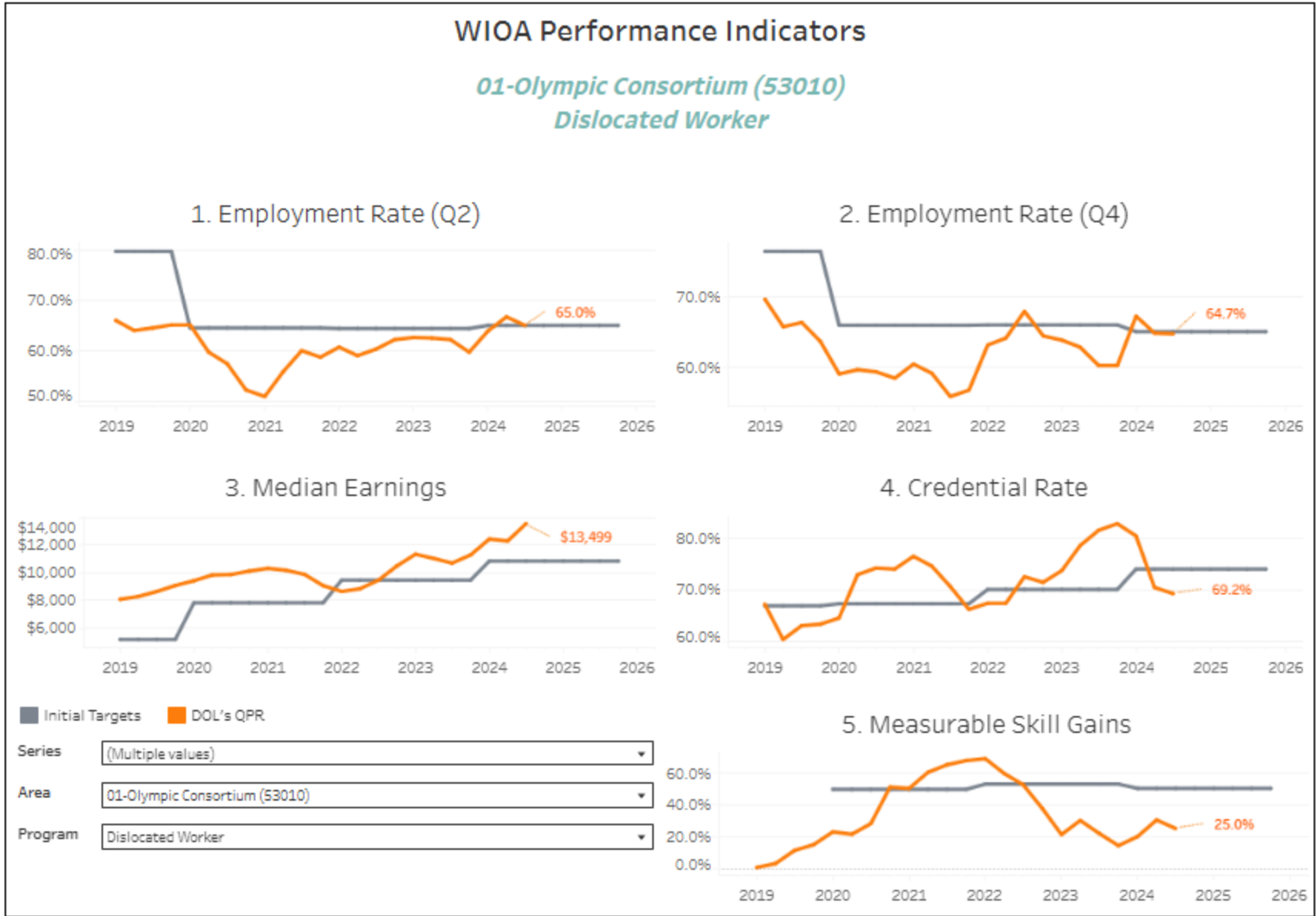


5. Measurable Skill Gains



Initial Targets DOL's QPR

Series: (Multiple values)
Area: 01-Olympic Consortium (53010)
Program: Adult



WIOA Performance Indicators

01-Olympic Consortium (53010)
Youth

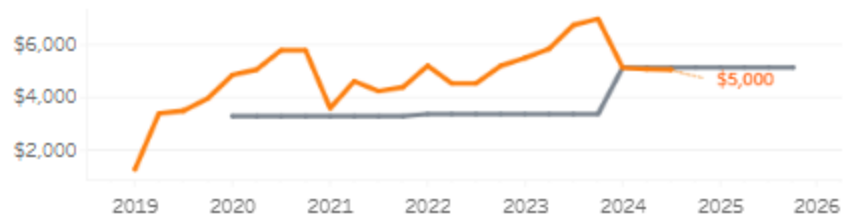
1. Employment Rate (Q2)



2. Employment Rate (Q4)



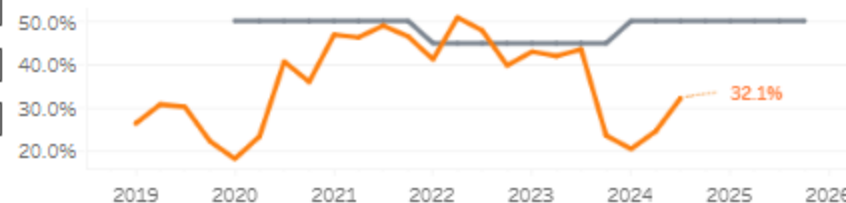
3. Median Earnings



4. Credential Rate



5. Measurable Skill Gains



Initial Targets DOL's QPR

Series (Multiple values) ▼
 Area 01-Olympic Consortium (53010) ▼
 Program Youth ▼

2025

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September						
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December						
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28	29	30	31			

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

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



Clallam County Commissioners

Randy Johnson, *Vice Chair*

Mark Ozias

Mike French

Jefferson County Commissioners

Greg Brotherton, *Chair*

Heather Dudley-Nollette

Heidi Eisenhour

Kitsap County Commissioners

Katherine T. Walters

Christine Rolfes

Orin Root

Staff

OWDC Director

William Dowling

Program Supervisory

Alissa Durkin

Program Analyst

Luci Bench

David Herrick

Olympic Consortium Board

DATE: Friday, November 21, 2025

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: [Microsoft Teams](#)

Meeting ID: 275 346 064 827

Passcode: Ca6bh6vy

AGENDA

1. CALL TO ORDER

2. ACTION ITEMS

- Approval of November 21 agenda
- Approval of July 18 meeting minutes (Att. 2.b., pgs. 2-4)
- Approval of 2026 Calendar (Att. 2.c., pgs. 5)
- Nomination and Confirmation of 2026 OCB Chair and Vice Chair
- Approval of new OWDC Chair Monica Blackwood
- Approval of Connection Site Certification (TENTATIVE)

3. DISCUSSION ITEMS

- Nomination of OWD Council Members (3.a., pgs. 6-17)
- Director Report Out – Bill
- One-Stop Operator Report Out (Att. 3.c., pgs. 18-28)
- SWD Coalition Empowering Employers Event (Att. 3.d., pgs. 29-30)
- PY25 Performance Reports (Att. 3.e., pgs. 31-32)
- [Public Comment](https://www.cognitoforms.com/kitsapcounty1/owdcpubcomment) – Submit by 12pm the day prior to the meeting via online form:
<https://www.cognitoforms.com/kitsapcounty1/owdcpubcomment>

4. GOOD OF THE ORDER

5. ADJOURN

NEXT MEETING: TBD based on Action Item 2026 Calendar approval.

Meeting Minutes
OLYMPIC CONSORTIUM BOARD
Friday, July 18, 2025

ATTENDEES: Commissioner Randy Johnson, Commissioner Greg Brotherton, Commissioner Katherine T. Walters, and Adam Dahl.

Staff: Bill Dowling, Alissa Durkin, David Herrick, Jessica Brasher, Lori Veitenheimer, J and Doug Washburn

The OCB meeting was held on Friday, July 18th, via TEAMS.

1. ACTION ITEMS

a. Approval of July 18th agenda

MOTION: Commissioner Johnson moved to approve. Commission Walters seconded.
Motion carried unanimously.

b. Approval of Summary and Minutes:

The joint OCB & OWDC March 21st Meeting Minutes and July 18, 2025, Agenda reviewed with the following correction to the March 21st Meeting Minutes agenda template:

Oran Root

Katherine T. Walters

MOTION: Commissioner Johnson moved to approve with corrections noted.. Commission Walters seconded. **Motion carried unanimously.**

c. Approval of Appointment of New OWDC Member, David Ballif, Team Jefferson EDC Director:

MOTION: Commissioner Johnson moved to approve the new appointment as presented. Commissioner Walters seconded the motion. **Motion carried unanimously.**

d. Approval of 2024 Cost Allocation Plan:

MOTION: Commissioner Walters moved to approve the 2024 Cost Allocation Plan as presented. Commissioner Johnson seconded the motion. **Motion carried unanimously.**

e. Approval of One-Stop Certification Determinations:

MOTION: Commissioner Johnson moved to approve the One-Stop Certification Determinations as presented. Commissioner Walters seconded the motion. **Motion carried unanimously.**

2. DISCUSSION ITEMS

- a. Washington State Ferries Workforce Presentation: Adam Dahl, Workforce Outreach Specialist with Washington State Ferries (WSF) discussed employment opportunities available in addition to the merchant mariner documentation requirements. There are no testing requirements, but applications must be completed, the hiring age is 18 years or

older. WSF covers the cost of training and education within the system to advance. Wages for deck employees start at \$33, with 40hrs a week guaranteed.

There are no high school graduate diploma or GED requirements to eliminate that barrier, but all employees must be proficient in English (read, write, speak) and have a valid driver's license. Employees must be available to report to a line at least 35 miles, but routes are assigned based on the employees' position and WSF needs. Exploring partnership with Skill Bridge and DOD for service members to begin obtaining credentials to move into position earlier.

Adam also shared that the newest hybrid-electric vessel Wenatchee is the first electric vessel added to the ferry service and will support the Seattle to Bainbridge route, curriculum to support future needs in this area. Currently working to create a WAVE program to support candidates with unique situations that require assistance with meeting minimum requirements, as well as a partnership with NW Maritime to allow high school students opportunities to learn about pathways to employment, and WSF recruitment is opened quarterly for up to 16. Adam Dahl contact information: adam.dahl2@wsdot.wa.gov | 360-968-4393.

- b. Director Report Out: FY26 State EcSA and CRP grants awarded at a 50% reduction from the previous year. The WIOA Reauthorization is not gaining interest within Congress however, that could suddenly change. Additionally, Make America Skilled Again is being viewed as a non-starter in Congress as it has the WIOA program becoming a Block Grant with education.
- c. One-Stop Operator Report Out: Jesscia Brasher, provided an update on system integration, outreach, customer tracking and satisfaction, staff competence and training, as well as employer engagement and accessibility. One stop certification completed – two one-stop operator sites in Sequim & Silverdale, down from last year. Hoping to find partners interested in serving as connection sites. 236 customer entries and 140 referrals have been made over the last quarter. Jessica also shared outreach numbers for the 3 counties, in-person services have increased, but also providing video and phone support. Employer engagement has increased in both Silverdale and Sequim, as well as outreach to priority populations.
- d. PY24 Performance Reports: Two performance levels – state and Department of Labor (DOL). Based on contracts with the state, requirements for state at 85% of the target. Dislocated worker enrollment target came in at 82%. Exit requirements need to be above 85%, 2024 numbers are at 152.38% above target. Federal numbers Economic Security for All (EcSA) met or exceeded targets, with the exception to self-sufficiency coming in at 70% but income adequacy is more obtainable and shows the difference in cost of living and wages impacting self-sufficiency.
- e. Public Comment : None
- f. 2025 Calendar: (Attached)

3. Good Of the Order: None.

ADJOURN: There being no further business to come before the board, the meeting was adjourned at 12:04 pm.

Next Meeting: September 19, 2025, In-Person Location: TBD

2026

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February						
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March						
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29	30	31				

April						
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May						
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June						
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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
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September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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13	14	15	16	17	18	19
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27	28	29	30			

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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25	26	27	28	29	30	31

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
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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 Meetings	3rd Friday Bi-Monthly	10am-12pm
	Olympic Workforce Development Council	2nd Thursday Bi-Monthly	10am-12pm
	OCB - OWDC Joint Meetings	Spring & Fall	9am-12pm

	Executive Meeting
	Youth Committee
	SWD Coalition Meetings

	Last Tuesday Bi-Monthly	10am-12pm
	Follows OWDC Meetings	9am-10am
	3rd Friday Bi-Monthly	9-10:30am



Clallam County Commissioners

Randy Johnson, *Vice Chair*

Mark Ozias

Mike French

Jefferson County Commissioners

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Christine Rolfes

Orin Root

Staff

OWDC Director

William Dowling

Program Supervisory

Alissa Durkin

Program Analyst

Luci Bench

David Herrick

November 21, 2025

Dr. Joan Hanten, JD
Olympic College
105 National Avenue North
Bremerton, WA 98312

Dear Dr. Hanten,

I am pleased to announce your appointment to the Olympic Workforce Development Council. Your appointment was confirmed for a term beginning November 1, 2025, continuing through November 1, 2028.

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.

Greg Brotherton, Chair
Olympic Consortium Board

Application for Appointment to Kitsap County Advisory Groups

Name

Joan Hanten

Preferred gender pronouns

She/Her/Hers

Please type other preference here

Address You Reside At

[REDACTED]

Mailing Address (if different from place of residence)**Primary Phone**

(360) 649-2620

Work Phone

(360) 475-7113

Primary Email

jhanten@olympic.edu

Work Email

president@olympic.edu

Occupation

President, Interim

Employer

Olympic College

Business Address

1600 Chester AVE, Office of the President, Bremerton, Washington 98337

Advisory group for which I would like to be considered:

OWDC

Why are you applying for this appointment?

Dr. Cavalluzzi's departure has left a vacancy on the council. I would like to be involved as a representative of the Olympic College community.

What personal interests prompted you to apply for this appointment?

Please list any experience on other Kitsap County boards, commissions, committees, councils or task forces.

Please list your qualifications for this appointment. Include skills, activities, organizations, training and education.

What are your community interests? Include committees, organizations and special activities.

Please provide the names of two non-related personal references in the spaces provided below.

Name

Email

Phone

What is your relationship to this person?

Name2

Email2

Phone2

What is your relationship to this person?

BY SIGNING THIS APPLICATION:

I hereby certify that the information on this application is true and complete. I authorize Kitsap County Volunteer Services to verify any of the information on this application and to secure information deemed necessary from employers and personal references in order to determine my suitability for the volunteer position I am seeking with Kitsap County.

I also understand as a Kitsap County volunteer I will be performing services for civic, charitable or humanitarian reasons, or to complete requirements for certifications or to improve employment opportunities; I have not been promised and have no expectation of compensation for services rendered; and offer my services freely and without pressure or coercion, direct or implied, from the County.

Volunteer Service does not constitute County employment, and a Kitsap County Volunteer has no entitlement to any County benefits including, but not limited to, overtime, retirement benefits, workers' compensation, sick leave, or injury leave. I understand that Kitsap County undertakes no liability or financial obligation on my behalf because of the Volunteer Service. My health, homeowners, umbrella, and auto insurance (if any) shall provide primary coverage in the event of any injuries or losses to myself or others arising out of the Volunteer Service.

If appointed to a Kitsap County advisory group, I agree to: support the mission of the group to the best of my ability; abide by and follow the policies and information in the Kitsap County Advisory Group Handbook during my volunteer term; and understand it is my responsibility to ask questions or share concerns about the mission of the group or information outlined in the handbook with advisory group staff, the Volunteer Services Coordinator or County Commissioners.

I hereby release Kitsap County, its employees, officers, directors, and agents from any claims, lawsuits, or actions I, my heirs, or legal representatives may have for any personal injury and/or property damage I may incur as a result of my voluntary services except those damages caused by the sole negligence or willful misconduct of Kitsap County employees. I understand that, but for this release of any and all liability, the County would not accept my offer of volunteering service.

I have read and voluntarily sign this agreement and release of liability.

Date

10/14/2025

Signature

JB Hanten



Clallam County Commissioners

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Mike French

Jefferson County Commissioners

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Orin Root

Staff

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Program Supervisory

Alissa Durkin

Program Analyst

Luci Bench

David Herrick

November 21, 2025

Dr. Aaron Leavell

Olympic Educational Service District #114

105 National Avenue North

Bremerton, WA 98312

Dear Dr. Leavell,

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 1, 2025, continuing through November 1, 2028.

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,

Greg Brotherton, Chair
Olympic Consortium Board



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Alissa Durkin

Program Analyst

Luci Bench

David Herrick

November 21, 2025

Anthony Ives

Kitsap Community Resources

1201 Park Ave,

Bremerton, WA 98337

Dear Mr. Ives,

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 1, 2025, continuing through November 1, 2028.

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Alissa Durkin

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Luci Bench

David Herrick

November 21, 2025

Colleen McAleer
Clallam County Economic Development Council
439 Marine Dr,
Port Angeles, WA 98363

Dear Ms. McAleer,

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 1, 2025, continuing through November 1, 2028.

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Alissa Durkin

Program Analyst

Luci Bench

David Herrick

November 21, 2025

Danny Steiger
Lumber Traders, Inc.
1601 S C St,
Port Angeles, WA 98363

Dear Mr Steiger,

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 1, 2025, continuing through November 1, 2028.

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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William Dowling

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Alissa Durkin

Program Analyst

Luci Bench
David Herrick

November 21, 2025

Megan Mason-Todd
Tessara, Inc
PO BOX 5359
4525 Auto Center Way
Bremerton, WA 98312

Dear Ms. Mason-Todd,

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 1, 2025, continuing through November 1, 2028.

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Olympic Consortium Board



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Program Supervisory

Alissa Durkin

Program Analyst

Luci Bench

David Herrick

November 21, 2025

Neal Holm

IBEW

11871 Silverdale Way NW, Suite 111

Silverdale, WA 98383

Dear Mr Holm,

I am pleased to announce your re-appointment to the Olympic Workforce Development Council. Your re-appointment was confirmed for a new term beginning December 1, 2025, continuing through December 1, 2028.

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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Alissa Durkin

Program Analyst

Luci Bench

David Herrick

November 21, 2025

Nicole Brickman
YMCA of Pierce and Kitsap Counties
1710 Market Street
Tacoma, WA 98402

Dear Ms Brickman,

I am pleased to announce your re-appointment to the Olympic Workforce Development Council. Your re-appointment was confirmed for a new term beginning September 1, 2025, continuing through November 1, 2028.

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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Alissa Durkin

Program Analyst

Luci Bench

David Herrick

November 21, 2025

Dr. Suzy Ames, President
Peninsula College
1502 E Lauridsen Blvd,
Port Angeles, WA 98362

Dear Dr. Ames,

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 1, 2025, continuing through November 1, 2028.

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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,

Greg Brotherton, Chair
Olympic Consortium Board

Olympic Peninsula One Stop Operator Report October 2025
Comprehensive Centers – WorkSource Kitsap and WorkSource Clallam
in Silverdale and Sequim
WorkSource One Stop Operator: Career Path Services

Functional and Programmatic Integration

Functional and programmatic integration within the WorkSource system was advanced through intentional collaboration and planning during the September and October reporting period. Administrative meetings were held on the second Tuesday of each month, bringing together leadership and program partners to review system priorities, discuss customer feedback, and share updates to strengthen coordinated service delivery across Kitsap, Jefferson and Clallam counties.

In September, leaders reviewed results from the Voice of the Customer survey and implemented updates to the paper form to improve accessibility and data quality. The group also finalized preparations for the annual all-staff training. Additionally, the team discussed feedback from the Strategic Insight form, identifying opportunities to remove bottlenecks, and supporting individual program success.

In October, the team reflected on the successful completion of the all-staff training and shared post-event evaluation results. Staff feedback was overwhelmingly positive, with over half of respondents reporting that the content was high quality and relevant to their work and noting that presenters were effective in their delivery. Training topics included the annual Equal Opportunity refresher, self-care and wellness presented by the AARP Senior Community Service Employment Program, and an engaging session on Generations in the Workforce. These sessions reinforced our commitment to professional development, inclusion, and continuous learning. It also addresses the need identified during the staff needs assessment which highlighted a need for additional ways to support mature workers. See the attached for the full training feedback survey.

The team also continues exploring opportunities to expand customer access points. During this reporting period, the Open Doors program launched in downtown Bremerton. While primarily serving youth, the program has expressed interest in pursuing designation as a WorkSource Connection Site by offering access to computers for WorkSourceWA registration and direct linkages to Comprehensive Centers. This collaboration would further strengthen system integration and create additional on-ramps for job seekers to connect with employment and training services.

System Integration

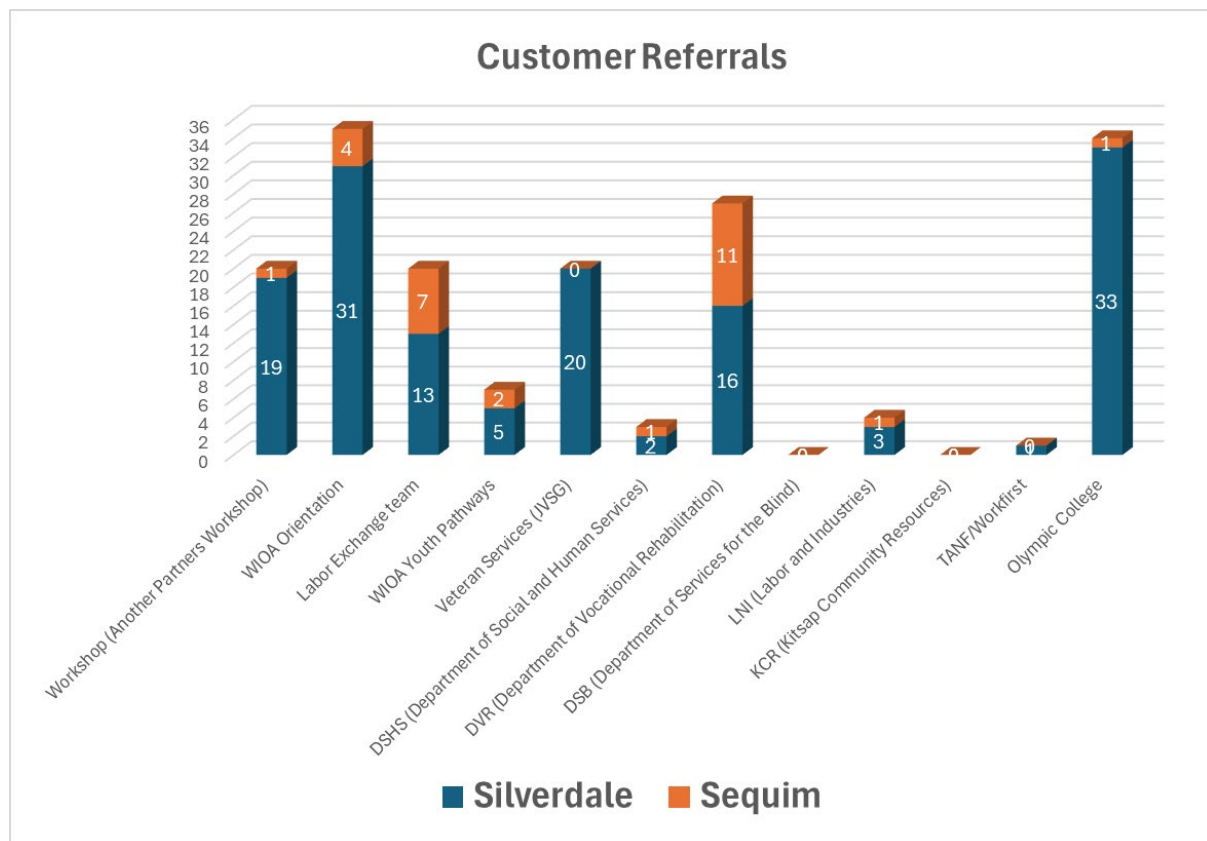
System integration across our area continued to advance through consistent communication and shared planning among partner agencies. The All-Partners meeting, typically held on the last Friday of each month, remains a central mechanism for strengthening collaboration, communicating system updates, and aligning priorities across programs. During this reporting period, there was only one All Partners meeting, as the annual all-staff training in September replaced the second session. The August meeting featured ongoing discussions related to the Voice of the Customer (VOC) initiative, which builds on interactive conversations held in prior

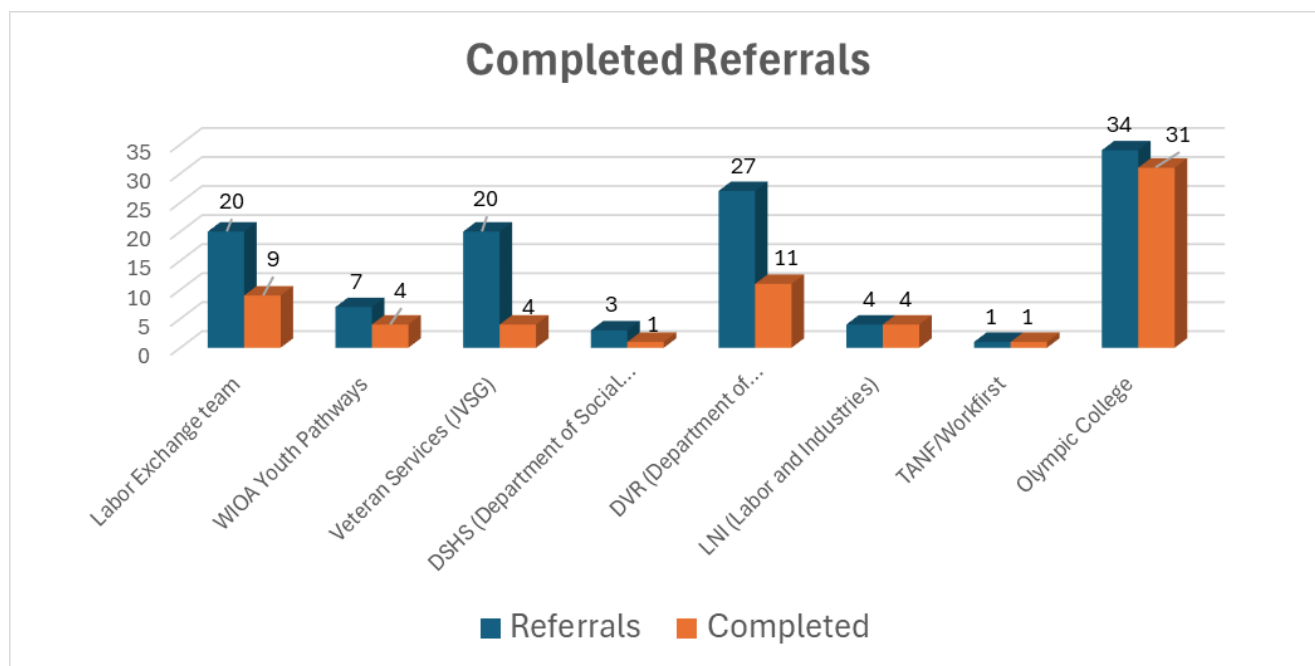
meetings. These efforts continue to focus on implementing staff-generated strategies to increase customer feedback participation and enhance the overall service experience across centers.

Additional agenda items included updates on ADA accessibility resources and a presentation from the Aging and Disability Resource Network (ADRN), reinforcing our commitment to inclusion and systemwide accessibility. While the Culture Committee typically provides standing updates during these meetings, they did not have new topics to present for the August session. The meeting concluded with organizational updates and recognition of staff contributions across the our area, reflecting the system's shared commitment to integrated service delivery.

Customer Flow Tracker

Throughout Q3 2025, there were a total of **337** Customer Referral entries, resulting in a total of **120** referrals. **(Kitsap in Silverdale: 172 entries, 72 referrals. Clallam in Sequim: 49 entries, 19 referrals)**





Integrated Service Delivery

Partners continue to strengthen integrated service delivery through collaboration, shared accountability, and a unified focus on customer experience. Feedback from the October assessment highlighted the need for more balanced participation in front desk and resource room coverage, with ESD currently providing most of the support in Kitsap and Clallam. This is an ongoing concern brought forward by ESD, and regular communication and ideation occurs between the OSO team, ESD leadership, and the council. Partners are exploring creative scheduling solutions such as increased workshop facilitation and screening for disabilities as a way for more support in the resource room. These discussions reflect a system that is responsive and committed to improvement. Recognizing that integrated service means shared ownership of both challenges and successes.

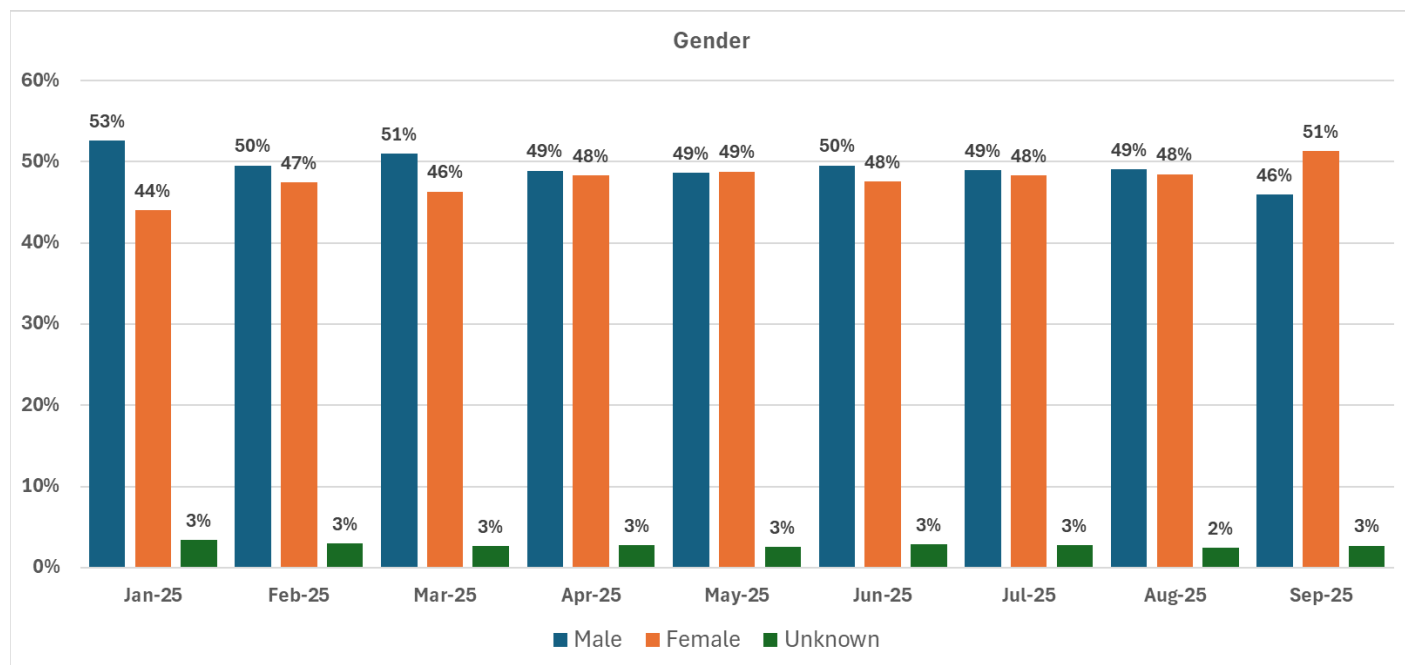
At the same time, system partners are identifying proactive ways to enhance engagement and value for customers. Ideas include expanding co-enrollment opportunities, increasing communication across programs, and researching resources for community partner-led workshops such as Digital Literacy, Re-Entry, and Generations in the Workforce. We also continue to prioritize accessibility and inclusion, responding to feedback on physical access and safety enhancements at local centers. Despite recent funding constraints, collaboration among ESD, DVR, and OESD remains strong, demonstrating our collective commitment to innovation, equity, and continuous improvement in delivering high-quality services. Recent MOU discussions have opened the door for partners to communicate needs and offer suggestions for updates to the 2026-2029 MOU. The updates will further system coordination by clearly stating the expectations and contributions expected from each partner.

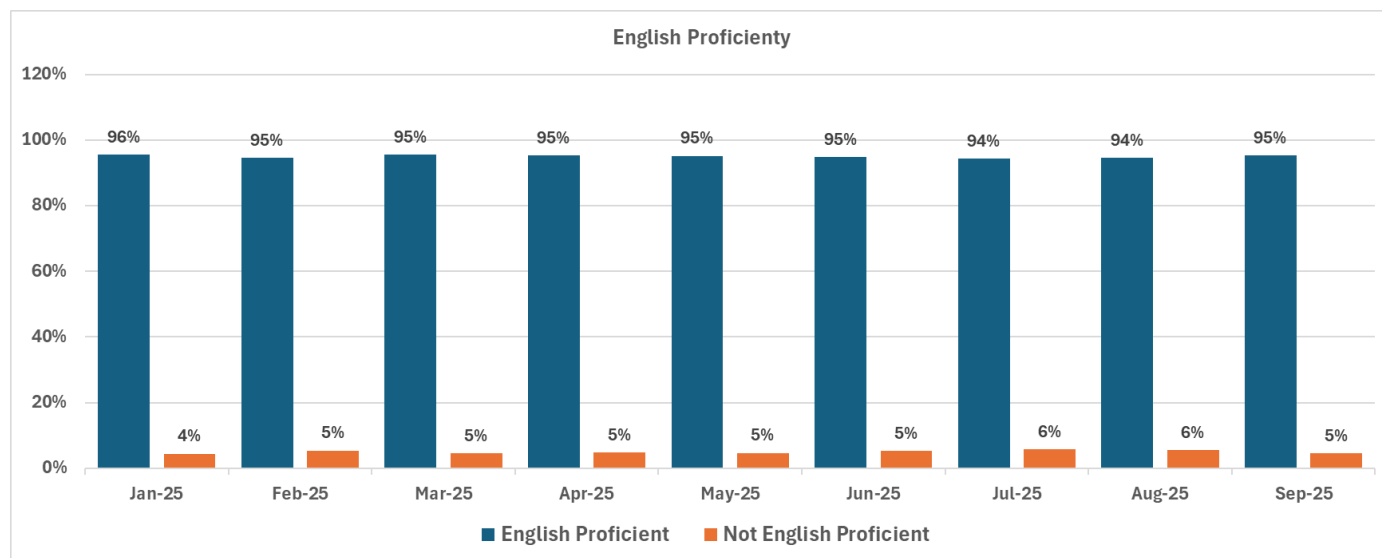
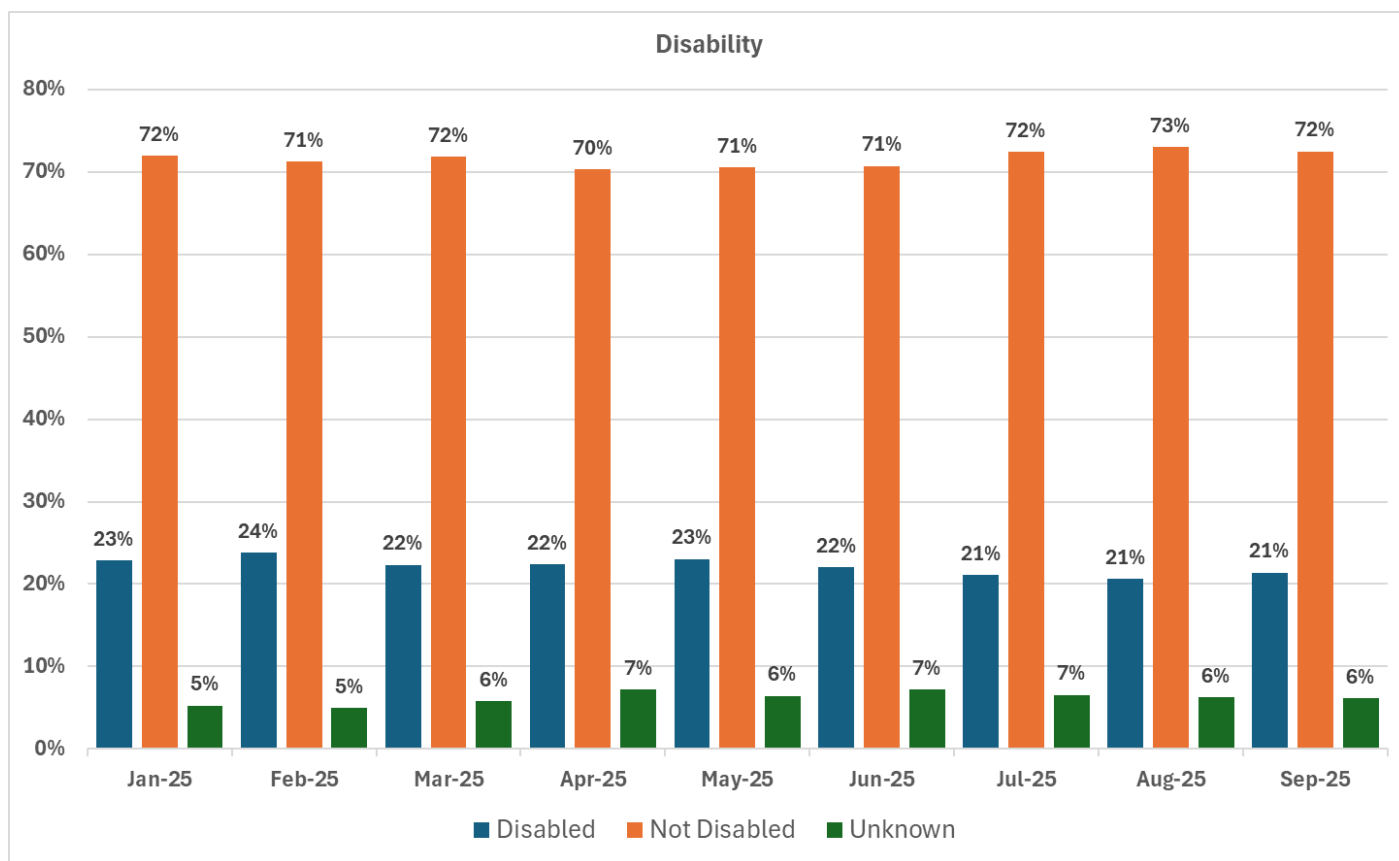
Service Provision and Outreach

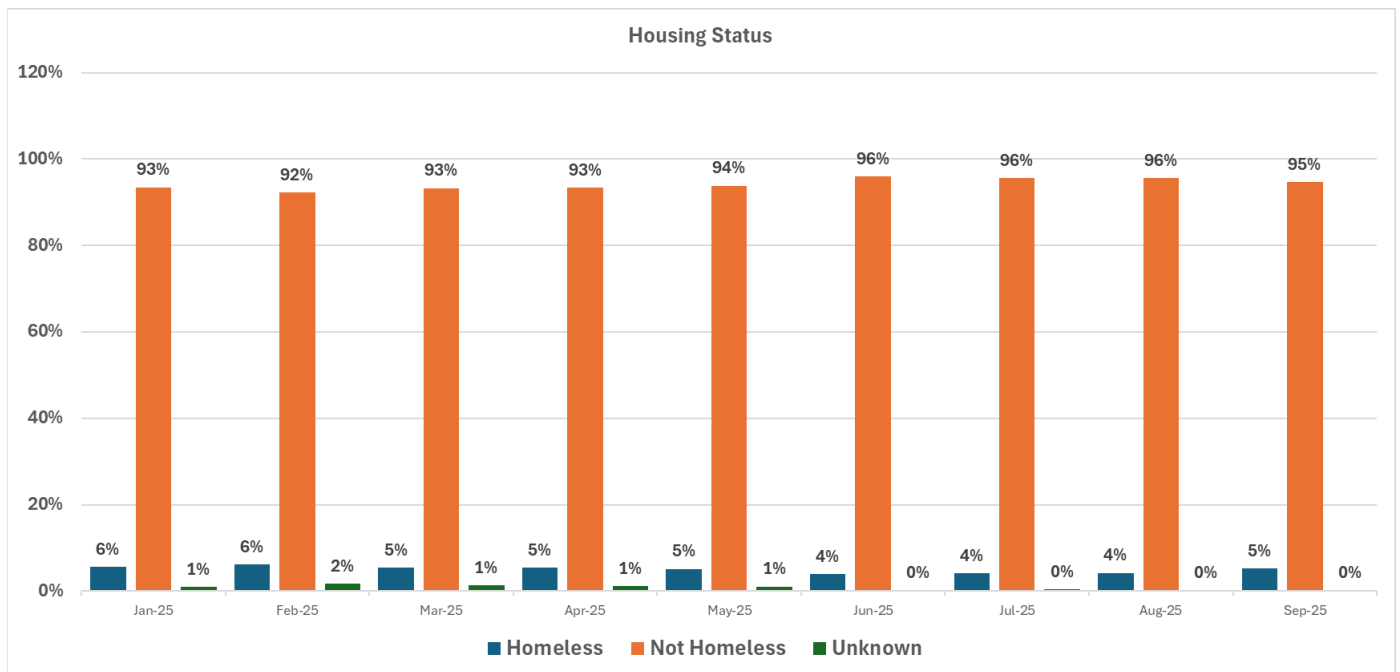
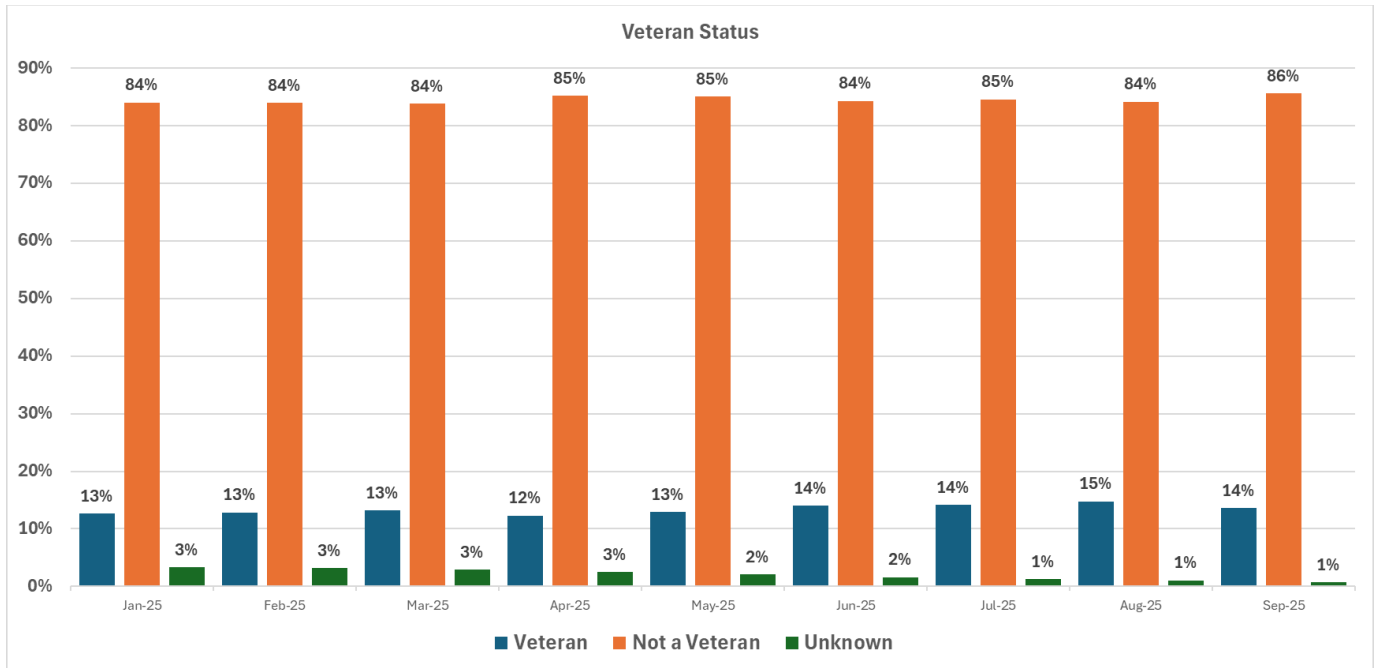
The following data was gathered from the Workforce Professionals Center, Workforce Services performance Dashboard (data captured month by month). Specific to gender, 814 individuals have

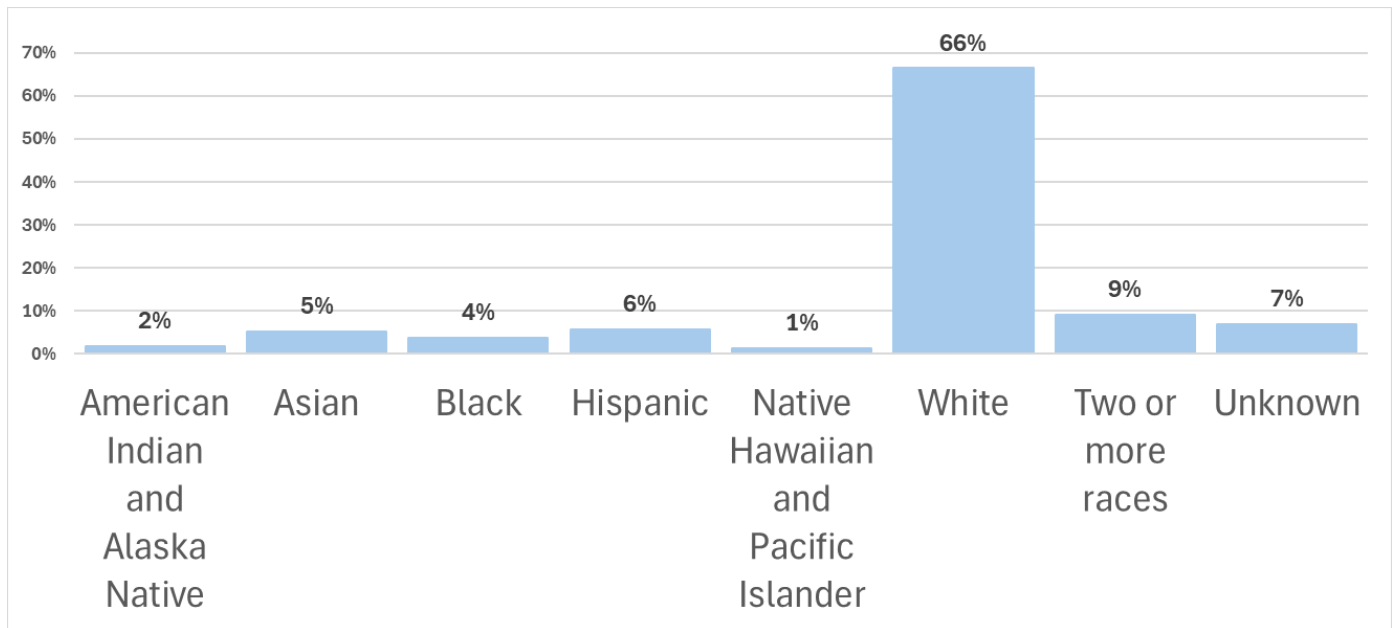
been captured for the month of September. Observations in comparing September to previous months are as follows:

- **September** services received by a Female increased by 6% in comparison to the 2025 average
- **September** services received by a person who identifies as having a disability increased by 6% in comparison to the 2025 average
- **September** services offered to people who speak limited English remains consistent
- **September** services received by a Veterans increased by 9% in comparison to the 2025 average
- **September** services received based on Ethnicity remains consistent in comparison to the 2025 average with minimal increases/decreases









Customer flow Tracker

<https://wpc.wa.gov/reports/customer-flow-tracker>

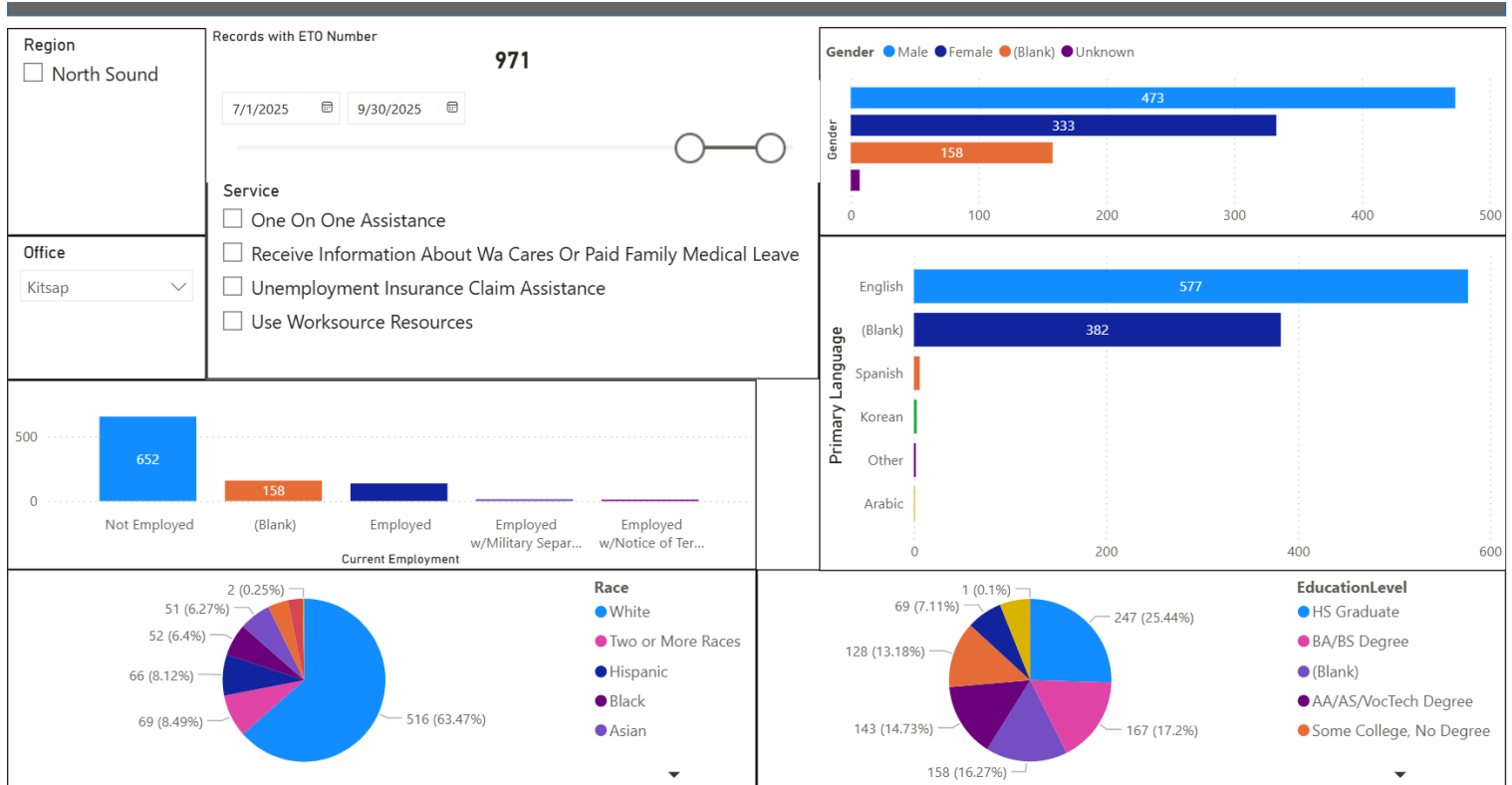
WorkSource Kitsap, Silverdale:

For the month of September, peak office activity occurred on Wednesdays at 11:00 AM. Customer appointment services were delivered as follows:

- 64%, In-Person
- 32%, Video Conference
- 5%, Telephone

From July 1, 2025, through September 30, 2025, the following was captured via the Customer Flow tracker specific to the Silverdale office:

- 610 individuals received One-on-One assistance
- 404 utilized WorkSource resources
- 47 received Unemployment Insurance Claim assistance
- 2 received WA Cares / Paid Family Medical Leave information
- 259 engaged in Hiring events, 57 in Workshops/Seminars
- 11 **Employers** engaged in Hiring events, 4 in Interviews



Customer Flow Tracker

<https://wpc.wa.gov/reports/customer-flow-tracker>

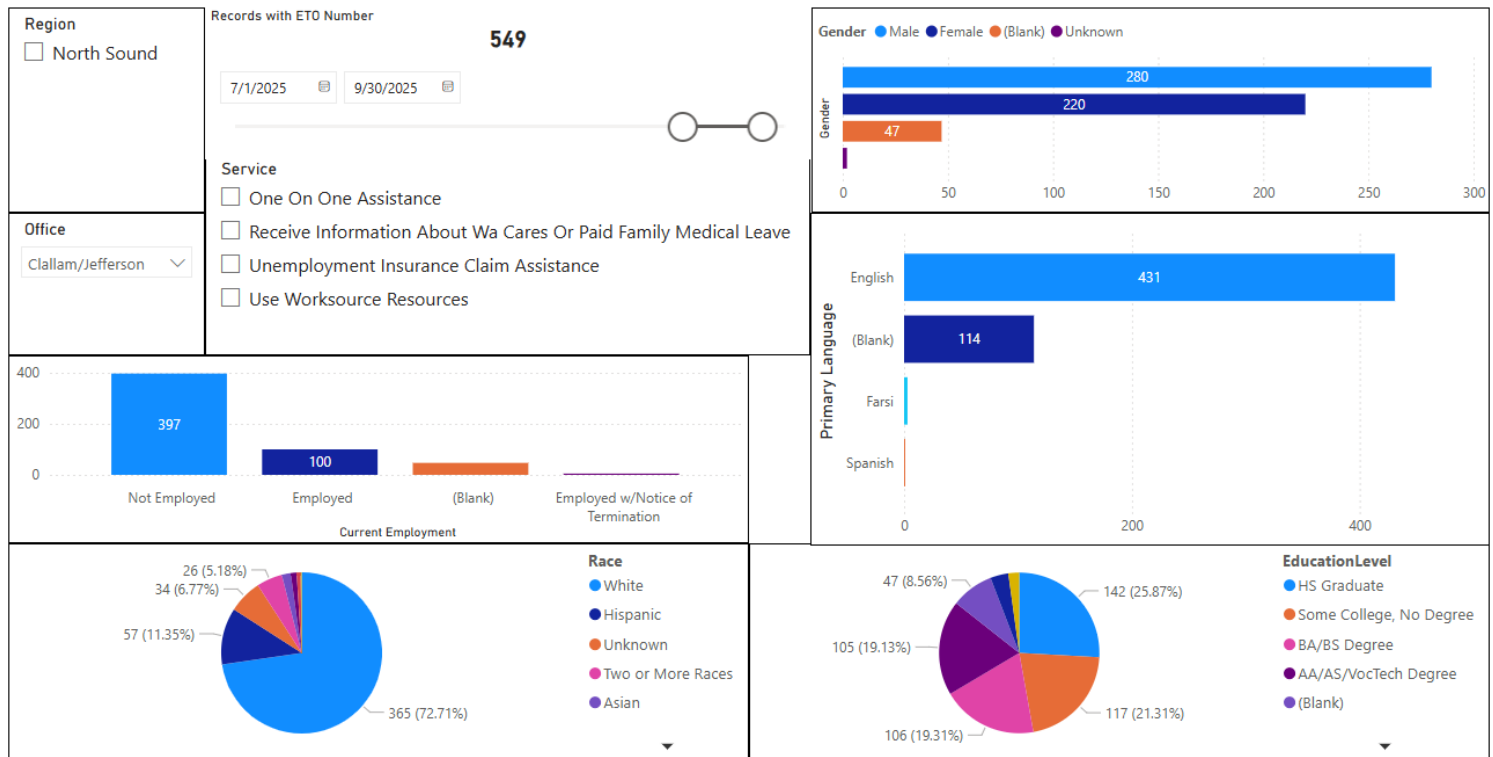
WorkSource Clallam, Sequim:

For the month of September, peak office activity occurred on Tuesdays at 2:00 PM. Customer appointment services were delivered as follows:

- 39%, In-Person
- 39%, Video Conference
- 22%, Telephone

From July 1, 2025, through September 30, 2025, the following was captured via the Customer Flow tracker specific to the Sequim office:

- 344 individuals received One on One assistance
- 372 utilized WorkSource resources
- 96 received Unemployment Insurance Claim assistance
- 2 received WA Cares / Paid Family Medical Leave information
- 12 engaged in Hiring events, 2 in Workshops/Seminars
- 1 **Employer** received One on One assistance



Customer Satisfaction

92 Customer Satisfaction responses have been received so far in 2025. **39** were received in August, and **13** in September. 2025 YTD summary is as follows:

- 96% from Job Seekers / 4% from Employers
- 83% from Silverdale / 14% from Sequim / 3% from the Kitsap Community Resource center
- 54% First Time Customer / 46% Returning Customer
- 97% customers would recommend WorkSource to others
- 9.0 average rating (scale of 1 to 10, 10 being the best)
- 99% customers were either Very Satisfied or Satisfied with "Staff Friendliness"
- 96% customers were either Very Satisfied or Satisfied with "Needs Being Met"

Customer accolades

"Excellent. Clear, concise, knowledgeable, and provides extremely helpful detailed information that will greatly help me in my job search"

"Very informative and knowledgeable and provided me with a lot of resources"

"Covered a lot of good information, and I feel like I know how to move forward"

"Thoughtful, thorough, persistent and pleasant. Very hard working and a pleasure to work with. Has a skillset uniquely suited for the work being done"

“Diligent and timely in responses, and gathering information for us job seekers”

Staff Competence and Staff Training Participation

Training and staff development continued to be central to our success in advancing functional and programmatic integration. Throughout the September–October reporting period, partners across the Silverdale and Sequim centers engaged in targeted learning opportunities designed to strengthen service delivery, enhance accessibility, and promote collaboration across programs. The annual All-Staff training brought together regional partners for a day of professional growth and alignment around system values. These training opportunities were identified as desired during the annual staff needs assessment and directly contribute to increased staff competency and confidence in delivering workforce development services to priority populations. The sessions reinforced inclusive practices, partner engagement, and a shared understanding of system-wide goals. The inclusion of specialized topics like ADA compliance and accessibility resources, along with regular engagement from partners such as ADRN and DVR, ensures that staff remain well-equipped to support diverse customers.

Employer Engagement

WorkSource Kitsap in Silverdale:

Over the quarter, WorkSource Kitsap supported business services in Silverdale while supporting employers through a variety of activities:

- **Business Assistance Services:** The report shows that 2 additional businesses were served during this period with 2 new services funded by WIOA. Examples of businesses served during this period include Jamestown S'Klallam Economic Development, Hatpin Revolution LLC, and Home Depot 550.
- **Recruitment Services:** 27 recruitment service activities delivered by the business services team, serving 23 businesses.
- **Other Business Services:** 32 additional services such as outreach, networking, job development, or workshops, also funded by WIOA; 31 other businesses were served.

In total, **54 unique businesses** engaged with WorkSource during this period. Several of these businesses accessed multiple services, representing a mix of small, mid-sized, and large employers.

Employer Engagement

WorkSource Clallam in Sequim:

Over the quarter, WorkSource Clallam supported business services in Sequim while supporting employers through a variety of activities:

- **Business Assistance Services:** 10 additional businesses were served during this period, with 10 new services funded by WIOA. Examples of businesses include Clallam Transit System, Caregivers Home Health LLC and West Sound Workforce.
- **Recruitment Services:** 10 recruitment activities were carried out by the business services team, serving 7 businesses.

- **Other Business Services:** 0 additional business services.

In total, **7 unique businesses** engaged with WorkSource during this period. Several of these businesses accessed multiple services, representing a mix of small, mid-sized, and large employers.

Physical and Programmatic Accessibility

During this reporting period, the OSO team collaborated with the local EO officer to provide biennial training in the region. We incorporated the training into the annual All Partners meeting, ensuring State EO compliance for the region. This approach allowed the front-line staff the opportunity to learn from each other and ask questions in a live and interactive environment.

In addition to the biennial training, ADA compliance training was completed for both the Kitsap and Clallam offices. Each office received dedicated binders containing ADA equipment accessibility information and operational manuals tailored to their specific equipment. In addition, Desk Aids were developed in the form of informational videos along with office signage to support ADA compliance and accessibility.

The OSO maintains an EO complaint log, and we are happy to report that no new complaints were filed during this reporting period.

Hiring the New Generation: Empower Your Workforce

**Resilient Leadership & Stress
Management**

Kristal Thomas

&

**Oh, the Workplaces You'll Go:
Bridging a Multigenerational Workforce**

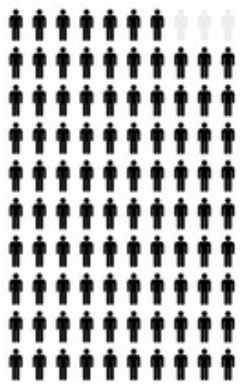
Lucretia Robertson

Employer event survey results

Attachment 3.d.

Overall Event 95.6% Very Satisfied

Excellence Rating



97%

- Quality of Speakers
- Usefulness of Information
- Event Organization
- Relevance to Needs
- Venue Location

Greatest Value

82.3% Guest Speakers

17.6% Networking Opportunities



9 OUT OF 10

- Would attend a future event
- Would recommend to a colleague

“Excellent speakers with very relevant speaking points. This is super helpful to anyone who works in a multigenerational workplace.”

“I found the event very beneficial. I plan on looking more into what the speakers presented about and maybe brings that to our organization. Thank you.”

“I wasn't sure what to expect for this event but really enjoyed the speaker and the chance to connect with local business owners.”

51% attendee response rate

PY25 Performance Reports

Program Year

2025

Quarter

1

Office

Clallam

Jefferson

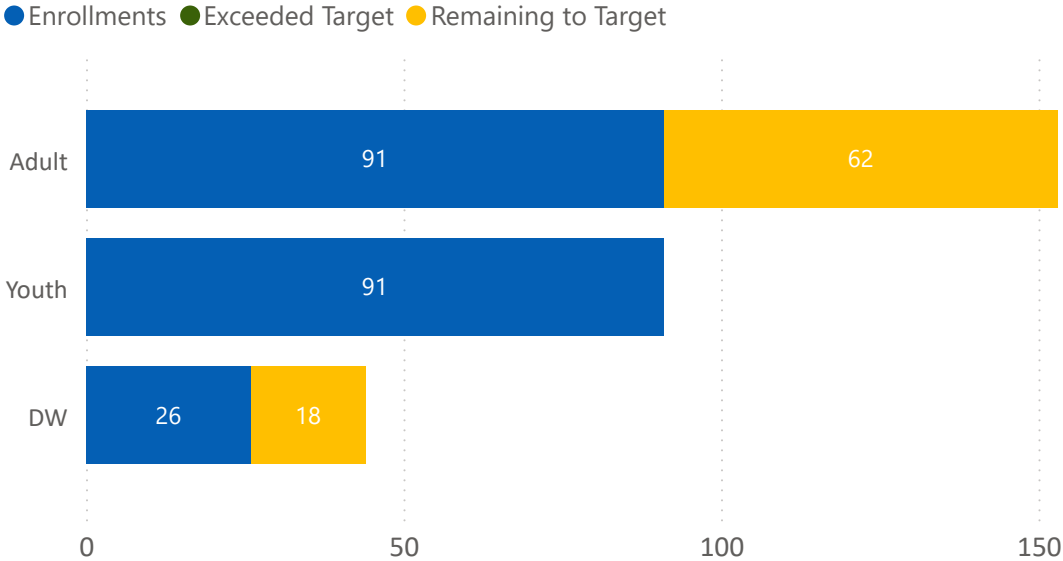
Kitsap

Program	Carry Over	Enrollments	Current
Adult	88	3	67
DW	24	2	21
Youth	80	11	82

Program	Exits	Unsubsidized	Self Employment	Post Secondary
Adult	24	16	3	
DW	5	2	1	
Youth	9	10		



Enrollments

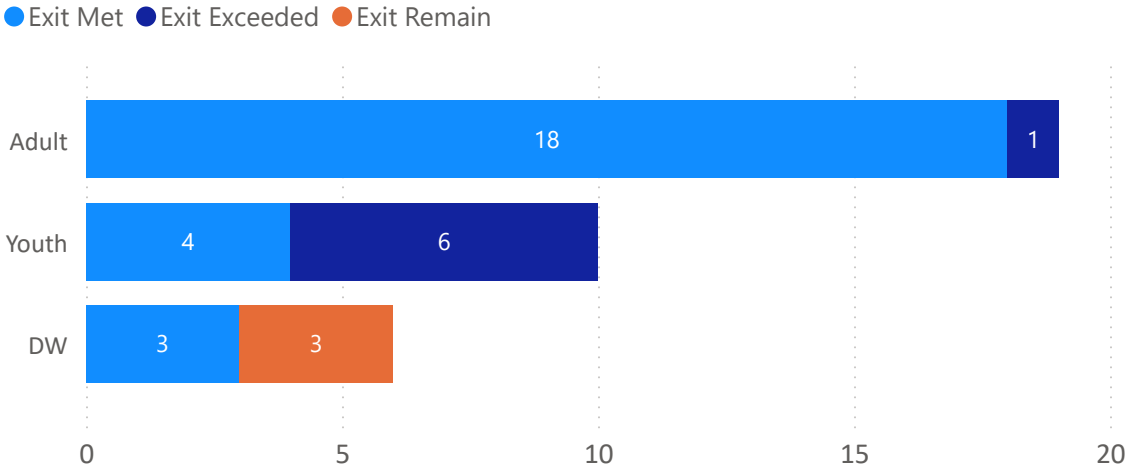


Adult
59.48%

DW
59.09%

Youth
108.33%

Outcomes



Adult
105.56%

DW
50.00%

Youth
250.00%

**Outcomes are based on Positive Exits: Unsubsidized Employment, Self-Employment, Entered a Post-Secondary Education, or Entered Military Service.

Program Year

2025

Quarter

1

Program	Carry Over	Enrollments	Current
Federal EcSA	39	0	0
State EcSA	53	2	55
CRP	0	0	0

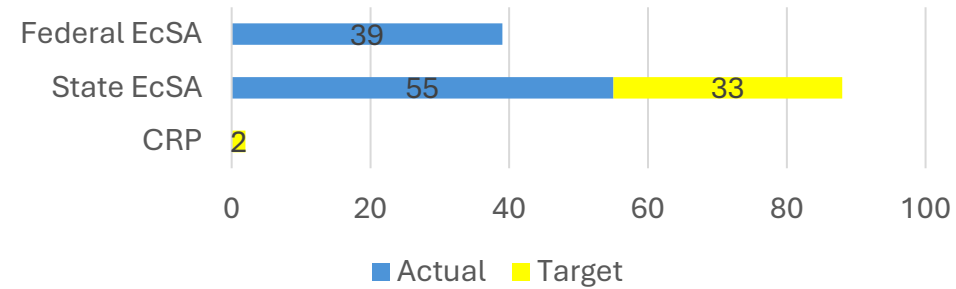
Program	Exits	Unsubsidized	Post Secondary	Self Sufficiency	200% above FPL
Federal EcSA	39	17	6	6	6
State EcSA	10	9	0	7	1



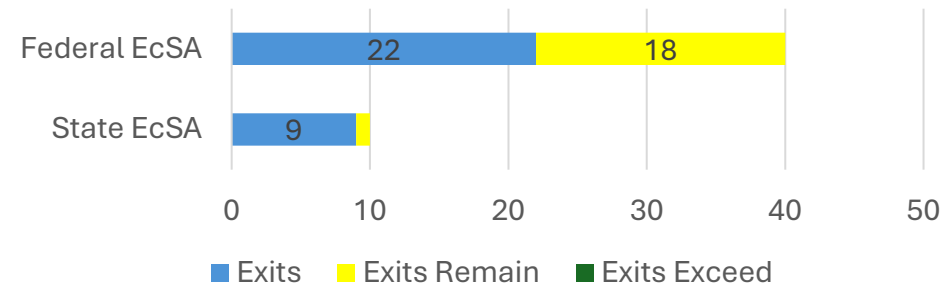
WORKFORCE DEVELOPMENT COUNCIL

SERVING CLALLAM, JEFFERSON, & KITSAP COUNTIES

Enrollments



Outcomes

Attachment 3.e.
Fed
EcSA
100%State
EcSA
62.5%CRP
0%Fed
EcSA
56.4%State
EcSA
90%

The MISA program does not have Quarter 1 performance numbers as this program is set to begin in Quarter 2.

**Outcomes are based on Positive Exits: Unsubsidized Employment, Self-Employment, Entered a Post-Secondary Education, or Entered Military Service.