



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

Katie 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, 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	Callam WorkSource		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	Callam WorkSource	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	Callam WorkSource	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	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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William Dowling

Program Analyst

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



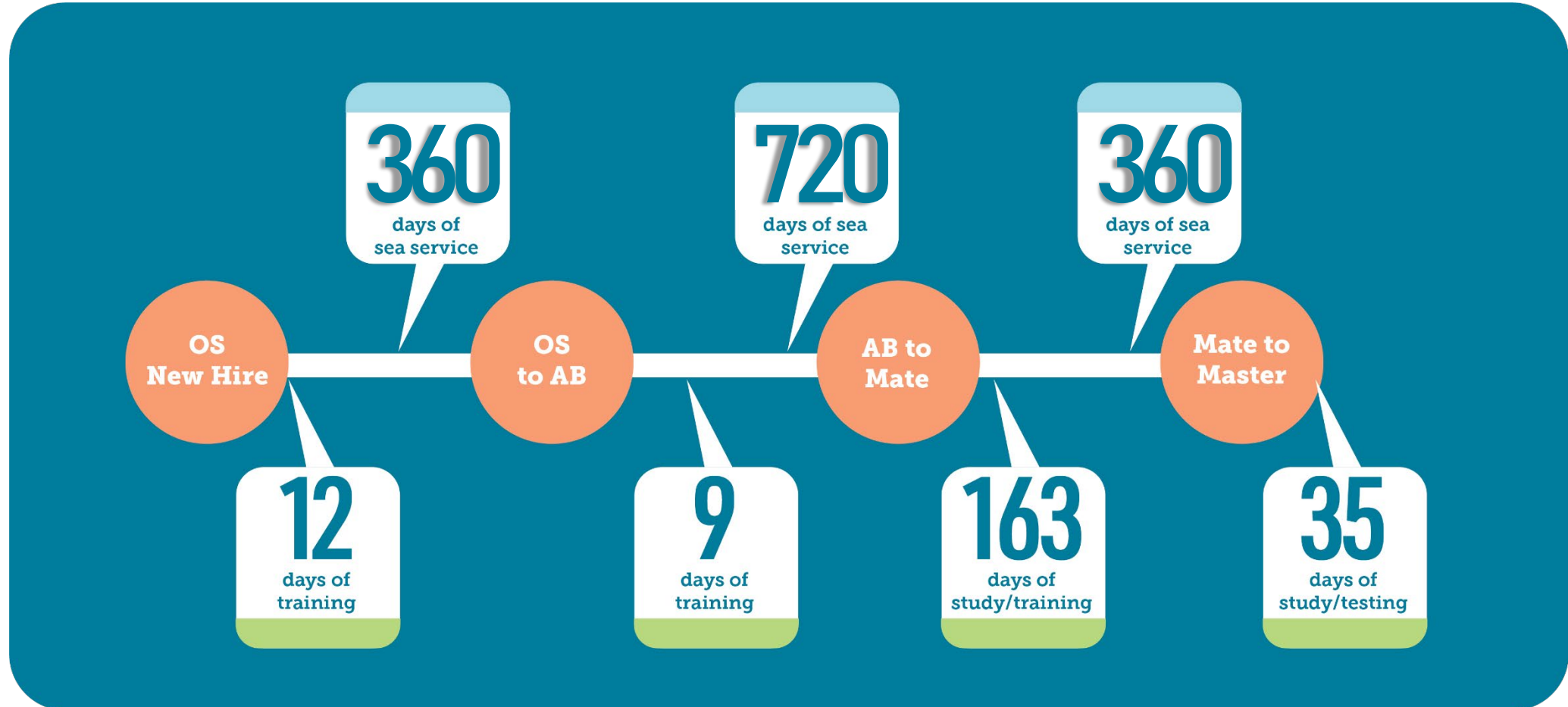
- Washington State Ferries is operated by the State of Washington and is a government entity.
- The State of Washington purchased the ferry fleet from Blackball in 1951 and is classified as a state highway system.
- The purpose of this acquisition was to provide reliable service at a reasonable price.



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

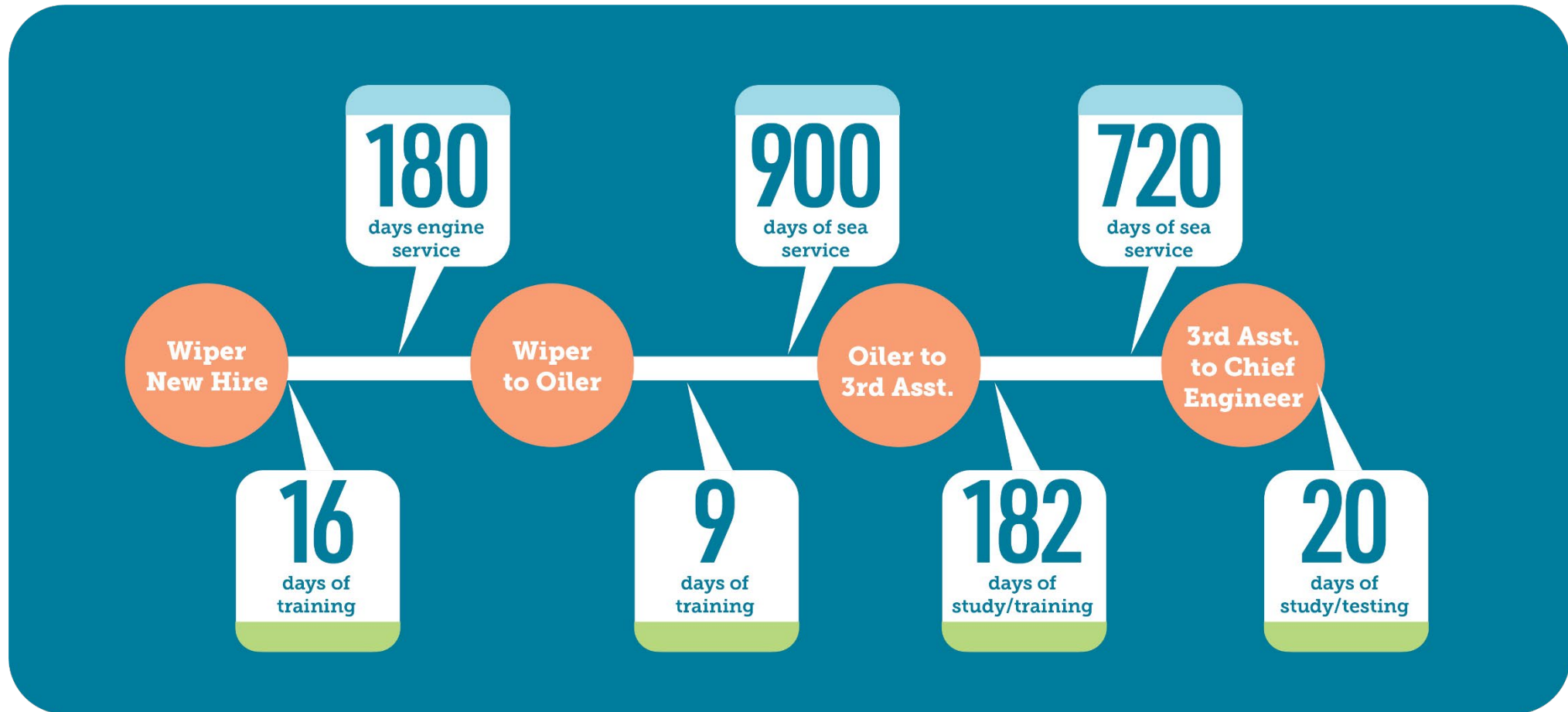


Wages for Deck Employees

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.

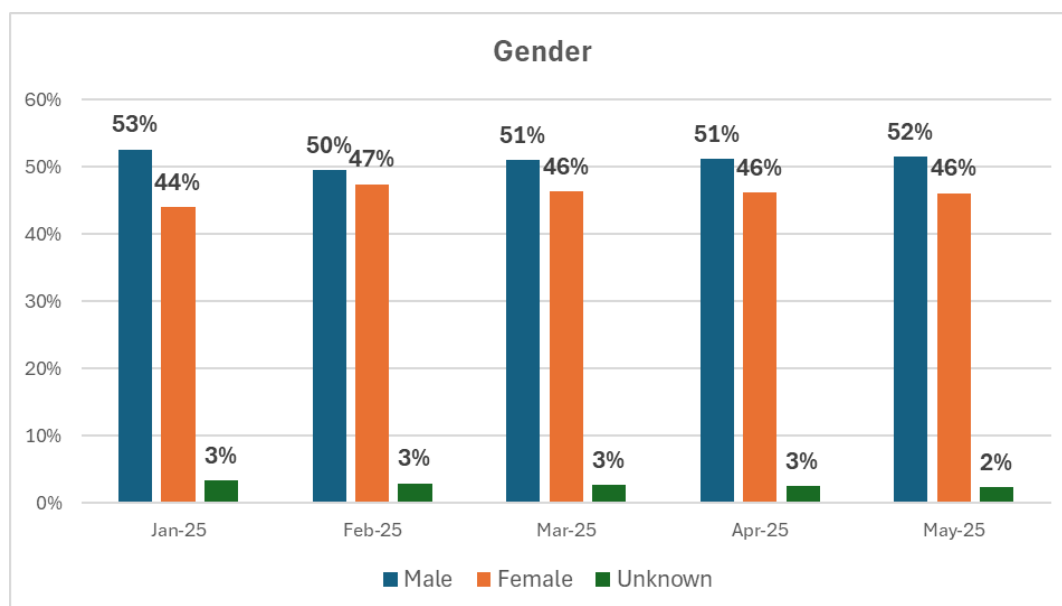
WorkSource Kitsap - Silverdale	REFERRED TO:	Accepted:	Percentage Accepted	Percentage Referred
WorkSourceLaborExchangeTeam	23	0	0%	85%
WorkforceInnovationAndOpportunityProgramWIOA	0	0	0%	0%
WIOAYouthPathways	3	0	0%	75%
VeteranServices	37	7	19%	84%
DepartmentOfSocialAndHumanServicesDSHS	3	3	100%	50%
DepartmentOfVocationalRehabilitationDVR	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%

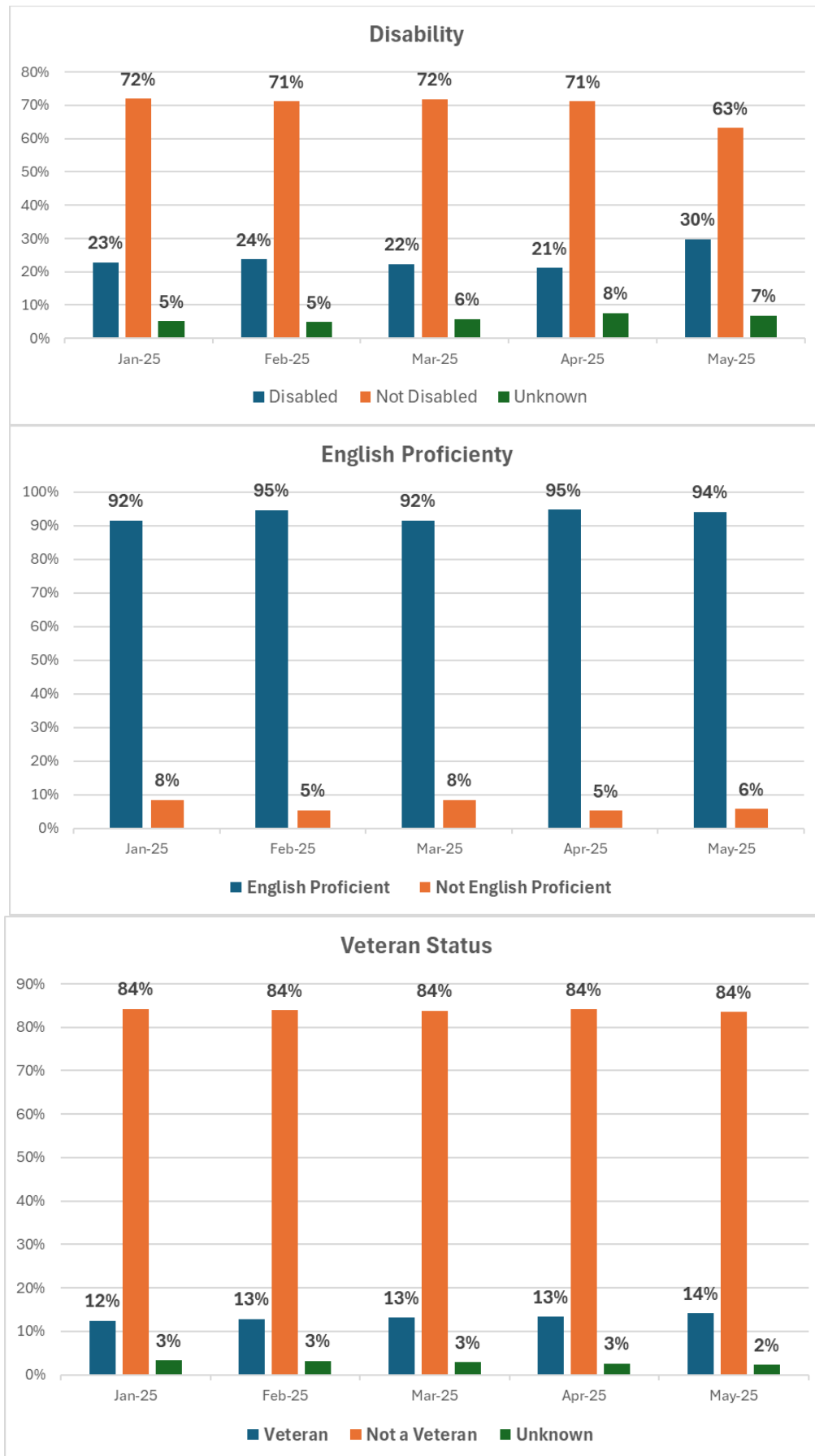
WorkSource Clallam - Sequim	REFERRED TO:	Accepted:	Percentage Accepted	Percentage Referred
WorkSourceLaborExchangeTeam	4	1	25%	15%
WorkforceInnovationAndOpportunityProgramWIOA	0	0	0%	0%
WIOAYouthPathways	1	0	0%	25%
VeteranServices	7	0	0%	16%
DepartmentOfSocialAndHumanServicesDSHS	3	0	0%	50%
DepartmentOfVocationalRehabilitationDVR	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



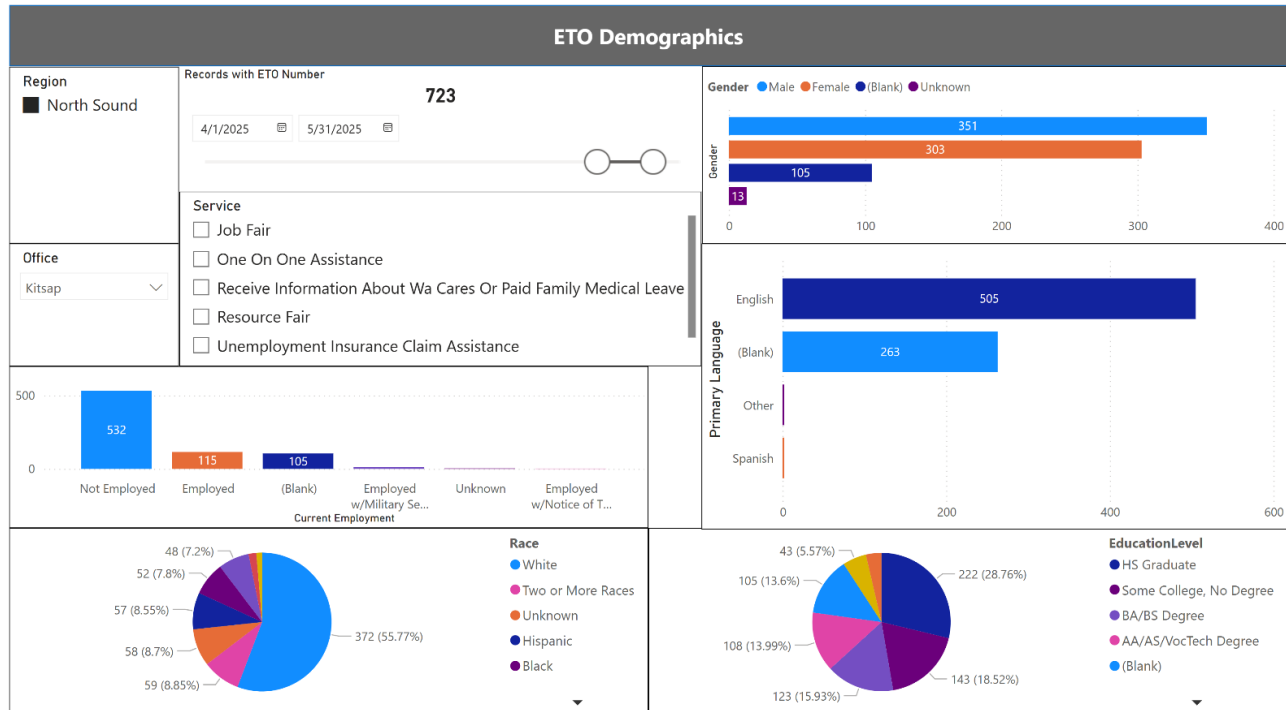




Customer flow Tracker

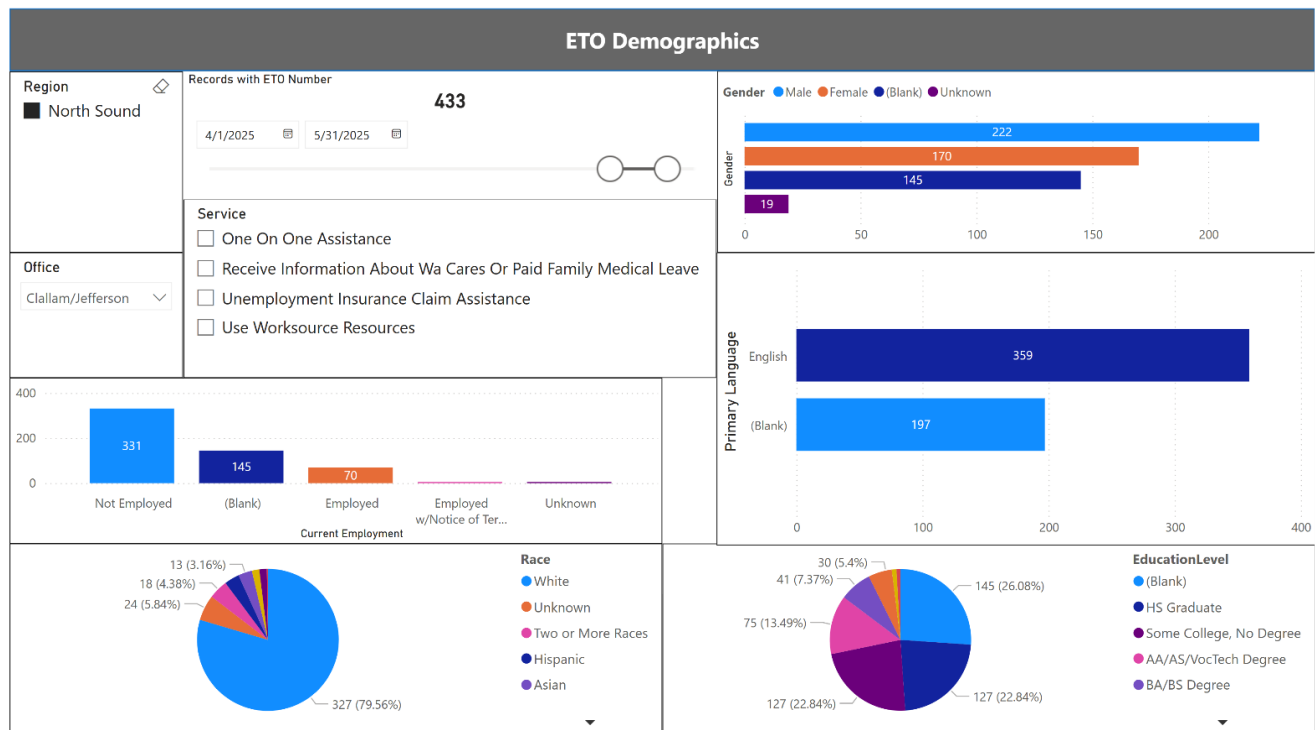
The charts below are filtered snapshots for the Olympic region and time frame referred to in the report. Please view the full CFT Dashboard to view all details, available at <https://wpc.wa.gov/reports/customer-flow-tracker>

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.



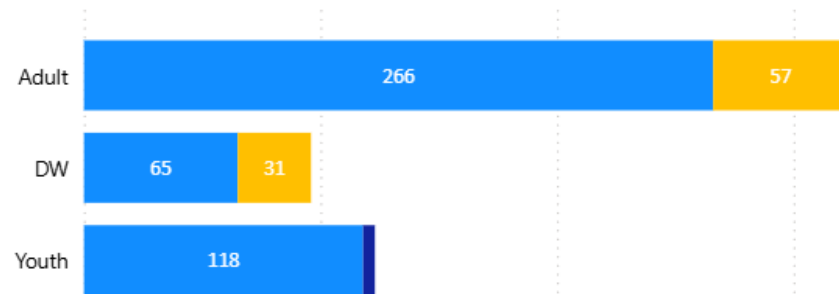
Workforce Innovation and Opportunity Act (WIOA) Program Year 2024

07/01/2025

Last Updated

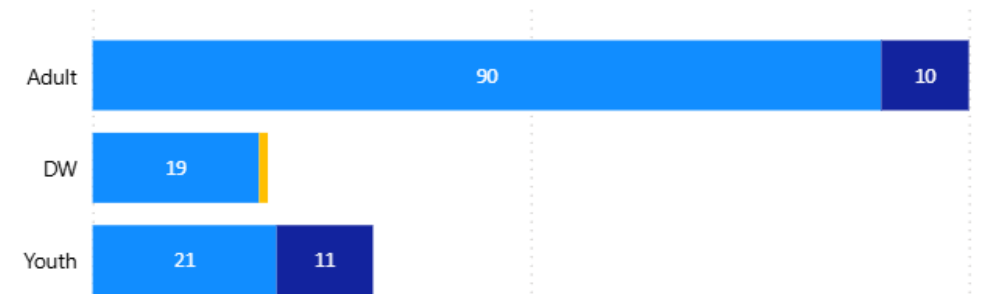
ENROLLMENTS

● Enrollments ● Exceeded Target ● Remaining to Target



EXITS

● Exit-Emp Met ● Exit Exceeded ● Remaining to Target



Adult Actuals	DW Actuals	Youth Actuals
266	65	123
Target	Target	Target
323	96	118

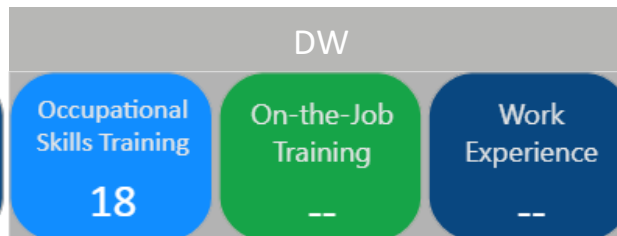
Adult Actuals	DW Actuals	Youth Actuals
100	19	32
Target	Target	Target
90	20	21

82.35% 67.71% 104.24% 111.11% 95.00% 152.38%

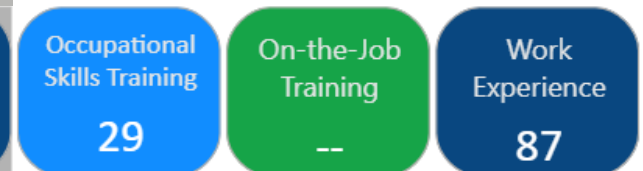
ADULT



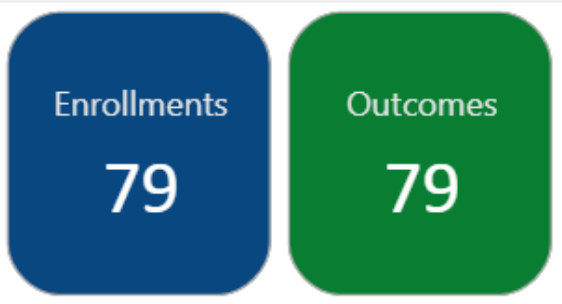
DW



YOUTH



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%

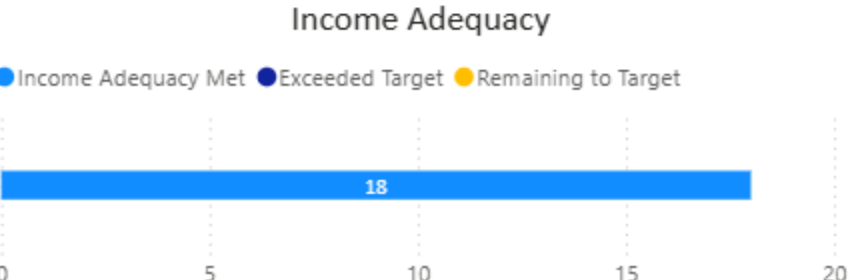
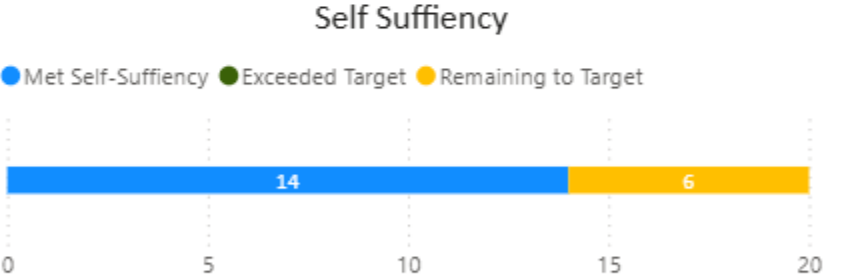
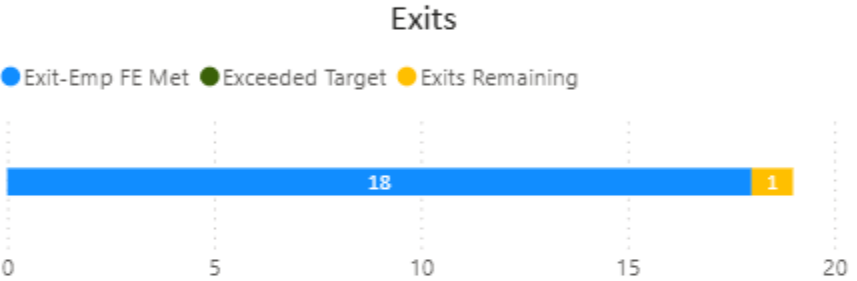
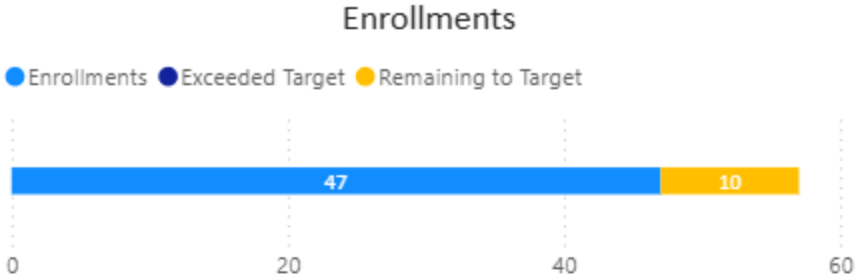
70.00%

Infinity

Federal Economic Security for All

07/01/2025

Last Updated



Occupational
Skills Training
7

Training Paid
by Other
21

On-the-Job
Training
--

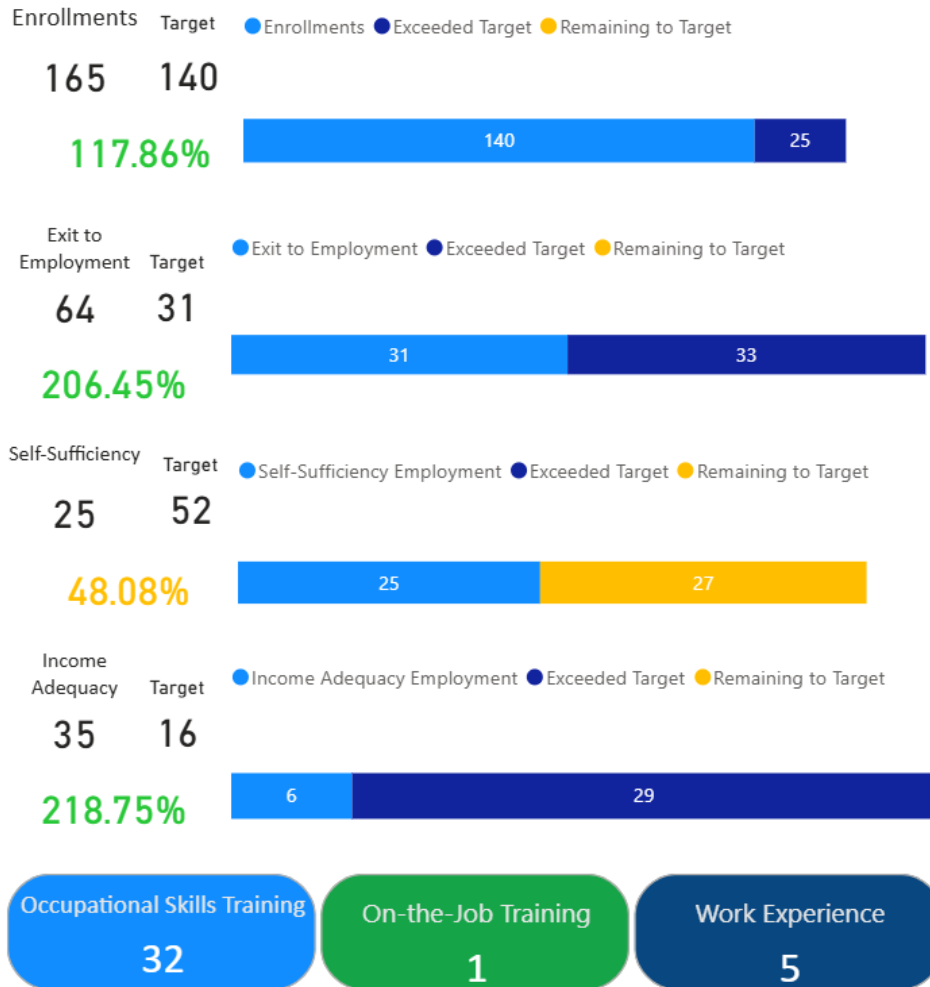
Work
Experience
--

07/03/2025

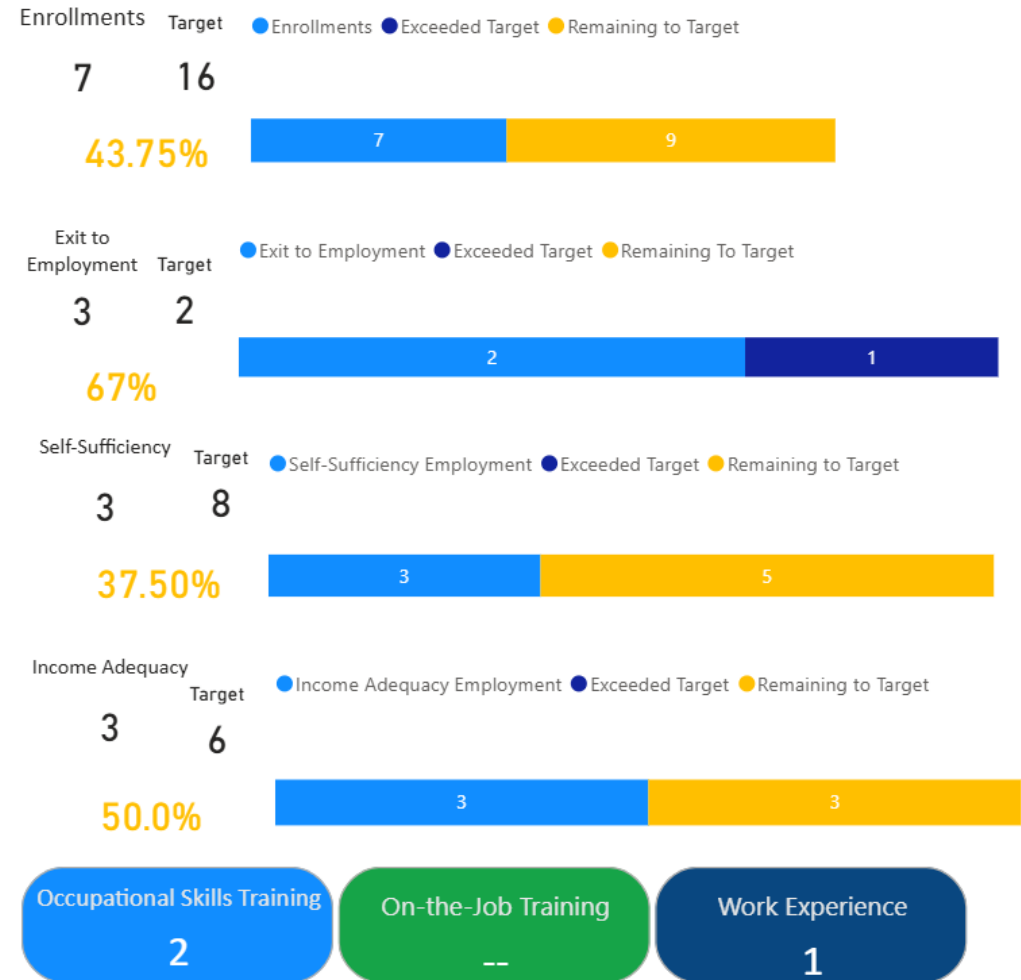
Last Updated

State Economic Security for All

Participants Experiencing Poverty (Below 200% FPL)



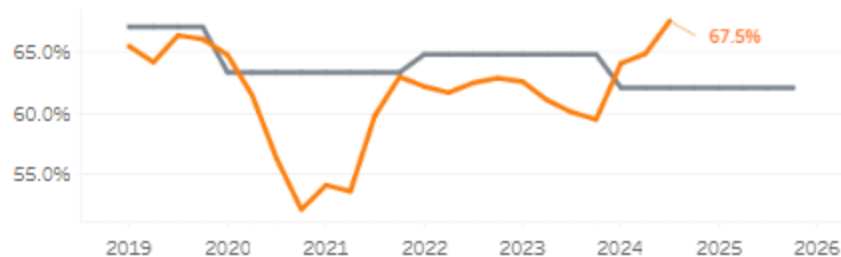
Participants Who Demonstrate Financial Need (Above 200% FPL)



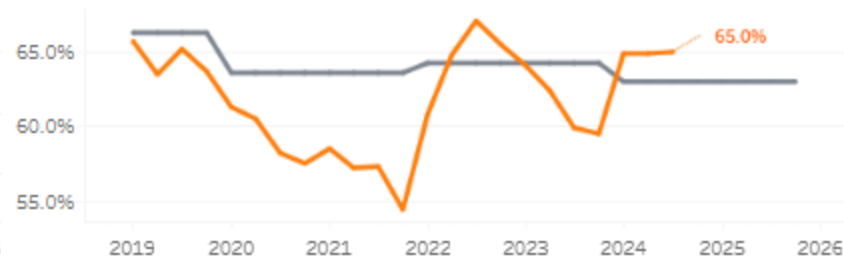
WIOA Performance Indicators

01-Olympic Consortium (53010)
Adult

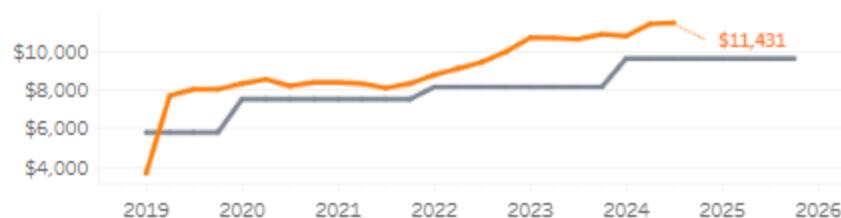
1. Employment Rate (Q2)



2. Employment Rate (Q4)



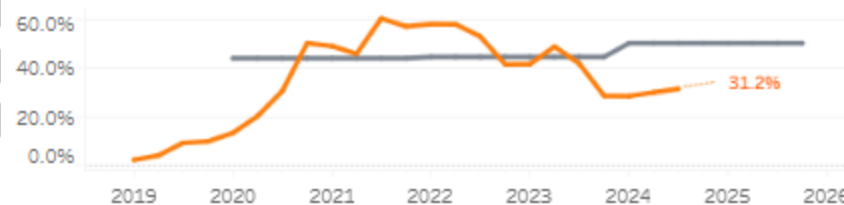
3. Median Earnings



4. Credential Rate

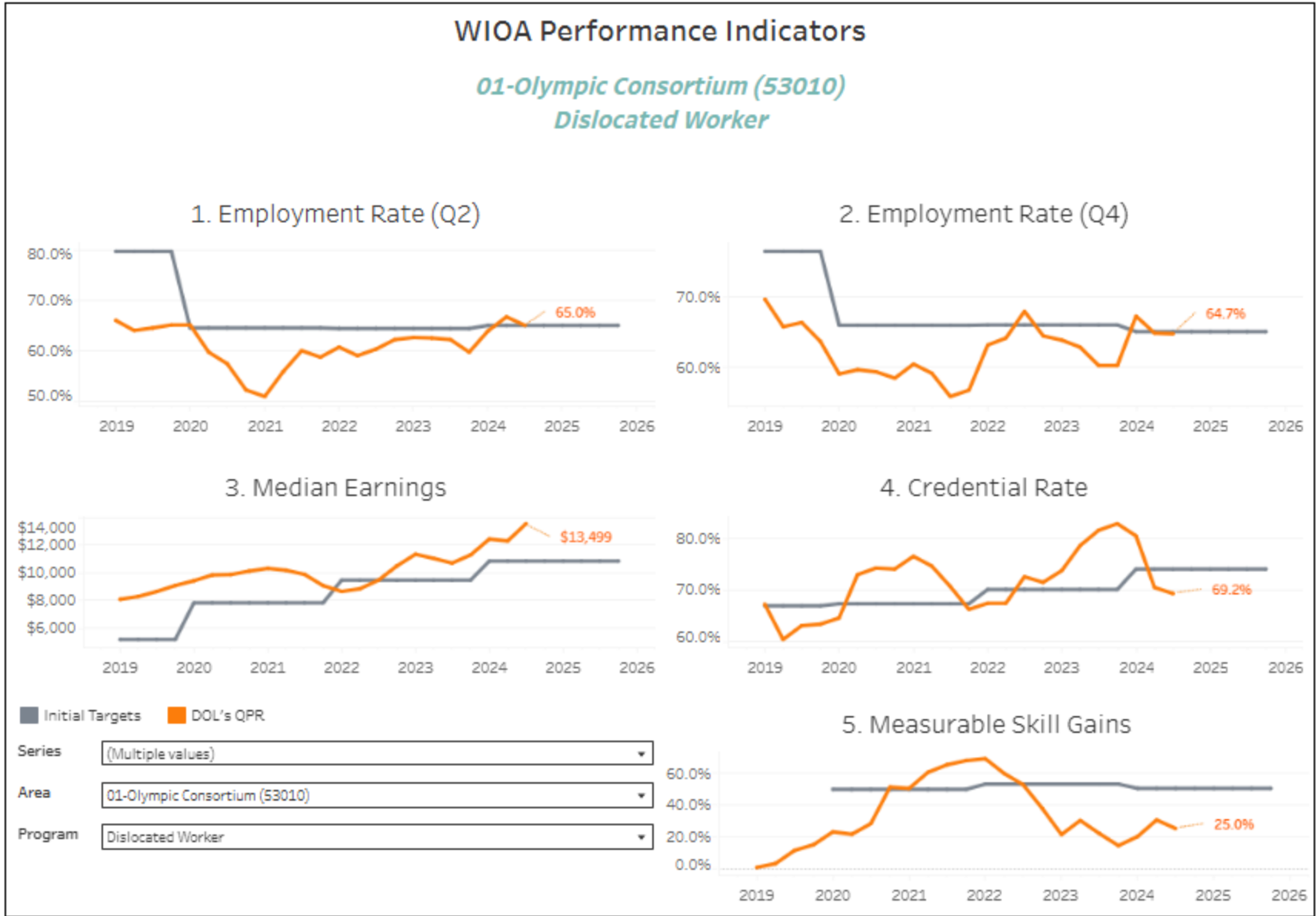


5. Measurable Skill Gains



Initial Targets DOL's QPR

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



WIOA Performance Indicators

01-Olympic Consortium (53010)
Youth

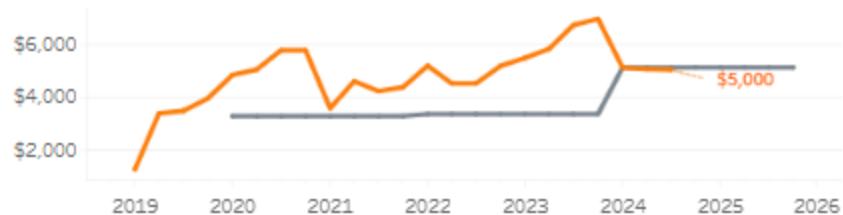
1. Employment Rate (Q2)



2. Employment Rate (Q4)



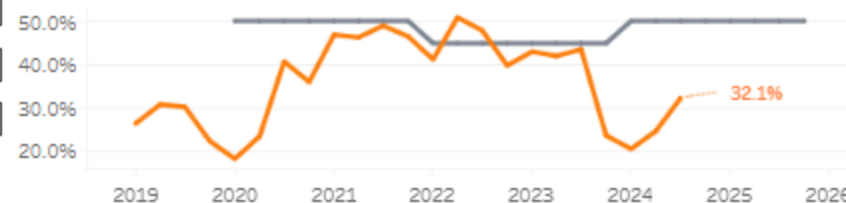
3. Median Earnings



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
			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						
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	

March						
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
23/30	24/31	25	26	27	28	29

April						
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			

May						
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

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

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

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

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

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

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

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