



Clallam County Commissioners

Randy Johnson - *Chair*

Mark Ozias

Mike French

Kitsap County Commissioners

Charlotte Garrido - *Vice Chair*

Katie Walters

Christine Rolfes

Jefferson County Commissioners

Greg Brotherton

Kate Dean

Heidi Eisenhour

OWDC Director
William Dowling

Program Analyst
Luci Bench

OLYMPIC CONSORTIUM BOARD

DATE: Tuesday, May 28th

TIME: 1:00 PM – 1:30 PM

LOCATION: Via [Zoom](#) Meeting ID: 788 188 6224

SPECIAL MEETING AGENDA

1. CALL TO ORDER

2. ACTION ITEMS

- a. March 11th OCB Meeting Minutes (Att. 1)
- b. Approval of 2024-2025 Olympic Consortium IFA (Att. 2)
- c. Approval of OWDC Strategic Workforce Development Plan (Att.3)
- d. Affirm approval of WIOA Title I Youth RFP successful bidder (Att.4)
- e. Affirm approval of WIOA Title I Adult/Dislocated Worker RFP successful bidder (Att. 5)

[PUBLIC COMMENT](#)

3. GOOD OF THE ORDER

4. ADJOURN

NEXT MEETING: Friday, July 19th via ZOOM

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

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

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

2. Action Items:

a. Approval of March 11 agenda

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

b. Approval of January 19 meeting minutes

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

c. Approval of OWDC New Member Appointments

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

d. Approval of Re-Appointment of OWDC Members

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

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

e. Approval of OWDC committee Structure.

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

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

3. DISCUSSION ITEMS

a. Current OWDC Request for Proposals

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

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

4. GOOD OF THE ORDER

- a. None at this time.

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

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

Olympic Consortium One-Stop Centers

Infrastructure Funding Agreement

July 1, 2024 – June 30, 2025

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

Period of Performance

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

Changes to IFA

The 2024-2025 IFA changes are as follows:

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

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

Below is the pricing per unit, per month:

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

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

*As of 04/05/2024

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

Below is the pricing, per unit, per month:

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

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

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

SWDP WTB Comment & Action Summary

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

Section II – Regional Component of Plan

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

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

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

Section III – Local Component of Plan

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

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

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

- Pg. 40 added partners who provide transportation assistance.

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

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

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

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

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

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

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

- Staff are actively involved in recruitment efforts.

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

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



WIOA YOUTH RFP PROPOSAL REVIEW & SCORING

Attachment 4

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

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

Total Program Expenditures
\$397,522.00

Total Participant Expenditures
\$132,478.00

Total Expenditures
\$530,000.00

% Program Expenditures
75.00%

% Participant Expenditures
25.00%

Projected Enrollments
128

Projected Placements
34

SCORES:

Experience & Past Experience
100%

Organizational Structure
100%

Service Delivery
97%

Administrative Controls & Cash Management
100%

Partnership
66%

Budget & Performance Objectives
93%

Equity
86%

Total
92%

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

Calculating Overall Bidder Score

Bidder	Experience & Past Performance (14 Total Points)	Service Delivery (29 Total Points)	Partnerships (17 Total Points)	Equity (14 Total Points)	Operating Structure (6 Total Points)	Administrative Controls (5 Total Points)	Budget & Performance (15 Total Points)	Overall Weighted Score
#7 - Arbor E & T	84%	77%	70%	80%	83%	100%	80%	
Weighted Sum Calculation	11.76	22.33	11.90	11.20	4.98	5	12	79%
#4 - Career Path	74%	82%	78%	79%	90%	84%	77%	
Weighted Sum Calculation	10.36	23.78	13.26	11.06	5.40	4.20	11.55	80%
#9 - Career TEAM	75%	78%	68%	73%	70%	100%	87%	
Weighted Sum Calculation	10.50	22.62	11.56	10.22	4.20	5.00	13.05	77%
#5 - Kitsap Community Resources	66%	65%	73%	70%	69%	96%	43%	
Weighted Sum Calculation	9.24	18.85	12.41	9.80	4.14	4.80	6.45	66%
#3 - ESD	82%	86%	92%	84%	83%	88%	89%	
Weighted Sum Calculation	11.48	24.94	15.64	11.76	4.98	4.4	13.35	87%

1st= ESD

2nd=Career Path

3rd= Arbor E&T dba Equus

4th= Career TEAM

5th= Kitsap Community Resources

In the assessment of the five submitted bids for the Olympic Consortium WIOA Title I Adult/DW Program Services RFP, each of the five reviewers independently evaluated and provided scores for every section of the RFP Proposal Questions.

The scores for each bidder from all reviewers were compiled. Bidders weighted average score percentages were then calculated for each section.

To obtain the overall score for each bidder, bidders score percentages were multiplied by the weight of the corresponding proposal question section. The resulting values were summed up and divided by the total possible points. Finally, the calculated overall points were converted into an overall score percentage.