



#### EXECUTIVE COMMITTEE

Chair - Marilyn Hoppen, SVP Human Resources  
Kitsap Bank  
Vice-Chair (Vacant)  
Jessica Barr, Regional Director Washington State  
Employment Security Dept.  
Monica Blackwood, CEO/President West Sound  
Workforce  
Cordi Fitzpatrick, Human Resources Manager Port  
Townsend Paper Corporation  
Chuck Moe, Field Rep Northwest Laborers-  
Employers Training

#### COUNCIL MEMBERS

Dr. Kareen Borders, South Kitsap School District  
Nicole Brinkman, Human Resources Director  
Skookum  
Dr. Marty Cavalluzzi, President Olympic College  
Lisa Donlon, General Manager Windermere  
Commercial  
Gregory Dronkert, CEO/President Pacific Mobility  
Group, Inc.  
Kevin Gallacci, General Manager Clallam Transit  
System  
Nicholas Gianacacos, Program Manager General  
Dynamics NASSCO  
Rusty Grable, Business Rep & Organizer Machinist  
Union District 160  
Michell Graff, Manager Kitsap Community  
Resources  
Neal Holm, Electrician and Membership  
Development IBEW 46  
Ashley Jackson, Data Analysis Specialist Naval  
Base Kitsap  
Peter Johnson, Human Resource Manager  
McKinley Paper Company  
Heidi Lamprecht, Co-Founder Paella House  
Franchisees and Training  
Gina Lindal, Administrator Department of Social  
and Health Services  
Greg Lynch, Superintendent Olympic Educational  
Service District #114  
Colleen McAleer, Executive Director Clallam  
Economic Development Co.  
Snell Morgan, Jamestown S'Klallam Tribe  
Matt Murphy, President/CEO South Kitsap  
Chamber of Commerce  
Gillian Niuman, Human Resources Rep People  
Support Services  
Allison Plute, Human Resources Director  
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LeAnne Raines, Supervisor Department of  
Vocational Rehabilitation  
Jeff Randal, Secretary, District 1 Jefferson PUD  
Anna Reyes-Potts, General Mgr. & Business  
Development TMF, Inc.  
Dr. Luke Robins, President Peninsula College  
Daniel Stegier, CEO/President Lumber Trades, Inc.

## MEETING AGENDA

DATE: February 8, 2022

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: [Zoom](#)

Call in: 1(253)215-8782 | Meeting ID: 984 8626 8704 | Passcode: 315460

#### ACTION ITEMS:

1. Call to Order – 10:00 a.m. and Welcome
2. Approval of Agenda
3. Approval of November 9, 2021, Meeting Minutes (Att. 3, pg. 2-3)

#### DISCUSSION ITEMS:

4. New OWDC Director – Bill Dowling
5. Vice Chair Nominations
6. OWDC and OCB Email Subscription [Link](#)
7. One-Stop Operator RFP and Certification
8. OWDC Committee Member Introductions
  - What are you struggling most with during the pandemic?
  - 2022 Goals?
9. Stay at Work Program – Labor and Industrials Tuyen Manikhoth  
(Presentation to follow)

#### COMMITTEE DEBRIEF:

10. Executive Committee minutes (Att. 10, pg. 4-5)
11. Operations Packet (Att. 11, pg. 6-19)
12. Business and Economic Development Packet (Att. 12, pg. 20-22)
13. Youth Packet (Att. 13, pg. 23-26)
14. 2022 Calendar (Att. 14, pg. 27)
15. Adjourn

Next Meeting: May 10, 2022, via Zoom

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)  
MINUTES  
November 9, 2021**

**1. CALL TO ORDER**

The Olympic Workforce Development Council (OWDC) meeting was held via Zoom on November 9, 2021. Marilyn Hoppen, Chair, called the meeting to order at 10:00 a.m.

**2. APPROVAL OF AGENDA**

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

**3. MINUTES September 14, 2021**

Motion: Michel Graff moved to approve the minutes as corrected. Danny Steiger seconded the motion. Motion carried unanimously.

**DISCUSSION ITEMS**

- 4. Mr. David McMahon Appreciation:** Alissa Durkin recognition
- 5. New Member:** Matthew Murphy, President/CEO, South Kitsap Chamber of Commerce, welcomed
- 6. Resignation of Vice Chair Aschlee Heiny:** Marilyn Hoppen recognition for serving on the board. Nominations for Vice Chair will be forthcoming
- 7. Veterans: American's Resilient Workforce** Jairus Rice, Director of Employment Connections
  - a. November 10, Happy 245<sup>th</sup> Birthday U.S. Marines
  - b. Veterans have the training and experience that fit across all industry sectors. Marine Corps more than 185 different jobs, Army and Navy offer more than 150 different jobs, and Air Force offer over 135 different jobs
  - c. Encourage businesses to work with veterans, to ask next level questions and crosswalk hard skills learned in the service and it translates into the workforce
  - d. Recognizing soft-skills: leadership, rally a team, discipline, focus, attention-to-detail, values, perseverance, and perspective.
  - e. Veterans are diverse having been exposed to cultures around the globe, they bring unique insight and understanding
  - f. Statewide initiative; YES Vets connecting employers with veterans and is no cost to employers
- 8. Washington Department of Veterans Affairs** Alfie Alvarado-Ramos presented Veterans Service Division Fast Facts. Connecting veterans and their spouses with resources: homelessness, benefits, business certification, financial employment, incarcerated programs, counseling and wellness programs.
  - a. Shamekia shared Yes-Vets video and flyer with recognition, benefits and tax credit information, and Top 10 Reasons to Hire Veterans

9. **US Dept. of Veteran Affairs – Veteran Readiness & Employment Program**  
Chip Kormas presentation: Connecting veterans with VRE to prepare them for training in occupations.
  - a. Offices around the world with over 1200 counselors assisting with certificates to doctoral degrees
  - b. In Fiscal Year 2021, 516 veterans attained suitable employment.
  - c. Five service tracks: re-employment, rapid access to employment, employment through long-term services, self-employment, and independent living
  - d. All tracks focus on veterans’ interest, aptitude, and ability to align with occupation options and available trainings
  - e. Special programs include non-paid work experience, apprenticeships (nationwide initiative started here in Washington)
10. **Executive Committee Minutes (Att. 9):** reviewed
11. **Operations Packet (Att. 10)** (Quorum not met) Mike Robinson gave update
  - a. Partner highlights of veterans’ services from DSHS, Olympic College, DVR, KCR and ESD
  - b. Reviewed PY21 Q1 performance report; numbers are doing well, a lot more in the green
  - c. WIOA ESD monitoring upcoming in December
  - d. Port Angeles office closed and WS staff have moved and opened Sequim office
    - o WS Clallam received Best Employer Services and JVSG incentive awardee
  - e. LNI and DVR are returning to the offices this month
12. **Business and Economics Development Packet (Att. 11):** (Quorum not met)  
Chris Abplanalp gave update
  - a. Discussion of hiring events, employer services, needs of business, incentives being offered, and impact of vaccine mandates.
13. **Youth Packet (Att. 12):** Jeff Allen gave update
  - a. Youth Build creating new cohort
  - b. Career Connect Learning launch in Neah Bay, partnering with High School to provide work experience in the maritime fishing industry.
  - c. Pathways contracted with Port Townsend business for space to provide services in Jefferson County
  - d. “Economic Security For All”, a grant to be implemented over the next two years
14. **Calendar:** attachment reviewed

## **NEXT MEETING**

The next council meeting is scheduled for February 9, 2022, via Zoom

## **ADJOURNMENT**

There being no further business to come before the Council, the meeting was adjourned at 11:16 a.m.

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)  
EXECUTIVE MEETING MINUTES  
October 26, 2021**

**1. CALL TO ORDER**

The Olympic Workforce Development Council (OWDC) Executive meeting was held via Zoom on October 26, 2021. Marilyn Hoppen, Chair, called the meeting to order at 10:06 a.m.

Quorum not met. Action Items will be approved at January Executive Meeting.

**DISCUSSION ITEMS**

2. **OCB Approval and Adoption of 2022 Budget** reviewed and approved by OCB on Sept. 24, 2021
3. **New OWDC Member** Matthew Murphy, President/CEO South Kitsap Chamber of Commerce, approved by OCB on October 22, 2021
4. **Journey Level Electrician Certificate-Apprenticeship legislation bill** Alissa Durkin, Sept OCB Commissioner Dean July 2023 required to meet requirements for exam, recognized electrical apprenticeship program, closest is in Tacoma. Fear of lose in the three-county area. Reached out to OC and Peninsula, try to build some curriculum around this and apprenticeship.
5. **Community Development Block Grant – Coronavirus (CDBG-CV)** reviewed, \$675K to 1/31/2023. WSU food exemption program. 50,000 low-moderate income. 15 FTE to staff. Working on contract and bigger report out at next meeting.
6. **EO, Diversity and Inclusion** Alissa attending Accelerating Social Transformation, collectively drive social change. Contribute to better possibilities. Worldwide conference normally takes place in Seattle.
7. **OWDC Director recruitment update** Doug Washburn spoke with Greg Ferland and DOL, because of state audit, Feds require OWDC board to make selection. Six people qualified, five will interview this Thursday, Marilyn Hoppen, Jessica Bar, Monica Blackwood and Doug Washburn will sit on the panel. Chair, Marilyn, will bring to executive board for decision.
8. **EcSA grant update** Alissa Durkin, 346K awarded to OESD #114. Strengthening partnerships with housing and food securities. Work First requirements will transfer over to WIOA. Working with Olive Crest FYI voucher provides youth transferring out of foster care. 30 youth directing to Youth EcSA grant to provide additional services. Wrap around services with all resources.
9. **WorkSource building update and customer occupancy):**
  - a. Vacant position OSO position
  - b. Silverdale 11 hiring, 84 interviews,
  - c. Safeway hiring event next
  - d. Navy interview 168 candidates for interview, 160 interview next few days
  - e. Sequim office open as of Monday, all staff has moved. Open to customers, advertised as appointment only.
10. **PY21 Q1 Performance Reports** Luci Bench reviewed, no questions.

**11. 2022-2024 Calendar** OCB approved 2022 calendar, will be sent out GovDelivery and included in packets going forward.

**12. Adjourn 10:22**

### **NEXT MEETING**

The next council meeting is scheduled for January 25, 2022 via Zoom

### **ADJOURNMENT**

There being no further business to come before the Council, the meeting was adjourned at 10:22 AM



#### EXECUTIVE COMMITTEE

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Dr. Luke Robins, President Peninsula College  
Daniel Stegier, CEO/President Lumber Trades, Inc.

## OPERATIONS COMMITTEE MEETING AGENDA

DATE: February 8, 2022

TIME: 9:00 a.m. – 9:50 a.m.

LOCATION via [Microsoft TEAMS](#)

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1. Call to Order
2. Approval of September 14<sup>th</sup>, 2021, meeting minutes (Att. 11.2, pg.7-8)
3. Approval of November 9<sup>th</sup>, 2021, meeting minutes (Att. 11.3, pg. 9)
4. Discussion Item(s)/Action Item(s)
  - a. OWDC Operational Partner Highlight (Att. 11.4.a, pg. 10-16)
5. Performance Reports
  - a. WorkSource System Performance Dashboards (Att. 11.5.a, pg. 17-18)
  - b. OWDC Performance Report PY21 Q2 (Att. 11.5.b, pg. 19)
6. Good of the Order
7. Agenda Items for May
8. Adjourn

Next Meeting: May 10, 2022, via Zoom

**Operations Committee Minutes**  
**Olympic WorkSource Development Council**  
**September 14, 2021**

**ATTENDEES –Michael Robinson, Gina Lindal, Jessica Barr, Anna Winney, Amy Hatfield, LeAnn Raines, Michell Graff, Brian Kneidl, and Staff Luci Bench**

1. **CALL TO ORDER** – Mike Robinson, called the meeting to order at 9:01 a.m.
2. **MINUTES** –Anna Winney moved to approve February 9<sup>th</sup> meeting minutes. Michell Graff seconded. **Motion carried.**
3. **DISCUSSION ITEMS**
  - a. ESD Monitoring coming up in December, it is a little earlier this PY20 but programs have been working every hard to be in compliance.
  - b. OWDC Operational Partner Highlight
    - Gina Lindal, DSHS Community Services Division, summarized her OWDC Operations Partners submission. Highlighting DSHS still closed for walk-ins but is working towards reopening in November with a hybrid model of both in-person and virtual. Expungement of Unused Benefits after 274 days instead of the previous 365 days. Workfirst mandatory participation started back up on the first of September.
    - Amy Hatfield, Olympic College, summarized her submission. Opening days of College is going on this week, with welcome activities. Adherence to Governors vaccination mandate is underway and OC is a vaccinated college, students have until November 15, 2021 to get vaccinated. Program Development of Maine Electrical, Digital Filmmaking Documentary Certificate, Drone Certificate, Aviation Agreement with Green River College.
    - Mike summarized partners not in attendance.
      1. Goodwill of Olympics and Rainier Region
      2. Department of Services for the Blind
      3. Labor and Industries
    - LeAnne Raines, Division of Vocational Rehabilitation presented her submission and provided a summary. DVR is supplying technology to clients in need. They are not conducting in-person meetings but will begin to on November 15<sup>th</sup>. Noting customers who have obtaining jobs making \$100,00+ a year and \$25,000 sign on bonuses.
    - Michell Graff, Kitsap Community Resources, summarized submission. New Program Manager Sarah Knox is doing an amazing job and Businesses are desperate for applicants. KCR is working closely with businesses and participants to get people into jobs. Job King’s Business Support and Training (BEST) is going really well with a waiting list. May start a second course to assist with waiting list clients.
    - Mike summarized WorkSource Kitsap, Clallam and Jefferson services and initiatives, summarizing his submission. Staff returned to the office in June, it was slow phased implementation. In the second week of July, office fully staffed and seeing

customers by appointment only. Hybrid model of in-person and virtual still in effect and working well. Clallam office is packing to move to new office in Sequim. Partner report out includes three in-depth success stories and workshop initiatives.

- Brian Kneidl, Peninsula College, all vaccinated campus, classes are resuming face-to-face and online (welding and nursing).

c. OWDC Performance Report PY20 Q3

- Final PY20 report. Discussed targets below required 85%. No comments or questions.

d. WIOA Primary Indicators Performance Report PY20 Q4

- Measurable Skills Gains have seen a huge gain, staff have been working on understanding DOL requirements and recording correctly in the states MIS.
- No comments or questions.

e. WorkSource System Performance Dashboards.

- Presented new side by side comparison of previous quarters and years to provide a complete picture of the successes happening in Olympic WorkSource.
- No comments or questions.

**4. Good of the Order**

- None

**5. ADJOURN** – Mike adjourned at 9:58am.

**NEXT MEETING – November 9, 2021 via Microsoft Teams**

**Operations Committee Minutes  
Olympic WorkSource Development Council  
November 9, 2021**

**ATTENDEES –Michael Robinson, Jessica Barr, Anna Winney, LeAnn Raines, Michell Graff, Sara Knox, and Staff Luci Bench. Quorum not met.**

1. **CALL TO ORDER** – Mike Robinson, called the meeting to order at 9:02 a.m.
2. **MINUTES** –Quorum not met.
3. **DISCUSSION ITEMS**
  - a. OWDC Operational Partner Highlight
    - Mike summarized partners not in attendance.
      1. DSHS
      2. Olympic College
      3. Goodwill
    - LeAnne Rains, reviewed services, success stories and initiatives at DVR.
    - Sarah Knox, Kitsap Community Resources, summarized submission. Garry Hughes, KCR’s Veterans Specialist provided program review and fund allocations. KCR is working on creating Veteran’s 101 Community Resources.
    - Mike summarized WorkSource Kitsap, Clallam and Jefferson services and initiatives, summarizing his submission. Currently working on workshops, providing on site and virtually. Plus, hybrid model to have staff work in the office and telecommute, this is part of the work life balance. Port Angeles has officially moved into the Sequim office, open twice a week. Shared veteran success stories. New LinkedIn Learning initiatives provides licenses to customers to earn certifications and work on learning paths.
  - b. Local monitoring debrief reviewed, overall staff are excelling and doing better.
  - c. WorkSource System Performance Dashboards.
    - Presented new side by side comparison of previous quarters and years to provide a complete picture of the successes happening in Olympic WorkSource.
    - No comments or questions.
  - d. OWDC Performance Report PY21 Q1
    - Nearly all targets, except expenditures are being met. Expenditures lag behind and should be more aligned in quarter two. No comments or questions.
4. **Good of the Order**
  - None
5. **ADJOURN** – Mike adjourned at 9:43am.

**NEXT MEETING – February 8<sup>th</sup> via Microsoft Teams**



February 8<sup>th</sup>, 2022

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## DSHS, Community Services Division (CSD)

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Office Administrators:

Bremerton CSO- Gina Lindal

Port Angeles, Port Townsend & Forks Branch Offices- Jeannie Dickinson

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## Office Sites Serving Kitsap, Clallam, & Jefferson Counties

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All services from the Bremerton, Port Townsend, Port Angeles and Forks Branch Offices can be accessed remotely by calling our Customer Service Contact Center at 1-877-501-2233 or online at [washingttonconnection.org](http://washingttonconnection.org)

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## Serves, Workshops, & Participants

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CSD provides programs and services to help low-income people meet their basic needs and achieve economic independence through programs such as the Temporary Assistance for Needy Families (TANF), or Aged, Blind and Disabled (ABD), and Housing and Essential Needs (HEN) programs or Food Assistance, Medical and other employment-focused services.

Programs such as these currently serve 36, 355 Food Assistance; 2,685 TANF; 804 ABD; and 102 HEN clients living in Kitsap, Clallam and Jefferson counties.

\*E-MAPS December 2021 Client Summary/Caseload Data

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## Initiatives

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CSD reopened our lobbies on 11/15/21. Customers still access services by calling the Customer Service Contact Center at 1-877-501-2233, but are able to pick up an EBT card, drop off paperwork or use a phone in the lobby to contact the Customer Service Contact Center.

In early January 2021, CSD received approval to waive Mid-Certification Reviews that come due every six months for cash and food programs. Under this waiver, Mid-Certification Reviews that would have been due in January, February and March are waived. The annual Eligibility Reviews and reporting changes are still required, and clients should check their letters and the corresponding forms that are mailed from DSHS

## Goodwill of the Olympics and Rainier Region

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Jim Kenney, Program Manager

SCSEP (Senior Community Service Employment Program) and CARF Compliance Coordinator

(253) 573-6792 | [jimk@goodwillwa.org](mailto:jimk@goodwillwa.org)

## Office Sites Serving Kitsap, Clallam, & Jefferson Counties

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No set offices as of this time; but seeking to develop regional navigator positions in Clallam and Jefferson Counties

## Serves, Workshops, & Participants

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Seniors (SCSEP); Veterans and displaced workers via Distance Learning opportunities

## Initiatives

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Recently awarded the Washington State Department of Commerce Digital navigator grant in conjunction with the Goodwill Industries organizations operating in Washington State (see further information at <https://www.commerce.wa.gov/news-releases/washington-state-broadband-office-awards-four-digital-navigator-grants-for-services-statewide/>)

## Kitsap Community Resources

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The KCR WIOA team has begun establishing partnerships with many employers of in demand fields. Most recently, WIOA has started a WEX through St. Vincent de Paul and an OJT with Yelish Law in Port Orchard. The team is working hard to create these partnerships, and to use these businesses as a reference for future employers who are interested in OJTs and WEXs.

We have found that referrals to our program have been the most successful way we gain participants. We are excited to be working with Olympic College, specially the BFET program, to help students transition into employment after obtaining their degrees. Another great partnership we created is through Bremerton Dental School. We were able to speak with the admissions counselors there about the benefits our program can offer potential students with tuition assistance.

## Office Sites Serving Kitsap, Clallam, & Jefferson Counties

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KCR at 845 8<sup>th</sup> Street in Bremerton, and 3200 Rainshadow Ct in Port Orchard

## Serves, Workshops, & Participants

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WIOA team has added a once a week virtual job hunters class once in addition to our four program orientations and in person job hunters classes. We have seen an increase in participants since adding our virtual classes. We have streamlined our enrollment and intake processes to help accommodate those participants that prefer virtual services, making sure all online forms are fillable and sent over to the participants simultaneously.

## Success Stories

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One big success story has been a participant who is participating in a WEX at St. Vincent de Paul. This client has been unemployed on SSI for over five years, she had many barriers when she first came to us but had a desire to find work to help increase her income as her bills were increasing. After much discussing and goal setting, the case manager recommended a WEX to help the client get back into the workforce in a low-risk way and to work on re obtaining necessary work skills. This client has made huge strides in the last month, both professionally and personally. Her confidence has greatly increased and she is very well respected at her host site. Her supervisor reports that she is a hard worker and enjoys staying busy. She interacts well with the clients and other coworkers at her host site. This client still has over 6 weeks left in her WEX and the team only knows she will continue to make great strides towards obtaining self-sufficient employment. This success story has been really motivating for the WIOA team as we start off this new year.

## Initiatives

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One initiative we are excited about is our seasonal employment events. Every season; spring, summer, fall and winter, we are hosting a variety of employment events. From job fairs to various workshops. We started in the Fall of 2021 and these events are all open to the public and our goal is the work with a different community partner each time. We started with Goodwill and putting on workshops related to interviews, both in person and via zoom. The idea has been trying to shift the terminology we use surrounding job hunters' classes / employment events in order to work to attract a larger audience, specially the under employed folks.

## Employment Security Department

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**WorkSource Administrator:** Mike Robinson

**Email:** mrobinson@esd.wa.gov Ph: 360-277-8684

## Office Sites Serving Kitsap, Clallam, & Jefferson Counties

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**WorkSource Clallam** – Comprehensive Service One-Stop Center, Port Angeles, Serving Clallam, and Jefferson Counties

**WorkSource Kitsap** - Comprehensive Service One-Stop Center, Silverdale, Serving Kitsap Count

## Services, Workshops, & Participants

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Both sites provide comprehensive employment and business services for job skills, employment and

readiness training services to job seekers and employers.

- Service provider of Title I Adult and Dislocated Worker WIOA contracts (See performance metrics) attached. Workforce development/employment workshops, employment assessments and career guidance, resources for worker training/retraining, on-the-job training, and support services. Priority of Service is focused on recipients of public assistance, or other low-income individuals, and individuals who are basic skills deficient, and face barriers to employment.

- Service Provider Title III Wagner Peyser re-employment services and business services, employment assessments, career guidance, job matching, workforce development/employment workshops, business services and labor market information. The employment service seeks to improve the functioning of the local labor markets by bringing together individuals seeking employment with businesses seeking workers.
- Service provider of Jobs for Veterans State Grants – Supports Disabled Veterans Outreach Program, and Local Veteran Employment Representative services. DVOP specialists provide individualized career services to veterans with significant barriers to employment, with the maximum emphasis directed toward serving veterans who are economically or educationally disadvantaged. Local Veterans' Employment Representatives conduct outreach to employers and business associations and engage in advocacy efforts with hiring executives to increase employment opportunities for veterans and encourage the hiring of disabled veterans.
- Service provider for 3 DSHS contracts/services - WorkFirst and Strategies for Success, and Financial Capabilities

**Workshops: All count as a job search activity**

- WIOA Title I – Orientation to WIOA – Assist customers with WIOA overview of services and application process.
- Wagner Peyser Title III Labor Exchange - Re-employment services that support UI claimants who are selected for Reemployment Services and Eligibility Assessment activities. WP LEX staff are providing Orientation to Virtual WorkSource Services.
- Reentry workshops within DOC facilities, statewide (virtually) and Starting Over: Employment After Incarceration.
- Surviving Job Loss – Launched in May, prepares participant to recognize and manage the emotional impact of job loss that can have an impact on self and others. Identifying resources available and practical steps to prepare to move on to the next phase in career transition.
- WP LEX Business Services - Supporting employers, organizing, scheduling, and producing virtual job fairs and in person hiring events. Large size events on hold until safe to do so, keeping as single employer events.
- USAJOBS Workshop – ESD staff collaborate and facilitate a workshop aimed to assist applicants on the federal application and resume process and how to obtain federal employment. Offered twice per month.
- Strategies for Success – A series of life-skills workshops. Each of the six modules are four days long.
- Financial capabilities - Explore how your personal view and perception of money and income can affect how well you manage it. Also, learn about sources and timing of income.
- Mock Interview Sessions – Prepare job seekers with the confidence and abilities to successfully navigate in-person and virtual interviews.
- Veterans Orientation to WorkSource Services – Led by veterans for veterans and military spouses to connect with employment and training services. In the works is a Veterans Job

Club where employers will be able to meet with participant and discuss workforce development issues, needed skills, employment opportunities and networking.

- WorkSource Virtual Job Club - Successful job seekers network, listen and learn. In this participant-driven job club, jobseekers will share strategies that have been successful in the past. Facilitated by WorkSource staff and peer-mentored, employer's/businesses and training institutions will be encouraged participate. Highlights include goal setting and accountability. Learn tested job search skills, brainstorm challenges. Service provides social and emotional support so that participants do not have to go it alone.
- In development and collaboration with Goodwill Job, Education, and Training staff – Launched Dress for Success and developing Basic and Intermediate computer skills workshop in person at WorkSource Kitsap.
- In development Employer Job Match and Business Services Workshop - The focus of this workshop is to teach employers how to use the job matching component on their employer account on [www.worksourcewa.com](http://www.worksourcewa.com) and the services WorkSource offers employers. This is to help businesses optimize their WorkSource experience and find qualified candidates. (Hybrid)

## Success Stories

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**ESD – JVSG** Unemployed service-connected disabled veteran received Intensive Career Services (ICS) which included developing an employment plan, resume/cover letter development, interview technique counseling, and a direct referral to an open position with First Federal. Veteran was invited to interview and was successful, started position as Remote Bank Teller (Entry level), full time with full benefits \$20/hr. Veteran also received referral to VA VRE services for possible advanced training, with goal of improving employment.

**ESD JVSG** - Homeless service-connected disabled USMC combat veteran (with spouse and 2 small children) referred to DVOP services from community partner, American Legion, Port Townsend. Veteran referred to VA SSVF/HUD/VASH housing program representative, VA Medical and mental health services. Veteran received Intensive Career Services (ICS) which included developing an Individual Employment Plan (IEP), resume/cover letter development, interview technique counseling, and job leads. Veteran has extensive work experience with computer programming and network infrastructure, for which CVSR promoted him to several IT companies. Veteran received multiple invitations to interview and was offered 4 separate offers of employment. After career counseling discussion with CVSR, veteran accepted full time position with Swiznet Accounting Platform, that offered 100% Remote Work (allowing him to be at home for children), started employment as Software Programmer at \$20/Hr. w full benefits and opportunity for growth.

**ESD Business Services** - In December a customer, a mother and son came to WorkSource to try and get him work. Staff discussed work opportunities regarding her son. After discussion about opportunities for son, she also made mention that she has just recently been laid off from her job and was also interested in something for herself. After discussing her past employment staff discovered that she was a recruiter, and mentioned we had a lead for her and to send resume. She sent it to staff that same afternoon reviewed and forwarded onto the business and called to

discuss. Seven days later the customer reported that she returned to work with a new job at Aerotek where staff developed the referral.

**ESD - Title III Team** - From customer “Jen” - I just wanted to send you a follow up email and wish you a Happy New Year!! I have been in my new job for almost two months now and I absolutely love it! I believe that I have found a career path that I can see myself finding joy in for the rest of my working life.

I absolutely love the work that I get to do as a DSHS Washington State employee. I feel that my gifts, talents, and experience compliment my new team and overall, I just fit. I just want to thank you again for all your support helping me realize my employment goals and for encouraging me to dream big.

Claimant had an overpayment of approximately \$43k, due to an ID issue that they struggled to get resolved on his own, due to his personal frustration level. After working with him for a couple weeks and getting him in touch with the proper office on ESD U/I By-Pass line, they were able to not only rectify the \$43k overpayments, but it also released \$9k in new funds.

## Initiatives

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**Incumbent Worker Training** - ESD WIOA Program are working closely with WDC staff to create Incumbent Worker Training which provides local businesses with needed upskilling of their workforce.

**Facilities Safety** – Updating both sites in Sequim and Silverdale safety plans as they are outdated due to the relocations of both centers. Installation of Alert Blue Lights will be installed. Staff had an active part of location of alerts and activators.

**Outreach** - Staff are working with local shelters and meeting customers where they are at. This is a trial basis. Increasing interest from jobseekers is growing and CBOs are collaborating while balancing covid issues and keeping people safe. Currently staff are working with multiple shelters in each county from the Wagner Peyser and JVSG Veterans programs.

**KRL Partnership** – ESD staff are providing One-On-One Career Counseling: Customers meet with a WorkSource representative to discuss job seeking strategies, get help with resume, or just discuss their career move. This is an in-person program held in the small meeting room at the Poulsbo KRL site. Also, WorkSource staff are providing services virtually via WebEx. All technology is supported by the Library. Wednesday, January 19. Registration required for 10am, 11am, 1:30pm, 3pm, and 4pm time slots.

Mock Interview Job Lab: Customers can practice interview skills with WorkSource representatives. WorkSource staff, develop interview questions and provide virtual interview then provide constructive feedback. This is an in-person program held in the small meeting room. WorkSource staff join virtually via WebEx. All technology will be provided by the Library. Thursday, January 20, at 11am.

**Hiring Events Business Services** – Single employer hiring events and business needs driven events continue to ramp up. Recent event with Department of the Navy seen 25 job seekers attend an event and the Navy hired 10. Jobseekers are slowly returning to events. Statewide they events are proving low attendance. Keeping the theme of business services, we are currently upskilling and training most Employment Security Department staff for Wagner Peyser Business Services. The need to serve businesses in a greater capacity continues to grow.

**Developing Hybrid** – ESD local leadership are creating work schedules for ESD staff. Currently all partners work a hybrid schedule. It has been a challenge following health and safety guidelines and staffing; however, we believe if we can create less gathering of staff and only having enough to tend for current customer flow, we can provide a hybrid work schedule that is engaging for the staff and still meeting the needs of the customers. Telework aka “Work from home” as part of a hybrid work schedule has shown to increase productivity and morale as well as increased life work balance.

**Rapid Response** - Staff are providing wrap around services for ESD Unemployment Staff who served on a non-permanent basis during the pandemic. It is estimated over 800 of these individuals will return to the labor market across the state. In WDA1 we account for at least 30. ESD Supervisors are reaching out to these individuals for support.

**QTRAC** – Implementing new resource to utilize as a “Request for Service” tool. The platform will allow customers to self-schedule and serve as a callback feature/virtual que. This will be used to keep distancing possible for day-to-day events such as hiring events, for instance at a hiring event customer could join a que, wait in their vehicle, and wait for their turn to participate.

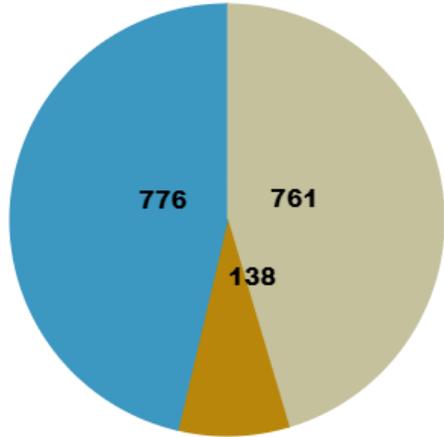
**Success Tracker** – WDA1 staff are developing a platform that will utilize SharePoint and Power BI to serve as a repository of success metrics that current CRM (ETO) can not provide.

# WorkSource System Performance Dashboard

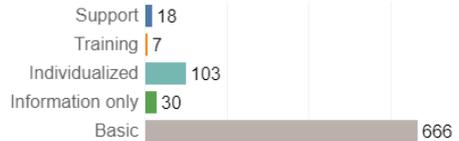
## Single Quarter – PY 2020 Q4 (Apr– Jun 2021)

### Total seekers 1,675

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

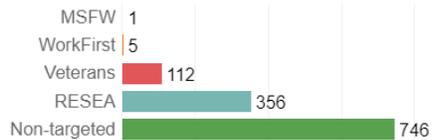


#### Staff assisted seekers served by service type\*



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

#### Staff assisted seekers by cohort



Data last refreshed: 8/19/2021 4:05:35 PM

### All seekers served

Self-service customers	899
Staff-assisted customers	914

Self served only	45.43%	761
Both types of service	8.24%	138
Staff assisted only	46.33%	776

#### New to WorkSource?

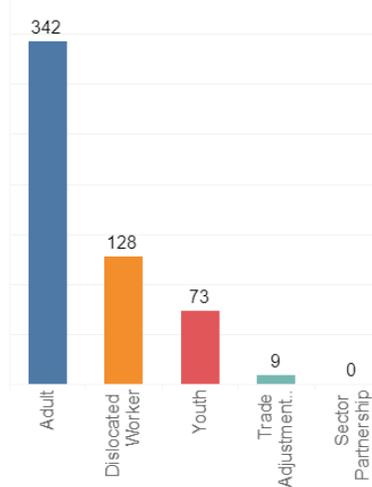
New	37.13%	622
Returning	62.87%	1,053

#### WorkSourceWA job applicants

Seekers with job applications	234
-------------------------------	-----

### Seekers served by program enrollment

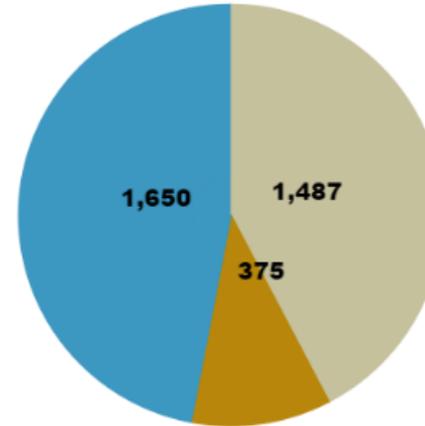
Staff-assisted seeker counts by service location, regardless of enrollment location



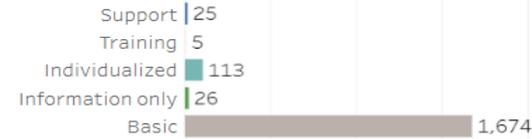
## Single Quarter – PY 2021 Q1 (Jul – Sep 2021)

### Total seekers 3,512

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

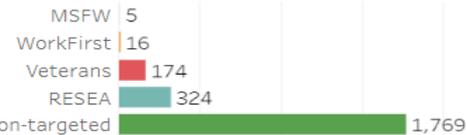


#### Staff assisted seekers served by service type\*



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

#### Staff assisted seekers by cohort



Data last refreshed: 10/14/2021 6:12:26 PM

### All seekers served

Self-service customers	1,862
Staff-assisted customers	2,025

Self served only	42.34%	1,487
Both types of service	10.68%	375
Staff assisted only	46.98%	1,650

#### New to WorkSource?

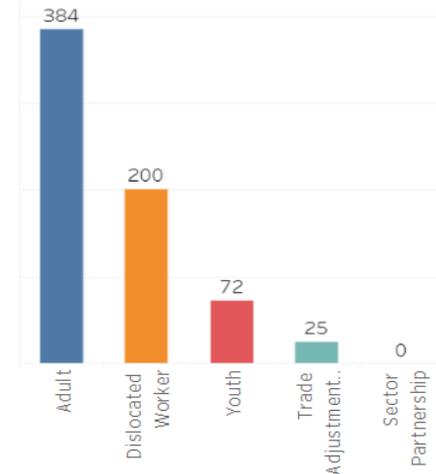
New	45.64%	1,603
Returning	54.36%	1,909

#### WorkSourceWA job applicants

Seekers with job applications	553
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### Seekers served by program enrollment

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



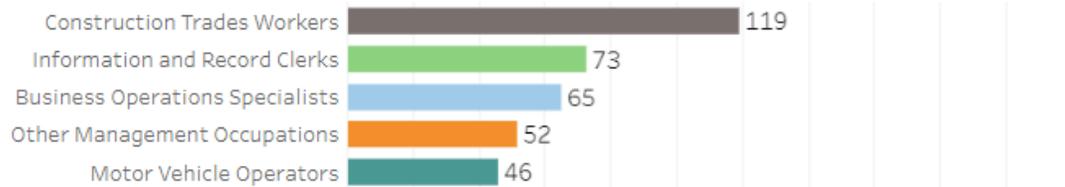
# WorkSource Employers Served

## Single Quarter – PY 2020 Q1

### Employers using WorkSource

Employers	266
Job orders	1,204
Employers receiving staff-assisted services	34

### Top 5 jobs in demand



Number of job postings by 3-digit ONET

### Top 5 industry sectors posting jobs



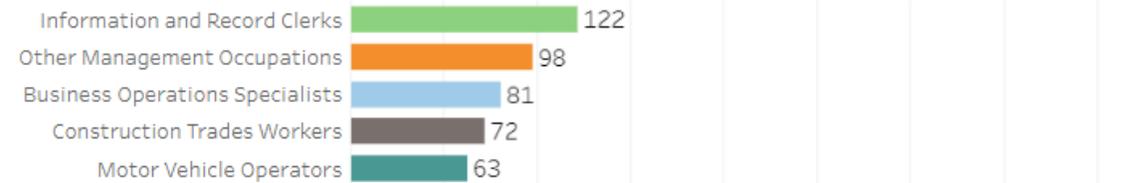
Number of job postings by 2-digit NAICS

## Single Quarter – PY 2021 Q1

### Employers using WorkSource

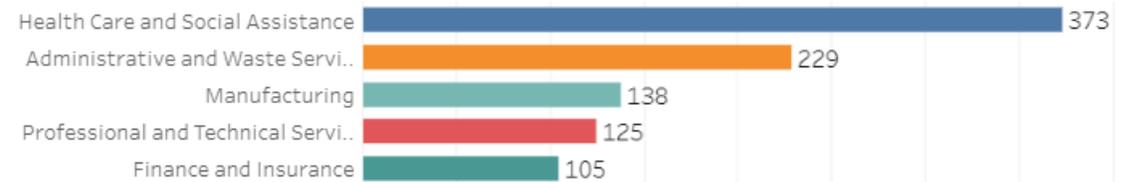
Employers	336
Job orders	1,848
Employers receiving staff-assisted services	130

### Top 5 jobs in demand



Number of job postings by 3-digit ONET

### Top 5 industry sectors posting jobs



Number of job postings by 2-digit NAICS

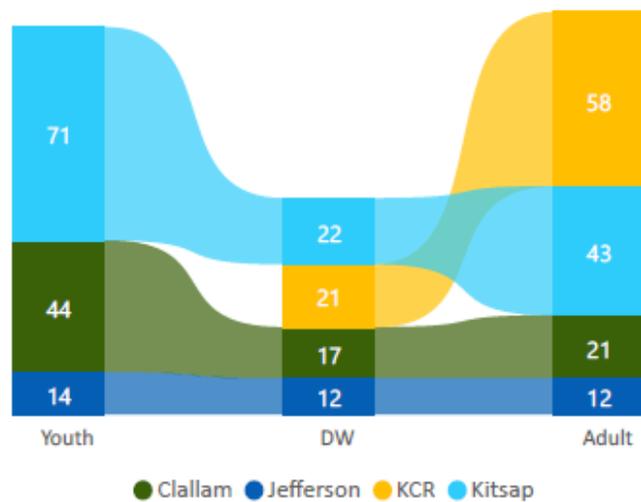
# WIOA Formula Performance Report

01/04/2022

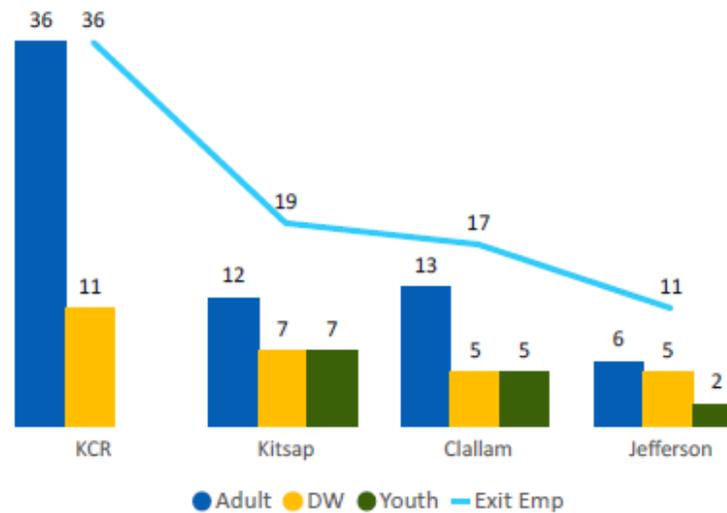
Last Refresh Date

Office	Program	Current	Enrollments	Enroll Targets	Enroll %age	Exits	Exit to Employ	Exit Employ Targets	Exit Employ %age	Self Emp	Self Emp Targets
Kitsap	Youth	64	71	72	98.61%	7	4	3	133.33%		
Clallam	Youth	39	44	41	107.32%	5	3	3	100.00%		
Kitsap	Adult	31	43	46	93.48%	12	9	18	50.00%	1	3
KCR	Adult	22	58	63	92.06%	36	25	12	208.33%	2	3
Kitsap	DW	15	22	43	51.16%	7	6	21	28.57%		4
Clallam	DW	12	17	24	70.83%	5	3	12	25.00%		1
Jefferson	Youth	12	14	14	100.00%	2	2	2	100.00%		
KCR	DW	10	21	22	95.45%	11	11	10	110.00%		3
Clallam	Adult	8	21	27	77.78%	13	11	10	110.00%	1	2
Jefferson	DW	7	12	13	92.31%	5	4	5	80.00%		0
Jefferson	Adult	6	12	16	75.00%	6	5	9	55.56%		1
<b>Total</b>		<b>226</b>	<b>335</b>	<b>381</b>	<b>87.93%</b>	<b>109</b>	<b>83</b>	<b>105</b>	<b>79.05%</b>	<b>4</b>	<b>17</b>

Enrollments



Exits



\*Update with program expenditures will be made available for review in February 2022.



#### EXECUTIVE COMMITTEE

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Vice-Chair (Vacant)  
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Employment Security Dept.  
Monica Blackwood, CEO/President West Sound  
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Cordi Fitzpatrick, Human Resources Manager Port  
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Chuck Moe, Field Rep Northwest Laborers-  
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Neal Holm, Electrician and Membership  
Development IBEW 46  
Ashley Jackson, Data Analysis Specialist Naval  
Base Kitsap  
Peter Johnson, Human Resource Manager  
McKinley Paper Company  
Heidi Lamprecht, Co-Founder Paella House  
Franchisees and Training  
Gina Lindal, Administrator Department of Social  
and Health Services  
Greg Lynch, Superintendent Olympic Educational  
Service District #114  
Colleen McAleer, Executive Director Clallam  
Economic Development Co.  
Snell Morgan, Jamestown S'Klallam Tribe  
Matt Murphy, President/CEO South Kitsap  
Chamber of Commerce  
Gillian Niuman, Human Resources Rep People  
Support Services  
Allison Plute, Human Resources Director  
Jamestown S'Klallam Tribe  
LeAnne Raines, Supervisor Department of  
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Jeff Randal, Secretary, District 1 Jefferson PUD  
Anna Reyes-Potts, General Mgr. & Business  
Development TMF, Inc.  
Dr. Luke Robins, President Peninsula College  
Daniel Stegier, CEO/President Lumber Trades, Inc.

## ECONOMIC DEVELOPMENT & BUSINESS COORDINATION MEETING AGENDA

DATE: February 8, 2021  
TIME: 9:00 a.m. – 9:50 a.m.  
LOCATION: via WebEx

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1. Call to Order (9:00 a.m.)
2. Introductions
3. Approval of Agenda (Att. 12.3, pg. 20)
4. Approval of September Summary (Att. 12.4, pg. 21-22)
5. Action and Discussion Items
  - a. WorkSource Employer Services, hiring events and emerging opportunities
  - b. Rapid Response: Area updates
  - c. Clallam Office Relocation Update
6. WDC trends from members – Discussion on recruiting and business needs during COVID-19
7. Good of the Order (as time permits)

Next Meeting: May 10, 2022, via WebEx

**OLYMPIC WORKFORCE DEVELOPMENT  
ECONOMIC DEVELOPMENT & BUSINESS COORDINATION COMMITTEE MEETING MINUTES**

9:00 a.m. – 9:50 a.m.

Tuesday, November 9th, 2021

Via Webex

**In attendance:**

Christopher Abplanalp, WorkSource

Joe Morrison, KEDA

Monica Blackwood, WestSound Workforce

Kevin Gallacci, Clallam Transit System

Alyssa Ford, Employment Security Department

**1. Call to Order**

Meeting called to order by Christopher Abplanalp, at 9:02 AM

**2. Introductions**

**3. Approval of Agenda (Attachment)**

No quorum.

**4. Approval of September 14, 2021 Summary (Attachment)**

No quorum.

**5. Action Item(s)/Discussion Item(s)**

**WorkSource Employer Services, hiring events and emerging opportunities**

Christopher Abplanalp, WorkSource:

- No quorum. Moved on to discussion from members.

**6. WDA Trends from members – Discussion on, recruiting, and business needs during COVID**

- **Kevin Gallacci, Clallam Transit System**

- Slowly recruiting bus operators
  - Low numbers
  - Haven't had to cancel anything yet but barely keeping leveled. Hoping for stabilization soon
- Recruiting for a Finance Manager
  - Lowered qualifications to gain more candidates
- COHO started 1/8. Receiving inquiries about route
  - Packed with reservations. Tough to keep on-time.
- Opening a bus cleaning position
  - Scarce pool. Open to all folks, not just developmentally disabled
- Next year adding 500,000 to 600,000 worth of service but will be postponed if we can't fill the bus operator positions

- **Monica Blackwood, WestSound Workforce**

- Almost to the point of "full employment"
- Not seeing a ton of people not interested in the workforce or backing out once it comes down to getting things scheduled
- Anticipating whether Washington will adopt the Federal Mandate
- Lots of questions from employers on how it will be implemented.

- Prior to the pandemic, we were already at a labor shortage due to population growth not matching job growth.
- Employers still trying to fill jobs at minimum wage and won't get any bites
- **Joe Morrison, KEDA**
  - Losing an Assistant City Planner in Port Orchard
  - Poulsbo's long standing city planner has left
  - Super star employees leaving at the county level
  - How can Workforce and ESD help move the needle on this situation – Labor shortage
  - DEI (Diversity Equity and Inclusion) – Internal conversation between community members and executive committee for first 18 months
    - Goal as an organization is to have a broad conversation about what diversity looks like as an organization
      - Is this represented in our board? Is it represented in the people we work with?
    - Hired a consultant to help identify what this will look like as an organization
    - Will be continuing this for over the next 5 quarters

## **7. Good of the Order**

**Next Meeting:** February 8th, 2021

**Adjournment: 9:45 AM**



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Anna Reyes-Potts, General Mgr. & Business  
Development TMF, Inc.  
Dr. Luke Robins, President Peninsula College  
Daniel Stegier, CEO/President Lumber Trades, Inc.

## OWDC YOUTH COMMITTEE MEETING

DATE: February 8, 2022  
TIME: 9:00 a.m. – 9:50 a.m.  
LOCATION: via Zoom

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### AGENDA

ACTION ITEMS:

1. Call to Order: 10:02 a.m.
2. Approval of Agenda
3. Approval of November 9, 2021 Meeting Minutes  
(Att.13.3, pg. 24-26 )

DISCUSSION ITEMS:

1. New staff introductions
2. Economics Security for All
3. Career Connected Learning
  - a. State and Regional Updates
  - b. CCL Rural Network Collaboration
4. WIOA Youth-Pathways to Success updates
5. Good of the Order
6. Adjourn

NEXT MEETING: May 10, 2022, via Zoom

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)  
YOUTH COMMITTEE SUMMARY  
November 9, 2021**

**ATTENDANCE:** Jeff Allen, Julie Knott, Emily Manson, Jennifer Scheel, Sarah Hatfield, Summer Evert  
Staff: Alissa Durkin

The Olympic Workforce Development Council's (OWDC) Youth Committee meeting was held on Tuesday, November 9, 2021 via Zoom

**APPROVAL OF SUMMARY**

The Youth Committee's September 14, 2021 Meeting Minutes and November 9, 2021 Agenda was reviewed as follows:

**ACTION:** Those present reviewed the minutes and agenda as presented. No revisions and/or additions were suggested, and the minutes and agenda was agreed upon by those present.

**DISCUSSION**

**EcSA Grant**

- OWDC awarded OESD WIOA Youth program EcSA grant.
- Provide access to ALL resources, streamline and strengthen coordination.
- Grant will be used to develop stronger partnership with DSHS and Housing Insecurity providers.
- Partnering with DCYF-target population youth existing foster system and looking to utilize the Fostering Youth to Initiative=targets housing assistance to youth aging out of the foster system and who are at risk of experiencing homelessness. Offers housing vouchers for 3-year market rate housing.
- Will serve individuals below 200% Federal Poverty Level looking for post-secondary training/credential and building pathway beyond post-secondary (resume building, job search, interviews).
- Collaborating with Peninsula and Olympic College to identify students within BFET program also eligible for EcSA program.

## **State & Regional Updates**

- Career Connect Learning
  - Focused on rural Clallam and Jefferson counties equitable access to graduation pathways.
  - Working to have at least 1 CTE accepted pathway available in every school within the 2 counties. Pathways that lead to post-secondary credentials/dual credit.
  - September 2022 every district and tribal compact school will have 1 CTE graduation pathway (series of classes in career clusters/dual credit and/or industry recognized credit).
  - Developed Career Launch program within the Fishing Industry-Neah Bay youth working in the fishing industry will receive 6 industry-recognized credentials (science, water safety) for the work.
  - Guided by tribal council member and graduate with paid meaningful career credit.
  - Raising awareness for rural areas lacking a robust industry sector and incentives for disadvantaged businesses who want to bring students in for work experience.

## **Youth Program Update**

- Youth staff moved into Sequim WorkSource.
- Renting space to meet youth at Piefer House located in Port Townsend.
- Exceeding enrollment targets.
- WEX program going steady with partnering with Habitat for Humanity, Community Boat Building in Jefferson County, and Construction.
- Gathering resources for Thanksgiving baskets.
- Collecting names and wishes for Christmas Giving Tree.
- Working towards co-enrollments into Youth and EcSA programs.

## **Youthbuild**

- New cohort begins November 9<sup>th</sup>. Habitat for Humanity recruiting for new construction manager will also collaborate with YouthBuild program participants.

## **Spread the word on state's programs for alternate career and apprenticeship pathways**

- About 70% of job openings in Washington state over the next five years will require some form of postsecondary education.
- Only 40% of Washington students complete a credential after high school.
- Change the narrative to life sustainable careers require some form of post-secondary education.
- Provide additional support and spread the word.

## **ADJOURN**

There being no further business to come before the committee, the meeting was adjourned at 9:55 am.

**Next Meeting:** Tuesday, February 8, 2022, via Zoom

Olympic Consortium Board Meeting (4th Friday)  
 Exec OWDC Meeting (4th Tuesdays)  
 OWDC Full Meeting (2nd Tuesday)

10 a.m. to 12:00 p.m. Zoom until further notice  
 10 a.m. to 12:00 p.m. Zoom until further notice  
 9:00 a.m. to 1:30 p.m. Zoom from 9 to 11:30 until further notice

# 2022

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Peter Johnson, Human Resource Manager  
McKinley Paper Company  
Heidi Lamprecht, Co-Founder Paella House  
Franchisees and Training  
Gina Lindal, Administrator Department of Social  
and Health Services  
Greg Lynch, Superintendent Olympic Educational  
Service District #114  
Colleen McAleer, Executive Director Clallam  
Economic Development Co.  
Snell Morgan, Jamestown S'Klallam Tribe  
Matt Murphy, President/CEO South Kitsap  
Chamber of Commerce  
Gillian Niuman, Human Resources Rep People  
Support Services  
Allison Plute, Human Resources Director  
Jamestown S'Klallam Tribe  
LeAnne Raines, Supervisor Department of  
Vocational Rehabilitation  
Jeff Randal, Secretary, District 1 Jefferson PUD  
Anna Reyes-Potts, General Mgr. & Business  
Development TMF, Inc.  
Dr. Luke Robins, President Peninsula College  
Daniel Stegier, CEO/President Lumber Trades, Inc.

## MEETING AGENDA

DATE: May 10, 2022

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: Point Hotel Conference Room  
7989 NE Salish Lane, Kingston, WA

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#### ACTION ITEMS:

1. Call to Order – 10:00 a.m. and Welcome
2. Approval of Agenda
3. Approval of February 8, Meeting Minutes (Att. 3, p.2-5)

#### DISCUSSION ITEMS:

4. **Ice Breaker**
5. Second Chance Presentation, Rhonda Freeland
6. OWDC Director Report - Bill
7. One-Stop Operator RFP and Certification – Alissa
8. 2022 Board Discussion
9. National Association of Workforce Boards April Conference – Bill

#### LUNCH BREAK – 11:30

#### COMMITTEE DEBRIEF:

10. Executive Committee minutes (Att. 10, p.6-8)
11. Business and Economic Development Packet (Att. 11, p.9-12)
12. Youth Packet (Att. 12, p.13-17)
13. Operations Packet (Att. 13 p.18-29)
  
14. 2022 Calendar (Att. 14, p.30)
15. Adjourn

Next Meeting: September 13, 2022

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)**  
**MINUTES**  
**February 8, 2022**

**1. CALL TO ORDER**

The Olympic Workforce Development Council (OWDC) meeting was held via Zoom on February 8, 2022. Marilyn Hoppen, Chair, called the meeting to order at 10:03 a.m.

**2. APPROVAL OF AGENDA**

Amended agenda item 5. Vice Chair Nominations to Vice Chair Announcement. Motion to approve amended agenda: Jessica Barr moved to approve the agenda as presented. Monica Blackwood seconded the motion. Motion carried unanimously.

**3. MINUTES November 9, 2021**

Motion: Danny Stegier moved to approve the minutes as corrected. Monica Blackwood seconded the motion. Motion carried unanimously.

**DISCUSSION ITEMS**

- 4. Introduction of new OWDC Director, Bill Dowling** welcomed
- 5. Vice Chair Announcement** Executive Committee selected and voted Monica Blackwood as Vice Chair on January 28, 2022, Executive Committee meeting. Monica accepted position
- 6. OWDC and Email Subscription Link** provided to members and attendees to update notification options.
- 7. One-stop Operator RFP and Certification** contract expiring in September 2022. Potentially adding additional funding to increase to a FT position. August Proposal Review committee award approvals and October services begin. One-Stop Certification due this year. Researching other WDC's process and past reviews. Once defined, board members will be asked to join review board.
- 8. Member Introductions**
  - a. Jessica Barr, North Sound Regional Director for Employment Security Department. Struggles during pandemic: recruitment and retention.
  - b. Monica Blackwood, CEO West Sound Workforce, with committee for nine-years. Struggles during pandemic: recruitment and retention, as well as addressing physical and psychological safety of businesses and clients.
  - c. Chuck Moe, Field Rep Northwest Laborers LIUNA, nine-years committee involvement. Struggles during pandemic: building and maintaining skills workforce in trades.
  - d. Kareen Boards, West Sound STEM Network, building pathways that lead to family wage jobs in high demand occupations. Regional Pathways Summit March 4<sup>th</sup>.
  - e. Lisa Donlon, General Manager Windermere Commercial, couple years membership. Currently managing industrial properties. Struggles during pandemic: finding qualified labor force and motivating people to get active.

- f. Rusty Grable, Business Rep & Organizer Machinist Union District 160 (IAM). Struggles during pandemic: locating workforce willing to work their hangs in the trades/crafts. Good contracts with employers to fill positions, outreach in middle/high school.
- g. Michell Graff, Manager Kitsap Community Resources. Member of Kitsap Builders Construction Association. Struggles during pandemic: retention, childcare, construction laborers. WIOA program doing much better and a continuing goal for 2022.
- h. Neal Holm, Electrician & Membership Development IBEW, started with committee two meeting prior to pandemic. Struggles during pandemic: retention, job site outbreaks, safety. Working on virtual apprenticeship and finding ways to organize without being in person.
- i. Jeff Allen, Greg Lynch's alternate, OESD 114 WIOA youth Pathways, Youth Build grant. Struggles during pandemic: education space challenges, pandemic exposed inequalities and digital divide. Working on powerful innovations and solutions.
- j. Morgan Snell, Jamestown S'Klallam Tribe Career Development Coordinator. Struggles during pandemic: motivating tribal community to get back to work.
- k. Matt Murphy, President/CEO South Kitsap Chamber of Commerce, committee member for three-months. Looking forward to learning about resources available to community and businesses, as well as what WorkSource can do to help business.
- l. LeAnne Raines, DVR Supervisory for Port Angeles, Port Townsend, and Silverdale. Struggles during pandemic: recruitment and finding candidates that meet case manager master's degree requirement. Positives: the innovation and increased productivity of connecting virtual.
- m. Marilyn Hoppen, SVP Human Resources Kitsap Bank. Struggles during pandemic: recruitment and retention. Working moving forward through the pandemic, creating best experience work environments for employees, including culture, benefits, and care.
- n. Jim Kenny, Senior Goodwill Workforce. Struggles during pandemic: the psychological/mental health issues, aging workforce and providing more resources and expanding digital resources.
- o. Amanda Fisher, L&I Field Liaison. Working on workforce systems, make meaningful connections with partners. Struggles during pandemic: ZOOM fatigue. Goal: how L&I can support partners.
- p. Alfie Alvarado, Director WDVA. Struggles during pandemic: retention and recruitment for military members and spouses. Port Orchard has 70 vacancies for care givers. Working on offering military self-services and connecting to vets.
- q. Teresa McDermott, Olympic College, oversees students with high school diplomas and GED attainment. Working on other language barrier population, re-entry navigator, and enhancing services.

- r. Danny Steiger, CEO/President Lumber Trades. Struggles during pandemic: supplying to the trades, understaffed, transportation, availability of materials. Working on being part of the solution and innovation.
  - s. Cindy Brooks, EDS Team Jefferson, replacement for Brian Kuhn. Looking forward to getting know how things work, discussion about nested systems, and relationships between partners. Jefferson Counties' working waterfront, with focus on composites. Working on pathways for youth in maritime through high school programs and mentoring, and increasing skills set. Shared success story.
  - t. Mike Robinson, WorkSource Clallam, Jefferson and Kitsap Administrator. Struggles during pandemic: move to technology and the digital divide, technology access points, connecting clients to businesses safely.
  - u. Bianca Kolle, Department of Services for the Blind, covering the south region. Working on participant training, travel, independent living skills, adaptive technology, elevating skills levels. Struggles during pandemic: complexity of community for barrier population, re-engagement, and getting out into the community.
  - v. Ayesha Chander, Community of Health. Struggles during pandemic: recruitment and retention in healthcare sector. Looking forward to recommendations and partnerships to better understand resources available.
  - w. Dina Geislzer, EC Oly Cap Clallam and Jefferson counties. Struggles during pandemic: understaffed, overwhelmed, stressed, lack attention to self-care, taking breaks, and childcare availability. COVID outbreaks causing staff to miss work. Working on inequalities in technology and connecting with remote clients.
  - x. Johannes Schonberg, Director of Engagement Keyport. Development work technology and availability with KEDA and Washington workforce. Looking forward to partnerships, thinking strategically of future workforce, technology development within industries.
  - y. Amy Hatfield, Olympic College Workforce and Economic Development. Interested in moving forward and growing. Provided update on apprenticeships: West Sound STEM, Maritime, and electronic partnerships. Focusing in on low-income and barrier populations and helping businesses review job descriptions required skills and looking for development opportunities.
- 9. Stay at Work Program, Labor and Industries Tuyen Manikhoth presentation**
- a. Focus on Goal #2 to help injured workers heal and return to work safely. Stay at Work Program provides a financial incentive fore state fund employers to bring injured workers back to work, reimbursement for light duty wages and expenses. Wage Reimbursement is 50% of the base wages for up to 66-days. Expense reimbursement may include chairs, technology, or transportation access equipment. Training reimbursement, \$1,000 per clam for tuition, books or supplies or courses. Clothing reimbursement up to \$400. Tuyen detailed form completion steps,

provider approval, requirement documentation, how to submit, and website instructions. Tool kit and helpful links provided.

**10. Executive Committee Minutes (Att. 10):** reviewed

**11. Operations Packet (Att. 11)** Mike Robinson provided update

- a. DSHS, Olympic College, KCR and ESD highlights of partner report out. OC apprenticeships, KCR's On-the-Job and Work Experience trainings. Success stories shared.
- b. Partnerships with Kitsap Community Library.
- c. Reviewed PY21 Q2 performance report.

**12. Business and Economics Development Packet (Att. 12):** Chris Abplanalp provided update

- a. Discussion of hiring events 360 attendees with 9 more events upcoming. Shared employer services and needs of business. Top concerns include safety, physical and psychological. Suggested addressing concerns in job postings.
- b. WorkSource Sequim and Silverdale doors open

**13. Youth Packet (Att. 12):** Jeff Allen provided update

- a. Economic Security for All grant implementation, raising people out of poverty, and partnering with Olive Crest, foster care youth. Three-year housing vouchers available. Working on creating meaningful work experiences, especially in rural areas.

**14. Calendar:** Bill shared calendar and discussed active attendance. Further discussion and outreach will be conducted to verify membership, engagement, and request feedback.

## **NEXT MEETING**

The next council meeting is scheduled for May 10, 2022, via Zoom

## **ADJOURNMENT**

There being no further business to come before the Council, the meeting was adjourned at 11:57 a.m.

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)  
EXECUTIVE COMMITTEE SUMMARY  
April 26, 2022**

**ATTENDANCE:** Marilyn Hoppen, Cordi Fitzpatrick, Monica Blackwood, Chuck Moe, Jessica Barr, Leanne Raines, Chris Abplanalp,  
Staff: Bill Dowling, Alissa Durkin, Doug Washburn

The Olympic Workforce Development Council's (OWDC) Executive Committee meeting was held on Tuesday, April 26, 2022 via Zoom.

**APPROVAL OF SUMMARY**

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

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

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

**ACTION: Jessica Barr moved to approve the January 25, 2022 Executive Committee Minutes as presented.  
Motion was seconded by Chuck Moe. Motion carried unanimously.**

**DISCUSSION**

**NAWB Forum 2022**

- Bill and Alissa discussed sessions they attended at the National Association Workforce Board Forum. Takeaways included:
  - Middle School students are only able to name 4 jobs.
  - Connect career advisors to occupational demands and pathways.
  - Reconstruct the college decision process with career exposure and mentors.
  - Use work-based learning continuum as a talent development tool.
  - We need to focus on job quality, equity and training.
  - A successful workforce system must be responsive to social issues, local community needs, emerging technological trends and the diverse workforce landscap.

- Move beyond legislation and policy and think differently about partnerships, training models, and wrap around support services.
- Recovering our workforce is not about the unemployed vs. employed; it's about the unengaged.

### **State Equal Opportunity Monitoring**

- State EO team monitored our region for WorkSource centers ADA compliance and ensure compliance with WA State Nondiscrimination Plan.
- OWDC staff working with subrecipients to ensure all confidential files comply with state policies .

### **Rapid Response Events**

- SAAR's
  - Grocery store located in PA closing it's doors.
  - 40 impacted workers
  - 20 impacted workers attend the RR sessions.
  - Several individuals being served through WIOA DW program.
- Trulife
  - Manufactures healthcare products in Poulsbo, relocating.
  - 22 impacted workers
  - All impacted workers attended RR sessions.
  - Looking into providing on-site WIOA orientation.

### **One-Stop Operator RFP**

- Current One-Stop Operator RFP expires September 30, 2022
- Drafting RFP to present to OWDC.
- Request a Proposal Committee of 4-6 council members to review proposal submissions,
- Tentative timeline for review is July.
- Chairperson Marilyn Hoppen volunteered to sit on the proposal committee.
- Request for floor nominations will occur at May 10<sup>th</sup> OWDC meeting.

### **WorkSource updates**

- Successful job fairs at WorkSource Kitsap
  - Puget Sound Naval Shipyard and Trident Refit facility met with 92 interviewees and 24 job offers made.
  - Resource rooms are busy with individuals

- Looking into offering in-person and hybrid workshops.
- WorkSource Kitsap hosting training and education fair on April 27<sup>th</sup> with many local education institutes on-site.

### **Participant Success Stories**

- Agenda packet includes many success stories, encouraged members to read those.

### **PY21 Quarter 3 Performance Reports**

- Enrollments are increasing however, expenditures continue to be below target.
- Staff shortage and delay in receiving billings are some of the factors for not meeting expenditure targets.

### **In-Person Meetings**

- Committee members have decided to continue having the Executive Committee meetings virtual.
- OWDC meeting will begin in-person gatherings with the May 10<sup>th</sup> gathering.

## **ADJOURN**

There being no further business to come before the committee, the meeting was adjourned at 11:00 a.m.

**Next Meeting:** Tuesday, July 26, 2022, via Zoom

EXECUTIVE COMMITTEE

CHAIR- MARILYN HOPPEN, SVP Human Resources,  
Kitsap Bank

VICE CHAIR, JULIE HATCH, Manager  
Kitsap Bank, Port Angeles

JESSICA BARR, Regional Director  
Washington State Employment Security Dept.

MONICA BLACKWOOD, President  
WestSound Workforce

ASCHLEE DRESCHER, Human Resources  
The Veterans Administration

ROBIN HAKE, HR Director  
City of Port Townsend

DAVID MCMAHAN, Vice President  
Olympic Labor Council

COUNCIL MEMBERS

NICOLE BRICKMAN, HR Manager  
Skookum Contract Services

MARTY CAVALLUZZI, President  
Olympic College

RANDY COLSON, Manager  
General Dynamics

LISA DONLON, General Manager  
Windermere Commercial

GREG DRONKERT, President  
Pacific Mobility Group, Inc.

CORDI FITZPATRICK, Human Resources Mgr.  
Port Townsend Paper Corporation

KEVIN GALLACCI, General Systems Manager  
Clallam Transit Systems (Ex Officio)

MICHELL GRAFF, Kitsap Community Resources  
Employment & Training Division Director

SARA HATFIELD, CTE Director  
South Kitsap School District (Ex Officio)

NEAL HOLM, IBEW Local 46  
Electrician and membership Development

ASHELEY JACKSON  
Easter Seals Workforce Development Dir.

PETER JOHNSON, Human Resourced Director  
McKinley Paper Corporation

BRIAN KUH, Deputy Director  
Team Jefferson (Ex Officio)

HEIDI LAMPRECHT, Co-Founder  
Paella House

GINA LINDAL, Administrator  
CSO, DSHS

GREG LYNCH, Superintendent  
Olympic Edu. Service Dist. #114

COLLEEN MCALEER, Director  
Clallam Economic Development Corp.

CHUCK MOE, Field Representative  
Laborers Local 252

GILLIAN NIUMAN, Human Resources  
Town and Country Markets

ANNA REYES POTTS, General Manager  
TMF Inc.

LEANNE RAINES, Supervisor  
Dept. of Vocational Rehabilitation

JEFF RANDAL, Board of Commissioners  
Jefferson County Public Utility District

LUKE ROBINS, PhD, President  
Peninsula College

MORGAN SNELL, Jamestown S'Klallam Tribe  
Higher Education and Professional Development  
Coordinator

DANNY STEIGER, CEO  
Angles Mill Works and Lumber Traders

MATT WHEELUS, Chief Operating Officer  
Harrison Hospital

# ECONOMIC DEVELOPMENT & BUSINESS COORDINATION COMMITTEE MEETING

Tuesday, May 10, 2022  
9:00 a.m. – 9:50 a.m.

## AGENDA

1. Call to order (9:00 a.m.)
2. Introductions
3. Approval of Agenda (Attachment xxx)
4. Approval of February Summary (Attachment xxx)
5. Action and Discussion Items
  - a. WorkSource Employer Services, hiring events and emerging opportunities
  - b. Rapid Response: Area updates
6. WDA trends from members – Discussion on recruiting and business needs
7. Good of the Order (as time permits)

## OWDC Operations Committee Meeting

February 8, 2022

Call to order at 9:02

No quorum

### **Kevin Gallacci – Clallam Transit:**

- Opened recruitment for bus cleaning
  - Lost current employee due to promotion
- Continuing to hire for transit operators
  - The candidate pool has developed
  - Filled most openings – looking to add more
- Looking to add 600,000 worth of services
  - Extended hours
  - Need more operators to be able to meet this goal.
- Finance Manager position vacated as of 2/7.
  - Interviewed one person so far, not many candidates that meet qualifications
- Anticipating turnover in operations and needing to fill future positions

### **Kathy Cocus - KEDA:**

<https://www.kitsapeda.org/news/p/item/40517/breaking-down-the-numbers-kitsaps-changing-economy>

- KEDA's 2020 economic profile created by WWU Center for Business Research
- Kitsap Cost of living was 2<sup>nd</sup> place after Seattle in 2021 Q3
  - Affordable housing nearly impossible to find

### **Hildo Rodriguez – ESD Business Services**

- WorkSource Kitsap Recap:
  - Staff back in Office June 2021
  - Doors open to Employers for hiring events August 2021
    - 42 events – 26 hiring events, 16 interview events (predominantly the Navy)
      - 360 attendees in total
  - Doors open w/out appointment for job seekers since 2/1/22.
    - Influx of customers and employers

### **Cindy Brooks – Director of EDC Team Jefferson**

- Pushed out surveys to small businesses
  - Top 2 concerns from community are payroll/employee retention
  - Interested in finding out more regarding teaching high schoolers skills for future employment/ directing attention to that future pool of candidates

**Monica Blackwood – WestSound Workforce:**

- Lots of open jobs seeking candidates to fill
- Trying to determine why folks aren't wanting to return to work
  - Top reason: COVID Safety
  - Child/Elder care
  - Flexibility/Training
- Staying on top of legislative changes
  - Mandate dropped by OSHA, etc.
    - Seeing how dropping of mask mandate will impact employee safety in Oregon/California and if Washington will follow suit

#### EXECUTIVE COMMITTEE

Chair - Marilyn Hoppen, SVP Human Resources  
Kitsap Bank  
Vice-Chair (Vacant)  
Jessica Barr, Regional Director Washington State  
Employment Security Dept.  
Monica Blackwood, CEO/President West Sound  
Workforce  
Cordi Fitzpartick, Human Resources Manager Port  
Townsend Paper Corporation  
Chuck Moe, Field Rep Northwest Laborers-  
Employers Training

#### COUNCIL MEMBERS

Dr. Kareen Borders, South Kitsap School District  
Nicole Brinkman, Human Resources Director  
Skookum  
Dr. Marty Cavalluzzi, President Olympic College  
Lisa Donlon, General Manager Windermere  
Commercial  
Gregory Dronkert, CEO/President Pacific Mobility  
Group, Inc.  
Kevin Gallacci, General Manager Clallam Transit  
System  
Nicholas Gianacacos, Program Manager General  
Dynamics NASSCO  
Rusty Grable, Business Rep & Organizer Machinist  
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Vocational Rehabilitation  
Jeff Randal, Secretary, District 1 Jefferson PUD  
Anna Reyes-Potts, General Mgr. & Business  
Development TMF, Inc.  
Dr. Luke Robins, President Peninsula College  
Daniel Stegier, CEO/President Lumber Trades, Inc.

## OWDC YOUTH COMMITTEE MEETING

DATE: May 10, 2022

TIME: 9:00 a.m. – 9:50 a.m.

LOCATION: The Point Casino & Hotel (7989 NE Salish Ln, Kingston, WA  
98346, hotel conference room)

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## AGENDA

### ACTION ITEMS:

1. Call to Order: 9:02 a.m.
2. Approval of Agenda
3. Approval of February 8, 2022 Meeting Minutes (Att.A )

### DISCUSSION ITEMS:

1. Suquamish Tribe & Strategies for Success
2. Economics Security for All
3. Career Connected Learning
  - a. State and Regional Updates
  - b. CCL Rural Network Collaboration
4. WIOA Youth-Pathways to Success updates
5. Youth Community Resource Round-Up (Att.B)
6. Good of the Order
7. Adjourn

NEXT MEETING: September 13, 2022, via The Point

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)  
YOUTH COMMITTEE SUMMARY  
February 8, 2022**

**ATTENDANCE:** Jeff Allen, Julie Knott, Emily Manson, Tiffany Skidmore, Jennifer Scheel, Kareen Borders, Patty McNally, Summer Evert  
Staff: Alissa Durkin

The Olympic Workforce Development Council's (OWDC) Youth Committee meeting was held on Tuesday, February 8, 2022 via Zoom

**APPROVAL OF SUMMARY**

The Youth Committee's November 9, 2021 Meeting Minutes and February 8, 2022 Agenda was reviewed as follows:

**ACTION:** Those present reviewed the minutes and agenda as presented. No revisions and/or additions were suggested, and the minutes and agenda was agreed upon by those present.

**DISCUSSION**

**EcSA Grant**

- Partnering with DCYF-target population youth existing foster system and looking to utilize the Fostering Youth to Initiative=targets housing assistance to youth aging out of the foster system and who are at risk of experiencing homelessness. Offers housing vouchers for 3-year market rate housing.
- Will serve individuals below 200% Federal Poverty Level looking for post-secondary training/credential and building pathway beyond post-secondary (resume building, job search, interviews).
- Collaborating with Peninsula and Olympic College to identify students within BFET program also eligible for EcSA program.

**State & Regional Updates**

- Career Connect Learning
  - Dr. Kareen Borders West Sound STEM (WSS) announced RFP for round 8 intermediary grant.

- Partnering with Pasco PNNL to develop internships in the energy sector.
- Used past intermediary grant award to partner with WSU biotech project to lead the way to high quality job and wage.
- WSS focusing on Career Awareness-exposure to worksite learning, and job shadowing.
- Focused on rural Clallam and Jefferson counties equitable access to graduation pathways.
- Career Launch program within the Fishing Industry-Neah Bay youth working in the fishing industry will receive 6 industry-recognized credentials (science, water safety) for the work is almost complete.
- Raising awareness for rural areas lacking a robust industry sector and incentives for disadvantaged businesses who want to bring students in for work experience.

### **Youth Program Update**

- working with Kitsap Mental Health Transition Team to assist clients in obtaining credentials and receiving GED.
- Kitsap County Food Co-Op provided youth team with gift cards to hand out to youth and their families to shop at the co-op.
- Seeing a steady flow of youth.

### **Youthbuild**

- Continuing to partner with Habitat for Humanity who has committed to allowing youth build participants build low-income home for veteran next to the skills center.

### **High School 9-1-1**

- Film chronicles a year in the life of the only ambulance service in small town that just happens to be run by high school students.
- Foundation of this project is the empowerment of young people through adult and peer mentorship.
- Create opportunities for them to learn by doing and make a difference in their own communities.
  - **Group Discussion-How can we provide young adults mentorships and connections within the pathways they chose?**

- Increase work-based learning opportunities for youth.
- Create virtual work sites.
- Remote work learning opportunities.
- Job shadows.
- Volunteer opportunities.
- Program staff working closely with youth to assess the need for balance and income.
- Funding streams for employers that incentivizes paying students.

## **ADJOURN**

There being no further business to come before the committee, the meeting was adjourned at 9:55 am.

**Next Meeting:** Tuesday, May 10, 2022, via Zoom

Here's a few resources and reads that came from Employment Security Department's Youth Initiatives Manager that we would like to share with our Youth Committee.

- [What Colleges and Job-Training Programs Can Learn From Teenagers' Hopes and Fears | EdSurge News](#)  
A *brief* article from EdSurge that features 5 takeaways from intensive interviews with adolescents in the U.S. offering person-first, practical suggestions for how to most engage youth in meaningful post-secondary planning, including workforce engagement. If you're digging this information and want to read/listen to the full story – [here's the link to the recording and full write-up](#) of the hopes and fears that today's adolescents are experiencing (80 minute listen on the full story).
- [Meeting the Moment: Equity and Job Quality in the Public Workforce Development System - Center for American Progress](#)  
This article is not specific to youth engagement, yet focuses on "3 Ways the Workforce Development System Can Seize this Moment," especially in reference to supporting the development of quality jobs. In my humble opinion, one of the more meaningful articles I've read on the topic.
- [Positive Youth Development - The Annie E. Casey Foundation \(aecf.org\)](#)  
Lastly, a resource of resources. Check out the blogs, webinars, and publications on the role of positive youth development – that is – focusing on the strengths and abilities of youth as primary to their growth and learning. You'll notice the [February blog post](#) "debunking WIOA Youth myths" that might be helpful in engaging young people wary of participation in the public workforce system.



#### EXECUTIVE COMMITTEE

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Vice-Chair (Vacant)  
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Employment Security Dept.  
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Dr. Luke Robins, President Peninsula College  
Daniel Stegier, CEO/President Lumber Trades, Inc.

## OPERATIONS COMMITTEE MEETING AGENDA

DATE: May 10<sup>th</sup>, 2022

TIME: 9:00 a.m. – 9:50 a.m.

LOCATION: Point Hotel Conference Room  
7989 NE Salish Lane, Kingston, WA

1. Call to Order
2. Approval of February 8, 2022, meeting minutes (Att. 2, p.19-20)
3. Discussion Item(s)/Action Item(s)
  - a. OWDC Operational Partner Highlights (Att. 3.a., p.21-26)
4. Performance Reports
  - a. WorkSource System Performance Dashboards (Att. 4.a., p.27-29)
  - b. OWDC Performance Report PY21 Q3 (Att. 4.b., p.29)
5. Good of the Order
6. Agenda Items for September meeting
7. Adjourn

Next Meeting: September 13, 2022, location TBD

**Operations Committee Minutes  
Olympic WorkSource Development Council  
February 8, 2022**

**ATTENDEES –Michael Robinson, Jessica Barr, Michell Graff, Sara Knox, Gina Lindal, Amy Hatfield, William Dowling, and Staff Luci Bench.**

1. **CALL TO ORDER** – Mike Robinson, called the meeting to order at 9:02 a.m.
2. **MINUTES** –September 14, 2021. Jessica Barr moved to approve. Michell Graff seconded. **Motion carried.**  
November 9, 2021. Michell Graff moved to approve. Jessica Barr seconded. **Motion carried.**
3. **DISCUSSION ITEMS**
  - a. **AMENDED ADDITION TO AGENDA:** Bill Dowling joined Operations committee and provided a brief introduction.
  - b. OWDC Operational Partner Highlight
    - Gina Lindal, DSHS, summarized submission. CDS reopened lobbies in November. Mid-Certification Reviews waiver approved in January client should check their letters. Mike and Michell noted there has been an up-tic in Workfirst referrals.
    - Mike summarized Goodwill’s submission (not in attendance). Recently awarded the Washington State Department of Commerce Digital Navigator grant.
    - Sarah Knox, Kitsap Community Resources, are creating On-the-Job (OTJ) and Work-Experience (WEX) Trainings. Two OJT’s started last month and one WEX recently. Partnering with business and eligible training providers to create list of OJT and WEX’s available in the area. Added virtual workshops: job hunter, resume building, dress for success, which are available in-person and virtually. Shared success stories and initiatives. Michell noted KCR her affiliation with Kitsap Builders Association and Sarah will be a guest speaker at tomorrow’s luncheon. KCR has partnered with Fishline. High School Diploma and GED courses going well.
    - Amy Hatfield, Olympic College, provided update. OC is working with high demand occupations such as nursing, aviation program in partnership with Green River, native populations and tribal community, Behavioral Health Technician Enrollments are down but working safety protocol and in-person for spring quarter. Amy shared <https://lni.wa.gov/licensing-permits/apprenticeship/wsac> WA State Apprenticeship and Training Council. National Skills Coalition <https://nationalskillscoalition.org/> Conference next week. Equitable Economic Recovery.
    - Mike WorkSource Kitsap, Clallam and Jefferson are currently providing hybrid model workshops, where participant can be virtual or on site. This month ESD hybrid telecommuting/on-site staff work schedules implemented. Shared success stories and initiatives.
  - c. WorkSource System Performance Dashboards

- Presented new side by side comparison of previous quarters and years to provide a complete picture of the successes happening in Olympic WorkSource.
  - No comments or questions.
- d. OWDC Performance Report PY21 Q2
- No comments or questions.
- 4. Good of the Order**
- None
- 5. ADJOURN** – Mike adjourned at 9:56am.

**NEXT MEETING MAY 10<sup>TH</sup>, 2022, in-person**

## Organization & Contact

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DSHS, Community Services Division (CSD) Office Administrators:

Bremerton CSO- Gina Lindal

Port Angeles, Port Townsend & Forks Branch Offices- Recruitment is underway for a new Administrator, Gina Lindal is covering these offices in the interim.

## Office Sites Serving Kitsap, Clallam, & Jefferson Counties

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All services from the Bremerton, Port Townsend, Port Angeles and Forks Branch Offices can be accessed remotely by calling our Customer Service Contact Center at 1-877-501-2233 or online at [washingtonconnection.org](http://washingtonconnection.org). The Bremerton and Port Angeles CSOs are open for walk-in full services.

## Serves, Workshops, & Participants

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CSD provides programs and services to help low-income people meet their basic needs and achieve economic independence through programs such as the Temporary Assistance for Needy Families (TANF), or Aged, Blind and Disabled (ABD), and Housing and Essential Needs (HEN) programs or Food Assistance, Medical and other employment-focused services.

## Initiatives

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On February 28, 2022, the Community Service Division returned to full in-person services. Customers can now visit their local CSO to apply for benefits, complete an Eligibility Review, report a change, ask general questions, pick up a new EBT card, among many other CSO services. Most services are offered Monday-Friday from 8:00AM until 3:00PM.

## Organization & Contact

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Kitsap Community Resources, Michell Graff, Employment & Training Division Director, [mgraff@kcr.org](mailto:mgraff@kcr.org), (360) 473-2130

## Office Sites

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Port Orchard (40 hrs/wk), Bremerton (10 hrs/wk), Poulsbo (8 hrs/wk)

## Serves, Workshops, & Participants

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Title 1 Adult and Dislocated Worker, Job Club, and all eligible applicants

## Success Stories

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- This last quarter staff have worked really hard to enroll 2 clients and put them through OJTs with a local electrician company, Nexus Electric. This has been a great opportunity to make sure our OJT procedures are up to date and work out the kinks.

## Initiatives

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- We noticed that quite a few participants have been coming to us to seek funding for CDL, and upon completing training are unable to be hired due to a poor driving backgrounds. Thus, we reevaluated our CDL funding policy, and created a new “Requirements” sheet that all potential CDL clients need to fill out to show they are hireable post training. The questions include: Please list driving experience both CDL and non CDL (last 5 years). (Companies and time employed).
  - o Manual transmission experience? How long? What type of vehicle? Knee/leg problems?
  - o Purchase a driving abstract and review with case manager/Jody (CDS).
  - o WA State Licensing (DOL) Official Site: Buy a copy of your WA driving record
  - o Schedule appointment with Jody at CDS to review driving experience/goodness of fit with CDS program. CDS # 800-884-7817. Date & Time:
  - o List 3 companies you will apply for after graduation from CDS that have open CDL Driving positions and attach a copy of your resume showing your qualifications for the position.
  - o How will you be funding your portion of the tuition at CDS?Since CDS is the ETP we most use, the language is for them. However, if we were to use a different ETP, we would adjust accordingly.
- The team also focused on connecting with resources that can better assist clients with varying disabilities who are looking for employment. We have met with Trillium Employment Services and DVR to hear more about the best way to refer clients to them as needed. We have seen an increase in folks attending our orientations that are on SSI / SSDI, so we needed to expand our resource list for referral options to organizations to better serve them.

## Organization & Contact

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Employment Security Department  
WorkSource Administrator: Mike Robinson  
Email [mrobinson@esd.wa.gov](mailto:mrobinson@esd.wa.gov) | Ph: 360-277-8684

## Office Sites Serving Kitsap, Clallam, & Jefferson Counties

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**WorkSource Clallam** – Comprehensive Service One-Stop Center, Port Angeles, Serving Clallam, and Jefferson Counties

**WorkSource Kitsap** - Comprehensive Service One-Stop Center, Silverdale, Serving Kitsap County

## Serves, Workshops, & Participants

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### Services:

Both sites provide comprehensive employment and business services for job skills, employment and readiness training services to job seekers and employers.

- Service provider of Title I Adult and Dislocated Worker WIOA contracts (See performance metrics) attached. Workforce development/employment workshops, employment assessments and career guidance, resources for worker training/retraining, on-the-job training, and support services. Priority of Service is focused on recipients of public assistance, or other low-income individuals, and individuals who are basic skills deficient, and face barriers to employment.
- Service Provider Title III Wagner Peyser re-employment services, employment assessments, career guidance, job matching, workforce development/employment workshops, business services and labor market information. The employment service seeks to improve the functioning of the local labor markets by bringing together individuals seeking employment with businesses seeking workers.
- Service provider of Jobs for Veterans State Grants – Supports Disabled Veterans Outreach Program, and Local Veteran Employment Representative services. DVOP specialists provide individualized career services to veterans with significant barriers to employment, with the maximum emphasis directed toward serving veterans who are economically or educationally disadvantaged. Local Veterans' Employment Representatives conduct outreach to employers and business associations and engage in advocacy efforts with hiring executives to increase employment opportunities for veterans and encourage the hiring of disabled veterans.
- Service provider for 3 DSHS contracts/services - WorkFirst and Strategies for Success, and Financial Capabilities

### Workshops: All count as a job search activity

- WIOA Title I – Orientation to WIOA – Assist customers with WIOA overview of services and application process.
- Wagner Peyser Title III Labor Exchange - Re-employment services that support UI claimants who are selected for Reemployment Services and Eligibility Assessment activities. WP LEX staff are providing Orientation to Virtual WorkSource Services.
- Reentry workshops within DOC facilities, statewide (virtually) and Starting Over: Employment After Incarceration.
- Surviving Job Loss –Prepares participant to recognize and manage the emotional impact of job loss that can have an impact on self and others. Identifying resources available and practical steps to prepare to move on to the next phase in career transition.
- WP LEX Business Services - Supporting employers, organizing, scheduling, and producing virtual job fairs and in person hiring events. Large size events on hold until safe to do so, keeping as single employer events.
- USAJOBS Workshop – ESD staff collaborate and facilitate a workshop aimed to assist applicants on the federal application and resume process and how to obtain federal employment. Offered twice per month.
- Strategies for Success – A series of life-skills workshops. Each of the six modules are four days long.
- Financial capabilities - Explore how your personal view and perception of money and income can affect how well you manage it. Also, learn about sources and timing of income.

- Mock Interview Sessions – Prepare job seekers with the confidence and abilities to successfully navigate in-person and virtual interviews.
- In collaborated with Goodwill Job, Education, and Training staff in Bremerton – Launched Dress for Success workshop in person at WorkSource Kitsap.
- In development Employer Job Match and Business Services Workshop - The focus of this

## Success Stories

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The Bells are ringing (when a jobseeker provides a return to work or gets a conditional offer the customer rings the bell and all staff stop their work, stand up and clap) WorkSource Kitsap hosted the US Navy in March for a hiring for multiple positions. 93 jobseeker/applicants were on site and 24 offers were made. Additionally, the US Navy had an engineering hiring event. 24 applicants/jobseekers were on site and 15 offers were made.

Previn separated from the Navy after seven years on active duty in January 2021, as a ballistic missile submarine electronic warfare equipment operator and local area network technician. Previn was found eligible and referred to Linda by the labor exchange (LEX) staff in October due to long-term unemployed and having exhausted the unemployment insurance benefits after separation. Previn had a pending service-connected disability claim with the VA.

Previn attended the WorkSource resume and cover letter workshop and the WIOA orientation. Linda provided many job opportunities with employers in several positions around the Kitsap area. In January 2022, Previn decided to pursue driving for Uber Eats and Door Dash for a source of income while Linda continued looking. In February Linda informed them of a wastewater treatment plant operator trainee position with the City of Bremerton. Though a great match, Previn had better news, they had just hired as an IT specialist with the Suquamish Tribe at Clearwater Casino, full-time at \$21.00 per hour! Previn expressed real excitement about the new job and said it was great to work at the casino with the continuous activity, work environment and appreciative of DVOP and WorkSource assistance.

During late fall of 2021, DVOP Nancy received an email referral from the Department of Veterans Affairs (VA) to assist in placing a veteran who had just completed their master's degree in Human Resources (HR). Veteran had been unemployed for about one year and was busy completing education requirements through the VA Chapter 31 program. Their biggest challenges were their lack of HR work experience, at an older age. Nancy provided successful resume, interview, and soft skills assistance as well as co-enrolled in WIOA Adult that facilitated other opportunities and career choices. After applying for several different HR positions, Sea was finally offered a position with the Veteran Benefit Administration as a Veterans Service Representative making \$60k annually. Nancy followed up with Veteran after sixty days and thanked Nancy for her assistance and is happy in their new position.

## Initiatives

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### Training

During this past quarter WorkSource Administrator worked with local board to deliver EO refresher training for all staff at All partners meeting. This is part of a broader approach to utilize lessons learned from Annual Wagner Peyser Self Assessments. Additional training has included how to assist customers requesting language line assistance, accessibility requests, ASL assistance. Also included MSFW and H2A training. This enhancement in training will support both staff's knowledge and improved service delivery.

### Rapid Response

In February we received notice of grocery chain SAARS in Port Angeles would be closing. ESD staff collaborated with Washington State Labor Council, AFL-CIOWA, Union Representative from UFCW21, and WA State Department of Health, Peninsula College Worker Retraining, ESD U/I, and ESD Labor Exchange and WIOA staff from WorkSource Sequim. Overall, 40 impacted staff were served via 2 Rapid Response events in person at the Red Lion in Port Angeles and 1 virtual event.

An additional Rapid Response is being conducted April 22 for TruLife in Poulsbo due to relocation of company. WDC staff are spearheading this event supported by Olympic College Worker Retraining, ESD U/I, WA Department of Health, ESD WIOA staff, One-Stop Operator to provide WorkSource information. This will impact roughly 30 staff, mostly entry level positions. There will be 2 sessions. Additional support will be developed based on results of the Rapid Response.

### **Outreach**

Rhonda Freeland, LEX Team Member, working with Marcia Patty, a Work and Family Life Consultant for the Bangor Fleet & Family Support Spouse Employment Project. Created and facilitates a new WorkSource virtual workshop developed for military spouses and dependents. Designed for military spouses and dependents seeking employment and career resources. The target customer is new and longtime residents in the Kitsap and surrounding area. Messaging helps customers understand that WorkSource (AJCs) are here to assist them with finding employment opportunities, and discuss and overview of WorkSource services, veteran services, transferring certifications and licenses to WA State, labor market information, and an overview of the WA state library system. Supporting Tribal WFD - WorkSource Clallam staff recently supported a veteran's resource fair in Forks WA. Also, Veterans staff participated in Tribal training learning cultural aspects of working with tribal service providers and members. WorkSource Administrator recently meet with Suquamish Tribal Human Services with OWDC Director Bill Dowling. On April 28 Bill, Mike Robinson WorkSource Administrator and Strategies for Success staff Jeff Stauffer will present an outline and demonstration of Strategies for Success to the Human Services staff with the goal of providing the full 6-week workshop, in-person at the Suquamish Tribal Center, providing 16-20 hours of class time to support Tribal TANF customers and any member that wishes to participate. Jeff will also demonstrate and introduce the facilitation to Human Services staff Bridges out of Poverty.

WorkSource Kitsap staff provided 4 days' worth of support for West Sound Tech Center in March "West Sound Tech Works" which helps prepare WST Students for Life After High School. Staff shared Industry expertise to help students navigate life after they graduate West Sound Tech. The goal is to instill career and life readiness skills presented by industry professionals. Topics included writing a resume to job searching and understanding self and how WorkSource can help now and into the future.

Staff also supported WST Career and College fair – WorkSource staff handed out over 150 bags filled with WorkSource resources and information to families and students.

Staff recently collaborated with Kitsap County Sheriff and conducted outreach at Veterans Park, a high visibility area for homelessness. Staff from ESD WIOA and Labor Exchange staff meet with 3 homeless individuals and continue to support. It was a very cold day, and many were focusing on finding heat resources. Staff also provide regularly scheduled dates and times with Kitsap Rescue Mission.

Veterans staff are back to conducting outreach on the Naval Base for transitioning services members.

**LinkedIn Learning** – In August, staff have begun providing LinkedIn Learning as service provided in partnership from LinkedIn and National Association of State Workforce Agencies. LinkedIn Learning provides over 16,000 courses where participants can utilize for developing new hard and soft skills, leverage both LinkedIn and LinkedIn Learning to build their professional brand. Currently 80 out of 150 licenses have been distributed, 2 customers who recently completed various training reported that employers were impressed with the upskill and attributed as reasons for hiring. Also noted is a trend of recruiters who search for candidates on Linked-In focus on the LinkedIn Learning certificates that are visible in the search results. A recent jobseeker noted that the recruiter mentioned this.

**Focus on Equity through Diversity Equity and Inclusion** – ESD leadership within the North Sound Region developed a Regional Strategic Plan which includes Equity Training for all ESD staff at every level. Leadership and staff participate widely in community BIPOC and EI forums to learn best practices and provide awareness of WS services. Currently all ESD staff will have completed Equity Training by the end of May.

**Supporting Staff through Employee Engagement and Work Life Balance** – As of February 2022 WDA1 ESD staff have developed a hybrid schedule that allows staff to work from home 1 day per week. Working in a remote fashion, staff can easily serve customers who are tech savvy enough to have virtual appointments. All staff have the opportunity to work from home to support work life balance. ESD also supported its staff by provided telework stations to keep at home (2 monitors, docking station, keyboard, and mouse.).

**Developed Wellness Ambassador** – Staff partner with safety and Wellness staff to promote Employee Assistance Program and weekly conduct reminders in staff huddles and communication. Each offices Safety Teams are working towards updating all protocols and procedures for safety as both centers are new including many new staff. Also, local management has integrated Employee Engagement into the Wellness Ambassador work. This is staffed by ESD supervisor and will be forming a team of line staff to collaborate on Safety, Wellness, and Employee Engagement.

**Making Technology Work** – Although we are not providing all in person workshops yet, we have developed a process to allow customers to utilize Smart Boards, big screen TV's or laptops to connect to virtual workshops, including jobseekers needing technology to participate in virtual interviewing. The WS Kitsap Staff will be reintroducing some of our Job Seekers modules, Strategies For Success, Surviving Job Loss, Bremerton Goodwill Dress for Success, Orientation to WorkSource Services, Orientation to WIOA (Hybrid). The goal is to bring these and our entire suite of workshops back to in-person. WS Clallam will be aiming for a further date mid-summer as the entire LEX team and 2/3 of the WIOA are new and undergoing training for classroom facilitations. Virtual events will still be utilized.

**Re-opening WorkSource Centers** – both centers are open regular times with doors unlocked. Customers must still check-in through Covid screening kiosk stations and encouraged, however not required to wear masks. All staff wear masks in the presence of customers and in customer facing areas (resource room, classrooms, common areas). Resource room activity is increasing. We are seeing more customers require extra assistance in the resource room to utilize technology. Future addition of an AmeriCorps member TBD. Also, opportunity to collaborate with Statewide Library System to collocate their AmeriCorps Navigators. TBD.

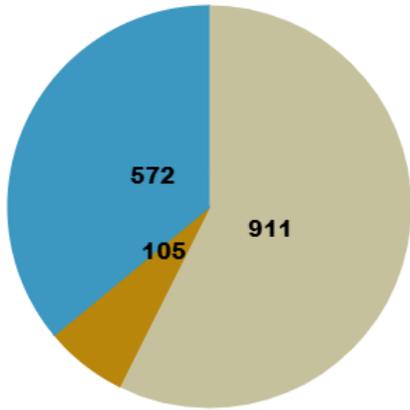
# WorkSource System Performance Dashboard

Single Quarter – PY 2020 Q3 (Jan-Mar 2021)

Single Quarter – PY 2021 Q3 (Jan-Mar 2022)

## Total seekers 1,588

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



## All seekers served

Self-service customers	1,016
Staff-assisted customers	677

Self served only	57.37%	911
Both types of service	6.61%	105
Staff assisted only	36.02%	572

## New to WorkSource?

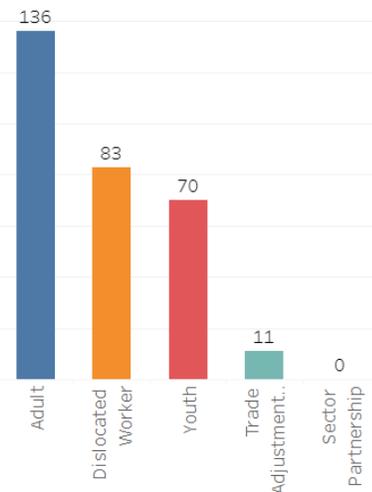
New	33.88%	538
Returning	66.12%	1,050

## WorkSourceWA job applicants

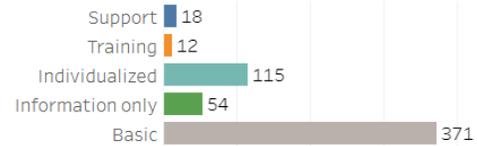
Seekers with job applications	318
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## Seekers served by program enrollment

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

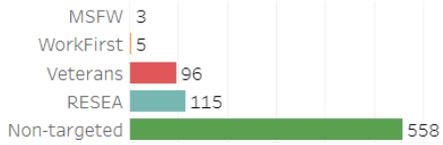


## Staff assisted seekers served by service type\*



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

## Staff assisted seekers by cohort

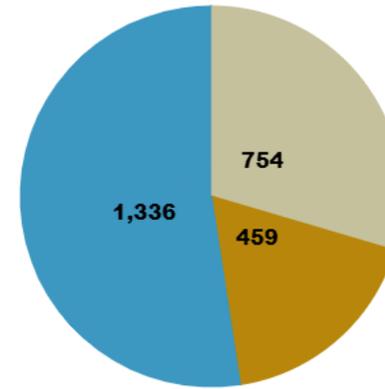


Data last refreshed: 4/18/2022 8:16:09 PM

Employment Security Department is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services for limited English proficient individuals are available free of charge. Washington Relay Service: 711.

## Total seekers 2,549

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



## All seekers served

Self-service customers	1,213
Staff-assisted customers	1,795

Self served only	29.58%	754
Both types of service	18.01%	459
Staff assisted only	52.41%	1,336

## New to WorkSource?

New	42.64%	1,087
Returning	57.36%	1,462

## WorkSourceWA job applicants

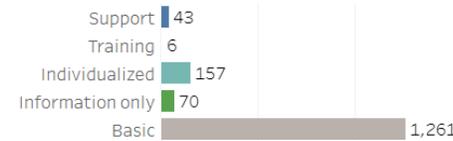
Seekers with job applications	318
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## Seekers served by program enrollment

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

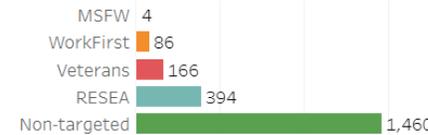


## Staff assisted seekers served by service type\*



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

## Staff assisted seekers by cohort



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# WorkSource Employers Served

Single Quarter – PY 2020 Q3 (Jan-Mar 2021)

Single Quarter – PY 2021 Q3 (Jan-Mar 2022)

## Employers using WorkSource

Employers	301
Job orders	1,567

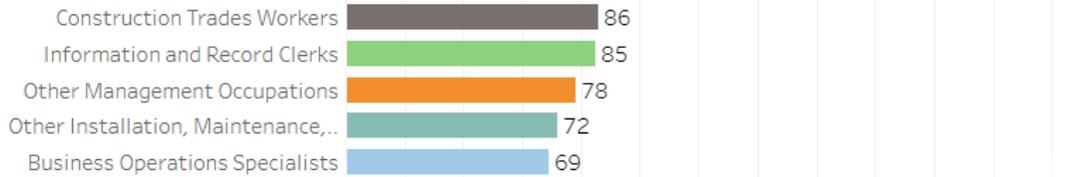
Employers receiving staff-assisted services	160
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## Employers using WorkSource

Employers	295
Job orders	1,998

Employers receiving staff-assisted services	251
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## Top 5 jobs in demand



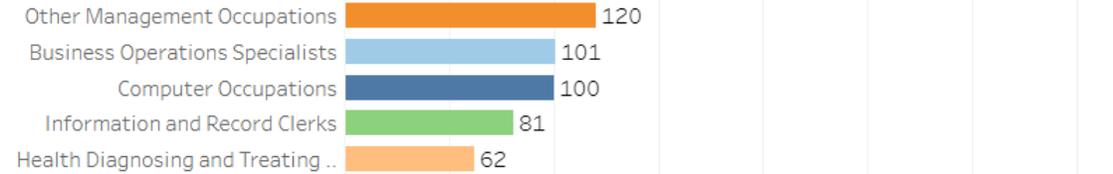
Number of job postings by 3-digit ONET

## Top 5 industry sectors posting jobs



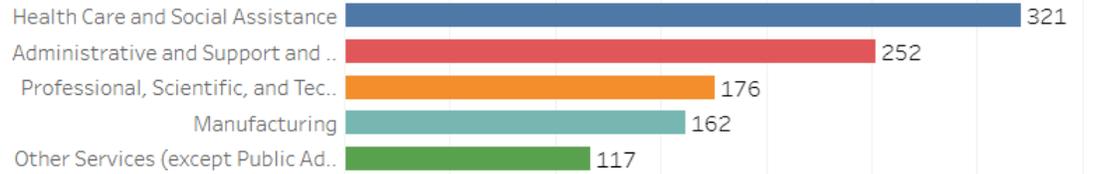
Number of job postings by 2-digit NAICS

## Top 5 jobs in demand



Number of job postings by 3-digit ONET

## Top 5 industry sectors posting jobs



Number of job postings by 2-digit NAICS

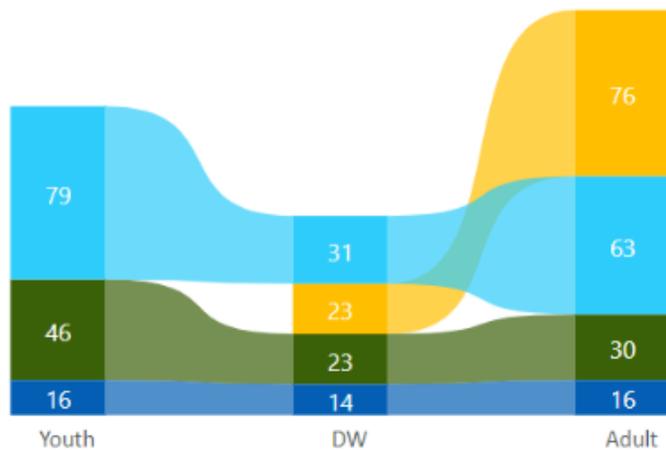
# WIOA Formula Performance Report

04/18/2022

Last Refresh Date

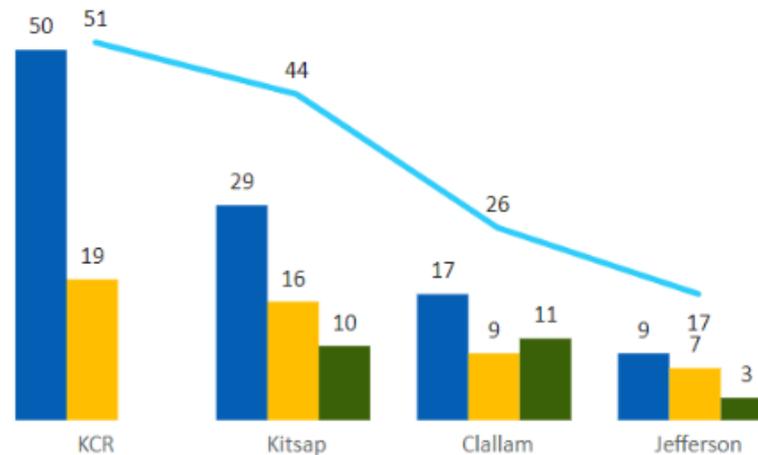
Office	Program	Current	Enrollments	Enroll Targets	Enroll %age	Exits	Exit to Employ	Exit Employ Targets	Exit Employ %age	Self Emp	Self Emp Targets
Kitsap	Youth	69	79	78	101.28%	10	6	6	100.00%		
Clallam	Youth	35	46	45	102.22%	11	8	5	160.00%		
Kitsap	Adult	34	63	46	136.96%	29	24	25	96.00%	2	5
KCR	Adult	26	76	83	91.57%	50	34	21	161.90%	2	5
Kitsap	DW	15	31	52	59.62%	16	14	33	42.42%		6
Clallam	DW	14	23	38	60.53%	9	4	26	15.38%		2
Clallam	Adult	13	30	40	75.00%	17	14	17	82.35%	1	3
Jefferson	Youth	13	16	16	100.00%	3	3	3	100.00%		
Jefferson	Adult	7	16	23	69.57%	9	8	15	53.33%		2
Jefferson	DW	7	14	20	70.00%	7	6	12	50.00%		1
KCR	DW	4	23	31	74.19%	19	17	16	106.25%		5
<b>Total</b>		<b>237</b>	<b>417</b>	<b>472</b>	<b>88.35%</b>	<b>180</b>	<b>138</b>	<b>179</b>	<b>77.09%</b>	<b>5</b>	<b>29</b>

Enrollments



● Clallam ● Jefferson ● KCR ● Kitsap

Exits



● Adult ● DW ● Youth — Exit Emp

\*Update with program expenditures will be made available for review in May 2022..

Olympic Consortium Board Meeting (4th Friday)  
 Exec OWDC Meeting (4th Tuesdays)  
 OWDC Full Meeting (2nd Tuesday)

10 a.m. to 12:00 p.m. Zoom until further notice  
 10 a.m. to 12:00 p.m. Zoom until further notice  
 9:00 a.m. to 1:30 p.m. Zoom from 9 to 11:30 until further notice

# 2022

January						
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30	31					

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June						
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July						
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31						

August						
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September						
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30	31					

November						
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27	28	29	30			

December						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



#### EXECUTIVE COMMITTEE

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

#### COUNCIL MEMBERS

Dr. Kareen Borders, South Kitsap School District  
Nicole Brickman, Human Resources Director  
YMCA Kitsap  
Dr. Marty Cavalluzzi, President Olympic College  
Lisa Donlon, General Manager Windermere  
Commercial  
Gregory Dronkert, CEO/President Pacific Mobility  
Group, Inc.  
Kevin Gallacci, General Manager Clallam Transit  
System  
Nicholas Gianacacos, Program Manager General  
Dynamics NASSCO  
Rusty Grable, Business Rep & Organizer Machinist  
Union District 160  
Michell Graff, Manager Kitsap Community  
Resources  
Neal Holm, Electrician and Membership  
Development IBEW 46  
Ashley Jackson, Data Analysis Specialist Naval  
Base Kitsap  
Peter Johnson, Human Resource Manager  
McKinley Paper Company  
Heidi Lamprecht, Co-Founder Paella House  
Franchisees and Training  
Gina Lindal, Administrator Department of Social  
and Health Services  
Greg Lynch, Superintendent Olympic Educational  
Service District #114  
Colleen McAleer, Executive Director Clallam  
Economic Development Co.  
Snell Morgan, Jamestown S'Klallam Tribe  
Matt Murphy, President/CEO South Kitsap  
Chamber of Commerce  
Gillian Niuman, Human Resources Rep People  
Support Services  
Allison Plute, Human Resources Director  
Jamestown S'Klallam Tribe  
LeAnne Raines, Supervisor Department of  
Vocational Rehabilitation  
Jeff Randal, Secretary, District 1 Jefferson PUD  
Anna Reyes-Potts, General Mgr. & Business  
Development TMF, Inc.  
Dr. Luke Robins, President Peninsula College  
Daniel Stegier, CEO/President Lumber Trades, Inc.

## MEETING AGENDA

DATE: Sept 13, 2022

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: Skookum  
4525 Auto Center Way  
Bremerton, WA

### ACTION ITEMS:

1. Call to Order – 10:00 a.m. and Welcome
2. Approval of Agenda
3. Approval of Meeting Minutes from May 10<sup>th</sup>, 2022, (Att. 3, Pg. 2-4)
4. Approval of 2023 Budget (Att. 4, Pg. 5-8)

### DISCUSSION ITEMS:

5. Workforce Development Board Purpose Presentation (Att. 5, Pg. 9-31)
6. One-Stop Operator – Career Path Services
7. 2023 Meeting Alignment (Att. 7, Pg. 32)
  - a. Poll 2<sup>nd</sup> Tuesday or Thursday Bi-Monthly
  - b. Joint meeting with OCB twice a year?
  - c. November OWDC meeting date – November 17<sup>th</sup>

### LUNCH BREAK

### COMMITTEE DEBRIEF:

8. Executive Committee minutes (Att. 8, Pg. 33-35)
9. Business and Economic Development Packet (Att. 9, Pg. 36-40)
10. Operations Packet (Att. 10, Pg. 41-60)
11. Youth Packet (Att. 11, Pg. 61-67)
12. 2022 Calendar (Att. 12, Pg. 68)
13. Adjourn

Next Meeting: Tentatively November 17<sup>th</sup>, 2022

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)  
MINUTES  
May 10, 2022**

**1. CALL TO ORDER**

The Olympic Workforce Development Council (OWDC) meeting was held in person May 10<sup>th</sup>, 2022. Marilyn Hoppen, Chair, called the meeting to order at 10:08 a.m.

**2. APPROVAL OF AGENDA**

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

**3. MINUTES February 8, 2022**

Motion: Rusty Gable moved to approve the minutes as presented. Jessica Barr seconded the motion. Motion carried unanimously.

**DISCUSSION ITEMS**

- 4. Ice Breaker**; Bill Dowling, OWDC Director  
**5. Second Chance Presentation, WorkSource**

Rhonda Freeland discussed the services available to ex-offenders or persons with criminal backgrounds, and incentives for potential employers

- Job readiness, re-entry workshops, resumes, and goal setting
- Referral services
- Incentives for employers
  - Washington State Bonding Program - \$25,000 bond for eligible high-risk employees for 1<sup>st</sup> 6 months of employment, can be extended for up to 12 months.
  - Federal Work Opportunity Credit – Federal tax credit up to \$9000, 14 target groups, includes persons with disabilities
- 2018 RCW Chapter 49.94 – Washington Fair Chance Act for job applicants with criminal records

**6. OWDC Director Report**

Bill Dowling, OWDC

- WIOA budget cuts 8% – 9% FY23. Negotiating with state on what that looks like
- Additional funds may be available, will require flexibility
- Survey sent out, low participation only 4 respondents
- Revitalizing the board
- Creating an action plan with board member participation
- Looking for consultants to aid in process

## 7. One-Stop Operator RFP and Certification

Alissa Durkin, OWDC

- Working with the Kitsap County Purchasing Department
- RFP process opened May 9
- Award amount \$120,000, 1-year term may be extended for an additional 3 years
- May 24th, bidder's conference via Zoom
- June 27th deadline for proposal submissions
- OWDC members will review proposals; 4 – 6 members needed
  - Volunteers: Brian Kneidl, Deborah Welsh, Nicole Brinkman, and Mike Robinson\*
- Presentation to commissioners and accepted proposal notified August 1<sup>st</sup>
- Kitsap County will manage the One Stop position for better alignment of business services
- WIOA sites need to recertify every 3 years, onsite visits currently in progress
  - WorkSource Clallam and Kitsap
  - Affiliate Sites – Kitsap Community Resources

## 8. 2022 Board Discussion

Bill Dowling, shared survey questions, goals of the survey to drive conversations increase resources, and increase engagement with unions, and other partners. Workforce planning engagement, and possibly creating a board boot camp to cover

Brian Kneidl asked that more clarification be provided on development councils to increase collaborative actions.

Jeff Allen, suggested looking at ways to be more youth centric, extending activities to the classroom, and providing more support to both remote and rural communities

Jessica Barr, suggested the board learn to use data more e.g. L & I data, for informed decision making

Marilyn Hoppen asked that the board survey be resent, with a 1 week return deadline

## 9. National Association of Workforce Boards April Conference

Bill Dowling, OWDC

- Rejoined NAWB, connecting with other service providers, increased opportunities for marketing, brand association, and lobbying for additional resources
- Bill presented on the need for more business involvement, targeting living wage, educational and training opportunities
- Alissa attended EDI sessions, discussion focused on improved services to persons with barriers, equity in program delivery, social issues, technological trends, workforce landscape, creating more inclusivity, aligning systems with schools to better prepare students beginning in middle school, and working with career advisors, mentors to increase career exposure and workforce trends

## COMMITTEE DEBRIEF

- 10. Executive Committee Minutes (Att. 10):** reviewed
- 11. Economic Development and Business Committee Report (Att. 12):** Quorum not met  
Chris Abplanalp gave update
- Discussion on hiring events and participant attendance, reaching potential through community events, new transit service expansion and rider program, and new instructional certificates and degree programs.
- 12. Youth Committee Report (Att. 14):**  
Jeff Allen gave update
- Building partnerships with Squamish Tribe
  - Partnering with Silverdale Chamber of Commerce with resources for success towards completion of post-secondary education
  - Would like to establish *Strategies for Success* for use at the middle school level using existing program model
  - Olympic ESD intermediate grant funded the purchase of a food truck for Chimacum High School culinary arts program providing services during school lunches and community events in Jefferson County
  - WIOA Reauthorization Act, significant changes coming for youth programs statewide
- 13. Operations Committee Report (Att. 11):** Quorum not met  
Jessica Barr gave update
- DVR update – moved from Silverdale location to Bremerton, address: 4710 Auto Center Blvd. Lobby is not yet open due to construction. Operating a hybrid model serving customers both in-person and virtually. Identified need for significant digital literacy support for customers
  - DSHS – returned to in person meetings in February
  - KCR – significant OJT success, hiring program manager
  - Rapid Response, held 2 in person events, 1 virtual for impacted SAAR'S and Truelife employees, with some placements
  - Year over year large shift from job seekers being self-served to assisted
- 14. 2022 Calendar (Att.14, p. 30)**
- 15. Good of the Order and Adjourn**

## NEXT MEETING

The next council meeting is scheduled for September 13, 2022

## ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 12:46 p.m.



## 2023 Olympic Consortium Budget Summary

- The 2023 Olympic Consortium budget is composed of three programs in the Kitsap County Budget: 19131 WIOA Admin, 19132 WIOA Direct Program Services, and 1921 Non-WIOA Revenue and Expenditures.
- Compared to the 2022 budget, the Olympic Consortium experienced a 9 % reduction in federal WIOA funding.

### 19131 WIOA Admin

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

### 19132 WIOA Direct Program

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

### 1921 Non-WIOA State Economic Security for All

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

## 1921 Employment &amp; Training - 2023 County Budget

Account Title	Account #	2023 Request	2022 Request	2021 Request	2021 Actual	2020 Actual
Miscellaneous revenue	3690.9	\$ 436,241.00	\$ -	\$ -	-	-
		\$ -	\$ -	\$ -	-	-
<b>Revenue total</b>		<b>\$ 436,241.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Regular Salaries	5101	\$ 29,589.00	\$ -	\$ -	-	-
Longevity Pay	5103	\$ 141.00	\$ -	\$ -	-	-
Industrial Insurance	5201	\$ 273.00	\$ -	\$ -	-	-
Social Security	5202	\$ 2,274.00	\$ -	\$ -	-	-
PERS Retirement	5203	\$ 3,047.00	\$ -	\$ -	-	-
WA State Family Leave	5209	\$ 43.00	\$ -	\$ -	-	-
Benefit Bucket	5229	\$ 4,521.00	\$ -	\$ -	-	-
<b>Salaries and Benefits total</b>		<b>\$ 39,888.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Office Supplies	5311	\$ 100.00	\$ -	\$ -	-	-
Small Computer Equipment	5353	\$ -	\$ -	\$ -	-	-
<b>Supplies total</b>		<b>\$ 100.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Management Consulting	5415	\$ -	\$ -	\$ -	-	-
Other Prof Services	5419	\$ -	\$ -	\$ -	-	-
Telephone	5421	\$ -	\$ -	\$ -	-	-
Mileage	5431	\$ 125.00	\$ -	\$ -	-	-
Travel	5432	\$ -	\$ -	\$ -	-	-
Advertising	5441	\$ -	\$ -	\$ -	-	-
Operating Rentals	5451	\$ -	\$ -	\$ -	-	-
Electricity	5474	\$ -	\$ -	\$ -	-	-
Dues/Subscriptions	5492	\$ -	\$ -	\$ -	-	-
Registration & Tuition	5497	\$ -	\$ -	\$ -	-	-
Other Miscellaneous	5499	\$ -	\$ -	\$ -	-	-
<b>Services total</b>		<b>\$ 125.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Misc Intergovernment	5519	\$ 371,290.00	\$ -	\$ -	-	-
I/G Pymts Fed, State, Local	5520	\$ -	\$ -	\$ -	-	-
<b>Intergovernmental total</b>		<b>\$ 371,290.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
I/F IS Service Charges	5912	\$ -	\$ -	\$ -	-	-
I/F IS Projects	5922	\$ -	\$ -	\$ -	-	-
<b>Interfund total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
IS Computer Fleet	6971.5164	\$ -	\$ -	\$ -	-	-
		\$ -	\$ -	\$ -	-	-
<b>Operating Transfers total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expense total</b>		<b>\$ 411,403.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Variance</b>		<b>\$ 24,838.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## 19131 WIA Admin - 2023 County Budget

Account Title	Account #	2023 Request	2022 Request	2021 Request	2021 Actual	2020 Actual
WIOA Adult	3330.17258	\$ 687,167.00	\$ 810,000.00	\$ 963,485.00	662,540.44	780,721.71
WIOA Youth	3330.17259	\$ 691,315.00	\$ 1,160,000.00	\$ 966,180.00	933,262.98	813,092.03
WIOA National Emerg Grant	3330.17277	\$ -	\$ -	\$ 676,500.00	374,203.63	-
WIOA Dislocated Worker	3330.17278	\$ 630,876.00	\$ 765,000.00	\$ 1,004,777.00	492,261.34	712,974.88
WIOA EcSA	3330.17259	\$ 238,296.00				
WIOA ACP	3330.1744	\$ 223,262.00	\$ 305,000.00	\$ 316,378.00	241,640.44	238,855.91
GA & O Transfer In (IS charges)	4970.9701	\$ -	\$ 45,635.00	\$ 68,313.00	68,313.00	75,562.00
<b>Revenue total</b>		<b>\$ 2,470,916.00</b>	<b>\$ 3,085,635.00</b>	<b>\$ 3,995,633.00</b>	<b>\$ 2,772,221.83</b>	<b>\$ 2,621,206.53</b>
Beginning Fund Balance	3081	\$ -	\$ -	\$ -		
<b>Budget total</b>		<b>\$ 2,470,916.00</b>	<b>\$ 3,085,635.00</b>	<b>\$ 3,995,633.00</b>	<b>\$ 2,772,221.83</b>	<b>\$ 2,621,206.53</b>
Regular Salaries	5101	\$ 157,922.00	\$ 155,552.00	\$ 143,430.00	115,627.93	126,947.17
Overtime Pay	5102	\$ -	\$ -	\$ -	2,146.07	701.21
Longevity Pay	5103	\$ 1,103.00	\$ 1,159.00	\$ 922.00	1,049.01	903.68
Annual Leave Payout	5106	\$ -	\$ -	\$ -	6,499.21	-
Out of Class Pay	5110	\$ -	\$ -	\$ -	420.05	-
Industrial Insurance	5201	\$ 1,547.00	\$ 1,638.00	\$ 1,461.00	1,070.38	1,193.79
Social Security	5202	\$ 12,166.00	\$ 11,988.00	\$ 11,043.00	9,296.10	9,434.57
PERS Retirement	5203	\$ 16,300.00	\$ 16,063.00	\$ 17,172.00	13,936.94	16,555.26
WA State Family Leave	5209	\$ 231.00	\$ 228.00	\$ 210.00	213.39	206.53
Deferred Compensation	5224	\$ -	\$ -	\$ -	-	670.75
Benefit Bucket	5229	\$ 25,619.00	\$ 26,082.00	\$ 24,433.00	24,082.06	21,255.60
<b>Salaries and Benefits total</b>		<b>\$ 214,888.00</b>	<b>\$ 212,710.00</b>	<b>\$ 198,671.00</b>	<b>\$ 174,341.14</b>	<b>\$ 177,868.56</b>
Office Supplies	5311	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	668.22	5,490.49
Small Tools	5351	\$ -	\$ -	\$ -	-	-
Computer Software	5352	\$ 500.00	\$ 500.00	\$ 500.00	-	95.45
Small Computer Equipment	5353	\$ 1,000.00	\$ 1,000.00	\$ 1,100.00	-	108.99
Trackable Tools	5357	\$ -	\$ -	\$ -	1,778.74	-
<b>Supplies total</b>		<b>\$ 2,500.00</b>	<b>\$ 3,000.00</b>	<b>\$ 3,100.00</b>	<b>\$ 2,446.96</b>	<b>\$ 5,694.93</b>
Other Prof Services	5419	\$ -	\$ -	\$ -	-	-
Telephone	5421	\$ -	\$ -	\$ 1,000.00	-	-
Postage	5425	\$ 100.00	\$ 100.00	\$ 100.00	29.58	33.70
Mileage	5431	\$ 4,000.00	\$ 3,000.00	\$ 3,000.00	189.11	729.76
Travel	5432	\$ 7,000.00	\$ 5,000.00	\$ 5,000.00	3,489.04	34.40
Per Diem	5433	\$ 3,000.00	\$ 1,000.00	\$ 1,000.00	-	-
Non-Employee Mileage	5438	\$ 1,000.00	\$ 500.00	\$ 500.00	-	-
Non-Employee Travel	5439	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	-	-
Advertising	5441	\$ 500.00	\$ 500.00	\$ 600.00	935.95	-
Operating Rentals	5451	\$ 500.00	\$ 500.00	\$ 1,000.00	2,471.68	1,481.73
Court Costs	5491	\$ -	\$ -	\$ -	-	195.00
Dues/Subscriptions	5492	\$ 12,500.00	\$ 4,000.00	\$ 12,000.00	4,946.57	13,641.95
Registration & Tuition	5497	\$ 9,000.00	\$ 4,000.00	\$ 6,000.00	11,876.97	200.00
Other Miscellaneous	5499	\$ 8,224.00	\$ 8,224.00	\$ 19,349.00	1,076.40	1,196.00
<b>Services total</b>		<b>\$ 47,824.00</b>	<b>\$ 27,824.00</b>	<b>\$ 50,549.00</b>	<b>\$ 25,015.30</b>	<b>\$ 17,512.54</b>
I/F IS Service Charges	5912	\$ 35,000.00	\$ 31,944.00	\$ 13,686.00	13,686.00	10,775.04
I/F IS Prog Maint	5913	\$ 12,500.00	\$ 11,362.00	\$ 5,991.00	5,991.00	4,959.00
I/F IS Projects	5922	\$ 3,995.00	\$ 3,632.00	\$ 1,442.00	1,442.04	687.96
I/F Insurance Services	5961	\$ 3,800.00	\$ 3,470.00	\$ 1,930.00	1,930.00	2,093.88
Indirect Cost Allocation	5996	\$ 44,500.00	\$ 40,471.00	\$ 85,101.00	85,101.00	94,826.00
<b>Interfund total</b>		<b>\$ 99,795.00</b>	<b>\$ 90,879.00</b>	<b>\$ 108,150.00</b>	<b>\$ 108,150.04</b>	<b>\$ 113,341.88</b>
IS Computer Fleet	6971.5164	\$ -	\$ -	\$ -	-	-
<b>Operating Transfers total</b>		<b>\$ -</b>				
<b>Expense total</b>		<b>\$ 365,007.00</b>	<b>\$ 334,413.00</b>	<b>\$ 360,470.00</b>	<b>\$ 309,953.44</b>	<b>\$ 314,417.91</b>
Ending Fund Balance	5081	\$ -	\$ -	\$ -		
<b>Budget total</b>		<b>\$ 365,007.00</b>	<b>\$ 334,413.00</b>	<b>\$ 360,470.00</b>	<b>\$ 309,953.44</b>	<b>\$ 314,417.91</b>
<b>Variance</b>		<b>\$ 2,105,909.00</b>	<b>\$ 2,751,222.00</b>	<b>\$ 3,635,163.00</b>	<b>\$ 2,462,268.39</b>	<b>\$ 2,306,788.62</b>
		\$ -	\$ (21,219.00)	\$ -	\$ -	\$ -

## 19132 WIOA Direct Program - 2023 County Budget

Account Title	Account #	2023 Request	2022 Request	2021 Request	2021 Actual	2020 Actual
Miscellaneous revenue	3690.9	\$ -	\$ -	\$ -	-	-
<b>Revenue total</b>		<b>\$ -</b>				
Regular Salaries	5101	\$ 193,121.00	\$ 187,219.00	\$ 170,404.00	152,311.08	154,132.46
Longevity Pay	5103	\$ 986.00	\$ 875.00	\$ 530.00	680.99	523.30
Annual Leave Payout	5106	\$ -	\$ -	\$ -	5,709.91	-
Out of Class Pay	5110	\$ -	\$ -	\$ -	980.15	-
Industrial Insurance	5201	\$ 1,820.00	\$ 2,002.00	\$ 1,786.00	1,495.06	1,617.20
Social Security	5202	\$ 14,849.00	\$ 14,389.00	\$ 13,076.00	11,724.45	11,293.16
PERS Retirement	5203	\$ 19,896.00	\$ 19,280.00	\$ 20,334.00	18,088.55	19,945.85
WA State Family Leave	5209	\$ 283.00	\$ 275.00	\$ 250.00	253.78	226.20
Deferred Compensation	5224	\$ -	\$ -	\$ -	-	739.98
Benefit Bucket	5229	\$ 30,140.00	\$ 31,878.00	\$ 29,863.00	24,271.56	27,125.13
<b>Salaries and Benefits total</b>		<b>\$ 261,095.00</b>	<b>\$ 255,918.00</b>	<b>\$ 236,243.00</b>	<b>\$ 215,515.53</b>	<b>\$ 215,603.28</b>
Office Supplies	5311	\$ 500.00	\$ 1,000.00	\$ 500.00	-	-
Small Computer Equipment	5353	\$ -	\$ -	\$ -	-	-
<b>Supplies total</b>		<b>\$ 500.00</b>	<b>\$ 1,000.00</b>	<b>\$ 500.00</b>	<b>\$ -</b>	<b>\$ -</b>
Management Consulting	5415	\$ 304,736.00	\$ 380,000.00	\$ 429,151.00	313,937.41	404,191.52
Other Prof Services	5419	\$ -	\$ -	\$ 44,840.00	(385.97)	4,100.00
Telephone	5421	\$ -	\$ -	\$ 800.00	-	-
Mileage	5431	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	154.56	164.74
Travel	5432	\$ 1,000.00	\$ 100.00	\$ 100.00	-	-
Advertising	5441	\$ 300.00	\$ 300.00	\$ 300.00	-	229.81
Operating Rentals	5451	\$ 21,600.00	\$ -	\$ 200,000.00	21,600.00	52,090.96
Electricity	5474	\$ 4,200.00	\$ -	\$ 5,000.00	4,375.43	4,468.70
Dues/Subscriptions	5492	\$ 500.00	\$ 500.00	\$ 500.00	418.56	-
Registration & Tuition	5497	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	-	195.00
Other Miscellaneous	5499	\$ 6,000.00	\$ 7,623.00	\$ 1,000.00	23.00	941.76
<b>Services total</b>		<b>\$ 342,336.00</b>	<b>\$ 390,523.00</b>	<b>\$ 683,691.00</b>	<b>\$ 340,122.99</b>	<b>\$ 466,382.49</b>
Misc Intergovernment	5519	\$ 1,501,978.00	\$ 2,125,000.00	\$ 2,714,729.00	1,906,629.87	1,624,802.85
I/G Pymts Fed, State, Local	5520	\$ -	\$ -	\$ -	-	-
<b>Intergovernmental total</b>		<b>\$ 1,501,978.00</b>	<b>\$ 2,125,000.00</b>	<b>\$ 2,714,729.00</b>	<b>\$ 1,906,629.87</b>	<b>\$ 1,624,802.85</b>
I/F IS Service Charges	5912	\$ -	\$ -	\$ -	-	-
I/F IS Projects	5922	\$ -	\$ -	\$ -	-	-
<b>Interfund total</b>		<b>\$ -</b>				
IS Computer Fleet	6971.5164	\$ -	\$ -	\$ -	-	-
<b>Operating Transfers total</b>		<b>\$ -</b>				
<b>Expense total</b>		<b>\$ 2,105,909.00</b>	<b>\$ 2,772,441.00</b>	<b>\$ 3,635,163.00</b>	<b>\$ 2,462,268.39</b>	<b>\$ 2,306,788.62</b>
<b>Variance</b>		<b>\$ (2,105,909.00)</b>	<b>\$ (2,772,441.00)</b>	<b>\$ (3,635,163.00)</b>	<b>\$ (2,462,268.39)</b>	<b>\$ (2,306,788.62)</b>



**Olympic**  
WORKFORCE DEVELOPMENT COUNCIL  
SERVING CLALLAM, JEFFERSON, & KITSAP COUNTIES

BOARD TRAINING  
SEPTEMBER 13<sup>TH</sup>, 2022

1

## TODAY'S FACILITATORS

Olympic Workforce Development Team



Alissa Durkin  
Program Supervisor

Bill Dowling  
Director

Luci Bench  
Program Analyst

2

## OBJECTIVES



- ▶ Support OWDC Board Members in building knowledge and capacity around Workforce Innovation and Opportunity Act (WIOA) governance roles and responsibilities for state and local boards, board staff, chief elected officials, and state workforce agency staff.
- ▶ Identify any training topics of interest, including challenges, areas of concern, and opportunities for future training topics.

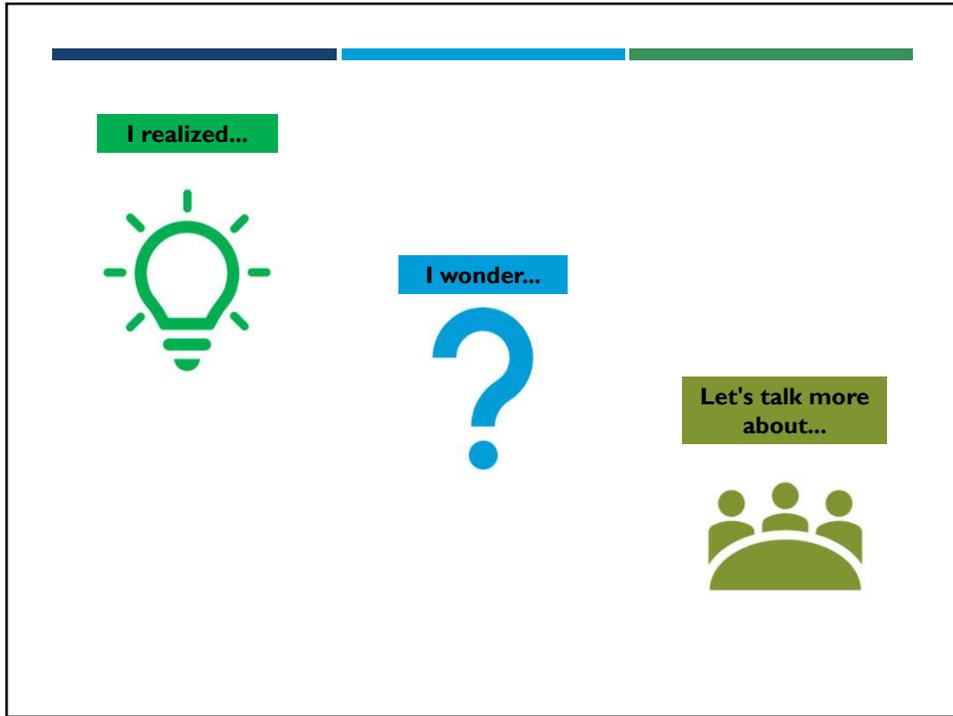
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## AGENDA

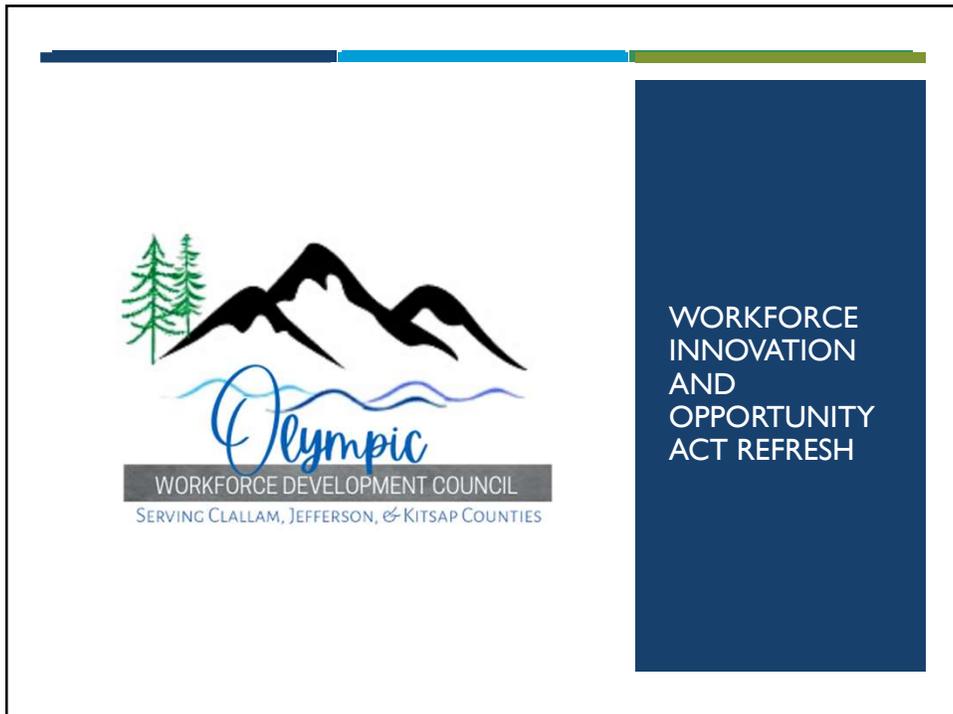


1. WIOA Refresh
2. System Stakeholders' Roles and Responsibilities
  - USDOL
  - Governor Inslee
  - Washington Training and Education Board
  - Employment Security Department
  - Chief Elected Officials
  - Local Workforce Development Boards
3. Role of Staff to the Board - State and Local
4. Wrap Up and Next Steps

4



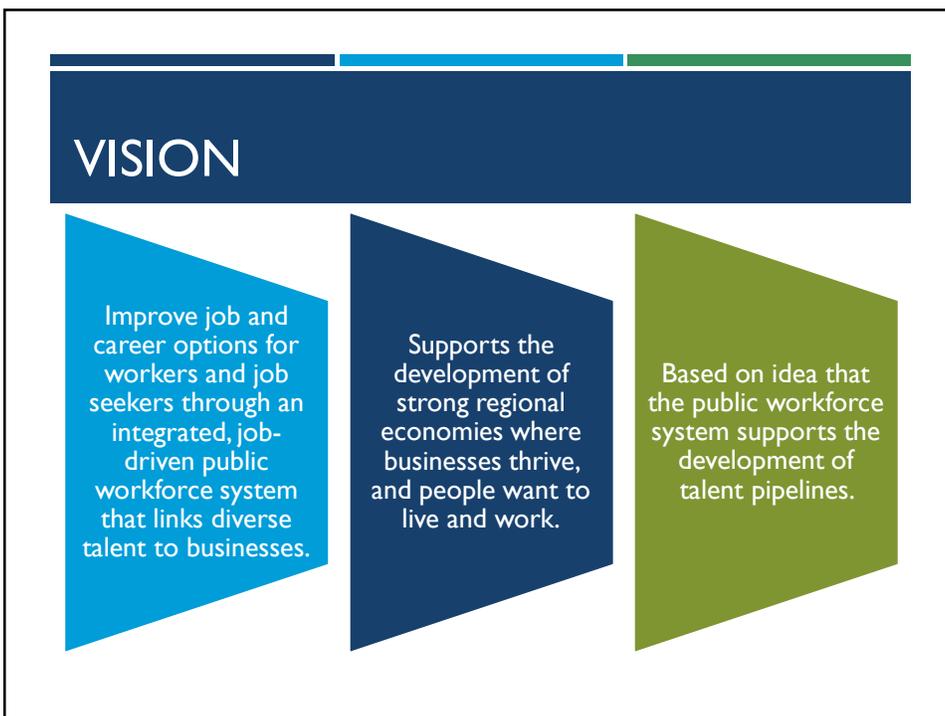
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8

## GUIDING PRINCIPLES

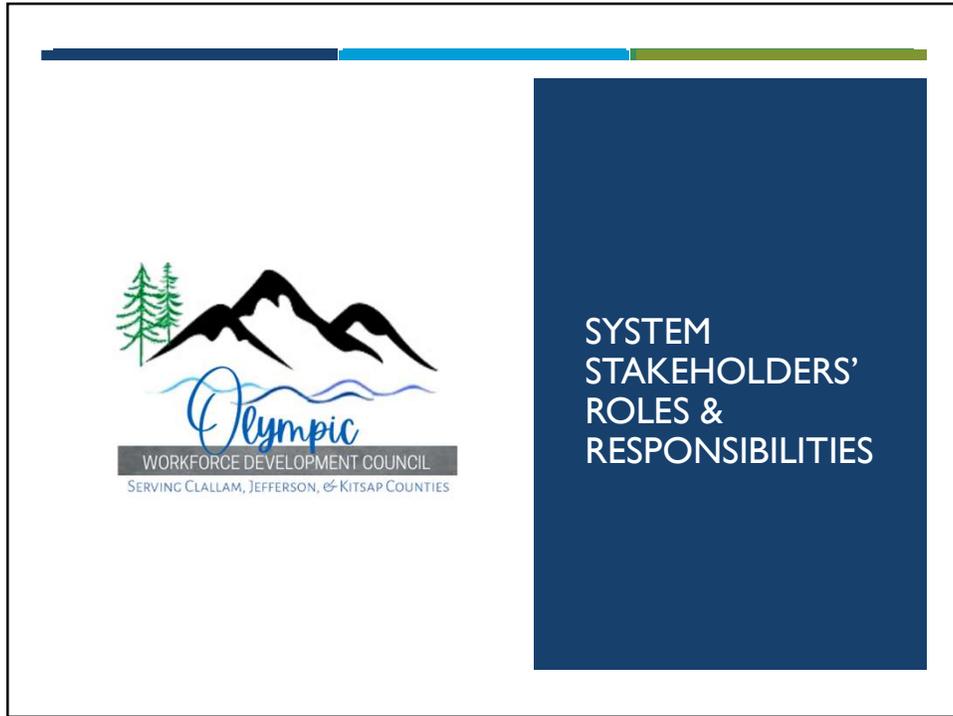
- ▶ Integrated Service Delivery
- ▶ Strategic Planning
- ▶ Regional Economic Development
- ▶ High Quality Services
- ▶ Accountability & Transparency

9

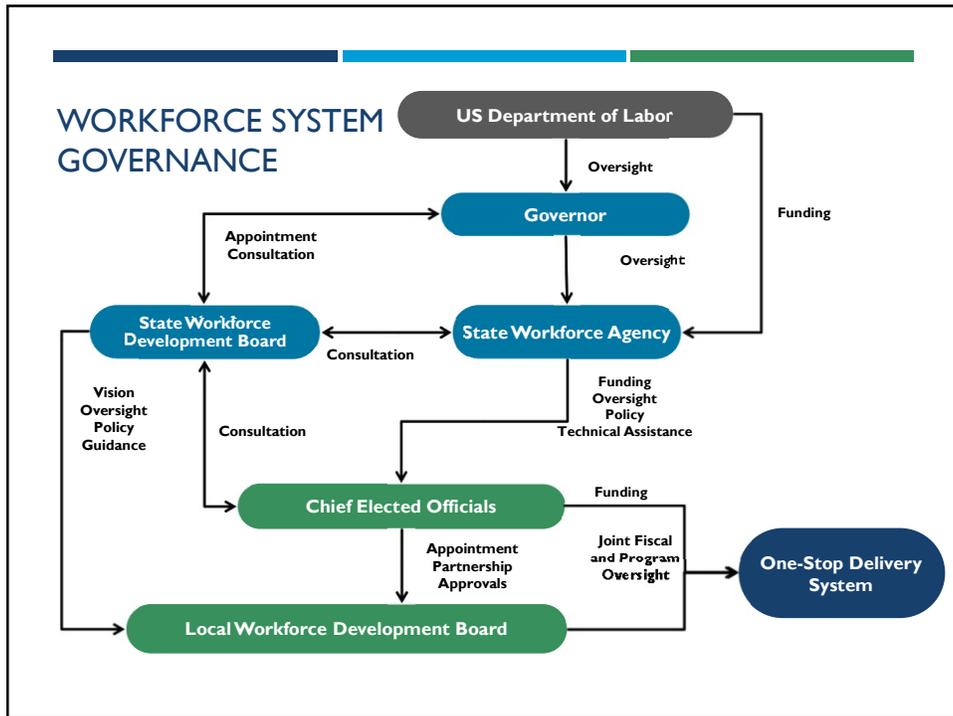
## HALLMARKS OF EXCELLENCE

01	Business and job seekers drive workforce solutions	💡
02	Excellent customer service and focus on continuous improvement	👥➔
03	Strong regional economies and active in community and workforce development	🌐

10



11



12

## GOVERNANCE

### ▶ U.S. Department of Labor (DOL)

- Policy development, funding, monitoring, training, and technical assistance
- Provide waivers

### ▶ Governor Inslee

- Designates a state workforce agency to receive and administer the funding on their behalf
  - Employment Security Department
- Appoints members to the state workforce development board following criteria outlined in the law
  - Washington Training and Education Coordinating Board

### ▶ State Workforce Development Board: Washington Training and Education Coordinating Board

- Oversees implementation and continuous improvement of the state's workforce system
- Convene state, regional, and local partners to
  - Enhance capacity of the system
  - Align and improve outcomes
  - Promote economic growth
  - Engage businesses and other stakeholders
  - Support achievement of the state's vision and goals

13

## FUNCTIONS OF STATE WORKFORCE DEVELOPMENT BOARD (20 CFR 679.130)

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>▶ Develop, modify, update, and implement           <ul style="list-style-type: none"> <li>• State Plan</li> <li>• Annual reports</li> <li>• Formula fund allocation and distribution</li> <li>• Assess core program effectiveness through state performance accountability measures</li> <li>• Labor Market Information</li> <li>• Best practices</li> </ul> </li> <li>▶ Development and review of statewide policies           <ul style="list-style-type: none"> <li>• Affecting coordinated service provision through one-stop delivery system</li> <li>• To promote statewide objectives and enhance performance of workforce development system</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>▶ Technology Strategies           <ul style="list-style-type: none"> <li>• Improvements to facilitate access to and improve quality of services and activities provided through one-stop delivery system</li> <li>• Strategies to align technology and data systems across one-stop partner programs</li> </ul> </li> <li>▶ Implementation and development of the workforce development system</li> </ul> |
|--|--|

14

## WIOA STATE PLAN

- ▶ Opportunity to describe the workforce development system you truly want, and to explain how the state will use WIOA to achieve that vision
- ▶ Not limited to federal programs under WIOA's four titles or to minimum federal requirements
- ▶ Not just a compliance document – should serve as a playbook for effective strategies to help businesses and workers succeed
- ▶ Planning is coordinated at a minimum across the core programs to reflect integrated priorities/strategies:
  - WIOA Adult, Dislocated Worker, and Youth (Title I)
  - Adult Education (Title II)
  - Wagner-Peyser (Title III)
  - Vocational Rehabilitation (Title IV)

15

## WASHINGTON EMPLOYMENT SECURITY DEPARTMENT

Administer funding on behalf of Governor which includes-

- ▶ Grants local WIOA funding to chief elected officials (or the designated subrecipient)
- ▶ Financial accountability, compliance, and oversight of funds
  - Includes program monitoring
- ▶ Provides subject matter expertise to the state board along with other key state partner agencies
- ▶ Develops policy and guidance for the local system
  - In alignment with state board decisions
  - In response to requirements in the law and regulations
  - To clarify federal guidance and how it applies for Washington
  - To inform the local system
- ▶ Provides technical assistance and training to support effective implementation
- ▶ Partner agency relationship development

16

## ROLES OF THE CHIEF ELECTED OFFICIALS

Appointment/  
Selection

Review and  
Approve

High-Level  
Oversight

Strategic  
Planning

17

## KEY TASKS

### Appointment/Selection

- ▶ Select the chief elected official for local area
- ▶ Appoint members to the local workforce development board
- ▶ Create initial bylaws for local workforce development board
- ▶ May select a grant sub-recipient or fiscal agent

### Review & Approval

- ▶ Local board budget
  - One-Stop Operating Budget
- ▶ Memorandum of Understanding (MOU)
- ▶ Infrastructure Funding Agreement (IFA)
- ▶ One-Stop Operator and/or
  - Adult, Dislocated Worker, Youth, other grants

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## KEY HIGH-LEVEL OVERSIGHT TASKS

- ▶ Enter into a written agreement outlining how financial liability will be shared (multi-jurisdictional area).
- ▶ With local board, ensure proper use of funds as well as ensure investment of funds to maximize performance outcomes.
- ▶ With local board, conduct oversight of adult, dislocated worker, and youth activities and entire one-stop delivery system in the local area.



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## BY DESIGNATING A SUBRECIPIENT OR FISCAL AGENT...

The chief elected official ensures the entity has reliable internal controls and the ability to perform role.

The chief elected official ensures the designated entity has clearly defined roles and responsibilities.

The designated subrecipient / fiscal agent disburses funds at direction of local workforce development board.

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**ADDITIONAL NOTE**



- ▶ The designated grant sub recipient/ fiscal agent does not have decision making authority for Workforce Innovation and Opportunity Act funds other than what is given by the local workforce development board.
- ▶ Should an entity not be designated, the chief elected official's unit of government shall fulfill the role.
- ▶ Designation of a sub-recipient/ fiscal agent does not relieve the chief elected officials of liability for the misuse of grant funds.

21

**I realized...**



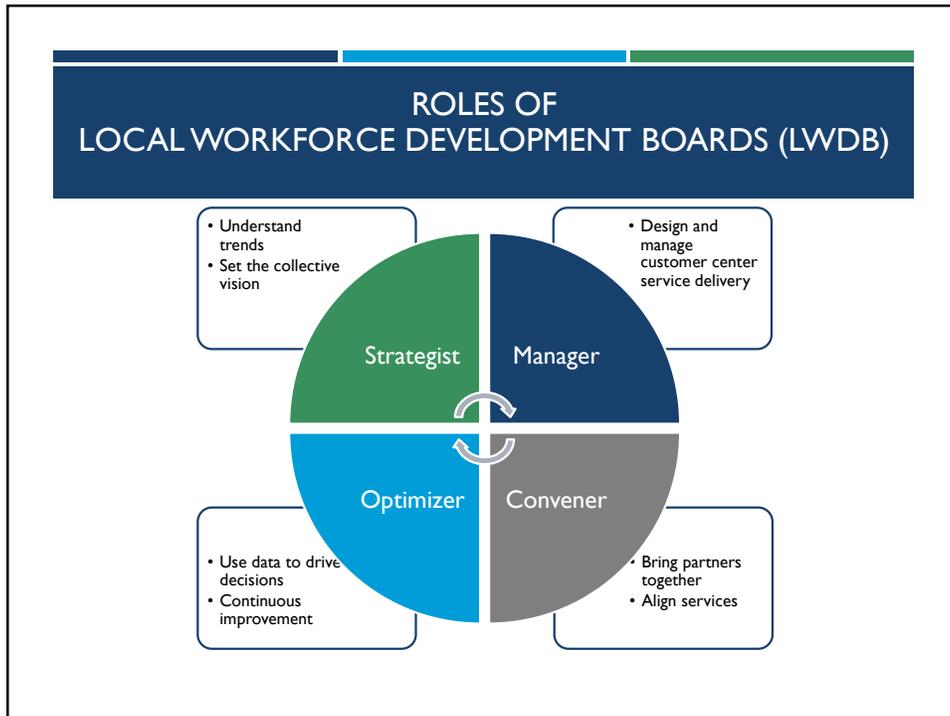
**I wonder...**



**Let's talk more about...**



22

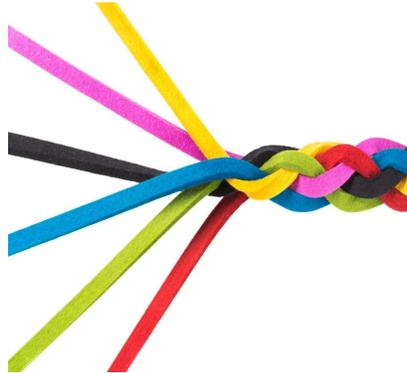


23



24

## CONDUCT OVERSIGHT OF THE SYSTEM & TITLE I PROGRAMS



Local board, along with the chief elected official, is tasked with providing oversight of the entire one-stop delivery system and adult, dislocated worker, and youth programs in the local area.

25

## WHAT DOES OVERSIGHT LOOK LIKE

### Program

- ▶ Negotiate performance standards
- ▶ Select one-stop operator and service providers and hold them accountable
- ▶ Determine the mix of adult and dislocated worker services to provide
- ▶ Set policy as required through law, regulations, and state guidance

### Fiscal

- ▶ Ensure funds are spent in accordance with all applicable laws, regulations, policies, guidance, etc.
- ▶ Develop and approve a budget based on the needs of the local area
  - Review financial reports regularly
- ▶ Monitor contracts and other subawards
- ▶ Set fiscal policy and procedure and ensure it is followed

26

## MANAGE THE FUNDS: TYPES OF FUNDS

### Formula types of funding:

Adult

Dislocated Worker

Youth

### ▶ Other funding

- Rapid Response
- National Dislocated Worker Grant
- Statewide Activities
- Competitive grants and philanthropic awards

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## MANAGE THE FUNDS

### Develop a Budget

- ▶ Budget must be based on needs of customers in the local area
- ▶ Consistent with the local plan
- ▶ Approve the budget.

### Contracts for Services

- ▶ One-stop operator
- ▶ Service providers: Adult, Dislocated Worker, and Youth
- ▶ May have a subrecipient agreement which clearly identifies roles of the subrecipient/ fiscal agent
- ▶ May have an agreement with employer of record for local board staff
- ▶ Other contracts or agreements based on identified needs

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## BOARDS AS CONVENERS: BRING PARTNERS TOGETHER & ALIGN SERVICES



- ▶ Develop a shared vision among local partners in alignment with state vision
  - Local Plan
  - Memorandum of understanding
  - Non-Mandatory Partners

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## LOCAL PLAN

- ▶ Every four years the board in partnership with the chief elected official, must develop a local plan which outlines how the board will develop, align, and integrate service delivery strategies across programs
- ▶ Aligns to the local budget and the state plan

## MEMORANDUM OF UNDERSTANDING

- ▶ The agreement which outlines the operation of the one-stop delivery system and identifies the role each partner will play.

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## INFRASTRUCTURE FUNDING AGREEMENT

- ▶ Financial plan to fund the services and operating costs of the one-stop delivery system
  - Joint funding is an essential foundation for an integrated service delivery system and necessary to develop and maintain high standards of service.
- ▶ Requires the active participation and good faith effort of all partners
- ▶ Partners are required to pay their proportionate share of infrastructure costs

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## ONE-STOP CERTIFICATION

- ▶ Certification of one-stop centers ensures there is a consistent level of service delivery across the system
  - State board develops criteria in consultation with local boards and chief elected officials
  - Criteria must be updated every two years along with state plan

32

## PERFORMANCE MEASURES OVERVIEW

- ▶ Boards as optimizers through:
  - Use data to drive decisions & continuous improvement
  - One-Stop Certification
  - Performance Measures
  - Eligible Training Provider List
- ▶ Method for US Department of Labor to report to Congress on how well the system is performing
- ▶ Local boards can add measures
- ▶ Failure to meet performance can result in decertification and reorganization of the local workforce board by the Governor

33

## ELIGIBLE TRAINING PROVIDER LIST

- ▶ The Governor must establish criteria by which a training program is eligible to receive funds through Individual Training Accounts
  - Levels of performance
    - Completion rates, employment in field of study, etc.
  - Cost information
- ▶ Local boards can set higher standards for local area

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**LOCAL BOARD'S RELATIONSHIP TO OTHER WORKFORCE SYSTEM PARTNERS**

- Appointed by the chief elected official
- Receives vision, oversight, and guidance from the state board
- Receives funding, policy guidance from, and maintains a compliance reporting relationship with the state agency
- Partners and collaborates with chief elected officials and shares certain governance responsibilities with them
- Selects and oversees board staff and service providers
- Oversees with chief elected official the one-stop delivery system

35

**I realized...**



**I wonder...**



**Let's talk more about...**



36

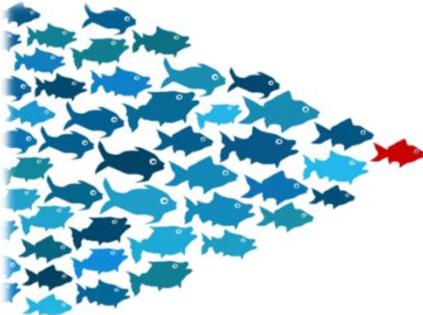


## ROLE OF STAFF TO THE STATE AND LOCAL BOARDS

37

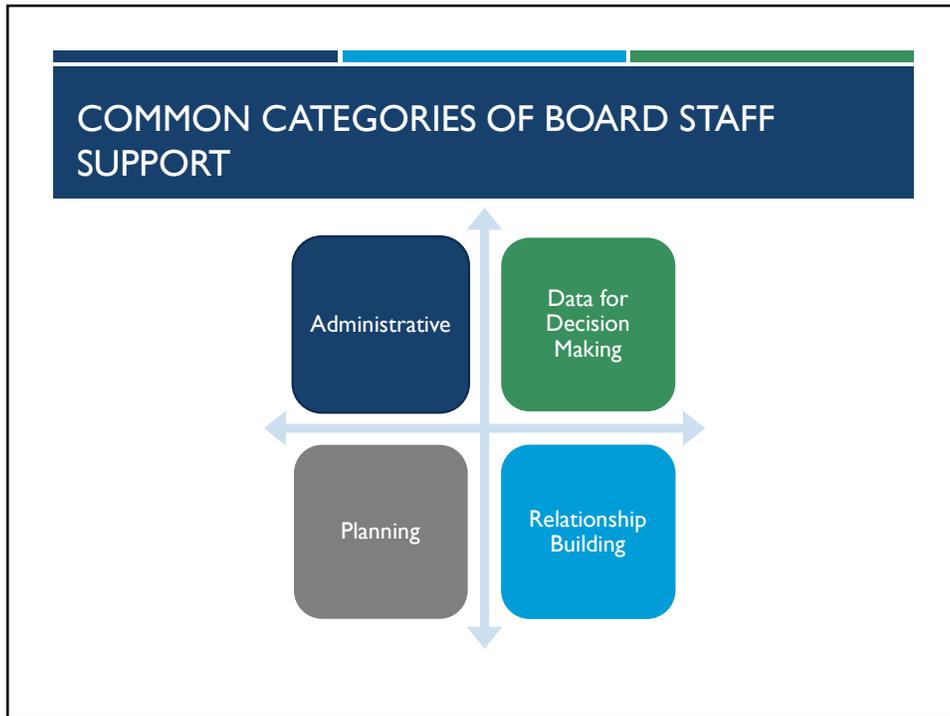


## BOARD STAFF



- ▶ The board sets the vision, determines priorities, and creates action plans for workforce staff to implement.
  - Staff operationalize the vision through partnerships, strategies, and programs.
- ▶ Staff must be led by the board; the board should not be led by staff.

38



39

**Administrative**

- Coordinating meetings of the board and its committees:
  - Scheduling, planning for meetings, and sending meeting notices
  - Taking minutes or notes
- Drafting and maintaining documents
  - Agreements/contracts
  - Board roster
  - Chief elected official interlocal agreement
  - Board by-laws
    - Committee structure
- Supporting the chief local elected official with board member nomination and appointment process
  - Board member orientation

40



- **Best practice research**
  - Labor Market Information
  - Local Economics
  - Service Design
- **Develop reporting methods for**
  - Performance data
  - Financials
  - Monitoring



**Data for  
Decision  
Making**

41





**Planning**

- **Drafting documents such as:**
  - State or Local Plan
  - Memorandum of Understanding
  - Infrastructure Funding Agreement
- **Regional Planning with**
  - State Workforce Development Board
  - Other Local Workforce Areas
  - Employment Security Department
  - Government Agencies

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- Connecting with Partners within the workforce system
  - Facilitating communication between groups
- Developing and maintaining
  - Relationships with board members
  - Employers
  - Customers
  - Chief elected officials
  - State agency
- Business engagement
- Sector partnership development



The graphic features a white circular icon containing a stylized handshake, positioned above the text "Relationship Building" in a white, sans-serif font. The entire graphic is set against a solid blue rectangular background.

43



The logo depicts a stylized mountain range in black and blue, with two green evergreen trees on the left. Below the mountains, the word "Olympic" is written in a blue, cursive script. Underneath the script, the text "WORKFORCE DEVELOPMENT COUNCIL" is displayed in a white, sans-serif font within a dark grey rectangular box. At the bottom, the text "SERVING CLALLAM, JEFFERSON, & KITSAP COUNTIES" is written in a smaller, blue, sans-serif font.

**WRAP-UP  
AND  
NEXT  
STEPS**

QUESTIONS?

44

**I realized...**

**I wonder...**

**Let's talk more about...**

45

**Proud Partner**

**WorkSource**  
A proud partner of the AmericanJobCenter network

**Employment Security Department**  
WASHINGTON STATE

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

**OESD 114**  
Serving the Olympic Peninsula

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

**Washington State DEPARTMENT OF SERVICES FOR THE BLIND**

**Washington State DEPARTMENT OF Social & Health Services** Department of Vocational Rehabilitation

**Goodwill**  
Olympics & Rainier Region

**OLYMPIC COLLEGE**  
Washington State Department of Labor & Industries

**PENINSULA COLLEGE**

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OCB Meeting (3rd Fridays)  
 OWDC Meeting (2nd Tuesday or Thursday)  
 OCB - OWDC Combined Meeting (TBD)  
 Exec OWDC Meeting (4th Tuesdays)

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

# 2023

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**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)  
EXECUTIVE COMMITTEE SUMMARY  
July 26, 2022**

**ATTENDANCE:** Marilyn Hoppen, Cordi Fitzpatrick, Jessica Barr  
Staff: Bill Dowling, Alissa Durkin, Doug Washburn

The Olympic Workforce Development Council's (OWDC) Executive Committee meeting was held on Tuesday, July 26, 2022 via Zoom.

**Quorum not met. Approval of July 26<sup>th</sup> agenda and April 26<sup>th</sup> meeting minutes will be approved at the October 25, 2022 Executive Meeting.**

**Action Item-Approval of One-Stop Operator RFP selected awardee will be determined by electronic vote. A Cognito form will be sent to the voting members stating what is being voted on and a designated place for the members to mark a vote.**

## DISCUSSION

### **Aerospace Joint Apprenticeship Committee (AJAC) presentation**

- AJAC is a training nonprofit agency for advanced manufacturing around the state. AJAC has expanded apprenticeship opportunities to our region. AJAC offers apprenticeship and pre-apprenticeship online, which means it is now possible to train apprentices in isolated, rural communities.
- Manufacturing Technicians are in high demand statewide, and AJAC is running cohorts of classes for Integrated Manufacturing Technicians. Two new 18-month programs, Logistics Specialist and Operations Specialist, will launch in Fall 2022. AJAC is willing to partner with WDCs to offer selected programs and customized trainings for employers.
- 93% of apprenticeship is on-the-job-training provided by the employer with guidance from AJAC.
- In WA State, when you engage in apprenticeship, college tuition is reduced by 50%.
- On average, apprentices can expect to pay \$300 per quarter (5 college credits), earn a journey level certification, and earn 15-60 credits.

### **One-Stop Certification Update**

- Evaluation Committee made of staff, council members, and local partners reviewed submitted Application for WorkSource certifications based on the following criteria categories: Program Services, Service Delivery, Partner

Coordination, Customer Feedback, Staff Development, and Continuous Improvement evaluations. In the end the Evaluation Committee certifies WorkSource Clallam-Comprehensive Center, WorkSource Kitsap-Comprehensive Center, and Kitsap Community Resources-Affiliate site.

### **WA State General Fund Economic Security for All grant**

- There have been two previous rounds of EcSA contracts, funded with federal Workforce Innovation and Opportunity Act (WIOA) discretion Statewide Activities funding. This will be the third round of EcSA contracts, funded with Washington state general funds.
- The State funds tied to this contract are intended to increase local EcSA program enrollments and outcomes, building on targets established in existing local EcSA WIOA funded contracts.
- The contract term is July 1, 2022 – June 30, 2023 with an award amount of **\$436,241.00**.
- Subcontractor has 3 enrolled and 5 pledged participants.

### **OWDC Director Report Out**

- Met with Port Hadlock library concerning providing services, continued work to find right fit and availability of staff.
- Literacy Navigator will be placed in WorkSource and libraries.
- Scheduled to attend Coffee with Colleen in August.
- QUEST NDWG, new funding option, \$140k to the state, Washington intends to apply.
- Workforce Impact Fund (WIF) \$50 million focused on three broad, proven workforce strategies to transition Washingtonians into good jobs. Funds will be used to boost job-seeker supports, increase local service capacity, and connect wrap-around supports. Requested Olympic Consortium Board support. Further information will be sent out.

### **WorkSource updates**

- Successful hiring event WINCO.
  - 127 interviewed. 86 hired.
- In-Person job hunter workshops being offered at WorkSource Clallam.
- Moving forward with Suquamish Tribe to provide tribal elders, HS staff, and anyone else interested in 6 week session Strategies for Success.
- WorkSource Kitsap partnered with Kitsap Public Health Dept. to pass out free covid tests and masks.
- WorkSource Clallam working with Jamestown S'Klallam Tribe HR department on OJT's,

- WorkSource Clallam also partnering with Discovery Bay Marine to assist in filling vacant positions.

### **Participant Success Stories**

- Agenda packet includes many success stories, encouraged members to read those.

### **PY21 Quarter 4 Performance Reports**

- Close out of PY21.
- Enrollments and Expenditures increased.
- Encouraged members to visit the OWDC Performance Dashboard for past and current program outcomes.

### **ADJOURN**

There being no further business to come before the committee, the meeting was adjourned at 11:00 a.m.

**Next Meeting:** Tuesday, October 25, 2022, via Zoom

**EXECUTIVE COMMITTEE**

Chair - Marilyn Hoppen, SVP Human Resources  
Kitsap Bank

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

Jessica Barr, Regional Director Washington State  
Employment Security Dept.

Cordi Fitzpartick, Human Resources Director,  
Security Services NW

Chuck Moe, Field Rep Northwest Laborers-  
Employers Training

**COUNCIL MEMBERS**

Dr. Kareen Borders, South Kitsap School District

Nicole Brickman, Human Resources Director  
YMCA

Dr. Marty Cavalluzzi, President Olympic College

Lisa Donlon, General Manager Windermere  
Commercial

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

Kevin Gallacci, General Manager Clallam Transit  
System

Nicholas Gianacakos, Program Manager General  
Dynamics NASSCO

Rusty Grable, Business Rep & Organizer Machinist  
Union District 160

Michell Graff, Manager Kitsap Community  
Resources

Neal Holm, Electrician and Membership  
Development IBEW 46

Ashley Jackson, Data Analysis Specialist Naval  
Base Kitsap

Peter Johnson, Human Resource Manager  
McKinley Paper Company

Heidi Lamprecht, Co-Founder Paella House  
Franchisees and Training

Gina Lindal, Administrator Department of Social  
and Health Services

Greg Lynch, Superintendent Olympic Educational  
Service District #114

Colleen McAleer, Executive Director Clallam  
Economic Development Co.

Snell Morgan, Jamestown S'Klallam Tribe

Matt Murphy, President/CEO South Kitsap  
Chamber of Commerce

Gillian Niuman, Human Resources Rep People  
Support Services

Allison Plute, Human Resources Director  
Jamestown S'Klallam Tribe

LeAnne Raines, Supervisor Department of  
Vocational Rehabilitation

Jeff Randal, Secretary, District 1 Jefferson PUD

Anna Reyes-Potts, General Mgr. & Business  
Development TMF, Inc.

Dr. Luke Robins, President Peninsula College

Daniel Stegier, CEO/President Lumber Trades, Inc.

## Economic Development & Business Coordination Committee

DATE: September 13, 2022

TIME: 9:00 a.m. – 9:50 a.m.

LOCATION: Skookum 4525 Auto Center Way, Bremerton WA 98312

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## AGENDA

### ACTION ITEMS:

1. Call to Order: 9:02 a.m.
2. Approval of Agenda
3. Approval of February 8th and May 10, 2022 Meeting Minutes (Att. 9A, Pg. 37)

### DISCUSSION ITEMS:

1. Work Based Learning - Bill
2. One-Stop Operator Role - Bill
3. WorkSource Employer Services, hiring events and emerging opportunities - Hildo & Brandino
4. Workforce Development Trends - Members
5. Committee Recruitment - Members
6. Good of the Order
7. Adjourn

NEXT MEETING: TBD during main OWDC meeting

## OWDC Business and Economic Committee Meeting

February 8, 2022

Call to order at 9:02

No quorum

**Kevin Gallacci – Clallam Transit:**

- Opened recruitment for bus cleaning
  - Lost current employee due to promotion
- Continuing to hire for transit operators
  - The candidate pool has developed
  - Filled most openings – looking to add more
- Looking to add 600,000 worth of services
  - Extended hours
  - Need more operators to be able to meet this goal.
- Finance Manager position vacated as of 2/7.
  - Interviewed one person so far, not many candidates that meet qualifications
- Anticipating turnover in operations and needing to fill future positions

**Kathy Cocus - KEDA:**

<https://www.kitsapeda.org/news/p/item/40517/breaking-down-the-numbers-kitsaps-changing-economy>

- KEDA's 2020 economic profile created by WWU Center for Business Research
- Kitsap Cost of living was 2<sup>nd</sup> place after Seattle in 2021 Q3
  - Affordable housing nearly impossible to find

**Hildo Rodriguez – ESD Business Services**

- WorkSource Kitsap Recap:
  - Staff back in Office June 2021
  - Doors open to Employers for hiring events August 2021
    - 42 events – 26 hiring events, 16 interview events (predominantly the Navy)
      - 360 attendees in total
  - Doors open w/out appointment for job seekers since 2/1/22.
    - Influx of customers and employers

**Cindy Brooks – Director of EDC Team Jefferson**

- Pushed out surveys to small businesses
  - Top 2 concerns from community are payroll/employee retention
  - Interested in finding out more regarding teaching high schoolers skills for future employment/ directing attention to that future pool of candidates

**Monica Blackwood – WestSound Workforce:**

- Lots of open jobs seeking candidates to fill
- Trying to determine why folks aren't wanting to return to work
  - Top reason: COVID Safety
  - Child/Elder care
  - Flexibility/Training
- Staying on top of legislative changes
  - Mandate dropped by OSHA, etc.
    - Seeing how dropping of mask mandate will impact employee safety in Oregon/California and if Washington will follow suit

**OLYMPIC WORKFORCE DEVELOPMENT**  
**Economic Development & Business Coordination Committee Meeting Minutes**  
 9:00 a.m. – 9:50a.m.  
 Tuesday, May 10, 2022  
 The Point Hotel Conference Room, Kingston WA

**In Attendance:**

Chris Abplanalp, WorkSource	Kevin Gallacci, Clallam Transit System
Hildo Rodriquez, WorkSource Employer Services	Brian Kneidl, Peninsula College
Monica Blackwood, WestSound Workforce	

**1. Call to Order**

Meeting called to order by Chris Abplanalp, at 9:00 a.m.

**2. Introductions****3. Approval of Agenda (Attachment)**

No quorum

**4. Approval of February 8, 2022 Summary (Attachment)**

No quorum

**5. Action and Discussion Items****a. WorkSource Employer Services, hiring events and emerging opportunities**

- Hildo Rodriquez, WorkSource Employer Services shared WorkSource is holding 2 types of events: Interviewing and hiring. Navy predominately using facility. Hosted 31 interviewing events up to the 1<sup>st</sup> week in May, 274 invited, and created exposure for WorkSource. More events schedule through beginning of June. Hiring events have resulted in 388 attendees; Navy and some private employers included Safeway and YWCA have also attended. 80 job offers extended.
- Bill Dowling, Director, OWDC suggested sending recruiters invitations to events to increase exposure and number of applicants.

**b. Rapid Response: Area Updates**

None

**6. WDA Trends from Members**

- a. Monica Blackwood, West Sound WorkSource shared there are currently multiple job openings available in most industries. Found some success attending community festivals to reach potential applicants, attended festival in Key Peninsula Saturday, May 7. Will attempt to reach out to graduating high school seniors about job opportunities.
- b. Kevin Gallacci, Clallam Transit Systems shared rollout of new program to start July 1<sup>st</sup> offering no fare rides for college students, and a no fare program for riders 19 and under starts June 1<sup>st</sup> as well. The labor budget was approved by the board and increased by \$300,000 for wages. Operator pay increased to \$26, from \$16, and they are now offering sign-on bonuses for new hires. The union contract expires next year and plans to negotiate retention bonuses instead of wage increases. Several positions currently open within transit system, including auto technicians. Kevin also shared that CDL trainees/new operators complete training but are quitting shortly after they start due to personal challenges, adding to operator shortages which may negatively impact new/existing services. Ridership is increasing, new buses ordered in 2019 are expected to be delivered in June, 54 passenger capacity. Service expansions to start June 1st including resuming Hurricane Ridge run will open 6 – 8 new operator positions. RFP opened for Hydrogen Electric consultants to discuss interest and possible transition, which would include transitioning and opening existing fuel station to other agencies.
- c. Brian Kneidl, Peninsula College, shared that Susan Aimes the new college president is expected to start in the coming month. The college has resumed in-person instruction, daily health screenings continue but expected to taper off. Adding new programs to start in the fall, photography, paralegal, homeland security/tribal emergency management. Also looking to create programs for both automotive repair and dental hygiene, as well as reaching out to local employers to develop a certificate program for high school students and internships.

## **7. Good of The Order**

None

**Next Meeting:** September 13, 2022

## **8. Adjournment:**

Chris adjourned at 9:45 a.m.

**EXECUTIVE COMMITTEE**

Chair - Marilyn Hoppen, SVP Human Resources  
Kitsap Bank

Vice-Chair (Vacant)

Jessica Barr, Regional Director Washington State  
Employment Security Dept.

Monica Blackwood, CEO/President West Sound  
Workforce

Cordi Fitzpatrick, Human Resources Manager Port  
Townsend Paper Corporation

Chuck Moe, Field Rep Northwest Laborers-  
Employers Training

**COUNCIL MEMBERS**

Dr. Kareen Borders, South Kitsap School District

Nicole Brinkman, Human Resources Director  
Skookum

Dr. Marty Cavalluzzi, President Olympic College

Lisa Donlon, General Manager Windermere  
Commercial

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

Kevin Gallacci, General Manager Clallam Transit  
System

Nicholas Gianacakos, Program Manager General  
Dynamics NASSCO

Rusty Grable, Business Rep & Organizer Machinist  
Union District 160

Michell Graff, Manager Kitsap Community  
Resources

Neal Holm, Electrician and Membership  
Development IBEW 46

Ashley Jackson, Data Analysis Specialist Naval  
Base Kitsap

Peter Johnson, Human Resource Manager  
McKinley Paper Company

Heidi Lamprecht, Co-Founder Paella House  
Franchisees and Training

Gina Lindal, Administrator Department of Social  
and Health Services

Greg Lynch, Superintendent Olympic Educational  
Service District #114

Colleen McAleer, Executive Director Clallam  
Economic Development Co.

Snell Morgan, Jamestown S'Klallam Tribe

Matt Murphy, President/CEO South Kitsap  
Chamber of Commerce

Gillian Niuman, Human Resources Rep People  
Support Services

Allison Plute, Human Resources Director  
Jamestown S'Klallam Tribe

LeAnne Raines, Supervisor Department of  
Vocational Rehabilitation

Jeff Randal, Secretary, District 1 Jefferson PUD

Anna Reyes-Potts, General Mgr. & Business  
Development TMF, Inc.

Dr. Luke Robins, President Peninsula College

Daniel Stegier, CEO/President Lumber Trades, Inc.

**OPERATIONS COMMITTEE MEETING AGENDA**

DATE: September 13, 2022

TIME: 9:00 a.m. – 9:50 a.m.

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1. Call to Order
2. Approval of February 8, 2022, meeting minutes (Att. 10A. Pg. 42-43)
3. Review of May 10, 2022, meeting summary, Quorum not met. (Att. 10B Pg. 44)
4. Discussion Item(s)/Action Item(s)
  - a. OWDC Operational Partner Highlights (Att. 10C, Pg. 45-53)
5. Performance Reports
  - a. WorkSource System Performance Dashboards (Att. 10D, Pg. 54-55)
  - b. Primary Indicators (Att. 10E, Pg. 56-58)
  - c. OWDC Performance Report PY21 Q4 (Att. 10F, Pg. 59-60)
6. Good of the Order
7. Adjourn

Next Meeting: November 17, 2022

**Operations Committee Minutes  
Olympic WorkSource Development Council  
February 8, 2022**

**ATTENDEES –Michael Robinson, Jessica Barr, Michell Graff, Sara Knox, Gina Lindal, Amy Hatfield, William Dowling, and Staff Luci Bench.**

1. **CALL TO ORDER** – Mike Robinson, called the meeting to order at 9:02 a.m.
2. **MINUTES** –September 14, 2021. Jessica Barr moved to approve. Michell Graff seconded. **Motion carried.**  
November 9, 2021. Michell Graff moved to approve. Jessica Barr seconded. **Motion carried.**
3. **DISCUSSION ITEMS**
  - a. **AMENDED ADDITION TO AGENDA:** Bill Dowling joined Operations committee and provided a brief introduction.
  - b. OWDC Operational Partner Highlight
    - Gina Lindal, DSHS, summarized submission. CDS reopened lobbies in November. Mid-Certification Reviews waiver approved in January client should check their letters. Mike and Michell noted there has been an up-tic in Workfirst referrals.
    - Mike summarized Goodwill’s submission (not in attendance). Recently awarded the Washington State Department of Commerce Digital Navigator grant.
    - Sarah Knox, Kitsap Community Resources, are creating On-the-Job (OTJ) and Work-Experience (WEX) Trainings. Two OJT’s started last month and one WEX recently. Partnering with business and eligible training providers to create list of OJT and WEX’s available in the area. Added virtual workshops: job hunter, resume building, dress for success, which are available in-person and virtually. Shared success stories and initiatives. Michell noted KCR her affiliation with Kitsap Builders Association and Sarah will be a guest speaker at tomorrow’s luncheon. KCR has partnered with Fishline. High School Diploma and GED courses going well.
    - Amy Hatfield, Olympic College, provided update. OC is working with high demand occupations such as nursing, aviation program in partnership with Green River, native populations and tribal community, Behavioral Health Technician Enrollments are down but working safety protocol and in-person for spring quarter. Amy shared <https://lni.wa.gov/licensing-permits/apprenticeship/wsac> WA State Apprenticeship and Training Council. National Skills Coalition <https://nationalskillscoalition.org/> Conference next week. Equitable Economic Recovery.
    - Mike WorkSource Kitsap, Clallam and Jefferson are currently providing hybrid model workshops, where participant can be virtual or on site. This month ESD hybrid telecommuting/on-site staff work schedules implemented. Shared success stories and initiatives.
  - c. WorkSource System Performance Dashboards

- Presented new side by side comparison of previous quarters and years to provide a complete picture of the successes happening in Olympic WorkSource.
  - No comments or questions.
- d. OWDC Performance Report PY21 Q2
- No comments or questions.
- 4. Good of the Order**
- None
- 5. ADJOURN** – Mike adjourned at 9:56am.

**NEXT MEETING MAY 10<sup>TH</sup>, 2022, in-person**

**Operations Committee Minutes  
Olympic WorkSource Development Council  
May 10, 2022**

**ATTENDEES – Jessica Barr, LeAnne Raines, and Staff Luci Bench.**

- 1. CALL TO ORDER** – Jessica Barr, called the meeting to order at 9:02 a.m.
- 2. MINUTES** – Quorum not met.
- 3. DISCUSSION ITEMS**
  - a. OWDC Operational Partner Highlight
    - LeAnne, DVR has several open positions including Business Specialist, Supervisors, and Regional Transition Consultant serving Clallam, Jefferson, and Kitsap. Tricia has been promoted to Tacoma Supervisor and her position is posted. DVR moved to Auto Center Way, the lobby is still under constructions and not yet open. But they are serving customers in-person and virtually.
    - Partner submissions summarized.
  - b. WorkSource System Performance Dashboards
    - No comments or questions.
  - c. OWDC Performance Report PY21 Q3
    - No comments or questions.
- 4. Good of the Order**
  - None

**NEXT MEETING SEPTEMBER 13, 2022, in-person**

September 13th, 2022

## Organization & Contact

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DSHS, Community Services Division (CSD) Office Administrators:

Bremerton CSO- Gina Lindal. She can be reached at 360-473-2202 or [Gina.lindal@dshs.wa.gov](mailto:Gina.lindal@dshs.wa.gov)

Port Angeles, Port Townsend & Forks Branch Offices- New Administrator, Ezekiel Hill, was hired 8/16/22. He can be reached at 360-912-8022 or [Ezekiel.hill@dshs.wa.gov](mailto:Ezekiel.hill@dshs.wa.gov)

## Office Sites Serving Kitsap, Clallam, & Jefferson Counties

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All services from the Bremerton, Port Townsend, Port Angeles and Forks Branch Offices can be accessed remotely by calling our Customer Service Contact Center at 1-877-501-2233 or online at [washingtonconnection.org](http://washingtonconnection.org). The Bremerton and Port Angeles CSOs are open for walk-in full services. Port Townsend is open for limited walk-in services such as dropping off paperwork, asking general questions or picking up an EBT card.

## Services, Workshops, & Participants

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CSD provides programs and services to help low-income people meet their basic needs and achieve economic independence through programs such as the Temporary Assistance for Needy Families (TANF), or Aged, Blind and Disabled (ABD), and Housing and Essential Needs (HEN) programs or Food Assistance, Medical and other employment-focused services.

## Success Stories

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We have a 58-year-old women who is active on Food Assistance and ABD and has been trying to get SSI for the last 22 years. She contacted us last week and let us know she was finally approved! She stated “Things are looking up; I finally got my SSI. I have an appointment at Harborview for surgery consultation. I have a great counselor at KMH that has helped me so much...I’m tapering off my methadone, so I’ll be clean and sober. My counselor helped me get on the waitlist for Section 8. I’m grateful for your help and support too, you’ve been there for me for all these years”

## Initiatives

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**P-EBT Benefits-** Thanks to federal COVID-19 relief funding from the U.S. Department of Agriculture, many families in Washington State will have another round of food assistance available to them to help buy groceries while children are home during the summer. Called Pandemic EBT, or P-EBT, these food benefits are available to families with young children who

are eligible for Basic Food benefits as well as school-aged children who are eligible for free or reduced-price school meal programs. P-EBT benefits can be used to shop at any grocery store, farmers market or food retailer that accepts EBT card payments. For more information, families contact their school district.

**ABD Grant Increase-** Effective September 1, 2022, the ongoing maximum monthly ABD program payment standards will increase to \$417 for a single individual and to \$528 for a married couple. The change is the result of a legislative request initiated by CSD and the Department to better support individuals who are aged, blind, or disabled and to align payment standards with other state cash programs. It's the first approved increase to the ABD cash grant in the history of the program.

**Expanded WorkFirst Support Services-** Effective July 1, 2022, a new temporary support service is available, broadening our ability to help WorkFirst participants meet their basic needs. It is not as restrictive as our other Support Service program and can be used to assist participants with rent, mortgage, taxes, insurance, utilities, moving costs, housing-related fees, hookup fees, refundable and nonrefundable deposits, pet fees, and temporary housing.

## Organization & Contact

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Olympic College

Amy C. Hatfield, Dean for Workforce Development and Basic Studies

## Services, Workshops, & Participants

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Comprehensive community college providing educational services from Adult Basic Education to Applied Baccalaureate Degrees, and also Dual Credit options for High School Students via Running Start and Career and Technical Education.

During the August 27th Fly-In and Car Show at the Bremerton National Airport, Olympic College and Green River College solidified their Aviation partnership with a signing ceremony for an Associate of Applied Science in Aviation Technology starting Fall 2022. Avian Flight Center, located at the airport, will be a key technical instruction provider as well.

## Initiatives

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Initiative # 1 – OC has significantly increased the number of in-person offerings for Fall 2022. Combined there are over 800 to choose from.

Initiative #2 – OC has hired a new Continuing and Community Education Director! This position will be focused on meeting the needs of business and industry, along with the community, for shorter-term, generally non-credit offerings. OC has already received an \$80K grant from OSPI to teach High School Career and Technical Educators how to offer, supervise, evaluate, etc. Work-based Learning over the next year. This is in support of OSPI's initiative to award graduation credit to High School Juniors and Seniors for their employment efforts.

### Initiative #3 – New Program Development

State approved for inclusion on inventory

- Aviation Technology partnership with Green River College – launching Fall 2022
- Drones (UAV) Photography Certificate (15cr) – Spring 2022 launch Documentary Filmmaking Certificate (25cr) – launched Fall 2021
- Construction Trades – program planning for OCS – location Port of Shelton in review
- Marine Electronics – implementation pending
- Apprenticeship - Associate Controls Specialist – Implementation pending.

To be added to inventory

- Apprenticeships for Behavioral Health Technician, Peer Support and Substance Use Disorder Professional received a two-year provisional LNI approval.

## Organization & Contact

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Kitsap Community Resources

Anjalee Blackwell, Employment & Training Division Interim Director

[ablackwell@kcr.org](mailto:ablackwell@kcr.org), (360) 473-2126

## Office Sites Serving Kitsap, Clallam, & Jefferson Counties

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Port Orchard (40 hrs./wk.), Bremerton (10 hrs./wk.), Poulsbo (8 hrs./wk.)

## Serves, Workshops, & Participants

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Title 1 Adult and Dislocated Worker, Job Club, and all eligible applicants

## Success Stories

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KCR WIOA team is proud to highlight our partnership with Nexus Electric and the success of the Kitsap Builders Association (KBA) apprenticeship opportunity.

WIOA team played an instrumental role in providing wrap-around services for a client to complete a 6-week internship with KBA and then directly participate in WIOA OJT for 12 weeks. The client received employment support to secure a full-time position with Nexus Electric following her 12 weeks of OJT. This collaborative partnership was successful in helping create an economic impact for our client.

## Initiatives

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Staffing

- Create WIOA training standards and program onboarding
- Recruit staff with strong case management and facilitation experience

Program Outreach

- Continue our outreach effort to recruit local partners for WEX and OJT
- Plan to provide an overview of WIOA at LPA, KIRN, and KCR Housing Division
- Engage with other community programs for co-enrollment

## Organization & Contact

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Employment Security Department

WorkSource Administrator: Mike Robinson

Email: mrobinson@esd.wa.gov Ph: 360-277-8684

## Office Sites Serving Kitsap, Clallam, & Jefferson Counties

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Office Sites Serving Kitsap, Clallam, and Jefferson Counties

WorkSource Clallam – Comprehensive Service One-Stop Center, Sequim - Serving Clallam, and Jefferson County

WorkSource Kitsap - Comprehensive Service One-Stop Center, Silverdale, Serving Kitsap County, and Jefferson County

## Serves, Workshops, & Participants

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- Both sites provide comprehensive employment and business services for job skills, employment and readiness training services to job seekers and employers.
- Service provider of Title I Adult and Dislocated Worker WIOA contracts (See performance metrics) attached. Workforce development/employment workshops, employment assessments and career guidance, resources for worker training/retraining, on-the-job training, and support services. Priority of Service is focused on recipients of public assistance, or other low-income individuals, and individuals who are basic skills deficient, and face barriers to employment.
- Service Provider Title III Wagner Peyser re-employment services, employment assessments, career guidance, job matching, workforce development/employment workshops, business services and labor market information. The employment service seeks to improve the functioning of the local labor markets by bringing together individuals seeking employment with businesses seeking workers.
- Service provider of Jobs for Veterans State Grants – Supports Disabled Veterans Outreach Program, and Local Veteran Employment Representative services. DVOP specialists provide individualized career services to veterans with significant barriers to employment, with the maximum emphasis directed toward serving veterans who are economically or educationally disadvantaged. Local Veterans' Employment Representatives conduct outreach to employers and business associations and engage in advocacy efforts with hiring executives to increase employment opportunities for veterans and encourage the hiring of disabled veterans.
- Service provider for 3 DSHS contracts/services - WorkFirst and Strategies for Success, and Financial Capabilities Workshops: All count as a job search activity
- WIOA Title I – Orientation to WIOA – Assist customers with WIOA overview of services and application process.

- Wagner Peyser Title III Labor Exchange - Re-employment services that support UI claimants who are selected for Reemployment Services and Eligibility Assessment activities. WP LEX staff are providing Orientation to Virtual WorkSource Services and all Wagner Peyser Labor Exchange Job Seeker Modules in person.
- Surviving Job Loss –Prepares participant to recognize and manage the emotional impact of job loss that can have an impact on self and others. Identifying resources available and practical steps to prepare to move on to the next phase in career transition.
- WP LEX Business Services - Supporting employers, organizing, scheduling, and producing virtual job fairs and in person hiring events. Large size events on hold until safe to do so, keeping as single employer events.
- USAJOBS Workshop – ESD staff collaborate and facilitate a workshop aimed to assist applicants on the federal application and resume process and how to obtain federal employment. Offered twice per month.
- Strategies for Success – A series of life-skills workshops. Each of the six modules are four days long.
- Financial capabilities - Explore how your personal view and perception of money and income can affect how well you manage it. Also, learn about sources and timing of income.
- Mock Interview Sessions – Prepare job seekers with the confidence and abilities to successfully navigate in-person and virtual interviews.
- In collaboration with Goodwill Job, Education, and Training staff in Bremerton – Launched Dress for Success workshop in person at WorkSource Kitsap.

## Success Stories

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### **HEADLINE: WS Kitsap Customer changes field to General Manager making \$25,000 more per year than he was before.**

Staff worked with a customer through RESEA - It allowed discussion regarding a possible career change. He had worked installing cable TV, which is pretty non-existent, contemplated training or a career change to work at Wendy's Gen. Mgr. \$75,000 per year. Staff provided LMI guidance, workforce information, conducted basic assessment, developed an employment plan and career guidance moving from Cable tv installation to Customer Relations Manager from \$50k annually to \$75k.

### **HEADLINE: WS Clallam Staff Assist Displaced Homemaker, gets two job offers in one day!**

After a divorce, and a move across country, participant has never worked at a job before. She was offered a Caregiving position at our hiring event in WS Clallam and offered a position at FedEx as a package handler in the same day! Staff provided Career vocational counseling, utilized the World of Work Inventory (WOWI) helping customer understand skills and work preference leading to a Parttime job earning \$21.00 as a working adult who previously was a homemaker.

**HEADLINE: WS Kitsap Customer was living in his truck, started as an operations manager position \$75,000 per year**

Staff worked with this customer through Reemployment Services and Eligibility Assessment RESEA. Resources and advice were given of how to navigate possible employment and address what his needs were. This customer was in a position of homelessness, sleeping in his truck and wasn't wanting the prospective employer to find out. He was renting an apartment from his last employer, but when his roommate moved out, he could no longer afford the \$1700 rent, he explained this to the employer, and they decided to lay him off. We discussed resources, I gave him a local resource guide and 211 number to call for very specific resources so that he could get clean clothing, we discussed what he would do when he got the interview and when he secured employment. He was pretty sure at the time that he was a great fit for the position. It seemed to be helpful to address his concerns and identify resources and for him to decide what next steps to take to make him successful. Following up with customer, he is excited about his success, and stated very happy in his new position.

**HEADLINE: WS Kitsap Single Mom, low income Completes CDL and lands job at DOD w/support of WIOA & EcSA**

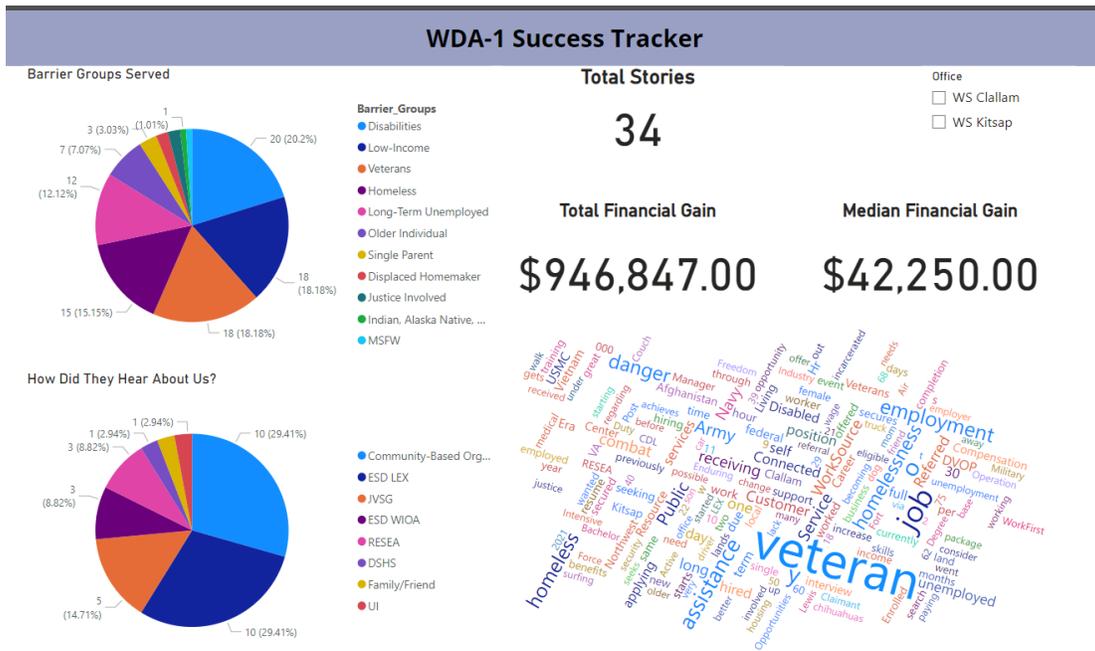
Impacted by COVID-19 massage therapist laid off. Divorced/single parent/low income. Through WIOA Adult funding completed her CDL and used her connections through training to land a job at the Department of Defense Waste Mgmt. and Recycling. Was earning \$15,880/year now earning \$60,382/yr While waiting for security clearance and background checks in between job offer, customer was eligible and enrolled into EcSA program covering transportation and energy assistance. This allowed time until they started the new position.

**HEADLINE: WS Clallam Homeless Post 9/11 Air Force veteran starts \$22.50/Hr. job less than 60 days after separation from active Duty.**

JVSG staff assisted with 30 y/o Post 9/11 Global War on Terrorism Air Force veteran, separated from Active-Duty Military 04/11/2022, Homeless and receiving Public Assistance. Referred to VA SSVF and HUD/VASH housing program representatives, VA Medical/Mental health services, and DAV Service Officer for VA Compensation application assistance. Enrolled into DVOP services and received Intensive Career Services (ICS); which included developing an Individual Employment Plan (IEP), Resume/Cover Letter, interview technique counseling, and job leads. Veteran seeking Security Guard type work, referred to federal, state, and local law enforcement, as well as several private security firms. Veteran applied for open position with Peninsula College and received interview. Veteran was successful and offered position in Security Dept. at rate of \$22.50/hour full time w benefits.

## Initiatives

**ESD Success Tracker** - ESD staff along with Regional Change Agent developed a Success Tracker. The current CRM does not allow for narrative creation when requests for success stories are requested. The following image is a snapshot of the dashboard:



Additionally, the tracker has the ability to search for narratives that have a demographic such as “Dislocated Worker, Single Parent, Homeless, Veteran, etc. The tracker also includes details such as basic demographics, services, employability gained, credentials gained, where they return to work, or it can demonstrate a particular service such as a customer receiving communication from U/I where our U/I Ambassador provided a service which led to the claimant of not having to pay back or perhaps learn they are owed. Success is defined by the customer; however, staff are using this to demonstrate the power of their services. The following is a clip from the searchable tracker:

Home		Search Stories	
New			
Browse		Records Found: 40	
Headline / Description <input type="text"/>		Between <input type="text" value="3/10/2022"/> and <input type="text" value="8/25/2022"/>	
<b>Career Transition</b>	<b>Single Mom, low income Completes CDL and lands job at DOD w/support of WIOA &amp; EcSA</b>	<a href="#">Edit</a>	<a href="#">Edit</a>
Office: WS Clallam Added: 24-Aug-2022 <a href="#">View</a>	Office: WS Kitsap Added: 18-Aug-2022 <a href="#">View</a>		
<b>COVID-19 layoff Now starting a new career as a Commercial Truck Driver</b>	<b>CDL driver lands job a Pepsi</b>	<a href="#">Edit</a>	<a href="#">Edit</a>
Office: WS Kitsap Added: 18-Aug-2022 <a href="#">View</a>	Office: WS Kitsap Added: 18-Aug-2022 <a href="#">View</a>		
<b>79 y/o Vietnam Era combat veteran (64-71) low income and in danger of homelessness, long term unemployed</b>	<b>Homeless USMC veteran lands his perfect job, allows him to stay in community he grew up in.</b>	<a href="#">Edit</a>	<a href="#">Edit</a>
Office: WS Clallam Added: 15-Aug-2022 <a href="#">View</a>	Office: WS Clallam Added: 15-Aug-2022 <a href="#">View</a>		
<b>Long-term unemployed Veteran secures great new job!</b>	<b>Veteran walks in to WorkSource and can't believe how quick she got a job offer!!!!</b>	<a href="#">Edit</a>	<a href="#">Edit</a>

**Employment Security for All EcSA** – Recently ESD was awarded a short-term grant supporting Governor Inslee’s Poverty Reduction work group. Economic Security for All (EcSA) is an initiative intended to build and test locally developed approaches to streamline access to existing services and benefits to help more low-income families move out of poverty – for potential replication and expansion on approaches that demonstrate success.

EcSA’s specific target is to increase the number of low-income individuals entering employment above \$34,480 (200% of FPL for a household of 2). The grant was in place as of 1 July – currently

Quarterly targets for enrollments are 17, and currently at 16. All are co-enrolled into WIOA Adult. Current WIOA staff are operating the grant we are in the process of hiring a fulltime case manager.

WIOA Enrollments Time Frames	Number of Enrollments	Monthly Expenditures (per month)
04/20 – 08/21	70	\$15,968
04/21 – 08/22	62	\$47,020

**In-Person Workshops** – As of August both WorkSource Clallam and WorkSource Kitsap developed and launched the Job Seekers workshops for in-person. Currently ESD had offered this virtually, however as demand for in-person services have increased as noted in customer questionnaires and a random sampling of customers perspective staff formed work groups to create the workshops and started scheduling in mid-July.

**Customer Demand for In-person Services** - To further support this ESD developed a tracking process for 2 weeks to support demand and service delivery

**WorkSource Clallam**

<b>In-Person</b>	<b>Virtual (Phone)</b>	<b>Virtual Teams/Zoom/Webex</b>
141	101	11

**WorkSource Kitsap**

<b>In-Person</b>	<b>Virtual (Phone)</b>	<b>Virtual Teams/Zoom/Webex</b>
215	158	155

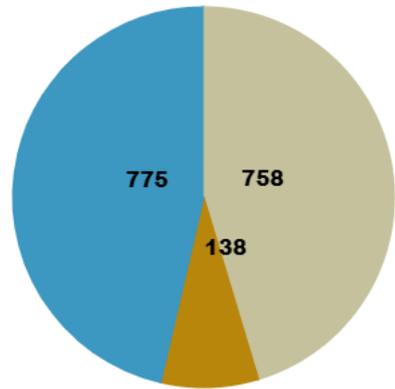
# WorkSource System Performance Dashboard

## Single Quarter – PY 2020 Q4 (Apr-Jun 2021)

## Single Quarter – PY 2021 Q3 (Apr-Jun 2022)

### Total seekers 1,671

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



### All seekers served

Self-service customers	896
Staff-assisted customers	913

Self served only	45.36%	758
Both types of service	8.26%	138
Staff assisted only	46.38%	775

### New to WorkSource?

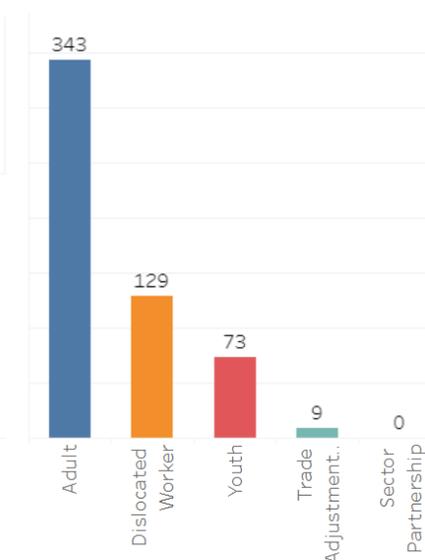
New	37.04%	619
Returning	62.96%	1,052

### WorkSourceWA job applicants

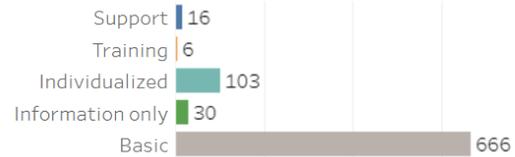
Seekers with job applications	231
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### Seekers served by program enrollment

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

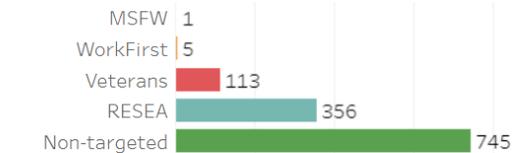


### Staff assisted seekers served by service type\*



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

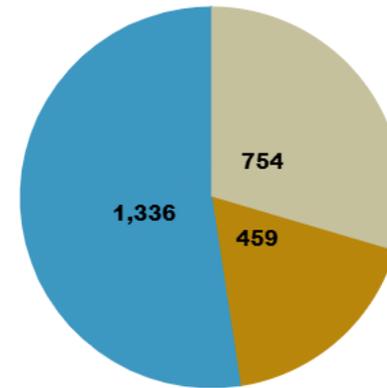
### Staff assisted seekers by cohort



NOTE: Q4 2022 not yet available.

### Total seekers 2,549

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



### All seekers served

Self-service customers	1,213
Staff-assisted customers	1,795

Self served only	29.58%	754
Both types of service	18.01%	459
Staff assisted only	52.41%	1,336

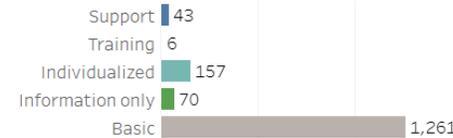
### New to WorkSource?

New	42.64%	1,087
Returning	57.36%	1,462

### WorkSourceWA job applicants

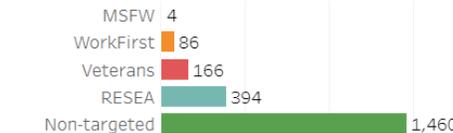
Seekers with job applications	318
-------------------------------	-----

### Staff assisted seekers served by service type\*



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

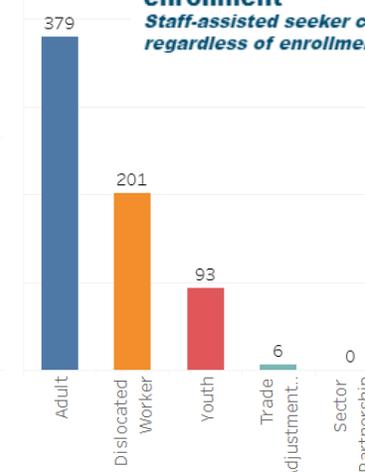
### Staff assisted seekers by cohort



Data last refreshed: 4/18/2022 8:16:09 PM

### Seekers served by program enrollment

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



# WorkSource Employers Served

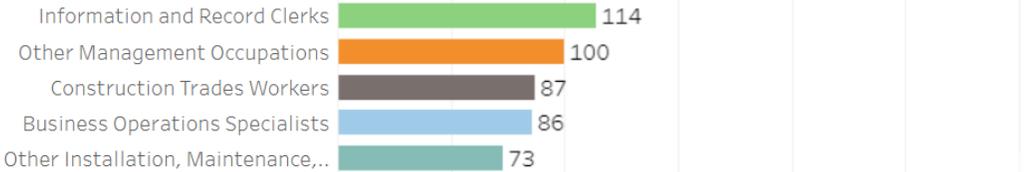
## Single Quarter – PY 2020 Q4 (Apr-Jun 2021)      Single Quarter – PY 2021 Q3 (Jan-Mar 2022)

### Employers using WorkSource

Employers	356
Job orders	1,882

Employers receiving staff-assisted services	171
---	-----

### Top 5 jobs in demand



Number of job postings by 3-digit ONET

### Top 5 industry sectors posting jobs



Number of job postings by 2-digit NAICS

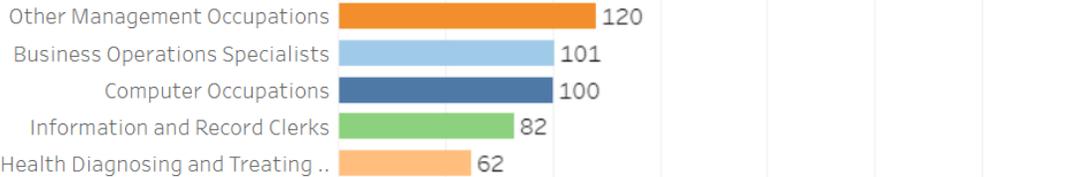
NOTE: Q4 2022 not yet available.

### Employers using WorkSource

Employers	295
Job orders	1,998

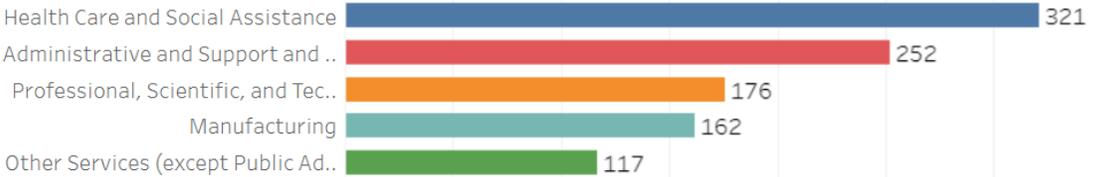
Employers receiving staff-assisted services	251
---	-----

### Top 5 jobs in demand



Number of job postings by 3-digit ONET

### Top 5 industry sectors posting jobs

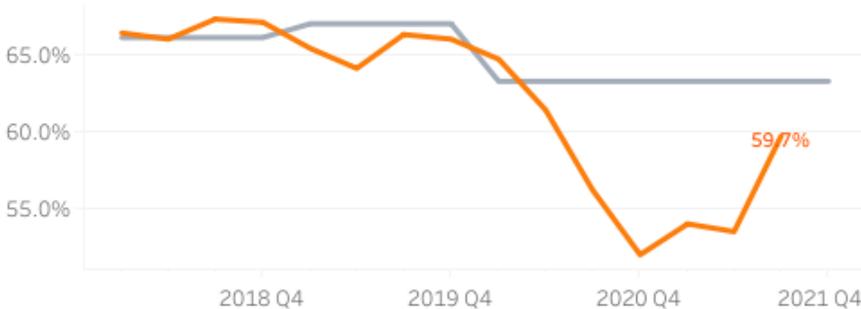


Number of job postings by 2-digit NAICS

# WIOA Title I Performance Indicators

## Olympic Workforce Development Council 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

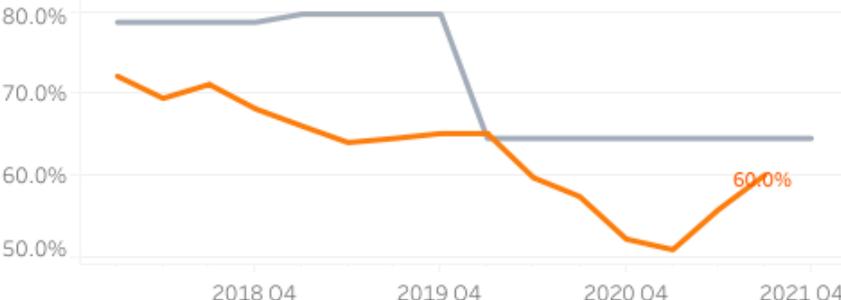
Area Olympic Workforce Development Council

Program Adult

# WIOA Title I Performance Indicators

## Olympic Workforce Development Council Dislocated Worker

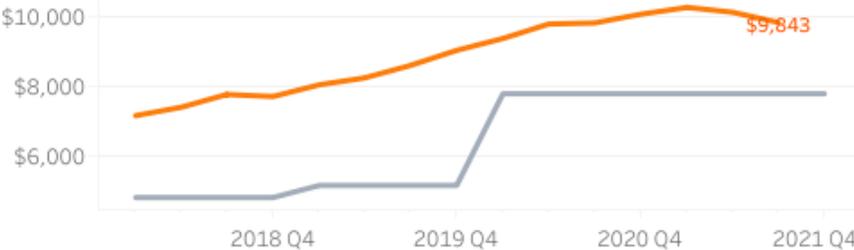
### 1. Employment Rate (Q2)



### 2. Employment Rate (Q4)



### 3. Median Earnings



### 4. Credential Rate



### 5. Measurable Skill Gains



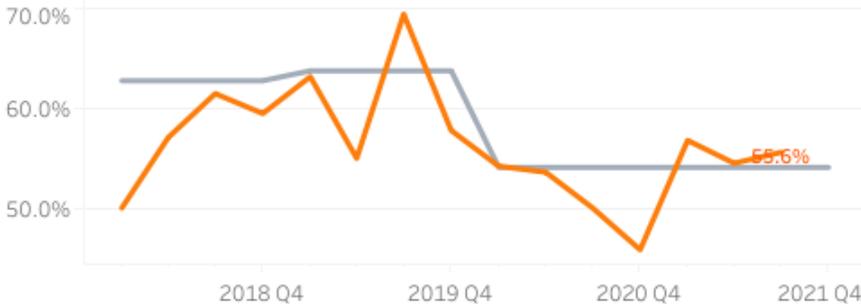
Initial Targets (Blue square) DOL's QPR (Orange square)

**Series** Multiple values  
**Area** Olympic Workforce Development Council  
**Program** Dislocated Worker

# WIOA Title I Performance Indicators

## Olympic Workforce Development Council Youth

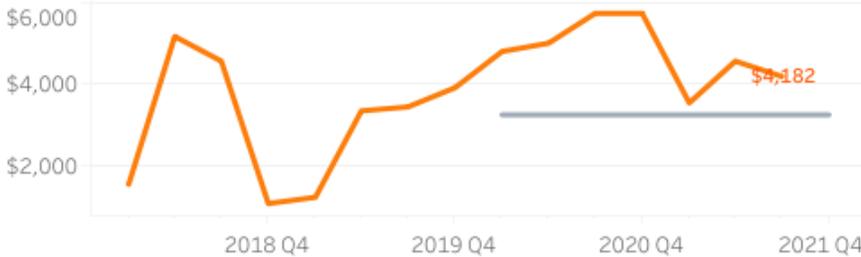
### 1. Employment Rate (Q2)



### 2. Employment Rate (Q4)



### 3. Median Earnings



### 4. Credential Rate



### 5. Measurable Skill Gains



■ Initial Targets   ■ DOL's QPR

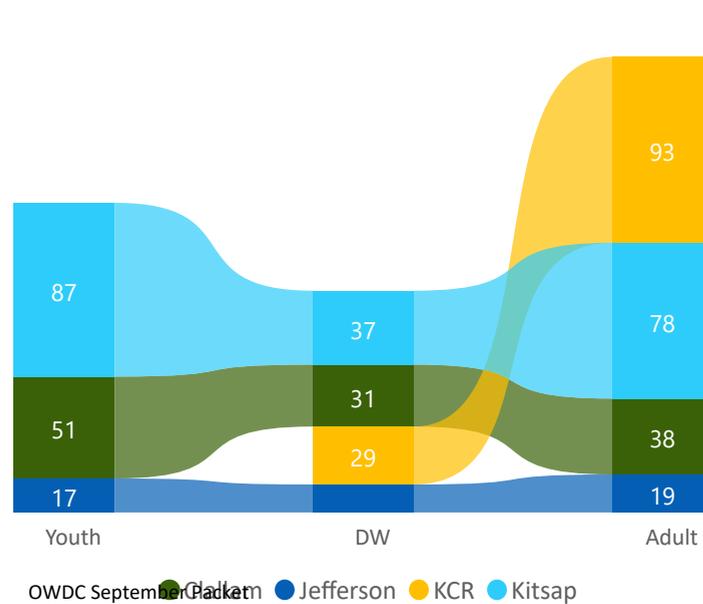
**Series** Multiple values  
**Area** Olympic Workforce Development Council  
**Program** Youth

# WIOA Formula Performance Report

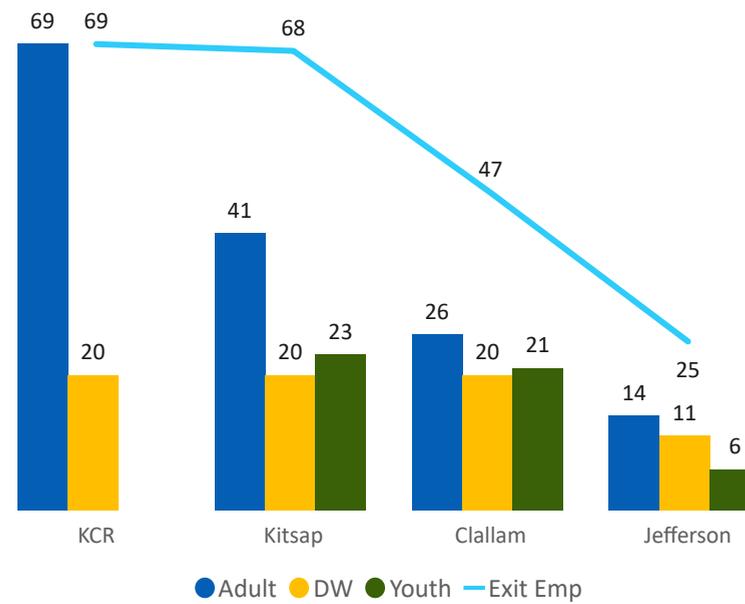
Last Refresh Date

Office	Program	Current	Enrollments	Enroll Targets	Enroll %age	Exits	Exit to Employ	Exit Employ Targets	Exit Employ %age	Self Emp	Self Emp Targets	Actual Expenditure	Target Expend	Expend %age
Clallam	Adult	12	38	57	◆ 66.67%	26	22	30	◆ 73.33%	5	3	107,954	301,800	◆ 35.77%
Jefferson	Adult	5	19	33	◆ 57.58%	14	11	18	◆ 61.11%	1	3	82,247	183,400	◆ 44.85%
KCR	Adult	24	93	103	● 90.29%	69	51	30	● 170.00%	2	7	183,271	302,692	◆ 60.55%
Kitsap	Adult	37	78	50	● 156.00%	41	33	35	● 94.29%	3	7	232,041	302,784	◆ 76.64%
Clallam	DW	11	31	57	◆ 54.39%	20	12	40	◆ 30.00%	1	3	106,058	341,096	◆ 31.09%
Jefferson	DW	3	14	30	◆ 46.67%	11	9	20	◆ 45.00%		1	48,371	157,133	◆ 30.78%
KCR	DW	9	29	40	◆ 72.50%	20	18	22	◆ 81.82%		7	82,648	221,526	◆ 37.31%
Kitsap	DW	17	37	65	◆ 56.92%	20	18	44	◆ 40.91%		8	145,828	389,932	◆ 37.40%
Clallam	Youth	30	51	49	● 104.08%	21	13	10	● 130.00%			149,987	149,890	● 100.06%
Jefferson	Youth	11	17	18	● 94.44%	6	5	4	● 125.00%			92,816	97,777	● 94.93%
Kitsap	Youth	64	87	86	● 101.16%	23	17	12	● 141.67%			424,116	447,833	● 94.70%
<b>Total</b>		<b>223</b>	<b>494</b>	<b>588</b>	<b>84.01%</b>	<b>271</b>	<b>209</b>	<b>265</b>	<b>78.87%</b>	<b>12</b>	<b>39</b>	<b>1,655,338</b>	<b>2,895,863</b>	<b>57.16%</b>

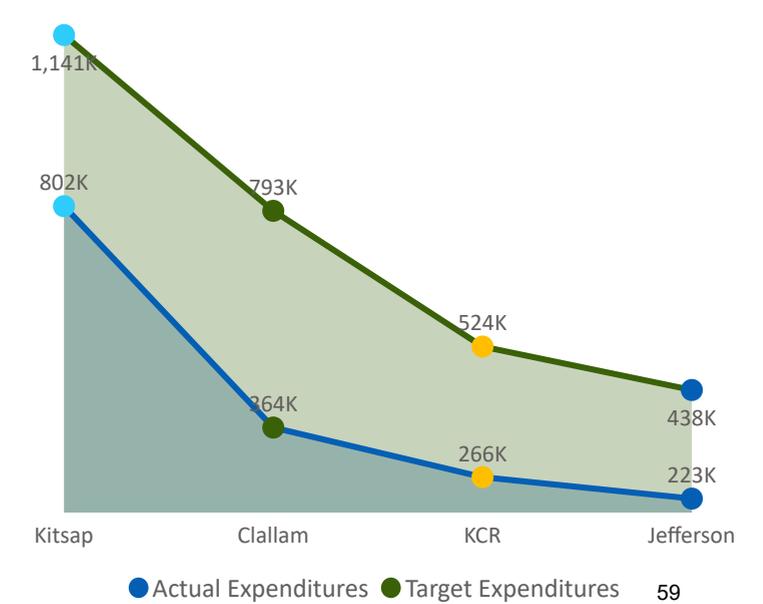
Enrollments



Exits



Expenditures v. Targets





# Performance Reports

## Adult, Dislocated Worker & Youth

## Formula Services

Program	Current	Enrollments	Enroll Targets	% PE	Exits	Exit to Employment	Employ Targets	% ExitEmp	Self Emp	Self Emp Targets	Actual Expenditure	Target Expen	%Expend
Adult	78	228	243	93.83%	150	117	113	103.54%	11	20	605,514	1,090,676	55.52%
DW	40	111	192	57.81%	71	57	126	45.24%	1	19	382,905	1,109,687	34.51%
Youth	105	155	153	101.31%	50	35	26	134.62%			666,919	695,500	95.89%
<b>Total</b>	<b>223</b>	<b>494</b>	<b>588</b>	<b>84.01%</b>	<b>271</b>	<b>209</b>	<b>265</b>	<b>78.87%</b>	<b>12</b>	<b>39</b>	<b>1,655,338</b>	<b>2,895,863</b>	<b>57.16%</b>

Program	Individualized	Support	Training
Adult	228	84	143
Youth	155	128	112
DW	112	29	60
<b>Total</b>	<b>495</b>	<b>241</b>	<b>315</b>

## National Disaster DW

## NDWG Services

Program	Current	Enrollments	Enroll Targets	Enroll %age	Exits	Exit Emp	Employ Targets	Exit %age	Actual Expenditure	Expend Targets	Expend %age
DR DWG	0	34	27	125.93%	34	31	12	258.33%	270,067	340,723	79.26%
ER DWG	0	25	36	69.44%	25	9	30	30.00%	150,663	336,498	44.77%
<b>Total</b>	<b>0</b>	<b>59</b>	<b>63</b>	<b>93.65%</b>	<b>59</b>	<b>40</b>	<b>42</b>	<b>95.24%</b>	<b>420,730</b>	<b>677,221</b>	<b>62.13%</b>

Program	Enrollments	Individualized	Support	Training
DR DWG	34	34	2	5
ER DWG	25	25	10	12
<b>Total</b>	<b>59</b>	<b>59</b>	<b>12</b>	<b>17</b>

## Economic Security for All

## EcSA Services

Current	Enrollment	Enroll Target	Enroll %age	Exits	Exit to Employment	Target Employ	Exit %age	Actual Expenditures	Target Expend	Expend %age
23	23	22	104.55%			5		108,845	127,810	85.16%

Program	Enroll	Individualized	Support	Training
EcSA	23	23	6	5

**EXECUTIVE COMMITTEE**

Chair - Marilyn Hoppen, SVP Human Resources  
Kitsap Bank

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

Jessica Barr, Regional Director Washington State  
Employment Security Dept.

Cordi Fitzpartick, Human Resources Director,  
Security Services NW

Chuck Moe, Field Rep Northwest Laborers-  
Employers Training

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Neal Holm, Electrician and Membership  
Development IBEW 46

Ashley Jackson, Data Analysis Specialist Naval  
Base Kitsap

Peter Johnson, Human Resource Manager  
McKinley Paper Company

Heidi Lamprecht, Co-Founder Paella House  
Franchisees and Training

Gina Lindal, Administrator Department of Social  
and Health Services

Greg Lynch, Superintendent Olympic Educational  
Service District #114

Colleen McAleer, Executive Director Clallam  
Economic Development Co.

Snell Morgan, Jamestown S'Klallam Tribe

Matt Murphy, President/CEO South Kitsap  
Chamber of Commerce

Gillian Niuman, Human Resources Rep People  
Support Services

Allison Plute, Human Resources Director  
Jamestown S'Klallam Tribe

LeAnne Raines, Supervisor Department of  
Vocational Rehabilitation

Jeff Randal, Secretary, District 1 Jefferson PUD

Anna Reyes-Potts, General Mgr. & Business  
Development TMF, Inc.

Dr. Luke Robins, President Peninsula College

Daniel Stegier, CEO/President Lumber Trades, Inc.

## OWDC Youth Committee

DATE: September 13, 2022

TIME: 9:00 a.m. – 9:50 a.m.

LOCATION: Skookum 4525 Auto Center Way, Bremerton WA 98312

## AGENDA

### ACTION ITEMS:

1. Call to Order: 9:02 a.m.
2. Approval of Agenda
3. Approval of May 10, 2022 Meeting Minutes (Att. 11A, Pg. 62-63)

### DISCUSSION ITEMS:

1. Supporting Youth Mental Health in Workforce System (Att. 11B, Pg. 65)
2. Career Connected Learning
  - a. State and Regional Updates
  - b. WSAC Regional Challenge Grant (Att. 11C, Pg. 66)
3. WIOA Youth-Pathways to Success updates
4. Youth Community Resource Round-Up (Att. 11D, Pg. 67)
5. Good of the Order
6. Adjourn

NEXT MEETING: TBD during main portion of OWDC meeting

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)  
YOUTH COMMITTEE SUMMARY  
May 10, 2022**

**ATTENDANCE:** Jeff Allen, Emily Manson, Tiffany Skidmore, Kareen Borders, Patty McNally, Cindy Brooks  
Staff: Alissa Durkin

The Olympic Workforce Development Council's (OWDC) Youth Committee meeting was held on Tuesday, May 10, 2022 at The Point Casino and Hotel.

**APPROVAL OF SUMMARY**

The Youth Committee's February 8, 2022 Meeting Minutes and May 10, 2022 Agenda was reviewed as follows:

**ACTION:** Those present reviewed the minutes and agenda as presented. The February 8<sup>th</sup> meeting minutes **CCL Update** revisions-WSSN Intermediary Grant Award for Renewable Energy Career Pathways focuses on career exploration and preparation in partnership with Mid-Columbia STEM Network and Pacific NW National Laboratory (PNNL). The minutes and agenda was agreed upon by those present.

**DISCUSSION**

**Suquamish Tribe & Strategies for Success**

- Mike Robinson, Jeff Allen, and Bill Dowling met with Suquamish Tribe HS division to discuss offering Strategies for Success curriculum in-person to tribal youth.
- Co-hort is slated to begin June 2023.

**EcSA Grant**

- Developing employment career coaching.
- Partnering with Kitsap Chamber-Social Service partners to connect with internship opportunities.
- BFET program at Olympic College referring students to OESD EcSA program.
- Job fair in May with educators in Jefferson County.

**State & Regional Updates**

- Career Connect Learning

- Completed Career Launch program within the Fishing Industry-Neah Bay youth working in the fishing industry will receive 6 industry-recognized credentials (science, water safety).
- Raising awareness for rural areas lacking a robust industry sector and incentives for disadvantaged businesses who want to bring students in for work experience.
- New round of intermediary funding going to Chimacum High School Culinary Art.
  - School received food truck and students will operate by next Spring.
- WSSN using funds to open an Olympic Peninsula office-Conversations occurring with community leaders on location of new office.
- WSSN, in partnership with WWU, offered a new computer science/cybersecurity STEM Café.
  - Designed to demystify digital privacy and digital privacy education and show teachers how to introduce their students to safe online and digital practices.

### **Youth Program Update**

- Many high barrier youths visiting the WorkSource center.
- Students enrolled in on-line learning but are ready to go back to in-person or start college.
- Individuals with disabilities are falling through the cracks after graduation.

### **ADJOURN**

There being no further business to come before the committee, the meeting was adjourned at 9:55 am.

**Next Meeting:** Tuesday, May 10, 2022, via in-person. Location TBD



## **Supporting Youth Mental Health in the Workforce System**

### **EXECUTIVE SUMMARY**

In 2021, U.S. Surgeon General Vivek H. Murthy released the advisory “Protecting Youth Mental Health” report on the state of youth mental health and a call to action for our country. This advisory highlighted the alarming trends in youth mental health statistics prior to the COVID-19 pandemic and served as the inspiration for our organization, the National Youth Employment Coalition (NYEC), to improve our understanding of the preparedness of the youth employment field in addressing this heartbreaking crisis. In 2022, NYEC conducted a nationwide survey to hear from providers about the readiness and resources of youth programs across the US to respond to the youth mental health pandemic; the processes and systems providers have in place to fight the crisis; and what supports they need to combat this ongoing, life-threatening challenge. The survey yielded 563 responses across 49 of the states.

### **KEY FINDINGS**

- Most youth employment programs indicated that their youth cannot access mental health services when they need them. 60% percent of respondents estimated that fewer than half the youth could access mental health support in their community when needed.
- Anxiety and depression are the most observed mental health conditions among youth. 93% of all respondents stated that they have “observed” anxiety amongst their youth, while 90% of respondents stated they “observed” depression.
- 64% of respondents did not have a process for screening and/or monitoring youth people for

mental health needs. Moreover, 60% of these respondents estimated that more than half of their youth need mental health support.

- 89% of respondents indicated they did not have sufficient resources to deliver quality mental health training to staff. 72% of respondents do not track if youth receive needed mental services.
- External stressors, mental health stigma, and lack of access underlie and exacerbate the youth mental health crisis. NYEC conducted four focus groups that found that school stress, finances, employment, and isolation and other stressors contributed to a youth's negative well-being. Youth also face barriers in accessing mental health support because of cultural stigma, lack of transportation, difficulty talking to a caring adult, and lack of funds for mental health services in their community or families.

#### Recommendations

- Acknowledge and directly address systemic factors contributing to the mental health crisis, including but not limited to structural racism, generational trauma, affordable housing, and economic inequality.
- Encourage mental health screenings upon intake into the workforce development and other human-services systems and increase training for frontline practitioners in the workforce development and other human services fields, so they can identify mental health warning signs and make initial assessments.
- Increase the availability of mental health services with dedicated funding for in-house services among WIOA (Workforce Innovation and Opportunity Act) providers and a focus on leveraging other federal, state, and local resources to support youth connected and enrolled in employment programs.

The [full report from NYEC + SAMHSA on the youth mental health survey](#)

## REGIONAL CHALLENGE GRANTS

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### Innovations in College & Career Pathways

Washington Student Achievement Council (WSAC) will award competitive **Regional Challenge Grants**. The grants will support local or regional partnerships among K-12, colleges, and community-based organizations.

Grantees will seek to:

- Implement or expand innovative interventions to increase college enrollment and completion.
- Support high school students or adult learners.
- Eliminate opportunity gaps for marginalized populations.

### Background

WSAC engaged with students and stakeholders to better understand the enrollment crisis in Washington State and to brainstorm solutions. Regional challenge grants are the result of that work. The Legislature passed [Senate Bill 5789](#), providing \$6 million in initial funding for regional challenge grants for 2022-23.

### Resources

In preparation for the Regional Challenge Grant, WSAC partnered with College Promise to host a [virtual community of practice](#) with organizational leaders from across the country. Listen in to learn from panelists on key topics that included building cross-sector partnerships, the power of shared goals and objectives, data sharing, program sustainability, funding models and more.

### Next Steps

The grant program is under development.

The draft Request of Letters of Interest will be reviewed at the upcoming Council meeting on August 31, 2022. In advance of that Council meeting, stakeholders were invited to provide comment to help inform the Council discussion and final grant application.

Questions? Contact [RegionalChallengeGrant@wsac.wa.gov](mailto:RegionalChallengeGrant@wsac.wa.gov).



## July Resource Round-Up

- We know that childhood trauma has lasting impacts. For service providers who interface with families and support intergenerational strategies, please share the FREE screening tool and front-line provider training resources developed by SAMHAS: [Child Trauma-Screening and training.](#)
- Friendly reminder that the U.S.A. now has a 3-digit mental health crisis hotline: **988**. Here is the [SAMHSA resource guide](#) to help providers navigate the use and applications of this new, massively important resource. And kudos to WA state for being one of the few to identify sustainable funding pathways to support this program. Yes, the resource is also available In español and yes there are specific supports for veterans.
- For youth considering college as a postsecondary pathway, the national company, College Board, has developed a new “Plan for College” tool: [Home – Big Future | College Board.](#)
  - Do not forget about WA state’s unique resource for college bound students interested in receiving WASFA and FASFA (financial aid) navigation support. Here is the [info on Otterbot.](#)

**Olympic Consortium Board Meeting (4th Friday)**  
**Exec OWDC Meeting (4th Tuesdays)**  
**OWDC Full Meeting (2nd Tuesday)**

10 a.m. to 12:00 p.m. Zoom until further notice  
 10 a.m. to 12:00 p.m. Zoom until further notice  
 9:00 a.m. to 1:30 p.m. Zoom from 9 to 11:30 until further notice

# 2022

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					

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

March						
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27	28	29	30	31		

April 2022						
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17	18	19	20	21	22	23
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May						
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29	30	31				

June						
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July						
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31						

August						
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28	29	30	31			

September						
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18	19	20	21	22	23	24
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October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
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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
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13	14	15	16	17	18	19
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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



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Kitsap Bank  
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Anna Reyes-Potts, General Mgr. & Business  
Development TMF, Inc.  
Dr. Luke Robins, President Peninsula College  
Daniel Stegier, CEO/President Lumber Trades, Inc.

## MEETING AGENDA

DATE: November 17, 2022

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: [ZOOM](#)

Meeting ID: 869 4535 8541

Passcode: 801401

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#### ACTION ITEMS:

1. Call to Order – 10:00 a.m. and Welcome
2. Approval of Agenda
3. Approval of Meeting Minutes from Sept. 13, 2022 (Att. 3., p. 2-4)
4. Vote on Chairperson
5. Approval of OWDC By-Laws (Att. 5., p. 5-10)
6. Approval of 2023 OWDC Calendar (Att. 6., 11)

#### DISCUSSION ITEMS:

7. YesVets Award
8. Shared Work – Rafael Colon
9. Olympic Community of Health – Amy Brandt
10. WIOA Performance Measures – Luci Bench

#### COMMITTEE DEBRIEF:

11. Executive Committee minutes (Att. 11., p. 12-14)
12. Business and Economic Development Packet (Att. 12., p. 15-18)
13. Operations Packet (Att. 13., 19-32)
14. Youth Packet (Att. 14., 33-45)

15. Public Comment
16. Adjourn

Next Meeting: Thursday, January 12, 2023, via Zoom

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)  
MINUTES  
September 13, 2022**

**1. CALL TO ORDER**

The Olympic Workforce Development Council (OWDC) meeting was held in person September 13, 2022. Marilyn Hoppen, Chair, called the meeting to order at 10:02 a.m.

**2. APPROVAL OF AGENDA**

Motion: Neal Holm moved to approve the agenda as amended. Jessica Barr seconded the motion. Motion carried unanimously.

**3. MINUTES May 12, 2022**

Motion: Jessica Barr moved to approve the minutes as presented. Neal Holm seconded the motion. Motion carried unanimously.

**4. Approval of 2023 Budget (Att, 4, Pg. 5-8)**

Motion: Neal Holm moved to approve the 2023 budget as presented. Matt Murphy seconded the motion. Motion carried unanimously.

**DISCUSSION ITEMS**

**5. Workforce Development Board Purpose Presentation (Att. 5, pg. 9-31)**

Bill Dowling discussed the boards guiding principles, bylaws, roles and responsibilities of the board and its members. Bill also discussed

- Primary funding, U.S. Department of Labor and budgets are public
- Board is locally driven; clientele generally consists of small businesses with 10 or less employees and with a commitment to continuous quality improvement, and customer excellence for both the employer and job seeker
- Employment Security Department (ESD) provides governance, oversight, and monitoring, with Kitsap County acting as the governing body for all three counties
- Discussed state database challenges to track social outcomes and changes to the system, currently under the bidding process
- Initiatives that need the boards attention including; planning and designing programs to transition those in need, the reliance on educational partners like libraries, determining which partners are missing, and which industry specializations should be included.
- Marilyn's term ending. Nominations and self-nominations are open for the 2-year term, interested members can email OWDC staff

**6. One-Stop Operator – Career Path Services**

Cammie Egan shared their goals as the new One-Stop Operator. Career Path Services staff will spend the 1<sup>st</sup> quarter getting to know the communities and staff in the county. Jessica Brasher will serve as interim operator starting October 1<sup>st</sup> during the recruitment

and hiring process. Alissa will distribute the recruitment announcement to board members, and staff and board members will have an opportunity to sit on the interview panel.

- Work Force Development – system partnership and equity centered
- Four commitments: partnership, building collaboration, integration, and performance
- Value alignment with plan
- Provides human services and training

## **7. 2023 Meeting Alignment (Att. 7, Pg. 32)**

Bill Dowling, OWDC provided an update on activities and changes impacting the board.

- Considering move to bi-monthly meeting FY2023 schedule changes. Goal of meeting more frequently is to move more initiatives forward. Poll taken to determine the new meeting day, either the 2<sup>nd</sup> Tuesday or the 2<sup>nd</sup> Thursday
  - The 2<sup>nd</sup> Thursday has been noted for the new meeting schedule, the board will approve at the next meeting.

Motion: Gina Moss moved to propose the 2nd Thursday as the new meeting schedule. Jessica Barr seconded the motion. Motion carried, one opposed.

- Changes would also include meeting twice a year with the county commissioners, commissioner's meetings held on Fridays
- November OWDC meeting has been moved to November 17<sup>th</sup> due to the Thanksgiving Day holiday

## **COMMITTEE DEBRIEF**

**8. Executive Committee Minutes (Att. 8, Pg. 33-35):** reviewed

**9. Economic Development and Business Committee Packet (Att. 9, Pg. 36-40):**

Quorum not met

Bill Dowling gave update

- Agencies have had very active hiring and interviewing events and discussed the need for more business members.
- Introduced Marcus Lane with ESD and Vets services, Yes Vets. Employers sign on to Yes Vets as a recognition program designed to help veterans find employment. Offerings include market resources, community of employers, and incentive to show Vets and the community they are a participant and are easily to identify

**10. Operations Packet (Att. 10, Pg. 41-60):**

Mike Robinson gave update

- DVR new leadership coming in, Leanne Reines retired. Staffing changes, new staff starting on 10/16
- DSHS shared success stories, Age, Blind, Disabled funding increased and expanded 1<sup>st</sup> services, and pandemic EBT (P-EBT) benefits extended through the summer

- Olympic College had an event, Fly in Car Show with Green River Tech. Olympic, general ed offering saw changes, various initiatives and construction underway over the last few months, offering a new Marine Electronics program
- Peninsula College added a 2 – year Dental Hygienist program and shared success stories, and partnerships/apprenticeships with Nexus.
- WorkSource also shared success stories, best practices developed for a bank of narratives readily available, WIOA performance for adults, currently looking for a case manager for the program. Economic Security for All started in July, provides gap services that WIOA doesn't provide.

**11. Youth Packet (Att. 11, Pg. 61-67):**

Jeff Allan gave update

- Economic Security for All, WIOA Clallam for youth geared towards preparing youth for post-secondary education.
- A lot of people entering post-secondary programs and moving forward
- Shared survey findings, results showing the negative impact the pandemic had on the mental well-being on youth. The results noted the existential threats that youth are feeling in relation to climate change and the war in Ukraine to name a few.
- The focus will be, how to provide more MH Services within WorkSource.

**12. 2022 Calendar (Att.12, p. 68)**

**13. Good of the Order and Adjourn**

**NEXT MEETING**

The next council meeting is scheduled tentatively for November 17, 2022

**ADJOURNMENT**

There being no further business to come before the Council, the meeting was adjourned at 12:27 p.m.

The name of the organization shall be Olympic Workforce Development Council and shall serve as the workforce development board for Clallam, Jefferson, and Kitsap Counties, hence fore referred to as the Council.

The purpose of the Council will be to set workforce investment system policy and exercise oversight for the Olympic Workforce Development Area in accordance with Section 107 of the Workforce Innovation and Opportunity Act of 2014, P.L. 113-128 (WIOA) and the provisions contained in the interlocal agreement between local elected officials and the Olympic Consortium Board (refer to OCB By-laws), hence fore referred to as OCB.

## **1.0 FUNCTIONS**

The Councils' functions shall be in a accordance with WIOA Sections 107(d) and 108 and summarized as follows:

- Develop and maintain the 4-year Local Plan
  - Conduct workforce research and regional labor market analysis to assist in the development and implementation of the local plan
  - Convene workforce development system stakeholders in the development of the local plan and identify resources to leverage support for workforce development
- Lead employer engagement efforts
- Collaborate with education representatives to develop and implement career pathways
- Identify and promote proven and promising practices
- Develop and implement strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, and job seekers
- Conduct program oversight
- Negotiate local performance accountability measures
- Negotiate methods for funding the infrastructure costs of one-stop centers in the local area
- Select and monitor one-stop operators and service providers
- Ensure adequate availability of career and training services, maximizing consumer choice
- Coordinate workforce activities with education and training providers
- Develop, implement, and monitor WIOA budget
- Assess and enact accessibility for individuals with disabilities
- Certify one-stop centers in accordance with 20 CFR 678.800

## 2.0 DESIGNATION

### MEMBERSHIP

The Council shall be comprised of no fewer than twenty-one (21) and not greater than 41 members. Taken as a whole, council membership shall reasonably reflect the respective populations of the (3) counties.

- 2.01        Appointment: Each member shall be appointed pursuant to the nomination and appointment process established under WIOA, and the OCB By-laws.
- 2.02        Alternates: Each member may have two alternates.
- 2.03        Resignation: Any member may resign by submitting written notice to the Council Chairperson or the OCB Chairperson. Members shall offer their resignations when they retire or otherwise leave a position of optimum policy-making authority in the sector they were appointed to represent.
- 2.04        Removal: The OCB may remove a council member on its own accord; or the Council Chairperson, on behalf of the entire Council may request the OCB remove a council member by a majority vote, provided that fifteen (15) calendar days' notice of the pending action has been provided to the member, the entire council, and to the OCB. An unexcused absence from three (3) consecutively scheduled council meetings may be deemed as being good cause for removing a member.

## 3.0 OFFICERS

- 3.01        Chairperson: The Chairperson shall be elected by the Council and shall be a representative of the business community.
- 3.01.1        The Chairperson shall serve as principal officer for the Council with authority to lead meetings, call special meetings and set agenda priorities.
- 3.02        Vice Chairperson: The Vice Chairperson shall be elected by the Council and shall assume the responsibility and authority of the Chairperson in his/her absence.
- 3.03        Chairperson Pro temporal: In the absence of the Chairperson and Vice Chairperson, a Chairperson Pro temporal shall be elected by most of the members present to preside for that meeting only.

## 4.0 ELECTIONS

- 4.01 Elections: The Chairperson and Vice Chairperson shall be elected by a majority vote for a two (2) year term beginning on January 1 and ending on December 31 of the second year. The Chairperson and Vice Chairperson can serve for two or more consecutive two-year terms.
- 4.02 Process: The Chairperson shall appoint a three-member Nominating Committee. Elections shall be held at the first regular meeting of the fourth (4th) calendar quarter, from a list of candidates presented by the Nominating Committee and nominations from the floor. Nominees must be active members who have consented to serve.
- 4.03 All elections shall be by secret ballot unless dispensed with by a majority vote of the members present.
- 4.03.1 Any Council member may audit the ballot.
- 4.04 Nominating Committee: Shall consist of three (3) WDC members appointed by the WDC Chairperson. The WDC Chairperson shall designate the committee Chairperson.
- 4.05 Removal: The Chairperson and/or Vice Chairperson may be removed from office by a two-thirds (2/3) majority vote of the Council provided that seven (7) days' notice of the pending action has been provided to the Council.

## 5.0 REPRESENTATION

A member may speak for the Council only when he/she represents positions officially adopted by the body.

## 6.0 COMPENSATION

Members of the Council shall serve without compensation. Reimbursement for expenses incurred while conducting official Council business shall be provided for in accordance with an agreement between the Council and the OCB.

## 7.0 MEETINGS

- 7.01 Regular Meetings: The Council shall meet bi-monthly, or at the call of the Chairperson with a minimum notice of one week provided to members and shall be open to the public.
- 7.02 Special Meetings: Special Meetings of the Council may be called by or at the written request of the Chairperson. Reasonable notice shall be given

of such meetings, reflecting the urgency of the matter. The length of time of a special meeting shall vary dependent on the topic.

- 7.03 Minutes: Minutes of all meetings shall be promptly recorded and posted to the Olympic Workforce Development Council webpage at least five (5) days prior to the next scheduled meeting.
- 7.04 Attendance: Records of attendance, reports and the names of motion makers will be included in the minutes.

## 8.0 QUORUM

A quorum shall consist of a total of not less than one-third of the seated membership or alternates, in person, or via telephone.

## 9.0 VOTING

Voting shall be restricted to Council members or their alternates, and each Council member shall have one (1) vote. The Chairperson shall vote when a tie result. Exception: The Chairperson may vote in elections. All decisions of the Council shall be made by no less than a majority vote of a quorum at a meeting where a quorum is present.

- 9.01 Balloting: Voting shall be conducted by voice. The Chairperson may call for a hand count as needed.
- 9.02 Conflict of Interest: No member shall engage in any activity, including participation in the selection, award, or administration of a subgrant or contract supported by WIOA funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when: 1) the individual, 2) any member of the individual's immediate family, 3) the individual's partner, or 4) an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm or organization selected for award.

No member shall cast a vote on, nor participate in, any decision-making capacity on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member. If a matter arises which places a member in a conflict-of-interest situation or a potential conflict of interest situation, that member will notify the Chairperson and abstain from voting.

- 9.03 When a quorum is not present: If the meeting is a regular meeting, consistent with Section 7.01, and a quorum is not present, the attending council members may meet, and voting shall take place electronically.

When issues are decided by electronic vote, a ballot is sent to the voting members stating exactly what is to be voted on and a clearly designated place for the member to mark a vote.

## **10.0 WORKFORCE DEVELOPMENT COUNCIL COMMITTEES**

### 10.01 Committees

10.01.1 Executive Committee: It shall consist of the current and immediate past Chairperson and current Vice Chairperson, and four (4) to six (6) members elected by the Council. The term shall be consistent with 4.01. If a member leaves the Committee, the Chair may appoint a replacement member to fulfill the term of the exiting member. Most of the Executive Committee members shall be from the business community.

10.01.2 Ad Hoc or Standing Committees, and/or Workgroups: The Council Chairperson, or Council by majority vote, may establish ad hoc or standing committees, and/or Workgroups, as deemed necessary. Committee members may include non-Council members who have special knowledge to be of assistance to the Council; however, the Chairperson of a committee shall be an appointed Council member.

## **11.0 WORKFORCE DEVELOPMENT COUNCIL EXECUTIVE DIRECTOR & STAFF**

Kitsap County shall be the designated entity for employment of administrative executive director and staff that serves the Council and the OCB. The administrative executive director and staff shall be responsible for carrying out the required functions described in this policy. There is no evident conflict of interest between these two roles.

11.01 The administrative executive director and staff shall perform its duties consistent with the goals and policies developed by the Council and the OCB.

11.02 Although the administrative executive director assigned to the OCB and Council shall remain an employee of Kitsap County; the Council in collaboration with the OCB shall have authority in the selection and performance review of the assigned administrative executive director.

## **12.0 AMENDMENT OF BY-LAWS**

These By-laws may be amended by a two-thirds (2/3) majority vote of the members present at any regular or special meeting insofar as such amendments do not conflict with pertinent laws, regulations, ordinances, or resolutions of the County, State, or

federal governments. Proposed amendments to be in the hands of members at least fifteen (15) days prior to the meeting at which the amendment is to be voted on.

**13.0 PARLIAMENTARY AUTHORITY**

When not inconsistent with the provisions in these By-laws, Robert's Rules of Order, Newly Revised, shall govern all meetings of the Workforce Development Council.

Adopted by the Olympic Workforce Development Council November 17, 2022.

Marilyn Hoppen \_\_\_\_\_  
Olympic Workforce Development Council, Chairperson

OCB Meeting (3rd Fridays)  
 OWDC Meeting (2nd Thursday)  
 OCB - OWDC Combined Meeting (May & Nov)  
 Exec OWDC Meeting (2nd Tuesdays)

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

# 2023

January						
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December						
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**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)  
EXECUTIVE COMMITTEE SUMMARY  
October 25, 2022**

**ATTENDANCE:** Marilyn Hoppen, Cordi Fitzpatrick, Jessica Barr, Chuck Moe,  
Jessica Brasher  
Staff: Bill Dowling, Alissa Durkin, Doug Washburn

The Olympic Workforce Development Council's (OWDC) Executive Committee meeting was held on Tuesday, October 25<sup>th</sup> via Zoom.

**APPROVAL OF SUMMARY**

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

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

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

**ACTION: Chuck Moe moved to approve the April 26<sup>th</sup> and July 26, 2022 Executive Committee Minutes as presented.  
Motion was seconded by Jessica Barr. Motion carried unanimously.**

The Olympic Workforce Development Council's (OWDC) By-Laws were approved as follows:

**ACTION: Jessica Barr moved to approve the Olympic Workforce By-Laws as presented.  
Motion was seconded by Cordi Fitzpatrick. Motion carried unanimously.**

The decision to move the OWDC Executive Committee and the OWDC to hybrid meetings were approved as follows:

**ACTION: Jessica Barr moved to approve the OWDC Executive Committee and the OWDC to hybrid meetings as presented.  
Motion was seconded by Chuck Moe. Motion carried unanimously.**

## DISCUSSION

### OWDC Director Report Out

- Discussion on Workforce Impact Funding (WIF) and National Dislocated Worker Grants (QUEST), allowing for marketing, advertising, and a focus on business engagement.
- Currently have 36 State-Funded Economic Security for All (EcSA) enrollments, and only four months into the year contract.
- Suquamish Tribe connections, starting early this year with Strategies for Success courses provided to tribal members. Working on co-enrollment into WIOA Adult and 457 WIOA. November 4th WorkSource Kitsap is hosting a networking Event with Suquamish leaders.
- Operationally, Worksource Kitsap and Clallam have seen an increase in job seekers and businesses coming into access services. November 9th Veteran's Job Fair.

### WorkSource Updates

- 2 AmeriCorps Navigators hired for WorkSource Clallam and Kitsap. Individuals will work directly with customers in the resource room.
- Veteran job fair on November 9<sup>th</sup>.
- WorkSource Clallam seeing a decrease in UI assistance and more general job seekers that are new to the area.
- July-September saw 66 business hiring events with no slow down in sight.
- New One-Stop Operator interim, Jessica Brasher informed committee they hope to have the position filled by December.

### Equal Employment Opportunity (EEO) Updates

- Priorities of EEO Commissioner include:
  - Racial justice and systemic discrimination. Using tools to help promote racial justice and equity in the workforce.
  - Pursuing ways to address pay discrimination and unjustified wage gaps through pay data collection.
  - Civil rights impact of the pandemic-increasing questions arise surrounding re-entry, vaccinations, and the future of work.
- Review of stats:
  - Highest number of complaints are based on retaliation with 40,000 charges received.
  - Disability is strong in the numbers with 23,000 charges received.
  - Race and Sex are increasing in numbers.
  - Complaints based on religion, specifically how they relate to COVID vaccines.

- New to EEO
  - Implemented new initiative to explore how artificial intelligence is used in hiring and the impacts.
  - Gathering information about adoption, design, and other employment-related technologies.

### **Participant Success Stories**

- See attached success stories.

### **PY21 Quarter 4 Performance Reports**

- Discussed with no questions.

### **Good of the Order**

- Chuck Moe shared Try-A-Trade Day @ Kitsap County Fairground November 2<sup>nd</sup> 8-2pm.
  - Variety of trades and career opportunities available to students upon high school graduation.
- Chuck Moe also shared discussions with Congressman Kilman regarding the Gorst Corridor project and the impact on workforce in Kitsap.
- Discussion around alignment of Executive Committee meetings to be held prior to the OWDC meetings. Alissa will draft tentative calendar that will show Executive Meetings will be held bi-monthly on the 2<sup>nd</sup> Tuesday. Members will take a vote via Cognito form.

### **ADJOURN**

There being no further business to come before the committee, the meeting was adjourned at 10:58 a.m.

**Next Meeting:** Tentatively Tuesday, January 9, 2023, via Zoom

**EXECUTIVE COMMITTEE**

Chair - Marilyn Hoppen, SVP Human Resources  
Kitsap Bank

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

Jessica Barr, Regional Director Washington State  
Employment Security Dept.

Cordi Fitzpatrick, Human Resources Director  
Security Services Northwest

Chuck Moe, Field Rep Northwest Laborers-  
Employers Training

**COUNCIL MEMBERS**

Dr. Karen Borders, South Kitsap School District

Nicole Brickman, Human Resources Director  
YMCA Kitsap

Dr. Marty Cavalluzzi, President Olympic College

Lisa Donlon, General Manager Windermere  
Commercial

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

Kevin Gallacci, General Manager Clallam Transit  
System

Nicholas Gianacakos, Program Manager General  
Dynamics NASSCO

Rusty Grable, Business Rep & Organizer Machinist  
Union District 160

Michell Graff, Manager Kitsap Community  
Resources

Neal Holm, Electrician and Membership  
Development IBEW 46

Ashley Jackson, Data Analysis Specialist Naval  
Base Kitsap

Peter Johnson, Human Resource Manager  
McKinley Paper Company

Heidi Lamprecht, Co-Founder Paella House  
Franchisees and Training

Gina Lindal, Administrator Department of Social  
and Health Services

Greg Lynch, Superintendent Olympic Educational  
Service District #114

Colleen McAleer, Executive Director Clallam  
Economic Development Co.

Snell Morgan, Jamestown S'Klallam Tribe

Matt Murphy, President/CEO South Kitsap  
Chamber of Commerce

Gillian Niuman, Human Resources Rep People  
Support Services

Allison Plute, Human Resources Director  
Jamestown S'Klallam Tribe

LeAnne Raines, Supervisor Department of  
Vocational Rehabilitation

Jeff Randal, Secretary, District 1 Jefferson PUD

Anna Reyes-Potts, General Mgr. & Business  
Development TMF, Inc.

Dr. Luke Robins, President Peninsula College

Daniel Stegier, CEO/President Lumber Trades, Inc.

## ECONOMIC DEVELOPMENT & BUSINESS COMMITTEE MEETING AGENDA

DATE: November 17, 2022  
TIME: 9:00 a.m. – 9:45 p.m.  
LOCATION: Virtual

ACTION ITEMS:

1. Call to Order – 10:00 a.m. and Welcome
2. Approval of Agenda
3. Approval of Meeting Minutes from November 17, 2022 (Att. 11., p. 16-18)

DISCUSSION ITEMS:

4. Introduction
5. WorkSource Employer Services
  - a. Hiring Events
  - b. Emerging Opportunities
  - c. Rapid Response: Area Updates
6. WDA Trends from Members
7. Good of the Order
8. Adjourn

Next Meeting: Thursday, January 12, 2023, virtual

**OLYMPIC WORKFORCE DEVELOPMENT**  
**Economic Development & Business Coordination Committee Meeting Minutes**  
9:00 a.m. – 9:50a.m.  
Tuesday, September 13, 2022  
Skookum, Bremerton WA

**In Attendance:**

William Dowling, OWDC

Marcus Lane, Worksource

Hildo Rodriquez, WorkSource Employer Services

Brandino Gipson, Worksource Clallam

**1. Call to Order**

Meeting called to order by Bill Dowling, at 9:00 a.m.

**2. Introductions**

**3. Approval of Agenda (Attachment)**

No quorum

**4. Approval of May 10, 2022 Summary (Attachment)**

No quorum

**5. Action and Discussion Items**

**a. WorkSource Employer Services, hiring events, and emerging opportunities**

- Hildo Rodriquez, WorkSource Employer Services shared difficulties with staffing. Recommended opening skills assessments to assess basic knowledge with the employers providing training to new hires. Worksource also wants the employer to determine if new hires are long-term which supports on-the-job training. The Navy has seen increased activity this quarter due to their willingness to train new hires.
- Brandino Gipson, Worksource Clallam shared that some employers have used untrained staff but doesn't feel the labor was used in the right way to result in long-term employment. Employers have expressed interest in skills assessments. In the past, Keytrain was used to perform assessments.
- Bill Dowling, Director, OWDC hopes to market skills assessments and eventually apprenticeships with employers. Would like to shift the

services to long-term thinking by offering tiered services. Would also like to increase funding to support marketing locally and statewide. Funding that supports specific marketing activities targeting business services and in school youth with the addition of mentors and paid internships.

**b. Rapid Response: Area Updates**

None

**6. WDA Trends from Members**

- a. Hildo Rodriquez, WorkSource Employer Services shared a recap of the hiring and interviewing events for the quarter. 54 events for the quarter, 29 hiring events, 14 interview events, and 11 new hire orientations conducted.
- b. Brandino Gipson, WorkSource Clallam shared that there have been several internal changes with staff, everyone on staff with the agency less than a year. They are taking a team-oriented approach and cross training staff to fill gaps due to staffing and to reduce the impact on services. Working to reconnect with employers that may have disengaged and looking to make new connections. The agency has held 2 – 3 hiring events with limited participation and only 1 person has been hired. John has been reaching out to tribes and doing a great job working on the developmental stages of those partnerships. One event with the naval shipyard planned for September and October. Since the agency covers the entire peninsula, Jefferson, and Port Townsend looking to care provider events with 10 – 12 employers and offer a “silent sales” table marketing to the employers to distribute hiring information for 2 weeks at various hiring events.
- c. Bill Dowling, OWDC shared that hiring has been consistent, but may slow down outside of the seasonal/holiday hiring needs, largely within the retail sector. New aviation program may be coming soon, also anticipating hiring needs related to repairs of the Gorst highway system and is a large project. Bill also shared that he is focused on recruiting new members from the Clallam and Jefferson counties. Bill also explained that they don’t need to be on the council, will reach out to Brandino to identify potential members. Washington State University is adding a campus to the area with new degree programs. No technical or skilled programs noted, WSU reached out and would like to conduct a business roundtable to discuss ideas. Bill also reached out to the president at Peninsula College and proposed having a representative onsite 3 – 4 days a week to meet

with potential students and work with them to identify areas of interests or offer guidance on increasing skills and knowledge to align with skills assessments with the goal of making One-Stop, truly One – Stop, also exploring how to offer Work Study opportunities with the help of the partners in education. KBA reached out to discuss a possible partnership and Bill will connect with Brandino to discuss further.

**7. Good of The Order**

None

**Next Meeting:** November 17, 2022

**8. Adjournment:**

Bill adjourned at 9:50 a.m.

**EXECUTIVE COMMITTEE**

Chair - Marilyn Hoppen, SVP Human Resources  
Kitsap Bank

Vice-Chair (Vacant)

Jessica Barr, Regional Director Washington State  
Employment Security Dept.

Monica Blackwood, CEO/President West Sound  
Workforce

Cordi Fitzpatrick, Human Resources Manager Port  
Townsend Paper Corporation

Chuck Moe, Field Rep Northwest Laborers-  
Employers Training

**COUNCIL MEMBERS**

Dr. Kareen Borders, South Kitsap School District

Nicole Brinkman, Human Resources Director  
Skookum

Dr. Marty Cavalluzzi, President Olympic College

Lisa Donlon, General Manager Windermere  
Commercial

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

Kevin Gallacci, General Manager Clallam Transit  
System

Nicholas Gianacakos, Program Manager General  
Dynamics NASSCO

Rusty Grable, Business Rep & Organizer Machinist  
Union District 160

Michell Graff, Manager Kitsap Community  
Resources

Neal Holm, Electrician and Membership  
Development IBEW 46

Ashley Jackson, Data Analysis Specialist Naval  
Base Kitsap

Peter Johnson, Human Resource Manager  
McKinley Paper Company

Heidi Lamprecht, Co-Founder Paella House  
Franchisees and Training

Gina Lindal, Administrator Department of Social  
and Health Services

Greg Lynch, Superintendent Olympic Educational  
Service District #114

Colleen McAleer, Executive Director Clallam  
Economic Development Co.

Snell Morgan, Jamestown S'Klallam Tribe

Matt Murphy, President/CEO South Kitsap  
Chamber of Commerce

Gillian Niuman, Human Resources Rep People  
Support Services

Allison Plute, Human Resources Director  
Jamestown S'Klallam Tribe

LeAnne Raines, Supervisor Department of  
Vocational Rehabilitation

Jeff Randal, Secretary, District 1 Jefferson PUD

Anna Reyes-Potts, General Mgr. & Business  
Development TMF, Inc.

Dr. Luke Robins, President Peninsula College

Daniel Stegier, CEO/President Lumber Trades, Inc.

**OPERATIONS COMMITTEE MEETING AGENDA**

DATE: November 17, 2022

TIME: 9:00 a.m. – 9:50 a.m.

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1. Call to Order
2. Approval of September 13, 2022, meeting minutes (Att. 13a., p. 20-21)
3. Discussion Item(s)/Action Item(s)
  - a. OWDC Operational Partner Highlights (Att. 13b., p. 22-28)
4. Performance Reports
  - a. Primary Indicators (Att. 13c., p. 29-31)
  - b. OWDC Performance Report PY22 Q1 (Att. 13d., 32)
5. Good of the Order
6. Adjourn

Next Meeting: January 12, 2023, via Microsoft TEAMS

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)  
OPERATIONS COMMITTEE SUMMARY  
September 13, 2022**

**ATTENDANCE:** Amy Hatfield, Michael Robinson, Gina Lindal, Jessica Barr, Brian Kneidl  
Staff: Alissa Durkin

The Olympic Workforce Development Council's (OWDC) Operations Committee meeting was held on Tuesday, September 13, 2022 @ Skookum

**APPROVAL OF SUMMARY**

The Operations Committee's Meeting Agenda was reviewed as follows:

**ACTION:** Jessica Barr moved to approve the agenda as presented. Motion was seconded by Amy Hatfield.

**Motion carried unanimously.**

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

**ACTION:** Gina Lindal moved to approve the February 8, 2022 and May 10, 2022 Operations Committee Minutes as presented. Motion was seconded by Jessica Barr.

**Motion carried unanimously.**

**DISCUSSION ITEMS:**

**OWDC Operational Partner Highlights**

- DSHS-Gina Lindal
  - New Administrator, Ezekiel Hill, hired to oversee the Port Angeles, Port Townsend & Forks branch offices.
  - US Department of Agriculture awarded another round of food assistance funding, Pandemic EBT or P-EBT. Food benefits available to families with young children who are eligible for Basic Food benefits as well as school-aged children who are eligible for free or reduced-priced school meal programs.
  - ABD Grant Increase-Effective September 1<sup>st</sup>, monthly ABD program payment standards will increase to \$417 for a single individual and to \$528 for a married couple. This is the first approved increase to the ABD cash grant in the history of the program.

- Expanded WorkFirst Support Services-Effective July 1<sup>st</sup>, new temporary support service will broaden ability to assist WorkFirst participants meet basic needs. Support Services can be used to assist rent, mortgage, taxes, insurance, utilities, moving costs, and temporary housing.
- Olympic College-Amy Hatfield
  - Olympic College and Green River College solidified their Aviation partnership with a signing ceremony for an Associate of Applied Science in Aviation Technology starting Fall 2022.
  - OC significantly increased the number of in-person courses for Fall 2022.
  - Hired new Continuing and Community Educational Director. Position focused on meeting the needs of business and industry.
  - OC received \$80,000 grant from OSPI to teach high school career and technical educators how to offer, supervise, and evaluate.
- Employment Security Department
  - Increased in-person workshops.
  - Working with local tribes HS staff, Tribal TANF, and Tribal Elders to provide Strategies for Success workshop-6-week program that' seeing 15 participants daily.
  - Increase in public visiting WorkSources.
  - ESD along with Regional Change Agent created Success Tracking that has ability to search for narratives that have demographics. Success is defined by the customer; however, staff are using this tracker to demonstrate the power of their services.
  - ESD awarded State Economic Security for All grant.
  - EcSA's specific target is to increase the number of low-income individuals entering employment above \$34,480 (200% of FPL for a household of 2).
  - All EcSA enrollees are co-enrolled into WIOA Adult.

## **ADJOURN**

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

**Next Meeting:** Tuesday, November 17, 2022

November 17th, 2022

## Organization & Contact

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DSHS, Community Services Division (CSD) Office Administrators:

Bremerton CSO- Gina Lindal. She can be reached at 360-473-2202 or [Gina.lindal@dshs.wa.gov](mailto:Gina.lindal@dshs.wa.gov)

Port Angeles, Port Townsend & Forks Branch Offices- Ezekiel Hill. He can be reached at 360-912-8022 or [Ezekiel.hill@dshs.wa.gov](mailto:Ezekiel.hill@dshs.wa.gov)

## Office Sites Serving Kitsap, Clallam, & Jefferson Counties

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All services from the Bremerton, Port Townsend, Port Angeles and Forks Branch Offices can be accessed remotely by calling our Customer Service Contact Center at 1-877-501-2233 or online at [washingtonconnection.org](http://washingtonconnection.org). The Bremerton and Port Angeles CSOs are open for walk-in full services. Port Townsend is open for limited walk-in services such as dropping off paperwork, asking general questions or picking up an EBT card.

## Services, Workshops, & Participants

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CSD provides programs and services to help low-income people meet their basic needs and achieve economic independence through programs such as the Temporary Assistance for Needy Families (TANF), or Aged, Blind and Disabled (ABD), and Housing and Essential Needs (HEN) programs or Food Assistance, Medical and other employment-focused services.

## Success Stories

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The Bremerton CSO partners with a local non-profit to provide services once per week at the non-profit site. One day a man walked into the non-profit site- he was hungry, cold, tired, and completely worn out. He had spent the last 5 months living on the streets but was reluctant to ask for help due to prior negative experiences with other non-profits and government agencies. Fortunately this time, his experience was different. When he walked in, he was able to connect with a CSD employee who issued Food Benefits to him right away. The non-profit was able to secure a hotel room for him for 7 days while they looked for a more permanent housing solution. During this 7 days, the man was able to find a job and the non-profit was able to get him into a better housing situation. Now this man is working full time, living in his own place and working on getting his life back together.

## Initiatives

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**EMERGENCY FOOD ALLOTMENT UPDATE-** Federal rules allow for emergency food allotments to be issued while there is a federal public health emergency declaration and a state declaration in place. Approval for issuing these emergency allotments must be done on a month-to-month basis. Throughout the COVID-19 pandemic, CSD has requested approval in this way to issue emergency food allotments for households receiving at least \$1 in food assistance.

Earlier this month, Governor Inslee announced Washington's state of emergency will end Oct. 31. CSD is pursuing options to continue emergency allotments while the federal public health emergency is in place. However, at this time and due to the end of Washington's state of emergency, emergency allotments are scheduled to end in November, and Basic Food households will receive regular allotments starting in December.

**OCTOBER 2022 CHANGES TO STANDARDS FOR BASIC FOOD AND WASHCAP-** Effective October 1, 2022 Basic Food and WASHCAP standard deductions and allotments increased. The Department updates eligibility standards every October to adopt federal cost of living adjustments (COLAs) and updates utility standards as required by the Food and Nutrition Act.

**ELIMINATING GOOD CAUSE EXTENSIONS-** Eligibility rules for cash, food and medical require an SSN for applicants and recipients of assistance. Good cause timeframes were expanded due to barriers and inability to access in-person services at the Social Security Administration during the COVID-19 pandemic. Local SSA offices have since reopened and are offering in-person services. Effective Oct. 1, 2022, we discontinued good cause extensions beyond the normal time limits for all applicants and recipients without a Social Security number.

## Organization & Contact

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Kitsap Community Resources, Anjalee Blackwell, Employment & Training Division Interim Director  
[ablackwell@kcr.org](mailto:ablackwell@kcr.org), (360) 473-2126

## Office Sites Serving Kitsap, Clallam, & Jefferson Counties

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Port Orchard (40 hrs/wk), Bremerton (10 hrs/wk), Poulsbo (8 hrs/wk)

## Services, Workshops, & Participants

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Title 1 Adult and Dislocated Worker, Job Club, and all eligible applicants

## Success Stories

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WIOA Adult participant came to KCR to get assistance with her goal of creating sustainable housing and gardening project in Kitsap County. The client had been laid off from the City of Poulsbo due to a lack of funds and felt a need to go back to the goals of serving the community members by providing coop housing, community gardens, and a connection to nature.

The client enrolled in WIOA to gain employment assistance after losing her job and focusing on her dream of combining solutions to housing and awareness of nature through community gardens. The client had enrolled in Evergreen College Business, Leadership, and Entrepreneurial studies to get the operational leadership education to get the experience, and tools to begin building her dream into a reality. The client was able to receive state assistance to attend school and while the client is attending school KCR WIOA has been able to help with offsetting the costs through support services so that client can continue to attend school and focus on building the necessary steps to prepare for when schooling ends in the Spring. The client has been able to create a business plan and WIOA PM has connected with community partners to provide feedback to help the best position a dream into a well-crafted executed plan. WIOA is proud to not only offer career and vocational guidance to clients but also tap into the resource within the community to help prepare clients to strategically grow and develop their dream into reality.

## Initiatives

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- Continue our outreach effort to recruit local partners for WEX and OJT
- Engage with other community programs for co-enrollment

- We are working on inviting local agencies and partners to volunteer their skills and knowledge in the area of employment, financial literacy, digital literacy, and personal development as part of the Lifeskills workshops. Due to staffing shortages; we built division-level opportunities for community works clients to learn, grow and assist with greeting, providing lab assistance, and using printers and copiers for walk-in clients. The need for technology assistance seems to be in high demand and we plan to provide workshops that will cover technology to employment and how to navigate online job search.



November 17th, 2022

## Organization & Contact

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### Employment Security Department

WorkSource Administrator: Mike Robinson

Email: mrobinson@esd.wa.gov Ph: 360-277-8684

## Office Sites Serving Kitsap, Clallam, & Jefferson Counties

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WorkSource Clallam – Comprehensive Service One-Stop Center, Port Angeles, Serving Clallam, and Jefferson Counties

WorkSource Kitsap - Comprehensive Service One-Stop Center, Silverdale, Serving Kitsap County

## Services, Workshops, & Participants

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Both sites provide comprehensive employment and business services for job skills, employment and readiness training services to job seekers and employers.

- Service provider of Title I Adult and Dislocated Worker WIOA contracts (See performance metrics) attached. Workforce development/employment workshops, employment assessments and career guidance, resources for worker training/retraining, on-the-job training, and support services. Priority of Service is focused on recipients of public assistance, or other low-income individuals, and individuals who are basic skills deficient, and face barriers to employment.
- Service Provider Title III Wagner Peyser re-employment services, employment assessments, career guidance, job matching, workforce development/employment workshops, business services and labor market information. The employment service seeks to improve the functioning of the local labor markets by bringing together individuals seeking employment with businesses seeking workers.
- Service provider of Jobs for Veterans State Grants – Supports Disabled Veterans Outreach Program, and Local Veteran Employment Representative services. DVOP specialists provide individualized career services to veterans with significant barriers to employment, with the maximum emphasis directed toward serving veterans who are economically or educationally disadvantaged. Local Veterans' Employment Representatives conduct outreach to employers and business associations and engage in advocacy efforts with hiring executives to increase employment opportunities for veterans and encourage the hiring of disabled veterans.
- Service provider for 3 DSHS contracts/services - WorkFirst and Strategies for Success, and Financial Capabilities

### Workshops: All count as a job search activity

- WIOA Title I – Orientation to WIOA – Assist customers with WIOA overview of services and application process.

- Wagner Peyser Title III Labor Exchange - Re-employment services that support UI claimants who are selected for Reemployment Services and Eligibility Assessment activities. WP LEX staff are providing Orientation to Virtual WorkSource Services.
- Reentry workshops within DOC facilities, statewide (virtually) and Starting Over: Employment After Incarceration.
- Surviving Job Loss –Prepares participant to recognize and manage the emotional impact of job loss that can have an impact on self and others. Identifying resources available and practical steps to prepare to move on to the next phase in career transition.
- Wagner Peyser, Title III Labor Exchange Business Services - Supporting employers, organizing, scheduling, and producing virtual job fairs and in person hiring events. Large size events on hold until safe to do so, keeping as single employer events.
- USAJOBS Workshop – ESD staff collaborate and facilitate a workshop aimed to assist applicants on the federal application and resume process and how to obtain federal employment. Offered twice per month.
- Strategies for Success – A series of life-skills workshops. Each of the six modules are four days long.
- Financial capabilities - Explore how your personal view and perception of money and income can affect how well you manage it. Also, learn about sources and timing of income.
- Mock Interview Sessions – Prepare job seekers with the confidence and abilities to successfully navigate in-person and virtual interviews.
- In collaboration with Goodwill Job, Education, and Training staff in Bremerton – Launched Dress for Success workshop in person at WorkSource Kitsap.

## Success Stories

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WorkSource Kitsap EcSA Grant – Provided much needed services for a customer who identified as a single mom with her teenage son. Currently homeless. Prior to the pandemic she had been a table games dealer at a local casino and was able to receive an employment offer from Emerald Queen Casino. Due to only source of income being TANF and food stamps, she came to WIOA/EcSA orientation requesting possible help with paying for her gaming license and fees. The cost of gaming license and fees was \$273, far more than what they were able to afford upfront and did not have the financial means to cover the cost which was a prerequisite for her to start work.

Staff contacted the Business and explained the only means of payment they are able to accept is a cashier's check or money order. A state voucher was not acceptable. After talking with the ESD WIOA supervisor and discussions with LWBD Supervisor, an approval was given for EcSA to issue a support service directly to client for her to purchase the cashier's check/money order for the gaming license and fees. She was put on the state vendor payee list and the voucher was written and submitted by staff.

The client even came into WorkSource on Oct 28 to personally tell staff that the EQC had put her on the schedule after she was able to pay for her license and fees and was starting that very

night. The client will continue to work with their case manager and provide continued assistance to help move them from homelessness and towards self-sufficiency.

Title III Wagner Peyser Labor Exchange from WorkSource Clallam - staff working with a customer previous occupation as Logistics Manager and desired a position in Management. Prior to selection for Reemployment Services & Eligibility Assessment (RESEA) appointment had difficulty applying to positions that met their career and income needs of \$70k annually. ESD staff worked closely with customer with career guidance and labor market information. Staff assisted customer in achieving a position earning \$77.5k annually and is now the Director of Sales and Marketing at Field Art's Hall in Port Angeles, WA

## Initiatives

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**Building Relationships** – ESD staff facilitated Strategies for Success life skills and WorkSource services/introduction to Tribal members and elders to understand the curriculum and review for cultural appropriateness. This required support from DSHS, ESD, and local staffing in order to maintain the contract. Staff spent 5 half days per week, for 3 weeks facilitating SFS to the Suquamish members. The goal is to assist tribal members understand services that are available, become familiar with WorkSource services and partner in serving community members of the reservation. On November 4<sup>th</sup>, Staff from Suquamish Tribal Human Services will be joining WorkSource staff for an introduction and networking event.

**College and Career Nights** – ESD staff supported 7 individual events at local schools in the WDA with another 4 events to complete by the end of October. These events are arranged with through the school's Career Tech Educators and intended for high school students 11-12<sup>th</sup> grade who are developing/finalizing plans for after high school. Many college and military recruiters are on hand. WorkSource serves as an information resource that employment services are available now and throughout their life. These events occur each fall and spring, each seeing roughly 200-300 students and families depending on school size.

October 31<sup>st</sup> In partnership with CKSD, 17 students and 3 educators were invited to participate in an overview session with Title III and WIOA Tile I Youth staff to learn about WorkSource and how to access services. Students participated in learning and engagement activities.

**Veterans Day Job Fair** - November 9<sup>th</sup>, WorkSource Kitsap is supporting a Veterans Job Fair at WorkSource Kitsap, open to the public. The event will host up to 40 businesses, with an emphasis on small – medium businesses in the area (large are invited). Requirements is to be registered in WorkSourceWA.com and have positions posted. Veteran Priority of Service will be afforded the first hour of the event, meaning only veterans will be served within the first hour then open to the public. WorkSource Clallam will also be conducting a Veterans Day Job Fair with 20 employers from Jefferson and Clallam County on the same day.

## Customer Satisfaction

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**WORKSource**  
Kitsap County

Circle One

Agree	Disagree
4	3 2 1 N/A

I was greeted promptly.

I was greeted courteously when I checked in.

The person who provided service treated me with respect.

The person who provided service was knowledgeable.

I received information beyond my expectations.

I received Useful help in the Resource Area.

I was assisted by: Evany Kathy Hilado Date: 10/10/22  
Christy

What was most valuable? Hope that they will find assistance for my gaming license

What other services or information would you like provided? Able to get to work "gas" toll. license

Everyone was so kind!

Please use back of card for more comments.  
Drop Card in box at reception desk. Thank you for your help.

**WORKSource**  
Kitsap County

Circle One

Agree	Disagree
4	3 2 1 N/A

I was greeted promptly.

I was greeted courteously when I checked in.

The person who provided service treated me with respect.

The person who provided service was knowledgeable.

I received information beyond my expectations.

I received Useful help in the Resource Area.

I was assisted by: CRYSTAL Date: 10-3-2022

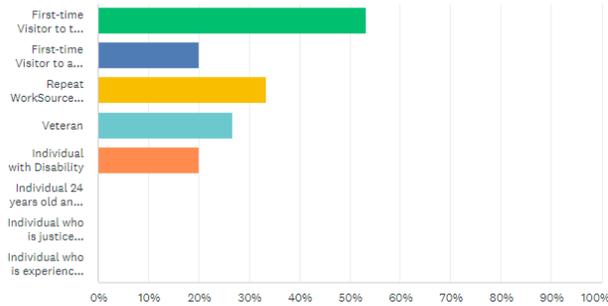
What was most valuable? Prompt Services - totally enjoyable

What other services or information would you like provided?

Please use back of card for more comments.  
Drop Card in box at reception desk. Thank you for your help.

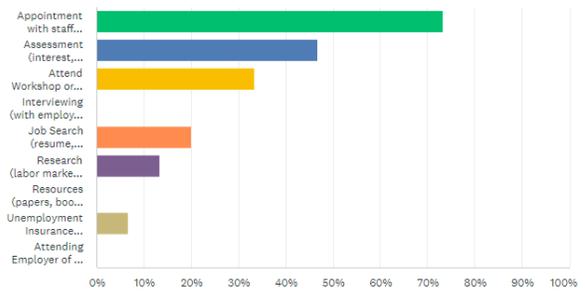
Please mark all the boxes that apply to you: (Optional)

Answered: 15 Skipped: 0



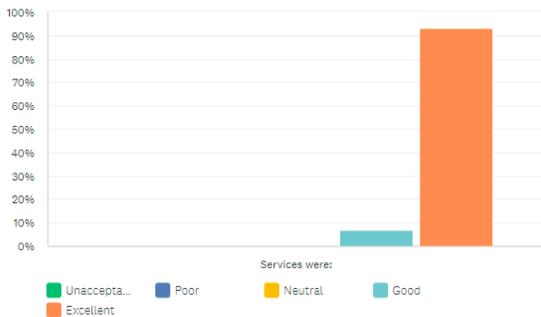
What was the purpose of your visit or assistance? (Mark as many boxe...)

Answered: 15 Skipped: 0



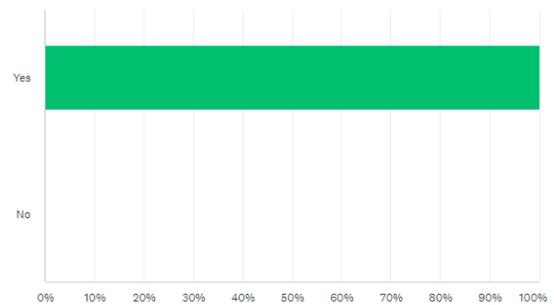
Please rate the services that you received at WorkSource today.

Answered: 15 Skipped: 0



Would you recommend WorkSource services to job seekers?

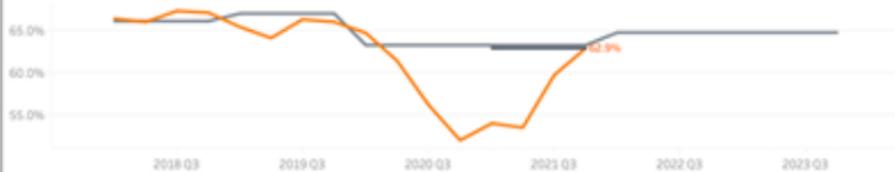
Answered: 15 Skipped: 0



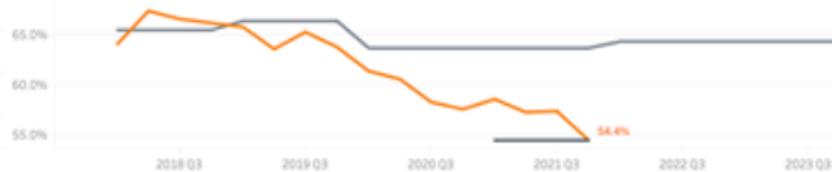
## WIOA Title I Performance Indicators

Olympic Workforce Development Council  
Adult

1. Employment Rate (Q2)



2. Employment Rate (Q4)



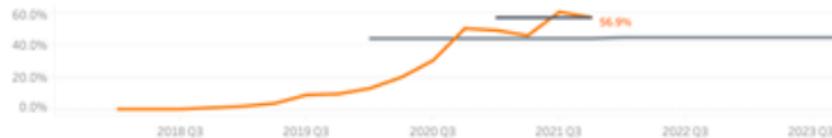
3. Median Earnings



4. Credential Rate



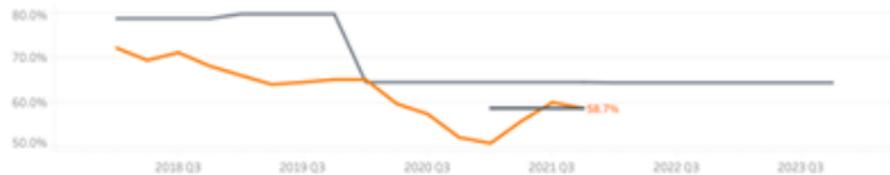
5. Measurable Skill Gains



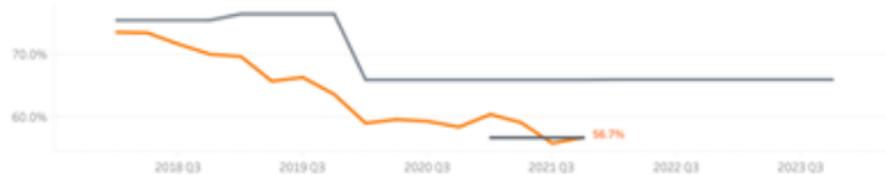
## WIOA Title I Performance Indicators

*Olympic Workforce Development Council  
Dislocated Worker*

1. Employment Rate (Q2)



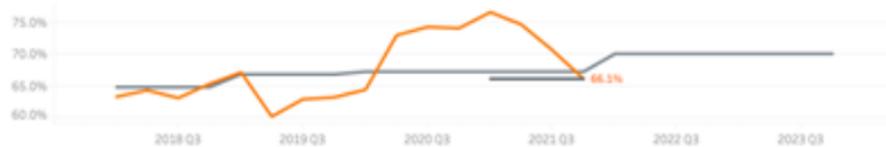
2. Employment Rate (Q4)



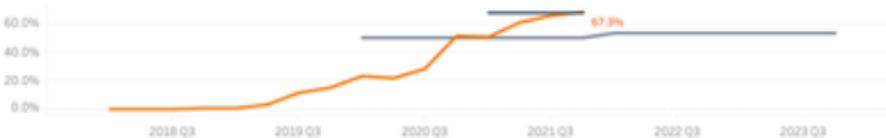
3. Median Earnings



4. Credential Rate



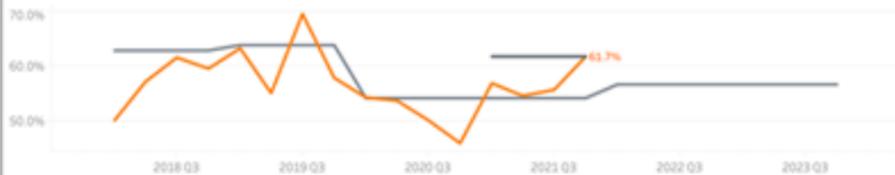
5. Measurable Skill Gains



## WIOA Title I Performance Indicators

Olympic Workforce Development Council  
Youth

1. Employment Rate (Q2)



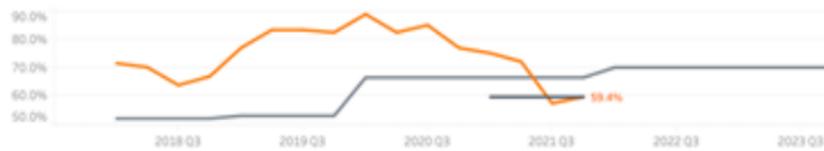
2. Employment Rate (Q4)



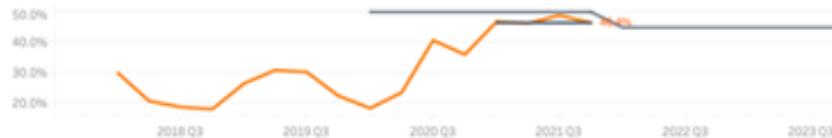
3. Median Earnings



4. Credential Rate



5. Measurable Skill Gains

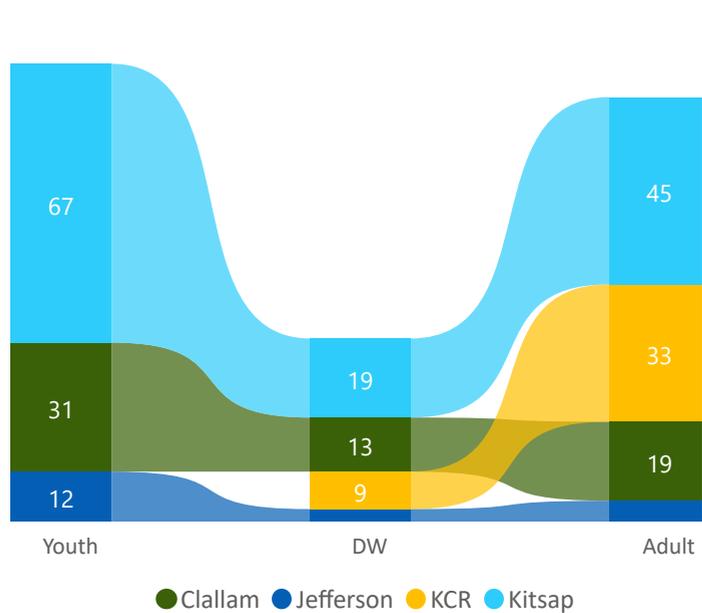


# WIOA Formula Performance Report

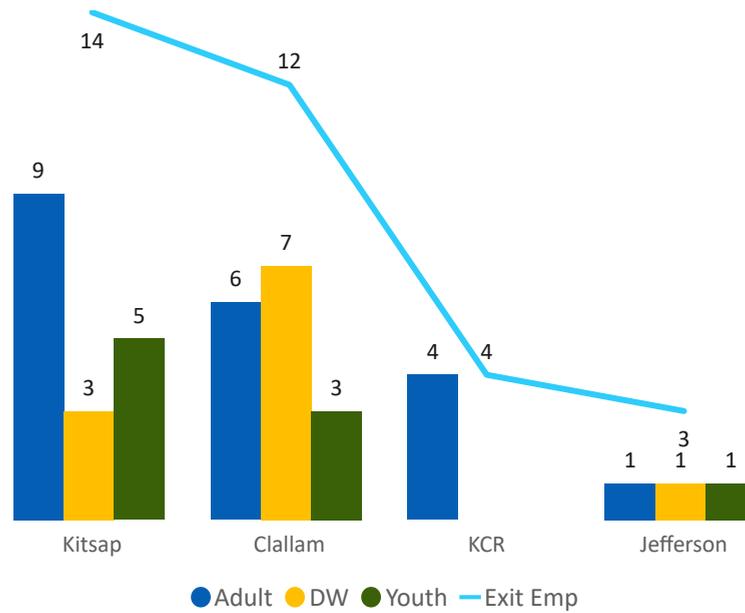
Last Refresh Date

Office	Program	Current	Enrollments	Enroll Targets	Enroll %age	Exits	Exit to Employ	Exit Employ Targets	Exit Employ %age	Self Emp	Self Emp Targets	Actual Expenditure	Target Expend	Expend %age
Clallam	Adult	10	16	13	123.08%	6	6	2	300.00%		0	23,120	38,595	59.90%
Jefferson	Adult	4	5	8	62.50%	1	1	2	50.00%		0	12,870	26,508	48.55%
KCR	Adult	29	33	33	100.00%	4	4	8	50.00%		1	30,996	57,079	54.30%
Kitsap	Adult	36	45	37	121.62%	9	7	4	175.00%		0	49,397	60,385	81.80%
Clallam	DW	6	13	16	81.25%	7	3	2	150.00%	2	0	19,919	26,210	76.00%
Jefferson	DW	2	3	7	42.86%	1	1	2	50.00%		0	5,369	8,530	62.94%
KCR	DW	9	9	7	128.57%			2			1	17,894	26,707	67.00%
Kitsap	DW	15	18	24	75.00%	3	2	7	28.57%		0	25,542	57,429	44.48%
Clallam	Youth	27	30	30	100.00%	3	3	2	150.00%			19,548	24,267	80.55%
Jefferson	Youth	11	12	12	100.00%	1	1	0	Infinity			11,417	14,233	80.21%
Kitsap	Youth	62	67	67	100.00%	5	5	1	500.00%			101,609	108,858	93.34%
<b>Total</b>		<b>211</b>	<b>251</b>	<b>254</b>	<b>98.82%</b>	<b>40</b>	<b>33</b>	<b>32</b>	<b>103.13%</b>	<b>2</b>	<b>2</b>	<b>317,681</b>	<b>448,801</b>	<b>70.78%</b>

Enrollments



Exits



Expenditures v. Targets





#### EXECUTIVE COMMITTEE

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

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Daniel Stegier, CEO/President Lumber Trades, Inc.

## OWDC Youth Committee

DATE: November 17, 2022

TIME: 9:00 a.m. – 9:50 a.m.

LOCATION: <https://us06web.zoom.us/j/7881886224>

## AGENDA

### ACTION ITEMS:

1. Call to Order: 9:02 a.m.
2. Approval of Agenda
3. Approval of September 13, 2022 Meeting Minutes (Att.A)

### DISCUSSION ITEMS:

1. Career Connected Learning
  - a. State and Regional Updates
2. WEX-Employer Partnerships and Engagement (Att.B)  
<https://www.jff.org/resources/employer-engagement-toolkit-placement-partners/>
3. WIOA Youth-Pathways to Success updates
4. Youth Community Resource Round-Up (Att.C)
5. Good of the Order
6. Adjourn

NEXT MEETING: January 12, 2023 via ZOOM

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)  
YOUTH COMMITTEE SUMMARY  
SEPTEMBER 13, 2022**

**ATTENDANCE:** Jeff Allen, Emily Manson, Kareen Borders, Tiffany Skidmore

The Olympic Workforce Development Council's (OWDC) Youth Committee meeting was held on Tuesday, September 13, at Skookum Contract Services in Bremerton.

**APPROVAL OF SUMMARY:**

The Youth Committee's May 10<sup>th</sup> 2022 Meeting Minutes and September 13, 2022 Agenda was reviewed and approved with no amendments.

**DISCUSSION**

**1. Supporting Youth Mental Health in Workforce System**

The group reviewed and discussed the executive summary of a [National Youth Employment Coalition](#) report highlighting gaps in mental health services for youth in workforce systems. Elements of the report that stood out to participants included:

- a. Providing onsite mental health screenings
- b. Professional development for direct service staff
- c. Challenges around access to services, stigma of needing mental health support, costs and system structures that make access difficult.
- d. The need for mental health services is increasing as youth face the realities of the lack of housing, inflation, access to food and transportation and the existential threats of a changing climate and civil discord.
- e. Acknowledging that direct service providers are experiencing stress and anxiety as the needs of their clients increase.

**2. Career Connected Learning**

- a. Career Connect Washington Round 9 Intermediary Grants are closed.
- b. WSAC Regional Challenge Grants, letter of intent for partnership applications due in October.
- c. West Sound STEM Network will be partnering with other STEM Networks to develop a regional data dashboard and developing a program focusing on improving High School to Post Secondary completion.

**3. WIOA Updates**

- a. Pathways staff are seeing an increase in the needs of participants, including mental health.
- b. EcSA project continues. Focusing on supporting youth about to engage or currently enrolled in post-secondary training. Some are co-enrolled in WIOA. Staff shared stories of two participants that are enrolling in university this fall.

#### **4. Youth Resource Round-up**

- a.** Reminder that beginning September 1<sup>st</sup>, ORCA cards are free for youth 18 and under. This provides free access to Kitsap Transit, Washington State Ferries, Sound Transit, etc. More information at: <https://info.myorca.com/youth-ride-free/>

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TOOLKIT

# Employer Engagement Toolkit: From Placement to Partners

Employer Engagement Toolkit: From  
Placement to Partners right

## AT A GLANCE

This toolkit is a guide for training providers, workforce development organizations, community colleges, other educational institutions, and community-based organizations deliberately integrating employer engagement into the core decision making for a successful program. It offers strategies for educational institutions and workforce development organizations in the early stages of launching a new relationship and building a strategic partnership.

PUBLISHED SEP. 29, 2015

## CONTRIBUTOR

**Kevin Doyle, Green Economy**

## CAPABILITES

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SECTIONS [Overview](#) [Section 1: Getting Ready](#) [Section 2: Targeting Your Relationships](#) [Section 3: Be a Go-To Conversion](#)

# Overview

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This toolkit's individual exercises, checklists, planning guides, questionnaires, and resources are designed to:

- Guide training providers, workforce development organizations, community colleges, other educational institutions, and community-based organizations to begin to deliberately integrate employer engagement into the core decision making of your program
- Offer strategies to increase the number of ways employers can participate in your program design and development
- Help workforce development organizations and educational institutions begin to develop relationships with employers

Workforce development organizations and educational institutions recognize that strong relationships with businesses are imperative to place their program graduates into jobs. However, it can be difficult to understand these and the value of engaging in deep employer relationships that maximize benefits for program participants and employers.

## Using the Toolkit

This toolkit is organized into four sections and is designed as a modular guide, not a publication that must be read from cover to cover. The tools

are designed to stand alone, while also organized into sections that progress sequentially. Use the entire toolkit as a package or select individual exercises, checklists, planning guides, or resources that are most relevant to you. The toolkit begins with an assessment of your current employer relationships; provides ideas for new employer outreach and strategies for positioning your organization as a valued industry convener, and; provides tools that connect employers directly to your training program.

#### ACKNOWLEDGEMENTS

Kevin Doyle, Green Economy, created this toolkit for the Green Jobs Innovation Fund, a project of the GreenWays initiative of Jobs for the Future. Philip Jordan from the Economic Advancement Research Institute provided assistance, along with Deborah Kobes and Tom Hooper of Jobs for the Future. Rochelle Hickey provided graphic design.

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use by an organization, and/or personal use by an individual for noncommercial purposes, is permissible. All other uses require the prior authorization of the copyright owner.

## Section 1: Getting Ready

This section is intended to be the first step in your efforts to incorporate robust employer engagement into each element of your training program design and delivery. Before you can improve and expand your relationships with employers, you have to understand your current forms of engagement.

This section frames your strategy for new employer involvement by examining three critical aspects of how your current partnerships meet both your and your employer partners' needs. These tools help: 1) assess the current status of your employer involvement from your perspective and that of your existing employer partners; 2) clarify what you most want from new partners, as well as what they need from you; and 3) map your existing assets and develop your value proposition. Each of these three steps requires you to compare the value of employer involvement to you and to your employer partners. Unless these needs become aligned, your efforts to more deeply involve employers in your industry are not likely to succeed.

### **Tool 1.1. Assess Your Current Partners: Internal Assessment**

This internal partner assessment is a first step to the employer engagement process. Use this worksheet to focus your efforts, outline your current partner activities, and determine what you need from your partners.

**Tool 1.1**

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### **Tool 1.2. Develop Your Partner Database**

This tool brings together the details of your employer partnership into a single table that can help you analyze trends and search for gaps in your industry relationships.

**Tool 1.2**

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### **Tool 1.3. Assess Your Current Partners: External Assessment**

Your current partnerships form the baseline of your engagement strategy and can be useful in engaging new employers. This tool helps you assess your current partners to see if you are meeting their needs, as well as how their involvement in your program aligns with the needs you identified in your internal assessment.

**Tool 1.3**

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### **Tool 1.4. Setting Goals to Guide New Partner Development**

This worksheet helps you analyze the information you have gathered about your partnership so that you can set goals to strengthen it. This tool focuses on key activities and allows you to set additional goals.

**Tool 1.4**

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### **Tool 1.5. What Employers Value Most**

Share this worksheet with employers as a starting point for a joint discussion of how they can be involved in your program. You can ask them to complete it on their own, or use it as an interview guide when you meet.

**Tool 1.5**

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### **Tool 1.6. Mapping Your Assets**

Preparing for effective employer involvement requires knowledge of all your assets, including those that may not seem obvious. Use this table to map your assets in four major categories: knowledge, facilities, relationships, and partners.

**Tool 1.6**

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### **Tool 1.7. Demonstrate Return on Investment (ROI) to Employers**

Many businesses use ROI calculations to assess new opportunities —like possible involvement in your program. This tool will help you think about your program from the perspective of financial ROI for your potential employers.

**Tool 1.7**

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### **Tool 1.8. Craft an Employer-Based Value Proposition**

As you prepare to approach employers, develop a statement of your value proposition in collaboration with some of your existing employer partners.

**Tool 1.8**

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## **Section 2: Targeting Your Relationships**

The goal of the employer engagement promoted throughout this toolkit is to develop deep and lasting partnerships that are mutually beneficial. This section supports that goal by focusing your relationship building on the strategic decision makers in your target industry.

Building each employer relationship takes significant effort and time, yet not all of these relationships bring equal value to your program. This section helps focus your outreach and engagement strategically. Start by building an in-depth knowledge of the industry: who are the employers and what can each of them bring to your program? This will help you identify and appeal to the right companies in your efforts to prioritize employer engagement in your program operations. Next, consider whom you approach at the company level. You can get the most value by aligning employer leadership with the leadership of your program.

### **Tool 2.1. Identifying Employers in Your Industry**

Rather than using a pre-existing contact list of employers in your industry, take the time to develop your own. This tool provides tips on using both your existing partners and external sources to identify appropriate companies.

**Tool 2.1**

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### **Tool 2.2. Recruiting Your Employer Leadership**

## Committee

Employer leadership committees can be critical contributors to any job training or workforce development program. This guide helps you select employers that can best serve on a leadership committee.

Tool 2.2

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## Tool 2.3 Develop High-Level Relationships

Developing relationships with the top leadership of successful employers should be central to your employer involvement strategy, because these decision makers are critical to ensuring that the businesses fully support your partnership. This worksheet offers step-by-step guidance for your initial outreach to the leadership of potential partner organizations.

Tool 2.3

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# Section 3: Be a Go-To Convener

One of the best ways to encourage partnership with your program among your target employers is to become a go-to convener of industry events and a provider of valued information. This sends the message that you are not just a service provider to companies or a social service program seeking industry support. Instead, you are positioned as a knowledgeable and trusted leader within the industry community.

Being a convener can be particularly valuable, because firms and other industry representatives need a forum that allows them to overcome barriers to collaboration. Sharing information among competitors can allow them to grow the pool of talented labor available to businesses throughout the industry. Ultimately, a goal of this kind of convening is to develop functioning partnerships among employers. The workforce training program also benefits, because aggregating their labor demands facilitates access to higher quality information about program demand.

This section provides guidance for becoming a go-to convener through understanding industry issues and hosting industry events that address them. It also includes several tools that help program staff communicate with employers to maximize the opportunities to build relationships at the events that you host.

Positioning yourself as an industry convener supports the goal of this toolkit to engage employers in your program operations, because employers are more likely to invest their time and effort in organizations that they value. In addition, the form of engagement by those partners

will benefit you most when you understand their industry needs and can direct their activities to those areas of value.

### **Tool 3.1. Identify Major Issues Facing the Industry**

Use this worksheet as a starting point for identifying major issues in your industry. Address these issues in events that you host for local employers—even if they are not directly about their workforce.

**Tool 3.1**

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### **Tool 3.2. Co-Host an Employer-Focused Networking Event**

Use this guide to plan networking events as simple as a cocktail party or as elaborate as a vendor fair. The tool provides tips for each stage of event planning including: partnering with co-hosts, setting event objectives, selecting an event type, and inviting employers.

**Tool 3.2**

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### **Tool 3.3. Tips for Successful Employer Connections**

This tool offers tips to ensure that everyone in your organization, even those who do not usually reach out to employers, is prepared to make the most out of their interactions with employers.

**Tool 3.3**

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## **Section 4: Partnership**

Ultimately, you are developing relationships with employers so that you can deliver a training program that will create strong career opportunities for participants. Your organization should not only focus on job placement, but also on mapping career pathways so your program graduates can advance within your target industries. You should also work with your employer partners to create a training program that provides the skilled workers that companies seek to promote throughout their industry.

This section focuses on how to partner with employers to design and deliver your training program to align with employer needs. For example, if you accept people into your program that businesses would not hire, your program graduates are unlikely to find jobs. Instead, you can work with employers in participant selection to identify individuals who fit

your program's target population while also meeting employer criteria. In addition to participant selection, employers often critique the soft skills, occupational skills, certifications, and work experience of graduates emerging from training programs. The tools in this section offer strategies to maximize employer input in these critical areas and set your graduates up for success in the industry. This section gets to the core value of employer engagement to your goal of delivering a high-quality training program.

### **Tool 4.1 Employer Voice in Participant Selection**

Use this table to consider multiple strategies for incorporating employer partners into your participant intake process and to determine which works best for your program.

**Tool 4.1**

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### **Tool 4.2. Prioritizing the Right Soft Skills**

Provide this worksheet to your employer partners so you can better understand which soft skills are most important to your program.

**Tool 4.2**

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### **Tool 4.3. Finding Skills in Labor Market Information**

This tool helps you develop a curriculum that is likely to appeal to employers in your sector using O\*NET, an online federal resource.

**Tool 4.3**

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### **Tool 4.4. Teaching Industry Skills**

Use this worksheet to develop and track employer feedback and participation in each of the industry skills your program teaches.

**Tool 4.4**

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### **Tool 4.5. Work-Based Experience**

Ask employers what kinds of on-the-job opportunities they would find most helpful to prepare participants for employment, and whether they would consider providing those opportunities. Use this tool to begin that process and to organize your planning as you implement work-based experience in your program.

**Tool 4.5**

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## Sector Strategies: Transportation, Distribution and Logistics

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## Sector Strategies: The Green/Clean Economy

Going green does more than help the environment; it creates jobs. JFF teams with employers and unions to create open green economy careers to low-income workers.

Going green does more than help the environment; it creates jobs. JFF teams with employers and unions to create open green economy careers to low-income workers.

Tagged under: Energy/Utilities/Green, Labor Market Information, Employers

IMPACT STORY

## A History of Building Workforce Partnerships

Yolonda Morrison knew nothing about forging metal or operating massive mobile machinery when she first donned a hard hat at a high-tech titanium manufacturer. The 43-year-old single mother had spent years at a factory that had shut down and so had to train quickly for a new career.

Yolonda Morrison knew nothing about forging metal or operating massive mobile machinery when she first donned a hard hat at a high-tech titanium manufacturer. The 43-year-old single mother had spent years at a factory that had shut down and so had to train quickly for a new career.

Tagged under: Career Pathways, Competency-Based, Credentials

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## **SEPTEMBER & OCTOBER RESOURCE ROUND-UP**

- From ChildTrends, a recent publication: "[Understanding Employment Trajectories for Socioeconomically Disadvantaged Young Adults Can Support Their Well-Being.](#)" This 5-minute summary overview does include some quantitative data illustrations to support findings. There are links on the page to related resources, including the full report.