



#### 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

##### Business Members

Alex Lewis, North Olympic Healthcare Network Human Resources Director  
Daniel Steiger, CEO/President Lumber Trades, Inc  
James Fetzter, General Manager Clallam Transit  
Megan Mason-Todd, Workforce Development Director Snookum  
Michael Refuerzo, Lead Engineer, Booz Allen Hamilton  
Molly Propst, HR Executive, Jefferson Healthcare  
Nicole Brickman, Human Resources Director YMCA Kitsap

##### Economic Development Members

Colleen McAleer, Executive Director Clallam EDC  
Cindy Brooks, Executive Director Team Jefferson EDC  
James Davis, Economic Development Manager, Kitsap Economic Development Alliance

##### Labor Members

Felix Salazar, Iron Worker, Pacific NW Ironworkers Apprenticeship  
Neal Holm, Electrician and Membership Development IBEW 46

##### Post-Secondary Education Members

Dr. Suzy Ames, Peninsula College President  
Dr. Marty Cavalluzzi, President Olympic College

##### Education K-12 Members

Aaron Leavell, OESD #114 Superintendent  
Dr. Kareen Borders, South Kitsap School District

##### Public Service Members

Gina Lindal, Administrator Department of Social and Health Services

##### Community Based Members

Anthony Ives, Executive Director Kitsap Community Resources  
Jeff Randal, Secretary District 1 Jefferson PUD

## MEETING AGENDA

DATE: September 12, 2024

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: IN-PERSON Jefferson County Library, Humphrey Room  
620 Cedar Ave, Port Hadlock, WA 98339

VIRTUALLY ZOOM

Meeting ID: 867 7695 1798

Passcode: 601051

#### ACTION ITEMS:

1. Call to Order – 10:00 a.m. and Welcome
2. Approval of September 12 Agenda
3. Approval of July 11 Meeting Minutes (Att. 3, pgs. 2-4)
4. Approval of 2025 Olympic Consortium Budget (Att. 4, pgs. 5-9)
5. Approval of EcSA Program Eligibility and Guidance Policy (Att. 5, pg. 10-11)

#### DISCUSSION ITEMS:

6. Evergreen Bright Start Youth Supportive Housing Project – Jill Stanton, Executive Director of the Bremerton Housing Authority
7. CRF Small Business Grant – Luci
8. Business Workshop Ideation
9. OWDC Director Report Out – Bill Dowling
10. One-Stop Operator Report Out – Ed Looby (Att. 10, pg. 12-13)

#### COMMITTEE DEBRIEF:

11. Youth Committee Report (Att. 11, pg. 14-17)
12. SWD Coalition Report (Att. 12, pg. 18-24)
13. 2024 Calendar (Att. 13, pg. 25)
14. Public Comment
15. Adjourn

Next Meeting: Joint OWDC & OCB November 15<sup>th</sup>, Location TBD

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)  
MEETING MINUTES  
July 11, 2024**

**ACTION ITEMS:**

OWDC quorum for today's meeting was affirmed and recorded at 10:02 a.m.

1. **CALL TO ORDER** Olympic Workforce Development Council (OWDC) meeting was held virtually via Zoom and in-person at WorkSource Kitsap, 3120 Randall Way, Silverdale, July 11, 2024. Marilyn Hoppen, Chair, called the meeting to order at 10:02 a.m.

2. **OWDC APPROVAL** of July 11, Agenda

**MOTION:** Monica Blackwood moved to approve the agenda as presented. Kareen Borders seconded the motion. **Motion carried unanimously.**

3. **APPROVAL of OWDC Minutes May 17, 2024** (Att.)

**MOTION:** Gina Linal moved to approve the minutes as presented. Jessica Barr seconded the motion. **Motion carried unanimously.**

4. **APPROVAL of Intergovernmental Agreement with Suquamish Indian Tribe** (Att.)

**MOTION:** Jeff Allen moved to approve the Intergovernmental Agreement with Suquamish Indian Tribe as presented. Gina Lindal seconded the motion. **Motion carried unanimously.**

5. **APPROVAL of OWDC Policy Revisions** (Att.)

**MOTION:** Colleen McAleer moved to approve the OWDC Policy Revisions as presented. Gina Lindal seconded the motion. **Motion carried unanimously.**

**DISCUSSION ITEMS:**

6. **McKinley Paper and Rapid Response – Colleen McAleer and Alissa Durkin**

On June 24<sup>th</sup> McKinley Paper Mill issued a WARN notifying the public of 193 employee layoff as of August 25. Colleen has been in discussions with the owners, Bioappel, who have five plants in the U.S. The Port Angeles mill is 165 years old, not very efficient, with no train or rail line, having to truck product to Tacoma. Currently, it is more expensive to truck corrugated cardboard from Port Angeles to Tacoma than to ship from Tacoma to Asia. The price of making the corrugated cardboard has doubled and demand is flat. It would cost McKinley millions to reconfigure the plant. Owners do intend to keep the plant idle with minimal staff until the market turns around and rehire. Clallam EDC working with legislators on an aide package, as well as working with union, labor, and HR to help employees. There will be 193 direct jobs impacted, 418 estimated in-direct jobs effected by the layoff.

Alissa shared work Rapid Response the OWDC is conducting to assist affected employees. This includes a meeting with Bioappel managers, union, labor, and community service providers to build agenda and arrange a rapid response event. The event is scheduled for August 5<sup>th</sup> to meet with employees, in-person and hybrid. Tentative agenda will include information from Labor, Unemployment Dept, Healthcare, WIOA, WorkSource, BFET, Peninsula College Worker Retraining, DSHS, OlyCap, Financial Institutions and employers.

Clallam County will host Summer Job Fair on July 19<sup>th</sup> from 2-5 PM, at the Vern Burton Community enter. Washington Department of Transportation, WSF, and Small Business Center will be present.

WorkSource Clallam will be hosting a dedicated job fair on August 21<sup>st</sup> from 10 – 2 PM for the impacted workers.

**7. Employee Mental Health Presentation – Sonja Muir, Department of Vocational Rehabilitation**

Sonja presented the attached presentation. Monica noted there are business mental health aid training available for businesses, that is like First Aide Training for mental health. Wendy mentioned OC provides this training.

**8. OWDC 4-Year Strategic Plan Approval (Att.)**

OWDC received confirmation from the Workforce Training and Education Coordinating Board that our 2024-2028 Local Plan developed over the past year with the council has been approved and Local Board Certification. Thank you to all contributing board and council members for their hard work and dedication in developing a comprehensive and actionable four-year plan.

**9. OWDC Director Report Out – Bill Dowling**

NAWB reported this morning that the House Appropriations Committee approved a bill reducing WIOA Adult and DW funding and eliminating WIOA Youth Job Training funds.

OWDC is currently working on finalizing Matched Investment Savings Account (MISA) through the commerce grant. This will provide a match amount of funds for participants who start saving.

Bill noted the work on the Recompete Grant in Clallam and Jefferson Counties.

**10. One-Stop Operator Report Out – Ed Looby**

Ed shared the attached report out.

**COMMITTEE DEBRIEF:**

**11. Youth Committee Report Out**

Jeff Allen reported Pathways award the WIOA Youth grant, the organization 21<sup>st</sup> year providing services to youth. Pathways focus on making connections with drop out, unemployed, transitioning, foster, and homeless youth. Recent policy updates allow for purchase of laptop for youth to complete online education (GED attainment and college courses) and training, and once the youth has completed, they get to keep the laptop. Continued work with Port Townsend Maritime Center to engage youth. Evergreen Bright Start, a new housing program, is an apartment complex in Bremerton where youth will be offered housing, but also have Kitsap Mental Health Open Door services available to them.

Kareen shared the extensive work West Sound STEM has been part of to support career pathway development, apprenticeship, and create youth awareness of STEM job opportunities. Current program outreach to middle schools to have industry leaders present at the schools and explain what it is like to work in the different industries.

**12. SWD Coalition Meeting**

Molly provided debrief of June 21<sup>st</sup> meeting. Frank Portello reported out at the SWD Coalition the outcomes from the Women Focus Employment Event on June 7<sup>th</sup> held at the YMCA. Great engagement and the event was a success.

There was a great panel discussion with Wendy Fox from OC about educators connecting with businesses on how to upskill and train current employees. Resources were provided for businesses to engage further in conversation. Luci shared a survey that went out to SWD Coalition members who would like to have further discussion on business resources

for education and mental health. Meeting scheduled for July 22<sup>nd</sup>. Next coalition meeting is August 16th, 9:00a – 10:30a. and will be hybrid.

13. **2024 Calendar** (Att.)

14. Public Comment: None

**NEXT MEETING:** The next council meeting is Sept 12, 2024, via Zoom and in-person.

**ADJOURNMENT:** There being no further business, the meeting adjourned at 11:21 a.m.

## 2025 Olympic Consortium Budget Summary

- The 2025 Olympic Consortium budget is comprised of three programs in the Kitsap County budget: 19131 WIOA Admin, 19132 WIOA Direct Program Services, 1921 Non-WIOA Revenue and Expenditures.
- Compared to the 2024 budget, the Olympic Consortium experienced \$219,000 increase in federal WIOA funding and \$2 million in Department of Commerce Community Reinvestment Funding.

### 19131 WIOA Admin

- This cost center receives the federal Workforce Innovation and Opportunity Act (WIOA) revenue for Administrative, Adult, Dislocated Worker, Youth, and Economic Security for All.
- 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 the 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 (EcSA) and Community Reinvestment Fund grant

- This cost center receives the State funded Economic Security for All and Community Reinvestment Fund 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.

19131 WIA Admin - 2025 County Budget					
Account Title	Account #	2025 Request	2024 Request	2023 Request	2022 Request
WIA Adult	3330.17258	\$ 1,104,469.00	\$ 586,000.00	\$ 690,000.00	\$ 810,000.00
WIA Youth	3330.17259	\$ 737,259.00	\$ 589,000.00	\$ 930,000.00	\$ 1,160,000.00
Federal EcSA	3330.17277	\$ 209,548.00	\$ -	\$ -	\$ -
WIA Dislocated Worker	3330.17278	\$ 987,013.00	\$ 577,000.00	\$ 631,000.00	\$ 765,000.00
QUEST DWG	3330.17277	\$ 263,155.00			
WIA ACP	3330.1744	\$ -	\$ 195,000.00	\$ 225,000.00	\$ 305,000.00
GA & O Transfer In (IS charges)	4970.9701	\$ -	\$ 16,254.00	\$ 11,403.00	\$ 45,635.00
<b>Revenue total</b>		<b>\$ 3,301,444.00</b>	<b>\$ 1,963,254.00</b>	<b>\$ 2,487,403.00</b>	<b>\$ 3,085,635.00</b>
Regular Salaries	5101	\$ 157,784.00	\$ 157,784.00	\$ 157,922.00	\$ 155,552.00
Longevity Pay	5103	\$ 1,133.00	\$ 1,133.00	\$ 1,103.00	\$ 1,159.00
Industrial Insurance	5201	\$ 1,776.00	\$ 1,776.00	\$ 1,696.00	\$ 1,638.00
Social Security	5202	\$ 12,157.00	\$ 12,157.00	\$ 12,165.00	\$ 11,988.00
PERS Retirement	5203	\$ 16,511.00	\$ 14,747.00	\$ 16,300.00	\$ 16,063.00
WA State Family Leave	5209	\$ 344.00	\$ 344.00	\$ 232.00	\$ 228.00
Benefit Bucket	5229	\$ 23,184.00	\$ 23,184.00	\$ 24,633.00	\$ 26,082.00
<b>Salaries and Benefits total</b>		<b>\$ 212,889.00</b>	<b>\$ 211,125.00</b>	<b>\$ 214,051.00</b>	<b>\$ 212,710.00</b>
Office Supplies	5311	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00
Small Tools	5351	\$ -	\$ -	\$ -	\$ -
Computer Software	5352	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Small Computer Equipment	5353		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
<b>Supplies total</b>		<b>\$ 1,000.00</b>	<b>\$ 2,500.00</b>	<b>\$ 2,500.00</b>	<b>\$ 3,000.00</b>
Other Prof Services	5419	\$ -	\$ -	\$ -	\$ -
Telephone	5421	\$ -	\$ -	\$ -	\$ -
Postage	5425	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Mileage	5431	\$ 1,000.00	\$ 5,000.00	\$ 4,000.00	\$ 3,000.00
Travel	5432	\$ 1,000.00	\$ 1,000.00	\$ 7,000.00	\$ 5,000.00
Per Diem	5433	\$ 500.00	\$ 5,000.00	\$ 3,000.00	\$ 1,000.00
Non-Employee Mileage	5438	\$ 700.00	\$ 2,000.00	\$ 1,000.00	\$ 500.00
Non-Employee Travel	5439	\$ 700.00	\$ 4,000.00	\$ 2,000.00	\$ 1,000.00
Advertising	5441		\$ 500.00	\$ 500.00	\$ 500.00
Operating Rentals	5451	\$ -	\$ -	\$ 500.00	\$ 500.00
Dues/Subscriptions	5492		\$ 13,000.00	\$ 12,500.00	\$ 4,000.00
Registration & Tuition	5497		\$ 10,000.00	\$ 9,000.00	\$ 4,000.00
Other Miscellaneous	5499		\$ 31,426.00	\$ 10,726.00	\$ 8,224.00
<b>Services total</b>		<b>\$ 4,000.00</b>	<b>\$ 72,026.00</b>	<b>\$ 50,326.00</b>	<b>\$ 27,824.00</b>
I/F IS Service Charges	5912	\$ 13,540.00	\$ 12,892.00	\$ 13,747.00	\$ 31,944.00
I/F IS Prog Maint	5913	\$ 12,500.00	\$ 11,658.00	\$ 11,663.00	\$ 11,362.00
I/F IS Projects	5922	\$ 1,500.00	\$ 1,215.00	\$ 1,039.00	\$ 3,632.00
I/F Insurance Services	5961	\$ 6,000.00	\$ 5,214.00	\$ 4,378.00	\$ 3,470.00
Indirect Cost Allocation	5996	\$ 40,000.00	\$ 38,169.00	\$ 30,021.00	\$ 40,471.00
<b>Interfund total</b>		<b>\$ 73,540.00</b>	<b>\$ 69,148.00</b>	<b>\$ 60,848.00</b>	<b>\$ 90,879.00</b>
<b>Expense total</b>		<b>\$ 291,429.00</b>	<b>\$ 354,799.00</b>	<b>\$ 327,725.00</b>	<b>\$ 334,413.00</b>
<b>Variance</b>		<b>\$ 3,010,015.00</b>	<b>\$ 1,608,455.00</b>	<b>\$ 2,159,678.00</b>	<b>\$ 2,751,222.00</b>
		\$ -	\$ -	\$ -	\$ (21,219.00)

19132 WIA Direct Program - 2025 County Budget					
Account Title	Account #	2025 Request	2024 Request	2023 Request	2022 Request
Miscellaneous revenue	3690.9	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
<b>Revenue total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Regular Salaries	5101	\$ 200,441.00	\$ 200,441.00	\$ 193,122.00	\$ 187,219.00
Longevity Pay	5103	\$ 1,031.00	\$ 1,031.00	\$ 986.00	\$ 875.00
Industrial Insurance	5201	\$ 2,220.00	\$ 2,220.00	\$ 1,995.00	\$ 2,002.00
Social Security	5202	\$ 15,413.00	\$ 15,413.00	\$ 14,849.00	\$ 14,389.00
PERS Retirement	5203	\$ 20,933.00	\$ 18,697.00	\$ 19,896.00	\$ 19,280.00
WA State Family Leave	5209	\$ 437.00	\$ 437.00	\$ 283.00	\$ 275.00
Benefit Bucket	5229	\$ 28,980.00	\$ 28,980.00	\$ 28,980.00	\$ 31,878.00
<b>Salaries and Benefits total</b>		<b>\$ 269,455.00</b>	<b>\$ 267,219.00</b>	<b>\$ 260,111.00</b>	<b>\$ 255,918.00</b>
Office Supplies	5311	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 1,000.00
Small Computer Equipment	5353	\$ 2,500.00	\$ -	\$ -	\$ -
<b>Supplies total</b>		<b>\$ 3,500.00</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 1,000.00</b>
Management Consulting	5415	\$ 120,000.00	\$ 110,000.00	\$ 300,000.00	\$ 380,000.00
Other Prof Services	5419	\$ 25,015.00	\$ 1,000.00	\$ -	\$ -
Telephone	5421	\$ -	\$ -	\$ -	\$ -
Mileage	5431	\$ 4,000.00	\$ 5,000.00	\$ 2,000.00	\$ 1,000.00
Travel	5432	\$ 6,000.00	\$ 4,000.00	\$ 1,000.00	\$ 100.00
Advertising	5441	\$ 2,500.00	\$ 3,000.00	\$ 300.00	\$ 300.00
Operating Rentals	5451	\$ -	\$ 156,000.00	\$ 21,600.00	\$ -
Electricity	5474	\$ -	\$ -	\$ 4,200.00	\$ -
Dues/Subscriptions	5492	\$ 12,000.00	\$ 500.00	\$ 500.00	\$ 500.00
Registration & Tuition	5497	\$ 5,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,000.00
Other Miscellaneous	5499	\$ 3,500.00	\$ 9,236.00	\$ 6,978.00	\$ 7,623.00
<b>Services total</b>		<b>\$ 178,015.00</b>	<b>\$ 290,736.00</b>	<b>\$ 338,578.00</b>	<b>\$ 390,523.00</b>
Misc Intergovernment	5519	\$ 2,559,045.00	\$ 1,050,000.00	\$ 1,560,489.00	\$ 2,125,000.00
I/G Pymts Fed, State, Local	5520	\$ -	\$ -	\$ -	\$ -
<b>Intergovernmental total</b>		<b>\$ 2,559,045.00</b>	<b>\$ 1,050,000.00</b>	<b>\$ 1,560,489.00</b>	<b>\$ 2,125,000.00</b>
<b>Expense total</b>		<b>\$ 3,010,015.00</b>	<b>\$ 1,608,455.00</b>	<b>\$ 2,159,678.00</b>	<b>\$ 2,772,441.00</b>
<b>Variance</b>		<b>\$ (3,010,015.00)</b>	<b>\$ (1,608,455.00)</b>	<b>\$ (2,159,678.00)</b>	<b>\$ (2,772,441.00)</b>



1921 Employment & Training - 2025 County Budget					
Account Title	Account #	2025 Request	2024 Request	2023 Request	2022 Request
Miscellaneous revenue	3690.90	\$ 2,549,310.00	\$ 587,124.00	\$ 989,652.00	\$ 670,000.00
		\$ -	\$ -	\$ -	\$ -
<b>Revenue total</b>		<b>\$ 2,549,310.00</b>	<b>\$ 587,124.00</b>	<b>\$ 989,652.00</b>	<b>\$ 670,000.00</b>
Regular Salaries	5101	\$ 30,641.00	\$ 30,641.00	\$ 29,588.00	\$ -
Longevity Pay	5103	\$ 147.00	\$ 147.00	\$ 141.00	\$ -
Industrial Insurance	5201	\$ 333.00	\$ 333.00	\$ 299.00	\$ -
Social Security	5202	\$ 2,355.00	\$ 2,355.00	\$ 2,274.00	\$ -
PERS Retirement	5203	\$ 3,199.00	\$ 2,857.00	\$ 3,047.00	\$ -
WA State Family Leave	5209	\$ 67.00	\$ 67.00	\$ 43.00	\$ -
Deferred Compensation	5224	\$ -	\$ -	\$ -	\$ -
Benefit Bucket	5229	\$ 4,347.00	\$ 4,347.00	\$ 3,999.00	\$ -
<b>Salaries and Benefits total</b>		<b>\$ 41,089.00</b>	<b>\$ 40,747.00</b>	<b>\$ 39,391.00</b>	<b>\$ -</b>
Office Supplies	5311	\$ 1,000.00	\$ 500.00	\$ 187.00	\$ -
Small Computer Equipment	5353	\$ 2,500.00	\$ -	\$ -	\$ -
<b>Supplies total</b>		<b>\$ 3,500.00</b>	<b>\$ 500.00</b>	<b>\$ 187.00</b>	<b>\$ -</b>
Management Consulting	5415	\$ -	\$ -	\$ -	\$ 670,000.00
Other Prof Services	5419	\$ -	\$ -	\$ -	\$ -
Mileage	5431	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -
Travel	5432	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -
Advertising	5441	\$ 500.00	\$ -	\$ -	\$ -
Dues/Subscriptions	5492	\$ 2,000.00			
Operating Rentals	5451	\$ -	\$ -	\$ -	\$ -
Registration & Tuition	5497	\$ 5,000.00	\$ -	\$ -	\$ -
Other Miscellaneous	5499	\$ 3,500.00	\$ -	\$ -	\$ -
<b>Services total</b>		<b>\$ 13,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ -</b>	<b>\$ 670,000.00</b>
Misc Intergovernment	5519	\$ 2,477,332.00	\$ 543,877.00	\$ 950,074.00	\$ -
I/G Pymts Fed, State, Local	5520	\$ -	\$ -	\$ -	\$ -
<b>Intergovernmental total</b>		<b>\$ 2,477,332.00</b>	<b>\$ 543,877.00</b>	<b>\$ 950,074.00</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>Expense total</b>		<b>\$ 2,534,921.00</b>	<b>\$ 587,124.00</b>	<b>\$ 989,652.00</b>	<b>\$ 670,000.00</b>
<b>Variance</b>		<b>\$ 14,389.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## 5150POL Economic Security for All Program Guidance

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Effective Date: July 2024

Last Modified: July 2024

To communicate Economic Security for All (EcSA) program eligibility and provide guidance on Olympic Workforce Development Council (OWDC) local area implementation and procedure. EcSA supports the 2022 Legislature initiative to serve individuals below or at risk of falling below the Federal Poverty Line (FPL).

The primary goal of EcSA is to work collaboratively across local, state, and federal levels to remove job seeker barriers, especially for underrepresented populations including black, tribal, and people of color communities. The OWDC's wrap-around integrated service delivery models bundle WIOA and non-WIOA services and builds customized career plans to move individuals experiencing poverty or those in financial need into self-sufficient wage jobs.

EcSA consists of two funding sources, Governor's WIOA Statewide called Federal EcSA and state general funds called State EcSA. **These funds are measured based on:**

- Reaching target number of participants:
  - With income above their self-sufficiency goal. NOTE: not an exit-based measure, continued support for participants is encouraged to ensure they remain permanently out of poverty.
  - Enrolled in training for a career with wages starting above their unique self-sufficiency goal.
  - Enrollments who meet eligibility requirements.
- Measuring the proportion of target population EcSA participants.

### 1. EcSA Program Eligibility:

To be eligible for Federal or State EcSA, job seekers must meet basic eligibility requirements for any of the three WIOA Title I-B formula programs (Selective Service registration not required), **AND** meet one of the criteria below:

#### A. **Individuals experiencing poverty**, individuals below 200% FPL:

- Income Requirement: Must come from households earning less than 200% FPL.

#### B. **Individuals demonstrating financial need**, individuals above 200% FPL:

- Income Requirement: Must come from households earning more than 200% FPL at the time of program enrollment.
- Self-Sufficiency Status: Must be below their self-sufficiency goal or determined likely to fall into poverty, documented appropriately in case notes.
  - At risk include the below factors:
    - Recent or pending lay-off or upcoming loss of employment.
    - Change or increase in family size.
    - Loss of housing

- End of unemployment insurance payments or other public assistance
  - Status as a recent victim of domestic violence or stalking.
2. **Co-enrollment into one of the three WIOA programs or discretionary grants is encouraged but not required.** Meeting EcSA eligibility does not supplant the eligibility criteria for any other program. All eligibility criteria for those programs are required.
3. **Documentation Requirements:** In order to demonstrate eligibility, it is required to obtain the following documentation that verifies the individuals, Identity, U.S. Citizenship (or legal right to work in the U.S.), Age, and Income Status.
- All documentation is required to be housed in the statewide MIS system (ETO) in the appropriate services and entered timely and accurately.
  - **Self-Sufficiency Calculator:** Assess clients using the UW Self-Sufficiency Calculator and store data to evaluate progress towards self-sufficiency.
  - To serve individuals demonstrating financial need (above 200% FPL) includes the following (where applicable):
    - Layoff letter
    - Documentation showing the end of benefits.
    - Notice of intend to evict.
    - Self-attestation. While allowable, self-attestation is a last resort option when no other documentation is available. Self-attestation as documentation requires a detailed case note explaining the circumstances that place the applicant at risk and follows local policy 5210POL Case Note Policy (Rev1).
4. **Allowable Uses of Funds:**
- Subrecipients must ensure funds are used fairly, considering overall financial allotment, the number of clients yet to be served, and individual client needs.
  - Training and supportive services are not entitlements and must be provided on the basis of demonstrated need and individual circumstances, as documented in the participants' file.
  - Approved support services include food assistance, housing and rental support, medical and mental health care, and marketing/outreach (*see also 5400POL Supportive Services (Rev5) and 5401PRO Supportive Service Requirements*)
  - Funding for participants demonstrating financial need (above 200% FPL) may not exceed \$5,000 per participant for incentives and support services combined. This cap excludes staff support, career services, and training costs.

## References

OWDC 5220POL Case Note Policy (Rev1)

OWDC 5400POL Supportive Services (Rev5)

OWDC 5401PRO Supportive Services Requirements

State Guidance and Instruction for the State Economic Security for ALL (EcSA) Program [7000](#)

State Guidance and Instructions for Federal Economic Security for all Program [5625](#)

## **Olympic Peninsula One Stop Operator Report September 12, 2024: Comprehensive Centers – Silverdale and Sequim WorkSource One Stop Operator Ed Looby: Career Path Services**

A Title V training candidate with the SESCSEP program of AARP has been training to cover the Silverdale office front desk under Career Path Services as a host agency. She has been assisting with routine resource room needs, and plans are to move her into covering the desk solo, to allow partners to focus on outreach efforts and other program development.

Partners coordinated for a rapid response event in Clallam County August 12 and 13, focusing on a paper mill layoff in Port Angeles. These employees represent the full range of the workforce, from general labor to administrative positions. Employment specialists spoke to approximately 50 displaced workers, explaining training options, how to file for unemployment, health care plan options, and more.

Department of Services for the Blind has begun providing on-site services in the Sequim office, with hours on Wednesdays and Thursdays. They will provide services in Silverdale as needed but find the bulk of their needs are met at the Sequim center.

Olympic Community College representatives are now regularly onsite at the Silverdale offices on Wednesdays, providing assistance to customers interested in WIOA training services.

Partners continue to give glowing reviews of the WorkSource Client Referral Form and continue to give requests to improve its functionality. Most recently, a suggestion to add a referral link for NorthStar computer training is being vetted. This form nicely tracks cross references between partners, and new partners to the centers are being trained on its use. The form also allows users to track what has happened with the referral, once it's been sent. Some partners have opted to utilize the WorkSource Client Referral Form as part of their appointment intake process, and the increased data has allowed a larger sample for solid analysis.

A job fair that will have a focus for people with disabilities is still being planned for October 17 and will include employers interested in tapping into that labor pool, as well as resources for people with disabilities and services for people who are low-income. The event will be held at the Silverdale WorkSource office, with multi-partner participation in the planning and operation of the event. While the general public will be invited to attend, a window of time is expected to be made for people with disabilities to have priority in advance of opening the doors to the public. This can help people with mobility issues maneuver without having to navigate crowds and can offer a less hectic environment for those with neurodivergent issues or social anxiety.

### **Employment Services**

The employment specialists have been busy providing hiring and interview opportunities for business and seeker, alike.

#### **In the three-month period of July, August, September, there were:**

Six job fairs, with an attendance of 166.  
Thirteen interview days for 42 invited job seekers.

#### **Year-to-date there have been:**

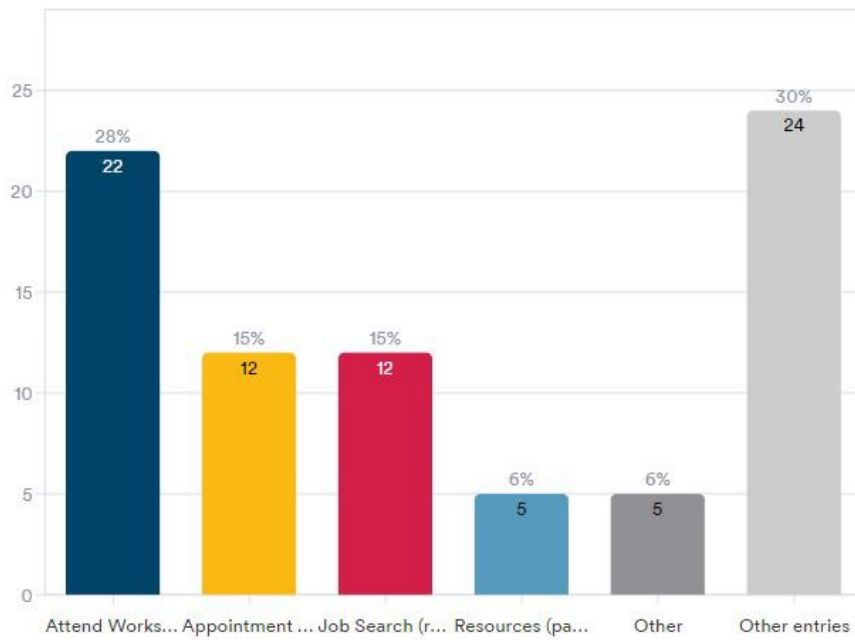
Seventeen job fairs, serving 429 job seekers.  
Fifteen interview events for 85 job seekers, by invitation.

## Customer Satisfaction

All of the customer service responses for the Olympic region were rated as “Very Satisfied”. The centers are still offering services both virtually and in person. Ratings for virtual services were 78% Very Satisfied for Accessibility, 84% Very Satisfied for Responsiveness and 84% Very Satisfied for Communication. For in person services, all but 4 of the responses rated the facilities as Very Satisfied in the areas of Accessibility, Safety and Cleanliness. All respondents said they would refer a friend to the center for service.

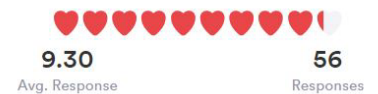
Please select the service(s) you came in for:

80 Responses- 4 Empty



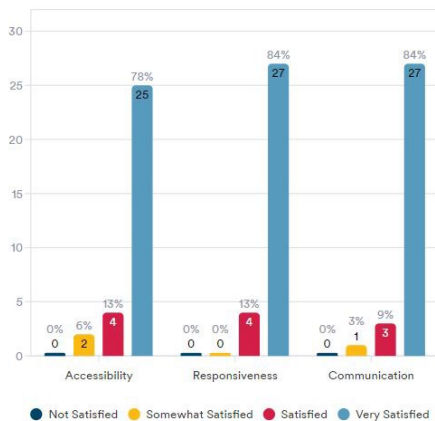
Please rate your overall experience at WorkSource:

56 Responses



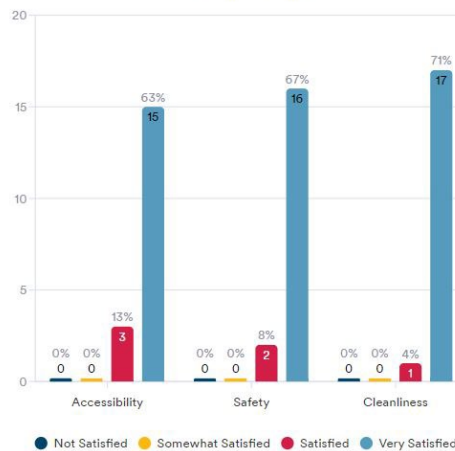
Please rate your virtual experience

32 Responses- 24 Empty



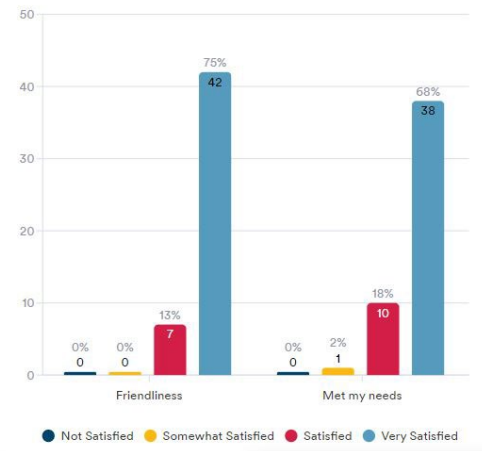
Please rate the facility:

24 Responses- 32 Empty



Please rate the staff you worked with today

56 Responses



**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**Business Members

Nicholas Gianacacos, *Program Manager General Dynamics NASSCO*  
 Daniel Stegier, *CEO/President Lumber Trades, Inc*  
 Gillian Numan, *Human Resources People Support Services*  
 Nicole Brickman, *Human Resources Director YMCA Kitsap*  
 Gregory Dronkert, *CEO/President Pacific Mobility Group, Inc.*  
 Peter Johnson, *HR Manager McKinley Paper Company*  
 Heidi Lamprecht, *Co-Founder Paella House Franchisees and Training*  
 Matthew Murphy, *President/CEO South Kitsap Chamber of Commerce*  
 Lisa Donlon, *General Manager Windermere Commercial*  
 Megan Mason-Todd, *Workforce Development Director Snookum*

Economic Development Members

Colleen McAleer, *Executive Director Clallam Economic Development Co.*  
 Cindy Brooks, *Executive Director Team Jefferson EDS*

Labor Members

Rusty Grable, *Business Rep & Organizer Machinist Union District 160*  
 Neal Holm, *Electrician and Membership Development IBEW 46*

Business Members

Dr. Suzy Ames, *Peninsula College President*  
 Dr. Marty Cavalluzzi, *President Olympic College*

Education K-12 Members

Aaron Leavell, *OESD #114 Superintendent*  
 Dr. Kareen Borders, *South Kitsap School District*  
 Kevin Gallacci, *General Manager Clallam Transit System*

Public Service Members

Gina Lindal, *Administrator Department of Social and Health Services*

Community Based Members

Anthony Ives, *Executive Director Kitsap Community Resources*  
 Jeff Randal, *Secretary District 1 Jefferson PUD*

**YOUTH COMMITTEE MEETING AGENDA**

DATE: September 12, 2024

TIME: 9:00 a.m. – 9:50 a.m.

LOCATION: Virtually via [ZOOM](#) or in-person at Jefferson County Library-620 Cedar Ave, Port Hadlock

**ACTION ITEMS:**

1. Call to Order – 9:02 a.m.
2. Approval of Agenda
3. Approval of Meeting Minutes from July 11, 2024 (Att. A)

**DISCUSSION ITEMS:**

4. Evergreen Bright Start Youth Supportive Housing Project-Jill Stanton, Executive Director Bremerton Housing Authority
5. Career Connected Learning updates
6. WIOA Youth Pathways to Success updates
7. Youth Resource Round-Up (Att. B)
8. Good of the Order
9. Adjourn

## Attachment A

### OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC) YOUTH COMMITTEE SUMMARY July 11, 2024

**ATTENDANCE:** Jeff Allen, Emily Manson, Dr. Kareen Borders, Tiffany Skidmore, Cindy Brooks, Cynthia DeHope, and Bill Dowling

The Olympic Workforce Development Council's (OWDC) Youth Committee meeting was held on Thursday, July 11, 2024, Hybrid-WorkSource Kitsap and ZOOM

#### APPROVAL OF SUMMARY:

The Youth Committee's March 14, 2024, Meeting Minutes and July 11, 2024, Agenda was reviewed and approved with March 14<sup>th</sup> meeting minutes amendment to the following:

#### 1.a. CCL Manager position in Port Townsend and Port Orchard.

#### DISCUSSION

##### 1. CCL Update

- a. `CCW Networks Expansion Plan (9) drafts focus on four high-demand sector strategies:
  - i. Construction, Healthcare, Maritime, and Computer Science.
- b. Recent collaborative efforts include:
  - i. NW Maritime Career Fair-over 90 attendees (families and High School Students)
  - ii. Jefferson Library and Healthcare professionals-Information sessions on healthcare pathways.
  - iii. Neah Bay-Computer Science and Coding
  - iv. BIPOC Excursions-Cultural significance within culinary.
- c. CC Council will launch later this summer once vacant positions are filled.
- d. STEM like ME
  - i. Middle school students and professionals onsite for interactive sessions.
  - ii. Over 2500 students participated.
  - iii. Students found it very informative.

##### 2. Pathways Update

- a. Olympic Consortium awarded OESD with 4-year WIOA Youth Program contract.
- b. Expanding statement of work.
- c. Federal EcSA program going well, especially for those looking for assistance with graduate programs.
- d. Ordered computers for participants who successfully exit the program.
- e. New WEXs-Port Townsend Film Festival, Golf course, and Food Bank Growers Farm Network.
- f. Participating in Early Head Start orientations.

##### 3. General Updates

- a. Kitsap Open Doors gathering resources and discussing design and model.
- b. Open late fall school year of 2024/2025.

- c. Evergreen Bright Start
  - i. 28-unit complex for 18–24-year-olds received occupancy permit.
  - ii. Community benefit organizations will be onsite a couple days a week:
    - OESD, KMH, Scarlett Road, Coffee Oasis, and Peninsula Community Health.

**4. Youth Round-Up**

- a. Reviewed information in packet.

**ADJOURN**

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

**Next Meeting: September 12, 2024**



**Attachment B**



## Youth Resource Round-Up

- USDOL is releasing a 4<sup>th</sup> and 5<sup>th</sup> round of [funding for Re-entry Employment Opportunities](#) – applications are due October 1<sup>st</sup> by EOD ET. Eligible entities include non-profits (with or without a letter of 501(c)3), county or city governments, tribal entities, etc.



## Strategic Workforce Development Coalition

Chair – Molly Propst, *Human Resources Executive, Jefferson Healthcare*

### COUNCIL MEMBERS

Alex Lewis, *North Olympic Healthcare Network*

Chuck Moe, *NW Laborers*

Cordi Fitzpatrick, *Security Services NW*

Danny Steiger, *Lumber Trades, Inc.*

Gina Lindal, *Dept. of Social & Health Services*

Jeff Allen, *Olympic Educational Service District #114*

Jessica Bar, *Employment Security Department*

Marilyn Hoppen, *Kitsap Bank*

Megan Mason-Todd, *Skookum*

Monica Blackwood, *West Sound Workforce*

Nicole Brickman, *YMCA*

Michael Refuerzo, *Booz Allen*

### CONTRIBUTING MEMBERS

Danessa Gray, *Olympic College*

Deanna Kennedy, *Western Washington*

Ezekiel Hill, *Dept. of Social & Health Services*

Joe Morrison, *Kitsap Economic Development Alliance*

Kristal Thomas, *Express Employment Professionals*

Marty Reep, *Navy Lab Keyport*

Mike Robinson, *Employment Security Dept.*

Phillip Godinez, *Kitsap Community Resources*

Wendy Fox, *Olympic College*

### STAFF

Bill Dowling

Alissa Durkin

Luci Bench

## Meeting Agenda

**DATE:** August 16, 2024

**TIME:** 9:00 a.m. – 10:30p.m.

**LOCATION:** Virtually: [Microsoft Teams](#)

In-Person: WorkSource Clallam, 810 West Brackett Rd.

### ACTION ITEMS:

1. Call to Order – 9:00 a.m. and Welcome
2. Approval of June 7, 2024 Meeting Minutes (Att. 2, pgs. 2-3)

### DISCUSSION ITEM:

3. Business Discussion – Training and Education Opportunities July 22, 2024 Meeting Notes (Att. 3, pgs. 4-7)
  - a. Resource Tool Kit
  - b. Business Survey – OWDC Marketing (Att. 3.b., pgs. 8-9)
  - c. Employer Education Workshop
4. Good of the Order
  - a. Looking forward December 20<sup>th</sup> meeting
5. OWDC 2024 Calendar (Att. 5, pg. 10)
6. Adjourn

Next Meeting: Hybrid October 18, 2024 - Kitsap



## Strategic Workforce Development Coalition

### Meeting Minutes June 21, 2024

#### ATTENDEES:

IN-PERSON: Wendy Fox, Danessa Gray, Una Wirkebau, Frank Portello, Ed Looby, Marilyn Hoppen, Bill Dowling, and Luci Bench

VIRTUAL: Cordi Fitzpatrick, Jessica Barr, Molly Propst, Michael Refuerzo, Gina Lindal, Cindy Brooks, Mike Robinson, Chuck Moe, John Hjorten, Deanna Kennedy, Marty Reep, Renee Lafreniere, Phillip Godinez, Colleen McAleer, Doug Washburn and Alissa Durkin.

#### ACTION ITEMS

1. Call to Order: 9:02am
2. Approval of April 12 Meeting Notes

**MOTION:** Marilyn Hoppen moved to approve April 12 meeting notes as presented. Jessica Barr seconded the motion. **Motion carried unanimously.**

#### DISCUSSION ITEMS:

3. Women Focus Employment Event June 7<sup>th</sup> – Frank Portello reported out the Coalitions first event! Hosted at the Silverdale Haselwood YMCA, provided by OWD council member Nicole Brickman. The event focused on providing employment resources, strategies, and empowering women who are entering, re-entering the workforce, it included resources for updating resumes, financial literacy, educational support, mock interviews, entrepreneurship, business attire, and professional appearance. There were 11 booths and approximately 20 women in attendance. Monica Blackwood presented our keynote speaker, at the event, Vicki Collins. Molly Propst successfully wrapped up the purpose of the event. Survey requests were all positive.
  - a. Una asked about follow-up after the event with the events participants, which hadn't been addressed and will be an item of discussion for the event coordinators.
  - b. Bill asked about duplication of the event in Clallam or Jefferson County. Una volunteered to lead the coordination of the same type of event in September (TBD).
  - c. Attendees also suggested events focused on different populations and having an event out in Forks or Neah Bay perhaps with the tribes. Further outreach to tribal partners will be conducted to see if options are available to host events.
4. Educators connecting with Businesses – Wendy Fox reported out the work Olympic College (OC) is doing to build programs centered on business needs. The OC Workforce Development team has advisory committees that include industry business members to help drive the discussion and provide feedback on what programs are needed. OC also

conducts need assessment surveys with businesses. The process to stand up a new program can take a year to develop and operationalize. Deanne Kennedy with Western Washington University (WWU) shared commonalities. WWU has advisory committees with industry business members, and periodic internal and external needs assessments on skills needed in specific industries and whether WWU has courses to address the skill gaps. WWU also engages industry professionals as guest lecturers and conducts a five-year review.

- a. Panel Questions and Discussion:
  - Michael Refuerzo asked about extending partnerships with local industry to support program development not just advisory members. Renee offered that OC provides internal professional development so faculty engage in industry practices.
  - Discussion on programs that are great examples of work already being conducted in this space, i.e., Naval Shipyard Apprenticeships, Poulsbo campus healthcare initiative.
  - Bill notes the On-the-Job training, Work Experiences, and Incumbent Worker training options available through WorkSource.
  - Both OC and WWU have metrics available through their websites and really work hard to provide current
- b. Molly brought up the great partnership that was taking place and the excitement of the coalition further building upon better service our businesses.
- c. Cordi asked if there are discussions or educational opportunities for businesses to learn how to handle employees or candidates with mental health barriers. Opportunities for the coalition to provide resource guide to small businesses who don't have Employee Assistance Programs. Colleen furthered the discussion with data/statistics from DSHS about employee's mental health. Una offered that subject is part of the Recompete grant and she would like to see how the coalition (OWDC) can partner. Ed brought up the need to help employers understand struggling populations. Luci will send out a survey to see if there is interest from coalition members to further this specific topic.
5. Good of the Order – Frank asked if there were business members who would benefit from job training discussion in order to do develop On-the-job, work experiences, internships, or apprenticeships. Potential part of a smaller business group discussion.
6. Calendar – reviewed, Luci asked for volunteers to host the August 16 coalition meeting. Thank you to Jefferson County Library for hosting today's meeting.

Adjourn: 10:17am

Next meeting: Hybrid Augst 16<sup>th</sup>, location TBD.



## Strategic Workforce Development Coalition

### Business – Training & Education

#### Survey Results

On-the-job Training Work Experience Or Incumbent Worker	5
Mental Health Employer Education	3
Employer Training Options	1

#### Mental Health Resources for Employers – July 11<sup>th</sup> OWDC Meeting

- Sonja Muir, DVR Business Specialist – Ppt available

#### Proposed Focus for this group–

- What resources or organizations are available to help me (as an employer) write a job description?
- Using the job description, what training and education resources are available to
  - Upskill or re-skill current employees
  - New Hire training and development

#### Employee or Position Job Descriptions and Available Training Opportunities

- [Education Design Lab \(eddesignlab.org\)](https://eddesignlab.org) – Bill

#### July 22<sup>nd</sup>, 2024 Meeting Notes

- Reviewed Mental Health Presentation, uploaded to TEAMS files
- Brief introduction on purpose of the group's discussion (see above in Proposed Focus).
- Review of Education Design Lab; free website where anyone can build a job description.
  - Attendees offered several different job description builders. Action item listed below.
- Discussion on using job description builders and then what?
  - Survey business on need? Bill mentioned using OWDC's marketing group to push a Business Needs Assessment, with a focus on today's topic. Action item below.
    - Partner with local Economic Development Councils
    - What data has already been collected?
    - Use the current attendees (maybe include the coalition) to survey need, pain points: added in chat and included below.



## Strategic Workforce Development Coalition

### Business – Training & Education

- Often, we hear that a business has a need yesterday. What resources are available to them?
- Discussion about educating employees are the resources that are available as well as the training and education opportunities. Work for the coalition?
- Building a resource tool
  - Job Description Builders
  - Education and Training Options
  - Internships

#### **ACTION ITEMS:**

- Build an Employer Resource Tool Kit
  - See TEAMS, Luci's created a Word doc with job description builder, training, and Internship links.
  - ALL – add links
- Survey Concept – Bill will look into options with OWDC Marketing firm
- Employer Education Workshop
  - See TEAMS

#### **Meeting Chat:**

##### Refuerzo, Michael

Here are some positions we are looking to grow.

- Software Developer
- Mechanical Engineer
- Electrical Engineer
- Project Management
- Mechanic (Focus of undersea and surface vessels)
- Building Manager (Facility Mgmt)
- IT (Focus on Tier 1 to Tier 3 support)
- Cybersecurity (Focus on ISSM level skills)

##### Robinson, Michael

Lack of awareness in WorkSource services: **WorkSource business services**

WorkSource is a partnership of organizations, including the Employment Security Department, that is committed to developing a workforce with the skills your business needs.

Our business solutions professionals can help you make connections to grow and sustain your business, including:

- Workforce planning.
- Labor market data.



## Strategic Workforce Development Coalition

### Business – Training & Education

- Online recruitment tools at WorkSourceWA.com.
- Staffing resources, including job fairs and hiring events.
- Tax incentives.
- Worker training.
- Layoff aversion and/or assistance.

WorkSource services are free to employers thanks to careful stewardship of public funding and leveraged resources. Please take time to watch this video on [WorkSourceWA.com and WorkSource services](#).

[Login to your WorkSource Employer Account](#) | [Post a job](#) | [Watch the WorkSourceWA.com video](#) | [Talk to a WorkSource Business Solutions Professional](#) | [WorkSource frequently asked questions](#)

#### Employer incentives

- [Worker Opportunity Tax Credit \(WOTC\)](#)
- [Incentives for hiring veterans](#)
- [Federal bonding](#)
- [On the job training \(OJT\)](#)

#### Staffing resources

- [Advertise your jobs for free](#)
- [Search for talent](#)
- [Hire a veteran](#)
- [Contact a business solutions professional](#)
- [Find information on the H-2A agricultural program](#)

#### Thomas, Kristal I.

- Positions extremely hard to fill for us because the candidates do not have the skill are: Construction/Carpentry/Woodworking, Mechanics, HVAC, Tech Savvy Office Assistants with high customer service, Sales.
- Kitsap Internship Programs I know of: Coffee Oasis, Kitsap Regional Library, Olympic College, Workforce Ready Initiative

#### Robinson, Michael

#### [Bridging Washington State's Skills Gap - Washington Workforce Portal](#)

#### Bridging Washington State's Skills Gap

Washington Workforce Portal is helping bridge the skills gap every day by connecting students to work-based learning opportunity from our state's employers. Connect today!

#### Thomas, Kristal I.

Action Item: Resource Page for Training Programs and Internship Opportunities

#### Refuerzo, Michael

1. Get you (Luci) a list of the job positions or skills we are looking to fill within the next few years.



*Strategic Workforce Development Coalition*  
**Business – Training & Education**

Attachment 12

Thomas, Kristal I.

Love the idea of a resource fair/workshop for businesses on this topic. Maybe partnering with Chambers and KEDA



# 2024 Meetings

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

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

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

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

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

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

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

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

## OCB Meeting (3rd Fridays)

10am-12pm

January 19  
March 15  
July 19  
September 20

## OCB - OWDC Joint Meeting

9am-12pm

May 17  
November 15

## SWD Coalition Meeting (3rd Friday)

9-10:30am

April 12  
June 21  
August 16  
October 18  
December 20

## OWDC Meeting (2nd Thursday)

10am-12pm

January 11  
March 14  
July 11  
September 12

## Executive Meeting (2nd Tuesdays)

10am-12pm

January 9  
March 12  
May 14  
July 9  
September 10  
November 12