



#### 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 Niuman, *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*

## EXECUTIVE COMMITTEE MEETING AGENDA

DATE: January 10, 2023

TIME: 10:00 a.m. – 11:00 a.m.

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

### ACTION ITEMS:

1. Call to Order – 10:02 a.m.
2. Approval of Agenda
3. Approval of Meeting Minutes from October 25, 2022 (Att. A)
4. Approval of revised OWDC By-Laws (Att. B)

### DISCUSSION ITEMS:

5. OWDC Director Report Out
6. Introduction of new One-Stop Operator & interim One-Stop Operator Report Out
7. PY22 Monitoring Debrief
8. PY22 Performance Report (Att. C)
9. 2023 Calendar (Att. D)
10. Good of the Order
11. Adjourn

Next Meeting: Tuesday, March 14, 2023, via Zoom

**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 opportunitys available to students upon high school graduation.
- Chuck Moe also shared discussions with Congreeman 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



## Summary of Revisions

### **Olympic Workforce Development Council By-Laws**

- *1.0 Functions*
  - Revised list of the Councils functions in accordance with [20 CFR 670.370](#).
  - Added section 1.0.1 “In Partnership with the Olympic Consortium Board” to list functions that are in partnership with the Board in accordance with [20 CFR 670.370](#).

### **Chart of Responsibilities**

- Revised to align with the Olympic Consortium and Olympic Workforce Development Council's By-Laws.



## OLYMPIC WORKFORCE DEVELOPMENT COUNCIL BY-LAWS

---

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)

### 1.0 FUNCTIONS

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

- Elect Chairperson and Vice Chairperson
- Create standing committees and/or workgroups and appoint members
- Direct the activities of the standing committees and/or workgroups
- 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
- Determine occupations in-demand for our region
- Establish local policies and procedures
- 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
- Lead negotiator on performance indicators at the local level with state
- 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

### 1.0.1 In Partnership with Olympic Consortium Board

- Develop and maintain the 4-year Local Plan
- Conduct program oversight
- Reach agreement on local performance indicators
- Negotiate methods for funding the infrastructure costs of the One-Stop centers in the local area

## 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 January 12, 2023,

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

## Chart of Responsibilities

<b>Olympic Consortium Board (OCB)</b>	<b>OCB Chairperson</b>	<b>In Partnership OCB/OWDC</b>	<b>Olympic Workforce Development Council (OWDC)</b>
Identify the Chairperson of the OCB	Preside meetings of the Board	Develop and maintain the 4-year Local Plan	Elect Chairperson and Vice Chairperson
Establish by-laws consistent with state policy for local workforce development council outline in <a href="#">WIOA Section (d) and 20 CFR 679.10</a>	Call for vote on all motions properly presented and seconded	Conduct program oversight	Create standing committees and/or workgroups and appoint members
Approve the WIOA Budget	Enforce the procedural rules of the Board during meetings	Reach agreement on local performance indicators.	Lead negotiator on performance indicators at local level with state.
Provide feedback to State Workforce Board on developing policies for certifying One-Stop centers.	Create, appoint, and discharge Board committees unless otherwise provided in OCB by-laws	Negotiate methods for funding the infrastructure costs of the One-Stop centers in the local area.	Direct the activities of the standing committees and/or workgroups
	Participate in deliberations of the Board	Determine selection and performance review of the administrative executive director	Authority to the selection and performance review of assigned administrative executive director
	Vote in all matters before the Board		Determine occupations in-demand for our region
	Ensure the functions of the Board are carried out to the best of his or her abilities		Establish local policies and procedures
	Execute on behalf of the Board any documents and papers duly authorized by the Board that may require signature		Conduct workforce research and regional labor market analysis to assist in the development and implementation of the local plan.

	Increase collaboration with OWDC		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.
			Select and monitor One-Stop operators and service providers.
			Ensure adequate availability of career and training services, maximizing consumer choice.
			Develop, implement, and oversee WIOA Budget
			Create policy and process for certifying One-Stop Centers in accordance with 20 C.F.R. § 678.800.

# WIOA Formula Performance Report

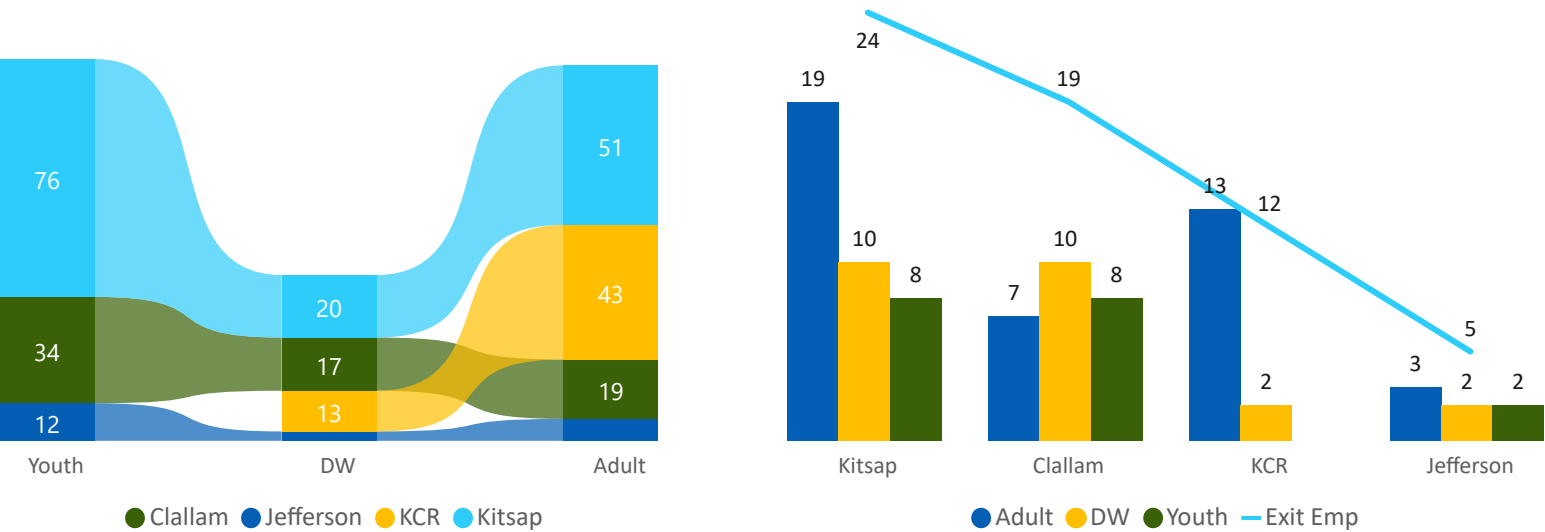
01/03/2023

Last Refresh Date

Office	Program	Current	Enroll ments	Enroll Targets	Enroll %age	Exits	Exit to Employ	Exit Employ Targets	Exit Employ %age	Self Emp	Self Emp Targets
Clallam	Adult	12	19	15	<div><div></div></div> 126.67%	7	7	6	<div><div></div></div> 116.67%		
Jefferson	Adult	4	7	12	<div><div></div></div> 58.33%	3	1	8	<div><div></div></div> 12.50%	1	1
KCR	Adult	30	43	46	<div><div></div></div> 93.48%	13	11	16	<div><div></div></div> 68.75%		2
Kitsap	Adult	32	51	45	<div><div></div></div> 113.33%	19	12	12	<div><div></div></div> 100.00%		1
Clallam	DW	7	17	19	<div><div></div></div> 89.47%	10	5	5	<div><div></div></div> 100.00%	2	1
Jefferson	DW	1	3	9	<div><div></div></div> 33.33%	2	2	6	<div><div></div></div> 33.33%		0
KCR	DW	11	13	12	<div><div></div></div> 108.33%	2	1	5	<div><div></div></div> 20.00%		2
Kitsap	DW	10	20	32	<div><div></div></div> 62.50%	10	5	16	<div><div></div></div> 31.25%	1	1
Clallam	Youth	26	34	32	<div><div></div></div> 106.25%	8	7	3	<div><div></div></div> 233.33%		
Jefferson	Youth	10	12	13	<div><div></div></div> 92.31%	2	2	1	<div><div></div></div> 200.00%		
Kitsap	Youth	68	76	73	<div><div></div></div> 104.11%	8	7	2	<div><div></div></div> 350.00%		
Total		211	295	308	95.78%	84	60	80	75.00%	4	9

Enrollments

Exits



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

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

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

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

April 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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

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

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

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

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						