



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 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.

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

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 4th.
 - 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 10th 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 27th 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 10th 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 2nd 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

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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)

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.



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OPERATIONS COMMITTEE MEETING AGENDA

DATE: May 10th, 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 10TH, 2022, in-person

Organization & Contact

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

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. The Bremerton and Port Angeles CSOs are open for walk-in full services.

Serves, Workshops, & Participants

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

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

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

Office Sites

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

Serves, Workshops, & Participants

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

Success Stories

- 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

- 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

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

Office Sites Serving Kitsap, Clallam, & Jefferson Counties

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

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

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

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.

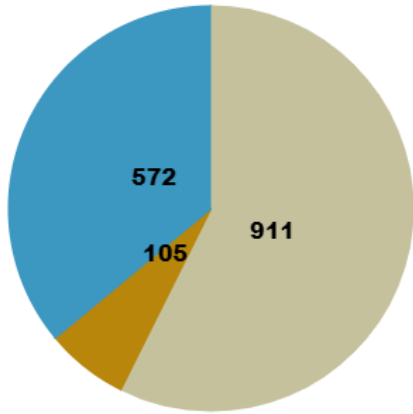
Re-opening WorkSource Centers – both centers are open regular times with doors unlocked. Customers must still check-in through Covid screening kiosk stations and encouraged, however not required to wear masks. All staff wear masks in the presence of customers and in customer facing areas (resource room, 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)

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?

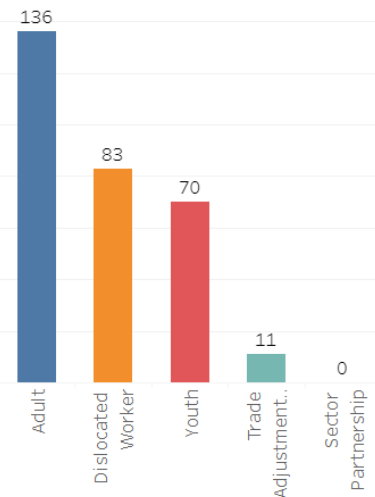
New	33.88%	538
Returning	66.12%	1,050

WorkSourceWA job applicants

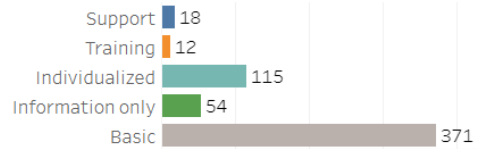
Seekers with job applications	318
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Seekers served by program enrollment

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

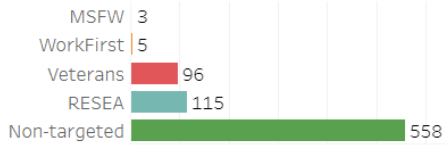


Staff assisted seekers served by service type*



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

Staff assisted seekers by cohort



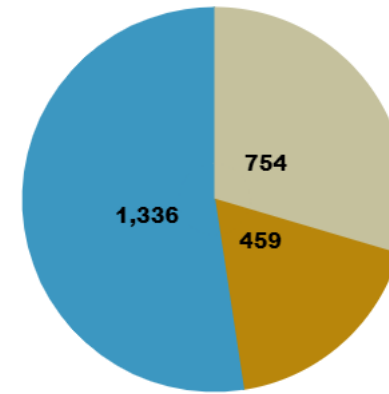
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Employment Security Department is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services for limited English proficient individuals are available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

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

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?

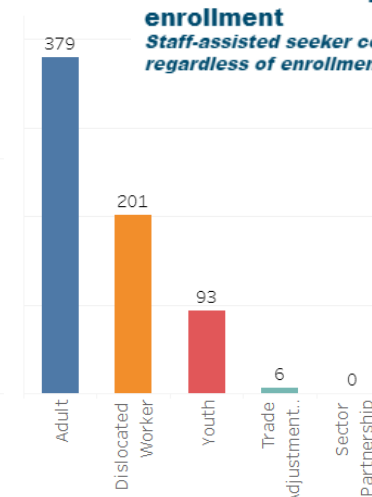
New	42.64%	1,087
Returning	57.36%	1,462

WorkSourceWA job applicants

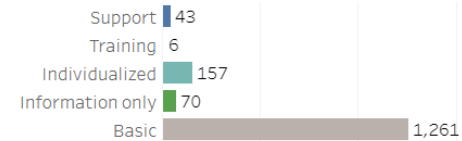
Seekers with job applications	318
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Seekers served by program enrollment

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

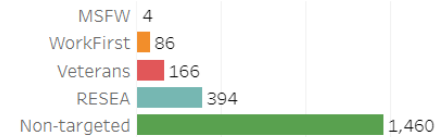


Staff assisted seekers served by service type*



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

Staff assisted seekers by cohort



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.

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

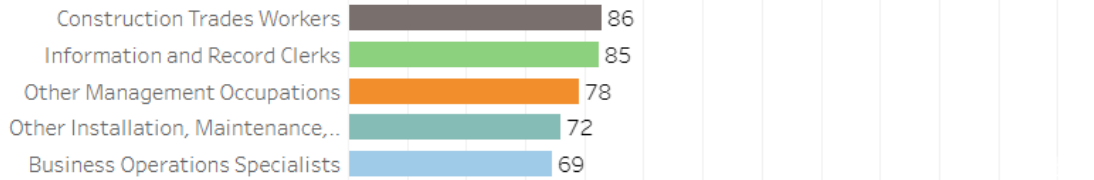
Employers receiving staff-assisted services	160
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Employers using WorkSource

Employers	295
Job orders	1,998

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



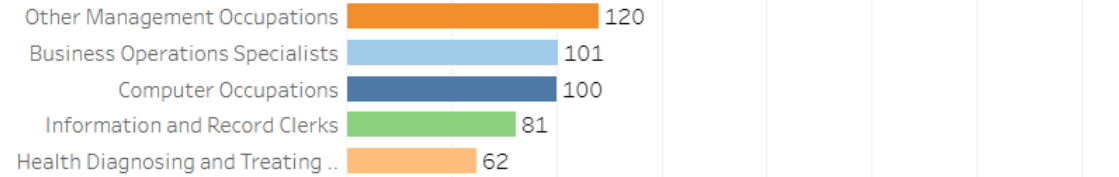
Number of job postings by 3-digit ONET

Top 5 industry sectors posting jobs



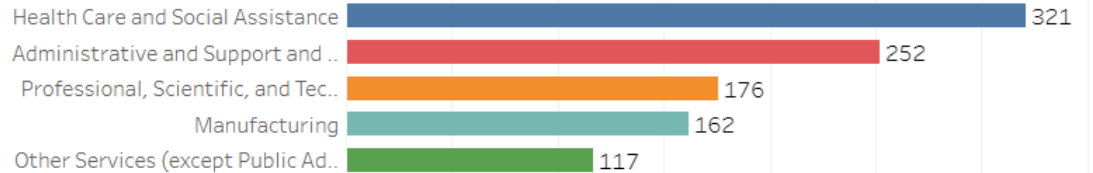
Number of job postings by 2-digit NAICS

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

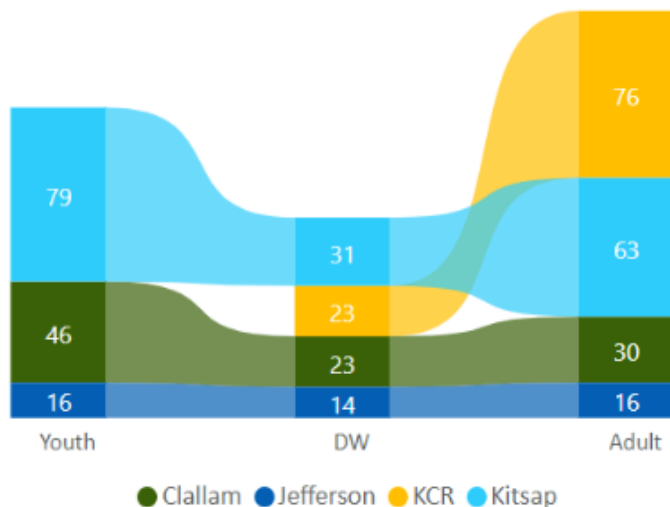
WIOA Formula Performance Report

04/18/2022

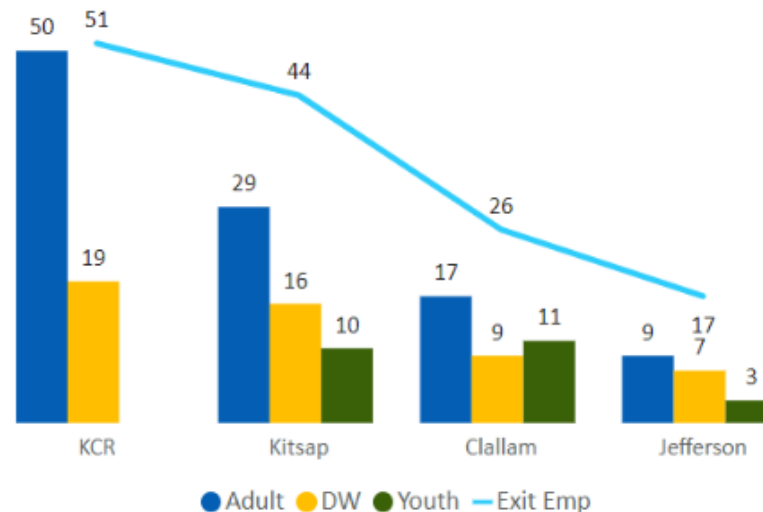
Last Refresh Date

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
Total		237	417	472	88.35%	180	138	179	77.09%	5	29

Enrollments



Exits



*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

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30	31					

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August						
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September						
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November						
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December						
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