



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

BUSINESS MEMBERS

Allison Plute, Human Resources Director
Jamestown S'Klallam Tribe

Daniel Steiger, CEO/President Lumber Trades, Inc.

Nicole Brickman, Human Resources Director
YMCA Kitsap

Megan Mason-Todd, Workforce Development
Director, Skookum

Alex Lewis, Human Resources Director, North
Olympic Healthcare Network

James Davis, Kitsap Economic Development
Alliance Manager

James Fetzer, General Manager, Clallam Transit

Michael Refuerzo, Lead Engineer, Booz Allen
Hamilton

Molly Propst, Human Resources Executive,
Jefferson Healthcare

Nick Seedorf, Program Manager, Olympic Medical
Center

ECONOMIC DEVELOPMENT MEMBERS

Colleen McAleer, Executive Director Clallam
Economic Development Co.

Cindy Brooks, Executive Director, Team Jefferson

LABOR MEMBERS

Neal Holm, Electrician and Membership
Development IBEW 46

Felix Salazar, Iron Worker, Pacific NW Ironworkers
Apprenticeships

EDUCATION MEMBERS

Dr. Marty Cavalluzzi, President Olympic College

Dr. Suzy Ames, President Peninsula College

Aaron Leavell, Superintendent Olympic
Educational Service District #114

Dr. Kareen Borders, South Kitsap School District

COMMUNITY AND PUBLIC MEMBERS

Lucinda Heidel, Supervisor Department of
Vocational Rehabilitation

Gina Lindal, Administrator Department of Social
and Health Services

Anthony Ives, Manager Kitsap Community
Resources

MEETING AGENDA

DATE: Thursday, July 10, 2025

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: WorkSource Clallam Elwha Conference Room

810 Brackett Road, Sequim

Virtual: Microsoft TEAMS

Meeting ID: 248 040 350 25

Passcode: Z4vG37f5

ACTION ITEMS:

1. Call to Order – 10:00 a.m. and Welcome
2. Approval of May 8 Meeting Minutes (Att. 2, pgs. 2-3)
3. Approval of Executive Committee Consent Agenda (Att. 3, pgs. 4-21)
 - a. Approval of Revised Policies
 1. Complaint and Grievance (Att. 3.a.1., pgs. 7-8)
 2. Compliance Monitoring (Att. 3.a.2., pgs. 9-12)
 3. Protections of Personal identifiable Information (Att. 3.a.3., pgs. 13-14)
 4. Lower Living Standard Income Level (Att. 3.a.4., pgs. 15)
 - b. 2024 Cost Allocation Plan (Att. 3.b., pgs. 16-20)
 - c. One-Stop Certification Determinations (Att. 3.c., pg. 21)
4. Approval of OWDC Policy Approval Requirements, 1700POL (Att. 4, pg. 22)

DISCUSSION ITEMS:

5. Washington State Ferries, Adam Dahl, Workforce Outreach Specialist (Att. 5, pgs. 23-32)
6. Program Year 2024 Performance Reports (Att. 6, pgs. 33-38)
7. OWDC Director Report Out – Bill Dowling
8. One-Stop Operator Report Out (Att. 8, pgs. 39-47)

COMMITTEE DEBRIEF:

9. Youth Report (Att. 9, pgs. 48-51)
10. SWD Coalition Report (Att. 10, pgs. 52-56)
11. 2025 Calendar (Att. 11, pgs. 57)
12. [Public Comment](#)
13. Adjourn

Next Meeting: JOINT meeting, Friday September 19th, 2025

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)
MEETING MINUTES
May 8, 2025**

ACTION ITEMS:

OWDC quorum for today's meeting was affirmed and recorded at 10:01 a.m.

1. **CALL TO ORDER** The Olympic Workforce Development Council (OWDC) meeting was held virtually via Teams on May 8, 2025. Marilyn Hoppen, Chair, called the meeting to order at 10:02 a.m.
2. **APPROVAL** of Consent Agenda

Motion: Jessica Barr moved to approve the consent agenda as presented. Alex Lewis seconded the motion. **Motion carried unanimously.**

DISCUSSION ITEMS:

3. **Welcome new team member David Herrick, Workforce Grant Analyst:** David joins as from the Environmental Protection Agency in their Region 10 Seattle office until 2025, where he worked as a Grants Management Specialist. David is a U.S. Navy retired veteran from master's in public administration from the University of Washington in 2022.
4. **One-Stop Certification – Alissa Durkin:** All certified sites must undergo recertification every three years to maintain compliance and quality standards. Sites must complete an application for certification. An evaluation committee will conduct site visits and staff interviews as part of the review process. OWDC is seeking to add two more volunteers to serve on the Evaluation Committee. Interested individuals should contact Alissa Durkin. Applications are due May 23rd, Applications sent to Evaluators by May 27th with a certification determination to the OWDC by June 17th.
5. **OWDC Director Report Out – Bill Dowling:** Trump Administration "Skinny Budget" Released initial FY26 budget proposed to dramatically reduce non-defense discretionary investments, where workforce development and other domestic program funding is derived, by \$1.63 billion or 22.6% overall. The budget proposes to increase defense spending by 13% and further proposes a 65% percent increase in funding for the Department of Homeland Security.

This initial release from the Administration does not include significant details regarding program-level funding, which is expected to be provided later. Nevertheless, the high-level information released today indicates that the President is proposing a \$4.6 billion reduction in funding for the U.S. Department of Labor (DOL)—a 35% cut over currently enacted levels.

Throughout the budget request, a significant amount of program elimination or consolidation has been proposed. As part of these components of the budget, the Administration is proposing to create a new consolidated workforce grant program dubbed "Make America Skilled Again" (MASA) which would combine several existing workforce development programs into a single programmatic grant. The budget request indicates that the total amount for these grants would reduce current funding levels overall by \$1.64 billion.

Current FY25 funding for workforce development programs under Title I of WIOA is currently \$5.67 billion, meaning that MASA likely represents a roughly 29% reduction in the federal investment for several workforce development programs under this portion of the budget. The budget request provides the following information and related justification for MASA: In addition, the budget request proposes to eliminate Job Corps, the Senior Community Service Employment Program, and Adult Education funding under Title II of WIOA.

Washington State Funding Update - Economic Security for All (EcSA) and Community Reinvestment Program Funding – Budget Final: EcSA funded at \$12,416,000, this is a reduction of \$8,188,000 from the current funding level of \$20,604,000, CRP funded at \$25,000,000, this a reduction of the current \$200 million (with \$25, 000,00 going to LWDBs)

One-Stop Operator Report Out (Att.) – Jessica Brasher interim one-stop operator for the region shared the attached report out.

Highlights included service provision and outreach activities, maintained a strong in-person and virtual presence in Silverdale and Sequim. Customer satisfaction results remain high, but the number of collected surveys received at 22 – 5% of the customer sample and working with leadership to increase numbers to gain a better sense of satisfaction. 100% of current respondents would recommend WorkSource, 95% were satisfied with staff interactions, and 45% were new customers.

Currently working on staff needs assessment to gain a better understanding of what staff sees as possible barriers or impacts to either personal development or to support job seekers better. Barriers for job seekers continue to impact one's ability to maintain employment, including transportation, lack of experience, housing security, digital literacy, and ageism. Staff are currently working on a strategy to address the various needs and with a focus on facilitating digital literacy which has been identified as a significant barrier for job seekers.

Employer engagement – Silverdale saw an increase in numbers in engagement and WorkSource employer services, 15 new business signed up for WorkSource assistance. Sequim recruiter engagement was high, and recruitment services continued to perform well.

COMMITTEE DEBRIEF:

6. **SWD Coalition Report:** Molly Propst the report and discussed how to address the needs of those with individual disabilities in creating friendly work environments and supporting the hiring process. The SWD also discussed the empowering employers' event, and also discussed the recompetete process
7. **Good of the Order:** Joe Crain – St. Vincent de Paul, shared Olympic Colleges www.campusce.net Elevate Program is a soft skills development program to equip people with those ever-important soft skills to complement their formal course of training/work experience. These classes focus on Communication, Conflict Resolution, Team Building/working in a team, basic Personal Finance, etc.
8. **2025 Calendar (Att.)**
9. **Public Comment:** None

NEXT MEETING: The next joint OWDC & OCB meeting is March 21, 2025, location TBD

ADJOURNMENT: There being no further business to come before the Council, the meeting was adjourned at 10:46 a.m.

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)
EXECUTIVE COMMITTEE MEETING MINUTES
June 25, 2025**

A quorum was not present for this virtual Executive Committee meeting. However, to facilitate timely decision making, the members present proceeded with a motion and second for the following action items. A follow-up vote form was sent to the absent members to obtain their votes and complete the action. The forms are included in the meeting minutes packet.

ACTION ITEMS:

Attendance: Marilyn Hoppen, Jessica Barr, Cordi Fitzpatrick, Jessica Brasher

Staff: Bill Dowling, Alissa Durkin

1. **CALL TO ORDER** The OWDC Executive Committee meeting was held virtually via Teams on June 25, 2025. Marilyn Hoppen, Chair, called the meeting to order at 10:05 a.m.

2. **APPROVAL OF APRIL 29, 2025, MEETING MINUTES**

Motion: Jessica Barr moved to approve the April 29, 2025, Meeting Minutes as presented. Cordi Fitzpatrick seconded the motion. **Motion carried unanimously.**

3. **APPROVAL OF POLICIES**

- Compliance Monitoring
- PII
- Complaint and Grievance
- Lower Living Standard Income Level

Motion: Cordi Fitzpatrick moved to approve (with the correction of a misused word in ***Risk Assessment*** Section) **Motion carried, with Jessica Barr recusing herself due to conflict of interest (serves as ESD Regional Director for our subrecipient, ESD, which is subject to our risk assessments.)**

4. **APPROVAL OF 2024 COST ALLOCATION PLAN**

Motion: Jessica Barr moved to approve the 2024 Cost Allocation Plan as presented. Cordi Fitzpatrick seconded the motion. **Motion carried unanimously.**

5. **APPROVAL OF ONE-STOP SITE CERTIFICATION DETERMINATIONS**

Motion: Jessica Barr moved to approve the One-Stop Site Evaluation Teams One-Stop Site Certification Determinations as presented. Cordi Fitzpatrick seconded the motion. **Motion carried unanimously.**

ADJOURNMENT: There being no further business to come before the Executive Committee, the meeting was adjourned at 11:00 a.m. 4

From: [Monica Blackwood](#)
To: [Alissa Durkin](#)
Subject: RE: Action Required: OWDC Executive Committee Approval Needed for Consent Agenda
Date: Wednesday, June 25, 2025 5:23:27 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

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Hi Alissa,

I'm so sorry! It appears that those meetings have fallen off of my calendar. Can you resend me the invite, and I'll get them back on?

As for what you need:

1. April 29 2025 meeting minutes: Abstain
2. Policies: Approve for all components listed below
3. Cost Allocation: Approve
4. One Stop Certifications: Approve

Best,
Monica



Monica Blackwood, CSP, SPHR, SHRM-SCP
President & CEO

Pierce: 253.853.3633 | **Kitsap:**
 360.394.1882

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From: Alissa Durkin <adurkin@kitsap.gov>
Sent: Wednesday, June 25, 2025 5:03 PM
To: Monica Blackwood <monica@westsoundworkforce.com>
Subject: Action Required: OWDC Executive Committee Approval Needed for Consent Agenda

Hello,

I hope you're doing well. During our recent OWDC Executive Committee meeting, we were unable to obtain a quorum, which prevents us from advancing several action items to the full Council for approval.

As a member of the Executive Committee, your review and vote are needed to finalize the consent agenda for the upcoming OWDC Council meeting. Please see the list of action items below and respond with your vote **(Approve / Do Not Approve / Abstain)** for each:

Action Items for Approval:

1. Approval of the April 29, 2025, Meeting Minutes
2. Review and Approval of Policies
 - a. Compliance Monitoring
 - b. PII
 - c. Complaint and Grievance
 - d. Lower Living Standard Income Level
3. 2024 Cost Allocation Plan
4. One-Stop Certification Determinations

You can reply directly to this email with your responses. Please let me know if you have any questions or need further information on any of the items. Thank you for your time!

Thank you,
Alissa Durkin, Program Supervisor
adurkin@kitsap.gov | 360.689.4624



1100POL Complaint and Grievance Policy (Rev~~2~~⁴)

Effective Date: February 2021

Last Updated: ~~July 11,~~

~~2024~~March 2025

To ensure Olympic Workforce Development Council (OWDC) policy compliance with complaints and grievance procedures defined by *WorkSource System Policy 1012, Rev 2 –Complaint Resolution and Policy 1017 - Discrimination Complaint Processing Policy*.

1. There are three types of complaints or grievances an applicant, participant, or registrant may file:

- a. Complaints against the program (see Olympic Program Consortium Complaint Form in English and Spanish) ~~(see Policy Handbook attachment 1101ATT Olympic Consortium Complaint Form)~~
- b. Complaints against an employer/business
- c. Washington Discrimination complaints (see Discrimination Complaint Forms – English and Spanish).
- ~~c. Discrimination complaints (see Policy Handbook attachments Discrimination Complaint Forms – English and Spanish).~~

2. There is one log for all Consortium complaints, maintained by Olympic Equal Opportunity Officer and One-Stop Operator. To review the log, please contact OWDC Program Supervisor or One-stop Operator.

Complaints against the program and complaints against an employer/business

3. The One-Stop Operator handles complaints against program and employer/business (type 1.a. and 1.b. complaints listed above) and is responsible for processing, logging, and tracking all complaints within the OWDC.

- a. All WorkSource offices and affiliates within the OWDC are required to work with the One-Stop Operator to ensure accurate complaints from point of entry to resolution.
- b. If a complaint involves multiple partners, those affected/involved partners are required to collaborate in resolving the complaint. To the extent feasible, all efforts will be made to resolve customer concerns at the lowest level.
- c. In the case of a complaint filed against an employer, the employer complaint's grievance procedures must be followed unless the employer uses a grievance procedure required under a covered collective bargaining agreement. In the absence of a collective bargaining agreement or an employer grievance procedure, the state policy shall be followed.

Discrimination complaints

4. The Olympic Equal Opportunity Officer (WIOA Program Supervisor) handles discrimination complaints (type 1.c. complaint listed above) and is responsible for processing, logging, and tracking all discrimination complaints within the OWDC.

- a. Discrimination complaints may be filed when a participant believes that they have been or is being subjected to discrimination based on race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and for beneficiaries only, citizenship or participation in WIOA.
- b. Strict adherence to *WorkSource System Policy 1017 – Discrimination Complaint Processing Policy* and

enclosed handbook is required.

REFERENCES

Complaint Resolution, WorkSource System Policy 1012 (Rev2)

Discrimination Complaint Processing Policy and Handbook, WorkSource System Policy 1017

Equal Opportunity and Non-Discrimination, Workforce Innovation and Opportunity Act Policy 5402 (Rev3)

Implementation of the Nondiscrimination and Equal Opportunity Provisions of the WIOA, Subpart A – General Provisions,

Code of Federal Regulations, Title 29, 29 CFR Part 38

Revised Code of Washington 49.60, Discrimination – Human Rights Commission, 49.60 RCW

1200POL Compliance Monitoring (Rev~~21~~)

Effective Date: July 2015

Last Updated: ~~May 2025~~ November 2024

Purpose

To establish the standards and guidelines for monitoring the Workforce Innovation and Opportunity Act (WIOA) Title I programs to ensure compliance with federal, state, and local regulations, program performance standards, fiscal integrity, and equal opportunity requirements.

Background

The Olympic Workforce Development Council (OWDC) maintains the highest level of integrity of public resources and does so by implementing rigorous compliance monitoring of its grants and contracts to ensure resources are used for authorized purposes and protected from waste, fraud, or abuse. The Workforce Innovation and Opportunity Act (WIOA) Title I and related discretionary awards provide s funding to support employment and training activities for adults, dislocated workers, and youth. To ensure accountability and effectiveness, it is critical to monitor programs regularly.

Policy

The OWDC Program Supervisor and Program Analyst are responsible for monitoring all programs and each WIOA Title I and Discretionary Grant subrecipient in accordance with funding requirements. Program monitoring is conducted quarterly, with exception to Employment Security Department (ESD) Monitoring annual monitoring corresponding quarter. Equaling three (3) program monitoring throughout the program year. Fiscal, administrative, and equal opportunity monitoring is conducted annually.

Risk Assessment Process

The risk assessment process identifies areas requiring heightened scrutiny within the WIOA Title I and Discretionary Award programs, ensuring that fiscal monitoring efforts are targeted to the highest-risk areas.

- i. A risk assessment will be conducted by the Program Supervisor prior to awarding funds to service providers and subrecipients to ensure funds will be managed responsibly and that providers and subrecipients have the capacity and systems in place to comply with federal and state requirements.
- ii. Service providers and subrecipients completed risk assessments will guide monitoring and oversight strategies by providing an assessment of risk levels (low, moderate, high). A low-risk designation suggests strong compliance, effective financial management, and minimal need for intensive oversight resulting in standard annual monitoring. While a moderate-risk designation would necessitate more frequent monitoring and oversight. A high-risk designation would suggest significant compliance issues or weaknesses and could warrant serious considerations, including contract termination.

Fiscal Monitoring

- ~~Review~~Examine financial records to ensure expenditures align with approved budgets, cost categories, and allowable costs under 2 CFR 200 and WIOA regulations.
- Review subrecipient single audits and issuance of management decisions on relevant findings.
- Verify timely submission of financial reports and reconciliation of accounts.
- Evaluate internal controls and adherence to procurement policies.
- ~~Review~~Conduct risk assessments to identify areas requiring heightened scrutiny and to guide the focus of fiscal monitoring activities.-
- Compliance with local Steven's Amendment Policy.

~~1.~~ **Administrative Monitoring**

- Review contracts, agreements, and policies for compliance with governing laws.
- Assess staffing capacity and training compliance for administrative personnel.
- Confirm adherence to grievance procedures and incident reporting guidelines.
- Prevention of fraud or abuse.

~~2.~~ **Equal Opportunity Compliance**

- Confirm that local service providers comply with non-discrimination provisions under WIOA Section 188.
- Verify that reasonable accommodations are provided to individuals with disabilities.
- Monitor the accessibility of facilities, programs, and services.
- Assess subrecipients compliance with local policies: Records and Documentation and Protection of Personally Identifiable Information.

~~3.~~ **Program Monitoring**

- Ensure data entry accuracy in local, state, and federal management information systems.
- Participant file comprehensive and data element validation review, as outlined by ESD Monitoring requirements.
- Evaluate performance metrics, service delivery, and participant outcomes against negotiated local performance goals.
- Ensure alignment with state and federal objectives, including serving priority populations.
- Conduct desk reviews and on-site visits to assess compliance with participant eligibility, case management, and service delivery requirements.

~~4.~~ **Access to Files**

- Authorized representatives of the OWDC, state workforce agency, and federal authorities must have full access to all program, fiscal, and administrative records.
- Records must be stored securely and retained in accordance with WIOA record retention policies (minimum of three years or as specified by state and local regulations).

- Electronic records must comply with data security standards outlined in applicable regulations.

Corrective Action Plans are defined a specific plan of action established to correct a specific program of non-compliance with WIOA law, regulations, or contract.

- Monitoring findings must be documented and communicated to the entity being reviewed.
- Subrecipients or service providers must develop and submit a Corrective Action Plan (CAP) within 30 days of receiving the monitoring report.
- CAPs should address identified deficiencies, propose corrective actions, and include timelines for resolution.
- Follow-up reviews will be conducted to verify implementation of corrective actions.
- Items identified in CAP will be reviewed in subsequent quarterly monitoring to access whether these items have been corrected.
- Corrective Actions Plans are required for any Performance Metrics that ~~exceed~~fall below +15% of target enrollments, ~~training~~training, and ~~employment~~employment.
- Corrective plans for expenditure by cost category (in-school and out-of-school youth) or overall expenditure rate are only required if there is a variance ~~in excess of~~more than +15% during the second (2nd) and fourth (4th) quarter.

Reporting

- Monitoring results will be provided to monitored entities in the form of a formal report that is distributed to one or more persons with decision making authority at the organization being monitored. In the case where ESD is the entity being monitored; the report should be sent to the appropriate Workforce Services Division Regional Director. summarized in reports to the OWDB and shared with state oversight bodies as required.
- Reports must include an executive summary, the time period of the review, summary of the scope and scale of the review, identify areas of non-compliance, and steps taken to resolve those, conclusions, and any promising practices. identified strengths, deficiencies, and recommendations.
- Periodic updates on monitoring activities will be submitted to federal and state entities in compliance with reporting deadlines.
- All policies, monitoring reports, and corrective action plans must be made available upon request to federal and state entities.

References

20 CFR Part 683, WIOA Sec. 184, and Uniform Guidance (2 CFR 200).
 Allowable Costs, Classification of Costs and Prior Approval 3100POL
 Complaint and Grievance policy (Rev1) 1100POL
 Data Integrity and Performance Accountability, WorkSource System Policy 1019:
 Equal Opportunity Policies, including Policy 188.
 Monitoring of Workforce Programs, WorkSource System Policy 1010
 OWDC Program Policies
 Records and Documentation Retention 1600POL (Rev3)
 Stevens Amendment Language Requirements 3110POL (Rev1)

WIOA Title I Service Provider Procurement and Contracting, WorkSource System Policy 5404

[Compliance Monitoring of WIOA Title I and Discretionary Awards, WorkSource System Policy 5414, Rev 2](#)

1601POL Protection of Personally Identifiable Information (PII) (Rev~~21~~²⁴)

Effective Date: November 2020

Last Modified: ~~May 2025~~July 2024

To provide services to job seekers and other WorkSource System customers, Olympic Workforce Development Council (OWDC) staff, subrecipients, contractors and partners collect and store a variety of protected, personal identifiable information (PII). OWDC is committed to ensuring appropriate use, storage, and protection of PII from unauthorized use or disclosure that align with federal Workforce Innovation and Opportunity Act (WIOA) law, regulation, and guidance (*Safeguarding Personally Identifiable Information (PII) Washington State WorkSource System Policy 1026*).

1. **Confidential PII Records** include entire record systems, specific records or individual identifiable data.
 - a. Records may ~~include;~~include documents, file content, computer files, letters, and other notations of records or data.
2. **Subrecipients are required to implement~~employee~~ proactive ~~ly~~ methods for protecting PII, including internal controls and written policies and procedures for safeguarding PII in compliance with 2 CRF 200.303. Including methods for collecting, maintaining, storing, purging, and securely transmitting PII.**
3. **Protection of PII: Physical documents that contain PII**, such as (participants' or family members') social security numbers, driver's license, birth certificates, or I-9 documents, must be stored in a confidential, locked file cabinet, only accessible by appropriate staff.
 - a. At no time should any staff retain PII on personal devices or unsecured networks.
 - b. **Computers that have access to PII data** must be locked when not in use and anytime a staff person is not attending their workstation.
 - c. **All staff with access to online systems containing PII** must follow the procedures established by the administering agency. Electronic information and data are subject to all the requirements of this policy.
4. **Staff and subrecipients are required to ensure the privacy of all PII and to protect such information from unauthorized disclosure.** Loss of PII can result in substantial harm to individuals, including identity~~ty~~ theft or other fraudulent use of this information.
 - Maintain PII in accordance with the standards for information security described in *TEGL 39-11*.
 - Ensure that during the performance of each grant/contract, PII has been obtained in conformity with applicable Federal and State laws governing the confidentiality of information.
 - If improper use of PII or unauthorized access to PII ~~occu~~occurs, staff are required to immediately notify OWDC Program Supervisor and Program Analyst of the breach. OWDC staff will take ~~required~~the required action to notify partner agencies and corrective action plans will be issued.
5. **Staff Training: Staff and Subrecipients are required to complete annual privacy and security awareness training. The training and education content must include:**
 - a. Staff "need to know" expectations that covers their official capacity having access to PII.
 - b. Consequences for carelessness or negligence, including unauthorized access to such records including corrective action, sanctions, dismissal, and potential criminal penalties under the Privacy Act of 1974.

6. Compliance Audit

~~—The OWDC evaluates and monitors PII adherence by conducting a required all staff annual training, where participation and completion is tracked and documented. The OWDC will evaluate and monitor PII compliance through the Certification Acknowledgement Form, which is signed by staff and subrecipients to confirm they understand the training and agree to adhere to all privacy and security policies. In addition, compliance will be monitored during the subrecipients scheduled annual fiscal review using the Consortium Fiscal Monitoring Guide—~~

~~5.a.~~ Failure to comply with the *TEGL 39-11* requirements may result in disciplinary action.

- Subrecipient's improper use of PII for an unauthorized ~~purpose,~~purpose may result in the termination or suspension of the contract, the imposition of special conditions or restrictions, or other actions the OWDC deem necessary to protect the privacy of participants or the integrity of data.

REFERENCES

Guidance on the Handling and Protection of Personally Identifiable Information, Training and Employment Guidance Letter,

[TEGL 39-11](#)

Personally Identifiable Information, Subpart A – Acronyms and Definitions, Code of Federal Regulations Title 2, Subtitle A, Chapter 11 Part 200, [2 CFR §200.79](#) & [2 CFR § 200.303](#).

Records Retention and Public Access, [Workforce Innovation and Opportunity Act Policy 5403 \(Rev2\)](#)

Safeguarding Personally Identifiable Information (PII), [WorkSource System Policy 1026](#)

5230ATT Lower Living Standard Income Level (LLSIL)

Updated ~~04/08/2024~~ 04/30/2025 Luci BenchEffective ~~April 4, 2024~~ April 30, 2025

<u>Family Size</u> Family Size	<u>100% LLSIL</u> 100% LLSIL	<u>70% LLSIL</u> 70% LLSIL
<u>1</u> 1	<u>23,062</u> 22,238	<u>16,143</u> 15,566
<u>2</u> 2	<u>37,777</u> 36,426	<u>26,444</u> 25,498
<u>3</u> 3	<u>51,866</u> 50,011	<u>36,306</u> 35,007
<u>4</u> 4	<u>64,020</u> 61,731	<u>44,814</u> 43,211
<u>5</u> 5	<u>75,552</u> 72,850	<u>52,886</u> 50,995
<u>6</u> 6	<u>88,354</u> 85,194	<u>61,848</u> 59,636
<u>7</u> 7	<u>101,156</u> 97,538	<u>70,810</u> 68,277
<u>8</u> 8	<u>113,958</u> 109,882	<u>79,772</u> 76,918
<u>9</u> 9	<u>126,760</u> 122,226	<u>88,734</u> 85,559
<u>10</u> 10	<u>139,562</u> 134,570	<u>97,696</u> 94,200
<u>11</u> 11	<u>152,364</u> 146,914	<u>106,658</u> 102,841
<u>12</u> 12	<u>165,166</u> 159,258	<u>115,620</u> 111,482

*Per WIN 0056 (~~Rev11~~ Rev12), The 202~~4~~5 U.S. Department of Health and Human Services poverty level for a family of one is \$~~22,238~~ 23,062. Staff must use this standard for families of one as it is a higher standard than 70 percent of the 202~~5~~4 LLSIL for a family of one.

LLSIL guidelines apply to local polices and definitions around low income and self-sufficiency. However, LLSIL represents minimum criteria for determining low income and self-sufficiency per WorkSource System Policy 1019 (~~Rev1~~ 10) Eligibility Guidelines and Documentation Requirements.

References

U.S. Department of Labor Lower Living Standard Income Level Guidelines.

~~2024-2025~~ HHS Poverty Guidelines

Public Law 113-128, Workforce Innovation and Opportunity Act of 2014, Section 3(36)

Lower Living Standard Income Level by Family Size, ~~WorkSource Information Notice 0056 (Rev11)~~ WorkSource Information Notice 0056 (Rev12)

COST ALLOCATION STATEMENT

Olympic Consortium Workforce
Development Kitsap County
Department of Human Services

I. General Accounting Policies

A. Basis of Accounting – Modified Accrual Basis

B. Fiscal Period - January 1, 2024, through December 31, 2024

C. Allocation Basis for Individual Cost Elements - Direct Allocation Basis

The Human Services Department allocates costs in accordance with Title 2 Part 200 of the Super Circular.

Kitsap County charges to WIOA programs based on County Budget Office calculations. The Human Services Grants Manager will review these charges and may go through a secondary allocation process to the appropriate and allowable WIOA and non-WIOA programs.

Computer Maintenance

Countywide technology services are provided for by the County's Information Services department, an internal service fund. As part of the annual budget process, all operational, infrastructure, and staffing costs are equitably spread across the County departments and programs that use the services.

Computer & Network Services - Maintains, supports, and upgrades all technology infrastructure and server platforms including enterprise applications, GIS, and department-specific systems. This department also staffs the County's Helpdesk which responds to all technology-related service requests. These costs are allocated based on the number, and type, of software licenses and computers held by individual departments and programs.

Application Services - Maintains, supports, and upgrades all major enterprise software applications, Intranet and Internet platforms, Cloud applications, and several department-specific applications. These costs are primarily allocated based on actual hours worked.

Insurance

Kitsap County is self-insured for property and casualty liability as well as worker's compensation. There is a staff of 5 FTE that administer the program. Claims are tracked by department and function. There is an allocation of staff time and other expenses such as catastrophic secondary insurance premiums, legal fees, and office/operating supplies that are included in the premium allocation. Individual program premiums are based on claims history and risk exposure determinations. There is periodic actuarial review of insurance rates and exposure determinations to ensure financial health and compliance for the County and its stakeholders.

County Indirect

The Indirect Cost Allocation Model is designed to allocate the costs of the County's overhead departments (e.g. Auditor, Administrative Services, Personnel, Treasurer) to its operating departments. Indirect Cost pools are arraigned into function: Labor relations, Accounts payable, Public Records Management, Training, Facilities Maintenance, Civil Service, Budget, etc. Allocation factors used represent the basis for allocating costs of the indirect cost pools. Common allocation factors include total expenditures, FTEs, square footage, etc.

Direct Expense

Staff Salaries and Benefits - Coded in Workday timekeeping system to the appropriate and allowable WIOA and non-WIOA grant.

Travel Costs - charged through the County's Accounts Payable system, Workday, to the appropriate program but may go through a secondary allocation to the appropriate and allowable WIOA and non-WIOA grants.

The Human Services Department does not have a fringe benefit rate.

The Human Services Department maintains adequate internal controls to ensure that cost is charged directly to Federal contracts or grants. The Department uses the Kitsap County accounting software from Workday. This is the primary means by which the County budgets and expenditures are recorded.

Description of Cost Allocation Methodology

I. Salaries and Wages

Direct Costs - All Human Services employees direct charge their salary costs when possible since most of their work is specifically identifiable to specific grants, contracts, or other activities of the organization such as lobbying, fundraising, or providing services to members. The charges are supported by auditable labor distribution reports which

reflect the actual activities of employees. When activities undertaken by staff benefit multiple grants or programs, those hours may be allocated. The OWDC director will directly charge salary costs to non-WIOA programs. When activities benefit multiple WIOA programs, the hours will be allocated accordingly (see below).

Allocated Staff Charges

Every month, the ETO Program Enrollment report and Outcome report are utilized in conjunction to produce the prior months program participant numbers. This data is used to formulate allocation percentages. Percentages are applied to staff time to charge all appropriate and allowable WIOA and non-WIOA grants.

II. Fringe Benefits

Human Services contributes to the following fringe benefits for its employees:

- Unemployment Insurance
- Worker's Compensation
- F.I.C.A., health insurance
- County matching contributions to a defined benefit pension plan
- Washington State Paid Family Leave Act
- Deferred Compensation

Treatment of Fringe Benefits: Human Services Department accounting system tracks fringe benefit costs by individual employee and charges those costs directly in the same manner as salary and wage costs are recorded. Human Services does not have a fringe benefit rate.

Treatment of Paid Absences - Release time costs (vacation leave earned, sick leave used, and holiday pay) are considered part of salary costs. Consequently, separate claims for release time costs are not made. Human Services accounting system records release time as direct cost in the same manner that salary costs are recorded minus the subledger which is added by the department's fiscal specialist.

III. Travel

Travel costs incurred for official business in carrying out program activities are direct charged but then may go through a secondary allocation to the appropriate and allowable WIOA and non-WIOA grants.

IV. Supplies and Material

Office supplies and materials are direct charged to the benefiting program but then may go through a secondary allocation to the appropriate and allowable WIOA and non-WIOA grants.

V. Occupancy Expenses

Human Services has Infrastructure Funding Agreements (IFAs) for WorkSource offices in Sequim and Silverdale. The IFA provides for an equal monthly rent payment during the term of the IFA. Monthly lease costs and shared operating costs of the one-stop centers are allocated, based on full-time equivalents.

VI. Communications

The county uses a meter system for postage charges. The postage meter has been programmed to identify the specific program activity to charge costs against. Express mail costs are also specifically identified to the program or activity incurring the cost.

VII. Photocopying and Printing

All photocopying, printing expenses and related materials are direct charged to the benefiting program but then may go through a secondary allocation to the appropriate and allowable WIOA and non-WIOA grants.

VIII. Outside Services

Human Services may incur outside services costs for its staff development activities. These activities are charged directly to the benefiting program but then may go through a secondary allocation to the appropriate and allowable WIOA and non-WIOA grants.

IX. Capital Items

Capital expenditures are charged directly to programs only in cases where a contract or grant specifically authorizes such charges. No capital item is charged indirectly.

X. Other Miscellaneous

The cost of activities performed primarily as a service to clients, or the public are classified as direct costs but then may go through a secondary allocation to the appropriate and allowable WIOA and non-WIOA grants.

These activities include:

- Dues
- Subscriptions

- Publications, and related functions, providing services and information to members, legislative or administrative bodies, or the public.
- Promotion, and other forms of public relations.
- Meetings and conferences except those held to conduct the general administration of Human Services.
- Maintenance, protection, and investment of special funds not used in operation of Human Services; and administration of group benefits on behalf of members or clients including life and hospital insurance, annuity or retirement plans, financial aid, etc.

Unallowable Costs

Human Services recognizes that unallowable costs, as defined in Title 2 Part 200 of the Super Circular, cannot be charged to Federal awards, and has internal controls in place to ensure that this is followed. Examples of unallowable costs are:

- Bad debts
- Entertainment/alcoholic beverages
- Fines and penalties in most cases
- Legal expenses for prosecution of claims against the Federal Government
- Lobbying and fund raising

Signature

Doug Washburn

06/09/2025

Director Human Services

Doug Washburn, Director
Kitsap County Human Services
Department 614 Division St MS-23
Port Orchard WA 98366

#	Status	Date Submitted	Evaluator Name	Evaluator Email	EvaluatorStatement/ EvaluatorSignature	Date of Signature	One-Stop Site	Completed One- Stop Site Evaluation Tool	SECTION I: Programmatic Access	SECTION II: Service Provision	SECTION III: Physical & Programmatic Accessibility	SECTION IV: Common Identifier	SECTION V: Non-discrimination & EO Compliance	Certification Determination	Comments (Optional)	One-Stop Site	Completed One- Stop Site Evaluation Tool	SECTION I: Programmatic Access	SECTION II: Service Provision	SECTION III: Physical & Programma Identifier	SECTION IV: Common Identifier	SECTION V: Non-discrimination & EO Compliance	Certification Determination	Comments (Optional)
5	Submitted					6/20/2025	WorkSource Clallam WorkSource		Meets Standards	Meets StandardMeets Standards	Meets StandardMeets Standards	Meets StandardMeets Standards	CERTIFICATION			WorkSource Kitrap		Meets Standards	Meets StandardMeets StandardMeets StandardMeets Standards	Meets StandardMeets StandardMeets StandardMeets Standards	CERTIFICATION			
4	Submitted					6/18/2025	Clallam WorkSource	On-Site Evaluation Tool-C	Meets Standards	Meets StandardMeets Standards	Meets StandardMeets Standards	Meets StandardMeets Standards	CERTIFICATION	I assess the site to meet the stand		WorkSource Kitrap	On-Site Evaluation Tool-K	Meets Standards	Meets StandardMeets StandardMeets StandardMeets Standards	Meets StandardMeets StandardMeets StandardMeets Standards	CERTIFICATION	I assess the site to meet the standards as set forth for certification.		
3	Submitted					6/18/2025	Clallam WorkSource	On-Site Evaluation Tool-E	Meets Standards	Meets StandardMeets Standards	Meets StandardMeets Standards	Meets StandardMeets Standards	CERTIFICATION			WorkSource Kitrap		Meets Standards	Meets StandardMeets StandardMeets StandardMeets Standards	Meets StandardMeets StandardMeets StandardMeets Standards	CERTIFICATION			
2	Submitted					6/13/2025	Clallam	On-Site Evaluation Tool-O	Meets Standards	Meets StandardMeets Standards	Meets StandardMeets Standards	Meets StandardMeets Standards	CERTIFICATION			WorkSource Kitrap	On-Site Evaluation Tool-K	Meets Standards	Meets StandardMeets StandardMeets StandardMeets Standards	Meets StandardMeets StandardMeets StandardMeets Standards	CERTIFICATION			

1700POL OWDC Policy Approval Requirements

Effective Date: January 1, 2022

Last Modified: July2025

This policy outlines the process for review and approval of new policies, policy revisions, and procedures and tasks. Internal review and feedback are built into the process to support alignment with applicable guidance and regulations.

Local board approval process:

1. **New Policies:** Policies that establish new structure or strategies – such as those intended to maximize business impact (e.g., Incumbent Worker Training)-requires full vetting and formal approval by the Olympic Workforce Development Council (OWDC).
2. **Internal Review (subrecipient feedback):** Policies, procedures, and tasks are reviewed by subrecipient Managers and Supervisors prior to OWDC Director approval.
3. **Policy revisions:** Revisions made to maintain alignment with updated federal, or state guidance must be reviewed and approved by a member of the OWDC Executive Committee or the OWDC Chairperson. During the revision process, OWDC staff will engage with the designated Executive Committee member or Chairperson to obtain feedback, recommendations, and final approval.
4. **Procedures and Tasks:** Whether newly developed or revised, all procedures and tasks require approval by the OWDC Director only.
5. **State Policy Reference and Alignment:** Per Washington WorkSource System policy 0129 (Rev2) local workforce development boards are required to maintain specific policies when associated activities are occurring locally. The OWDC reserves the right to reference and adopt state policy in cases where local activities occur, but no formal local policy has been written.

References

Required Local Workforce Development Board Policies, Washington Information Notice (WIN) 0129 (Rev2).

Washington State Ferries



Get to know us



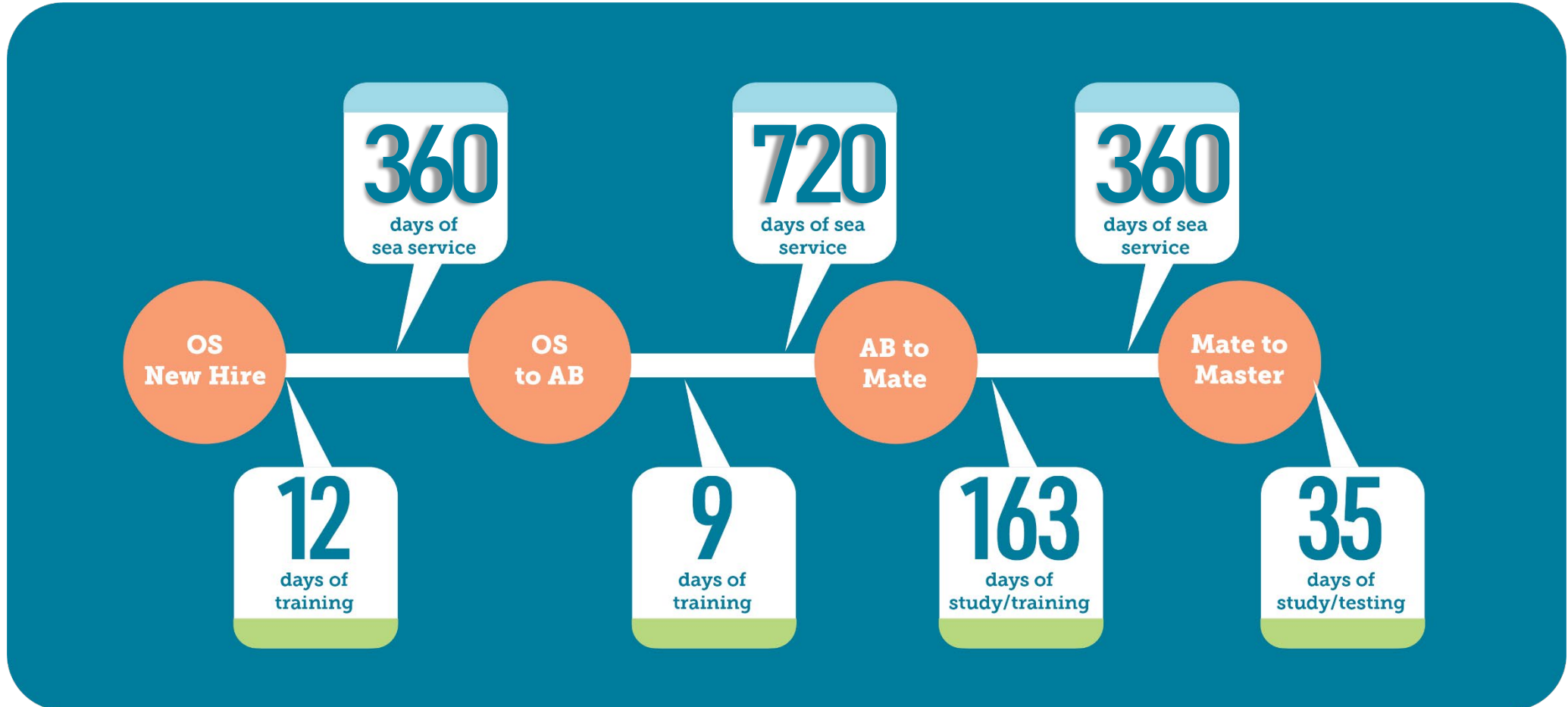
- Washington State Ferries is operated by the State of Washington and is a government entity.
- The State of Washington purchased the ferry fleet from Blackball in 1951 and is classified as a state highway system.
- The purpose of this acquisition was to provide reliable service at a reasonable price.



Puget Sound Routes

- WSF is the largest ferry system in the US and 2nd largest in the world.
- We operate 11 routes (12 when operating the Sidney BC route) with 21 vessels.
- We carry over 19 million passengers a year – that's more than an ENTIRE T-Mobile stadium full of people every day.

WSF Career Path for Deck

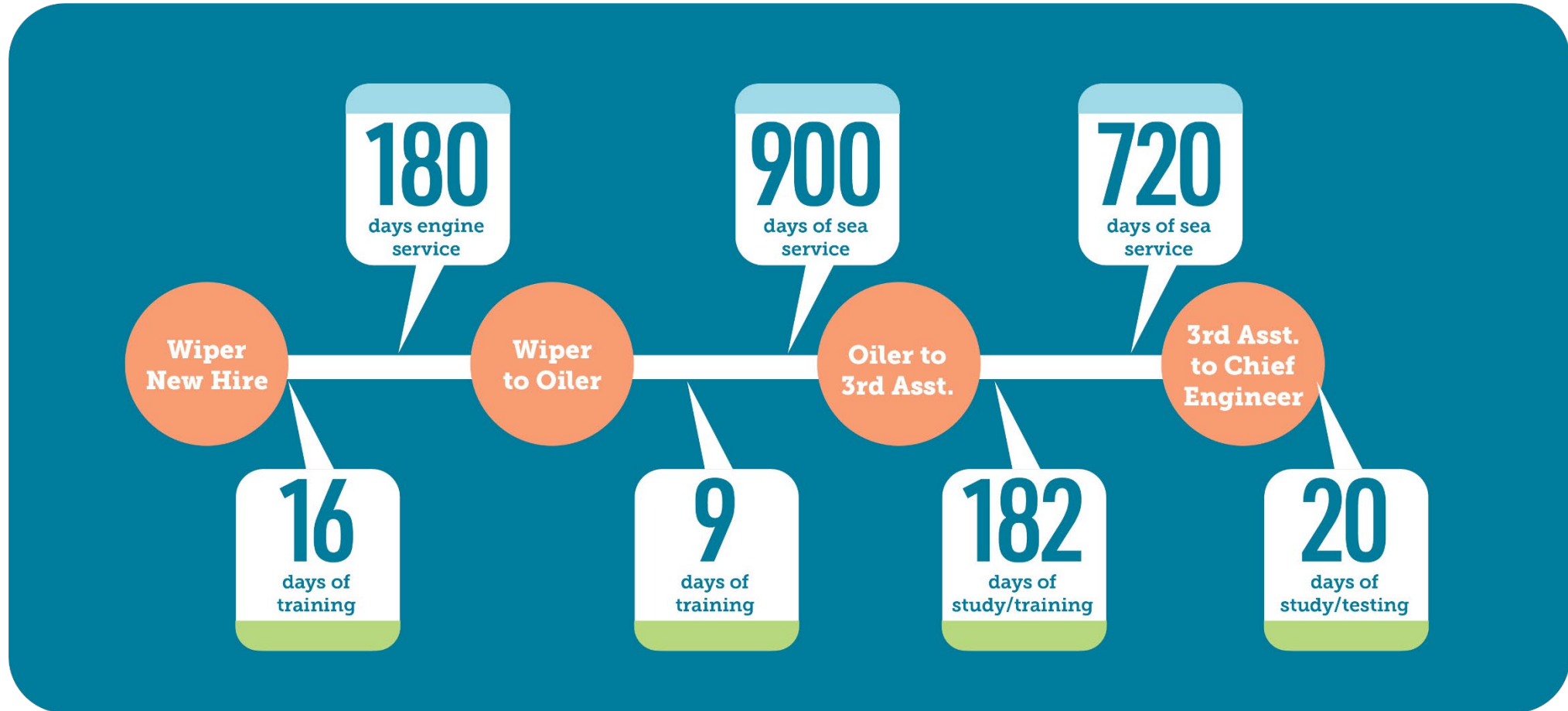


Wages for Deck Employees

Ordinary Seaman (OS)-	\$32.00/hr
OS Relief-	\$38.40/hr plus milage
Able Bodies Seaman (AB)-	\$38.40/hr
AB Relief-	\$46.07/hr plus milage
Second Mate-	\$50.96/hr
Chief Mate-	\$54.53/hr
Relief Mate-	\$65.43/hr
Captain-	\$68.71/hr
Relief Captain-	\$82.45/hr plus milage
Staff Captain-	\$88.38/hr

All positions are paid time and a half plus four hours plus travel time and milage for overtime.

WSF Career Path for Engine



Wages for Engine Room Employees

Oiler-	\$33.05/hr
Relief Oiler-	\$39.67/hr
Assistant Engineer-	\$48.19/hr
Relief Assistant Engineer-	\$57.83/hr
Chief Engineer-	\$57.85/hr
Relief Chief Engineer-	\$69.42/hr
Staff Chief Engineer-	\$75.28/hr

Expectations

- Complete Basic Safety training for survival at sea; including fire training, water survival, rescue at sea.
- Be able to respond to emergencies on the boat.
- Meet the physical requirements of these tasks.
- Communicate in English.
- Follow all lawful orders
- Treat crew and passengers with respect





COME
WORK
FOR US!



Be a Part of a True Washington State Icon

- You will have the opportunity to be a part of the largest ferry system in the country, supporting incredible projects and the overall infrastructure of Washington state.

Extraordinary Career Growth Opportunities

- Career development is not just a buzz phrase at WSDOT, it's our mantra. We don't believe in jobs; we believe in careers. As your life progresses, so does your career with us. With passion for service, you can go anywhere with WSF!

Exceptional Benefits

- We offer comprehensive medical, dental, and vision health plans as well as being a supporter of work-life balance. Our pension plans (PERS2 or PERS3) are some of the best in the entire maritime industry!

Learn More About working with WSF

wsdotjobs.com/ferries



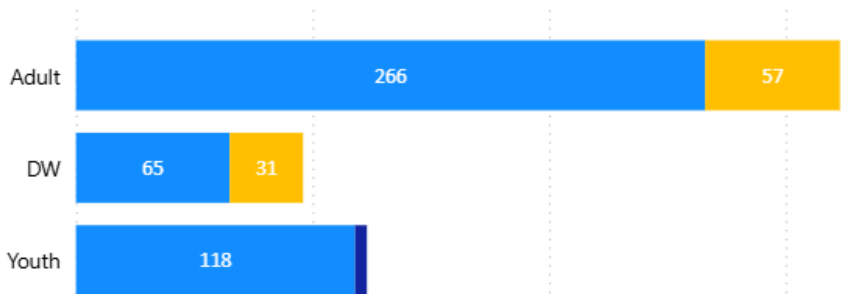
Workforce Innovation and Opportunity Act (WIOA)
Program Year 2024

07/01/2025

Last Updated

ENROLLMENTS

● Enrollments ● Exceeded Target ● Remaining to Target



Adult Actuals

DW Actuals

Youth Actuals

266

65

123

Target

Target

Target

323

96

118

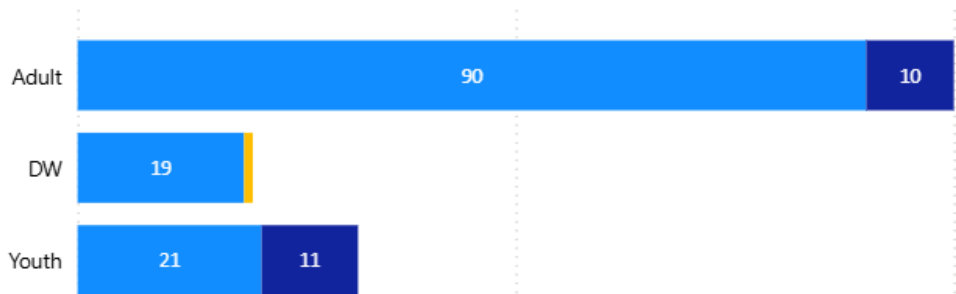
82.35%

67.71%

104.24%

EXITS

● Exit-Emp Met ● Exit Exceeded ● Remaining to Target



Adult Actuals

DW Actuals

Youth Actuals

100

100

19

32

Target

Target

Target

90

20

21

111.11%

95.00%

152.38%

ADULT

DW

YOUTH

Occupational Skills Training

On-the-Job Training

Work Experience

106

3

8

Occupational Skills Training

On-the-Job Training

Work Experience

18

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Occupational Skills Training

On-the-Job Training

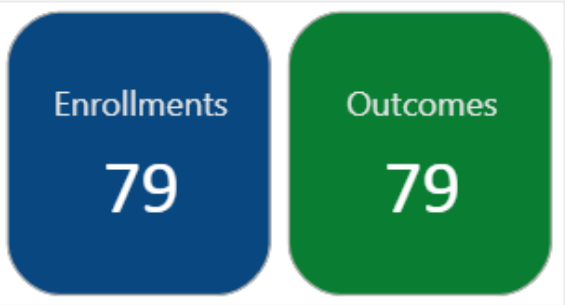
Work Experience

29

--

87

QUEST National Dislocated
Worker Grant
Full Contract



Enrollments	Targets	Percentage
79	78	101.28%

Exit to Employment	Target	Percentage
68	59	115.25%

Commerce Reinvestment Program
Business Services



Targets
85.07%

95.00%

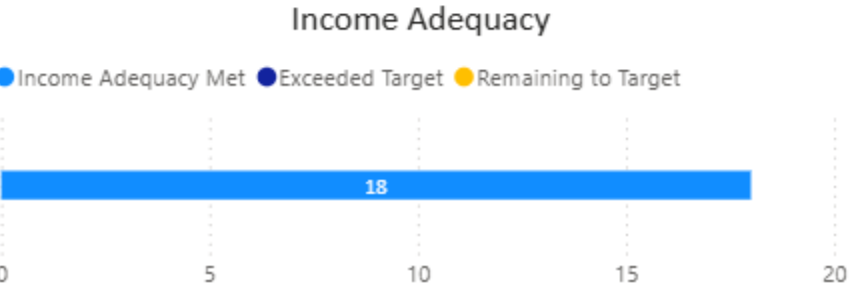
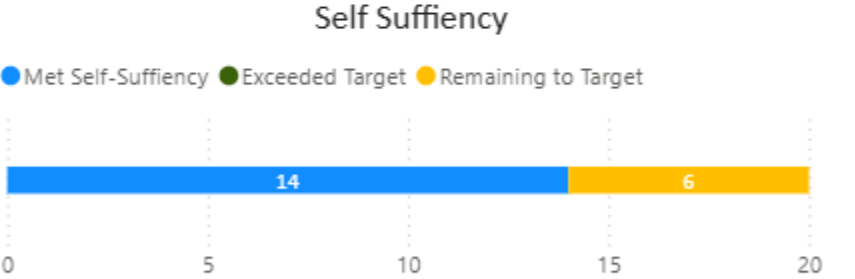
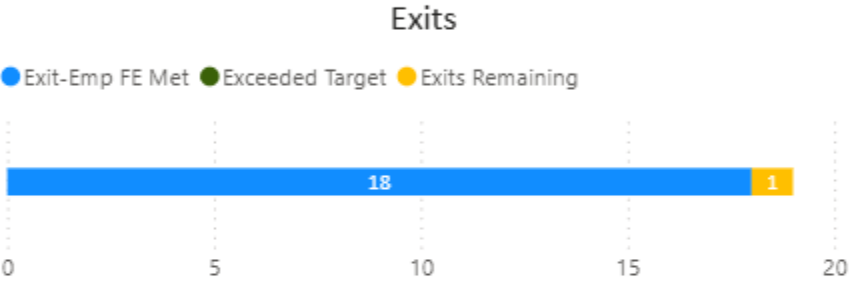
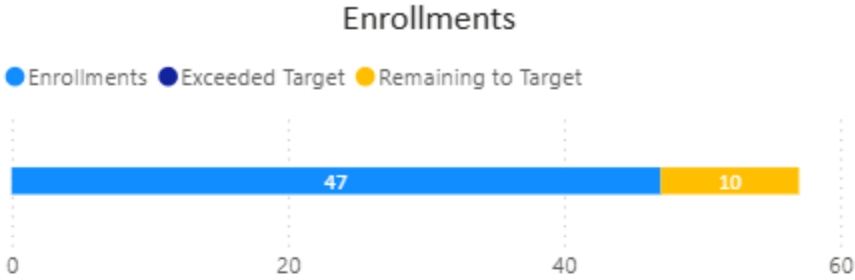
70.00%

Infinity

Federal Economic Security for All

07/01/2025

Last Updated



Occupational
Skills Training
7

Training Paid
by Other
21

On-the-Job
Training
--

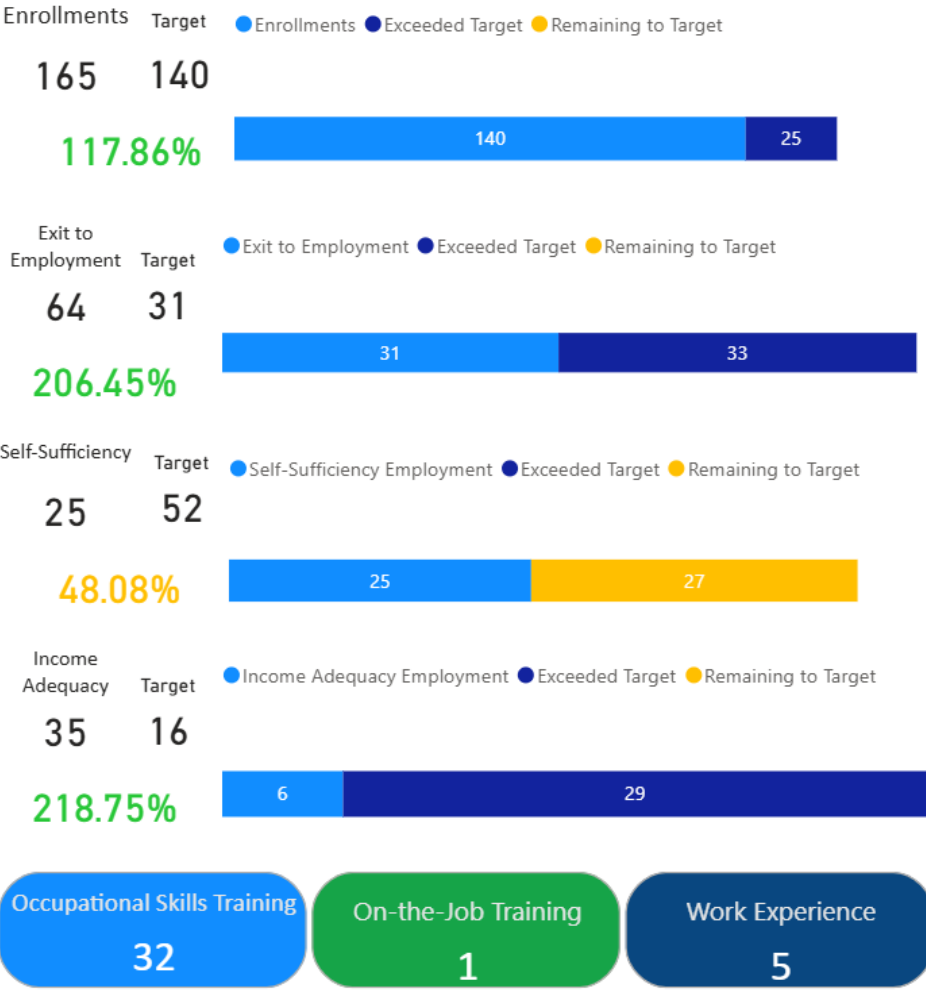
Work
Experience
--

07/03/2025

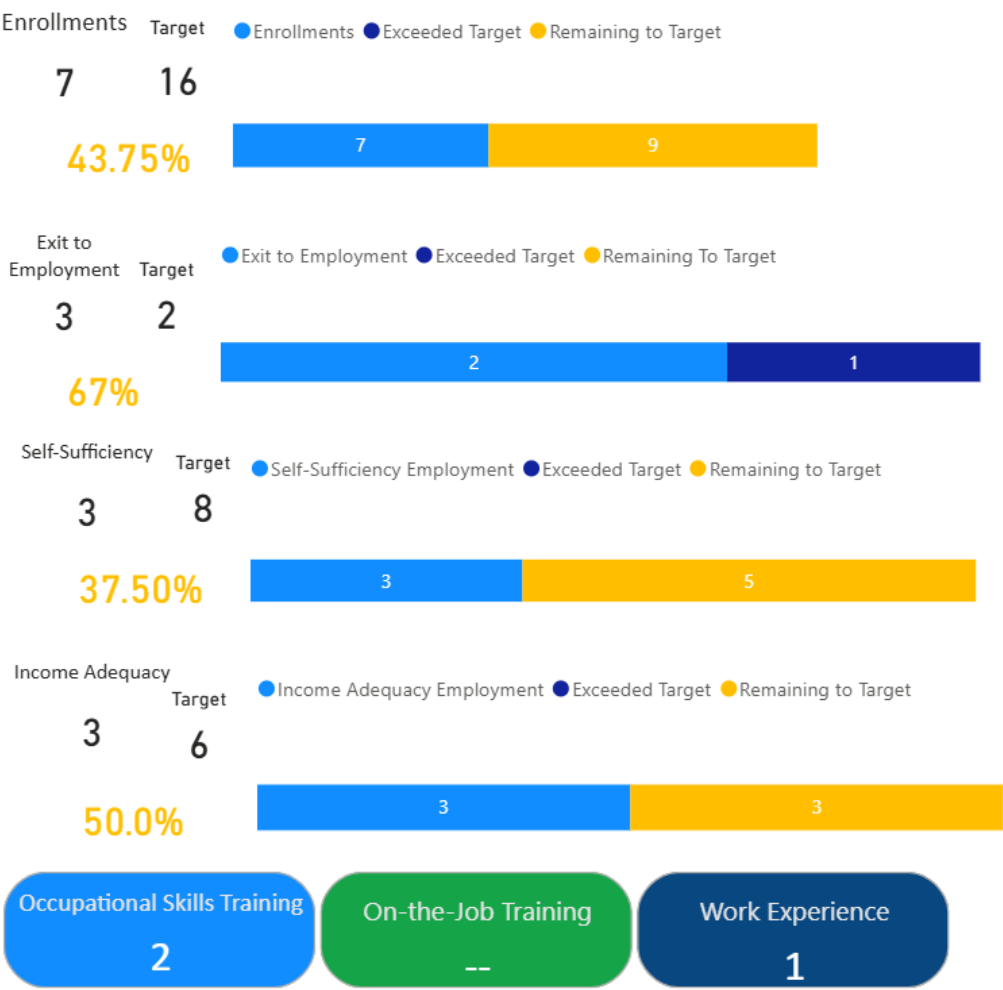
Last Updated

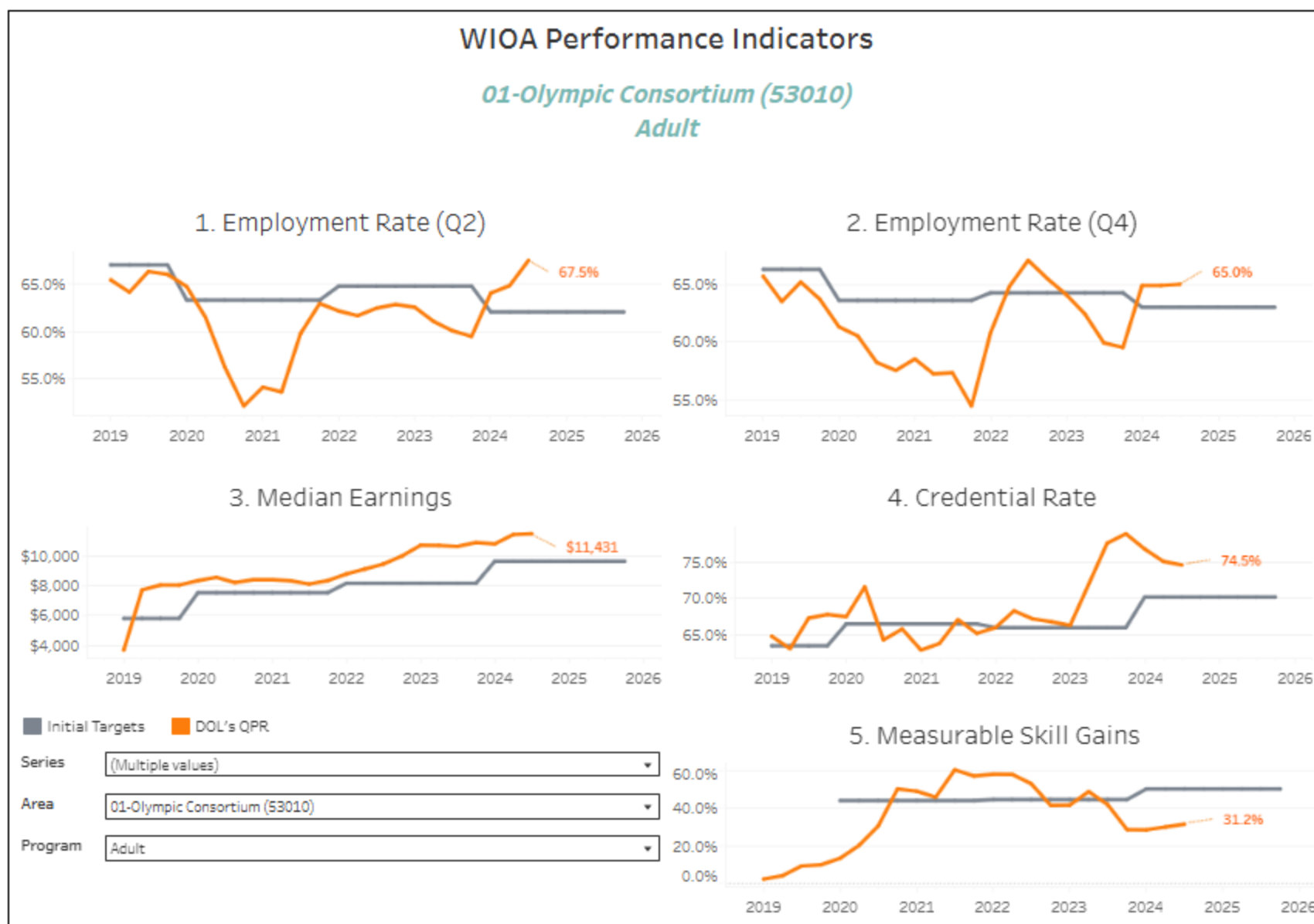
State Economic Security for All

Participants Experiencing Poverty (Below 200% FPL)



Participants Who Demonstrate Financial Need (Above 200% FPL)





WIOA Performance Indicators

01-Olympic Consortium (53010)
Dislocated Worker

1. Employment Rate (Q2)



2. Employment Rate (Q4)



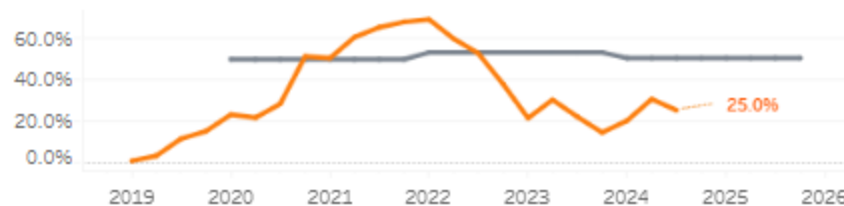
3. Median Earnings



4. Credential Rate



5. Measurable Skill Gains



Initial Targets DOL's QPR

Series: (Multiple values)
Area: 01-Olympic Consortium (53010)
Program: Dislocated Worker

WIOA Performance Indicators

01-Olympic Consortium (53010)
Youth

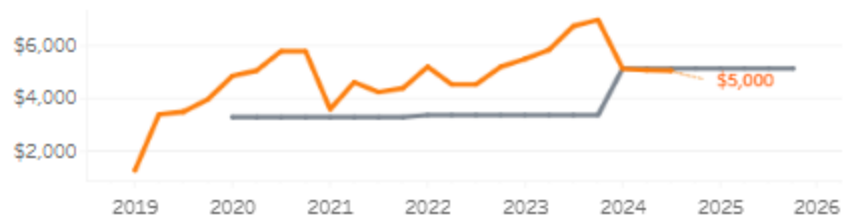
1. Employment Rate (Q2)



2. Employment Rate (Q4)



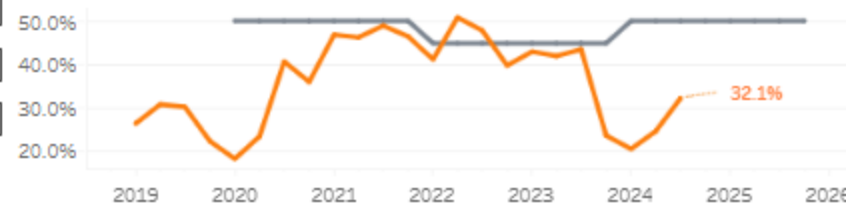
3. Median Earnings



4. Credential Rate



5. Measurable Skill Gains



Initial Targets DOL's QPR

Series: (Multiple values)
Area: 01-Olympic Consortium (53010)
Program: Youth

Olympic Peninsula One Stop Operator Report January – May 2025: Comprehensive Centers – Silverdale and Sequim WorkSource One Stop Operator: Career Path Services

Functional and Programmatic Integration

May 2025, we created and shared out an “Olympic Strategic Insights” survey with the leadership team within our region. This report references their responses and strategies for improvement.

System Integration

During this reporting period, the certification process kicked off with an informational meeting for current and potential community partners. The certifications were due at the end of May, and we received two applications from our Comprehensive Centers. We did not receive any applications for connection sites or our current affiliate site indicating that Kitsap Community Resources (KCR) will not be a WorkSource System partner in Program Year 25. We will continue to partner with KCR as a community-based organization with many valuable services to offer customers in need of housing or support for basic needs. The certification process is expected to be successfully completed by the end of June, and we anticipate that both comprehensive centers will be fully certified.

Other system integration highlights come from our strategic insights form that was completed by program and system leaders. They all shared resounding positive feedback about the referral tool that is provided by the council. Title I Youth, and Department of Vocational Rehabilitation (DVR) representatives highlighted their co-enrollment partnership that eliminates duplicative work and connects the youth customer to a variety of services through both programs. Department of Services for the Blind (DSB) shared that while they are new to the Sequim office they have received several referrals resulting in enrollment and are currently working with the Employment Security (ESD) supervisor to identify accessibility aids needed to better serve DSB participants.

Integrated Service Delivery

The following items were identified by the leadership team as positively impacting the system's overall integration.

- Customer Referral tool
- Successful collaboration and relationships with local leadership and partners
- Co-enrollment is pursued for all customers that are eligible and would benefit
- Monthly and quarterly all-staff meetings that address community resources, and open conversations on supporting customers

Opportunities identified by leadership include:

- Strengthening partnerships with community organizations, schools and employers
- Training on Integrated Service Delivery
- Need for digital literacy support, and in person workshops
- Communication of all services to customers and warm handoffs for those referrals

From Apr 1 – May 31, 2025 there were 236 entries into the referral form, trending lower than the previous quarter which had 403 total. The following data displays the comparison of how the usage is split between partners in the two locations for direct referrals. Referrals to Silverdale are trending higher than referrals to Sequim, when compared to the period of Jan 1 – Mar 31, 2025. Not all entries are referred to partner agencies, as this tool is used for other data collection purposes within the region.

	Jan 1-Mar 31, 2025	Apr 1 - May 31, 2025	Jan 1-Mar 31, 2025	Apr 1 - May 31, 2025
Partners	Percentage Referred to Sequim	Percentage Referred to Sequim	Percentage Referred to Silverdale	Percentage Referred to Silverdale
Department Of Services For TheBlind DSB	50%	0%	50%	100%
Department Of Social And Human Services DSHS	50%	50%	50%	50%
Department Of Vocational Rehabilitation DVR	29%	17%	71%	83%
Kitsap Community Resources KCR	0%	0%	100%	0%
Labor And Industries LNI	75%	0%	25%	100%
Olympic College	6%	0%	94%	100%
TANF Workfirst	0%	0%	100%	100%
Veteran Services	22%	16%	77%	84%
WIOA Youth Pathways	46%	25%	54%	75%
WorkSource Labor Exchange Team	24%	15%	76%	85%

Please note, the “accepted” and “percentage accepted” rows may not be exact, as it depends on the partner agency updating that field.

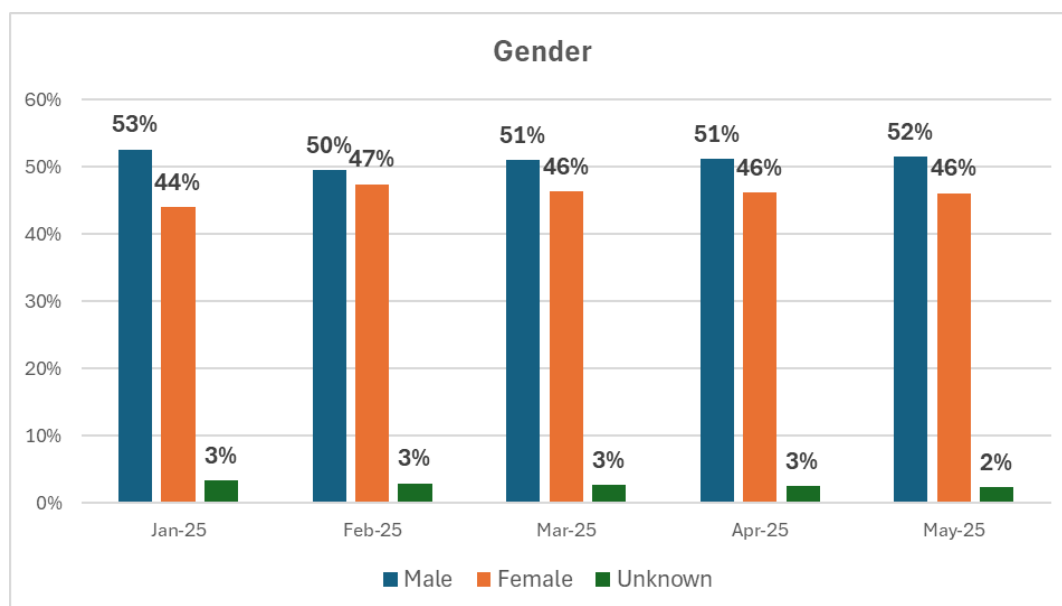
WorkSource Kitsap - Silverdale	REFERRED TO:	Accepted:	Percentage Accepted	Percentage Referred
WorkSourceLaborExchangeTeam	23	0	0%	85%
WorkforceInnovationAndOpportunityProgramWIOA	0	0	0%	0%
WIOAYouthPathways	3	0	0%	75%
VeteranServices	37	7	19%	84%
DepartmentOfSocialAndHumanServicesDSHS	3	3	100%	50%
DepartmentOfVocationalRehabilitationDVR	25	18	72%	83%
DepartmentOfServicesForTheBlindDSB	3	0	0%	100%
LaborAndIndustriesLNI	6	4	67%	100%
KitsapCommunityResourcesKCR	0	0	0%	0%
TANFWorkfirst	3	0	0%	100%
OlympicCollege	17	16	94%	100%

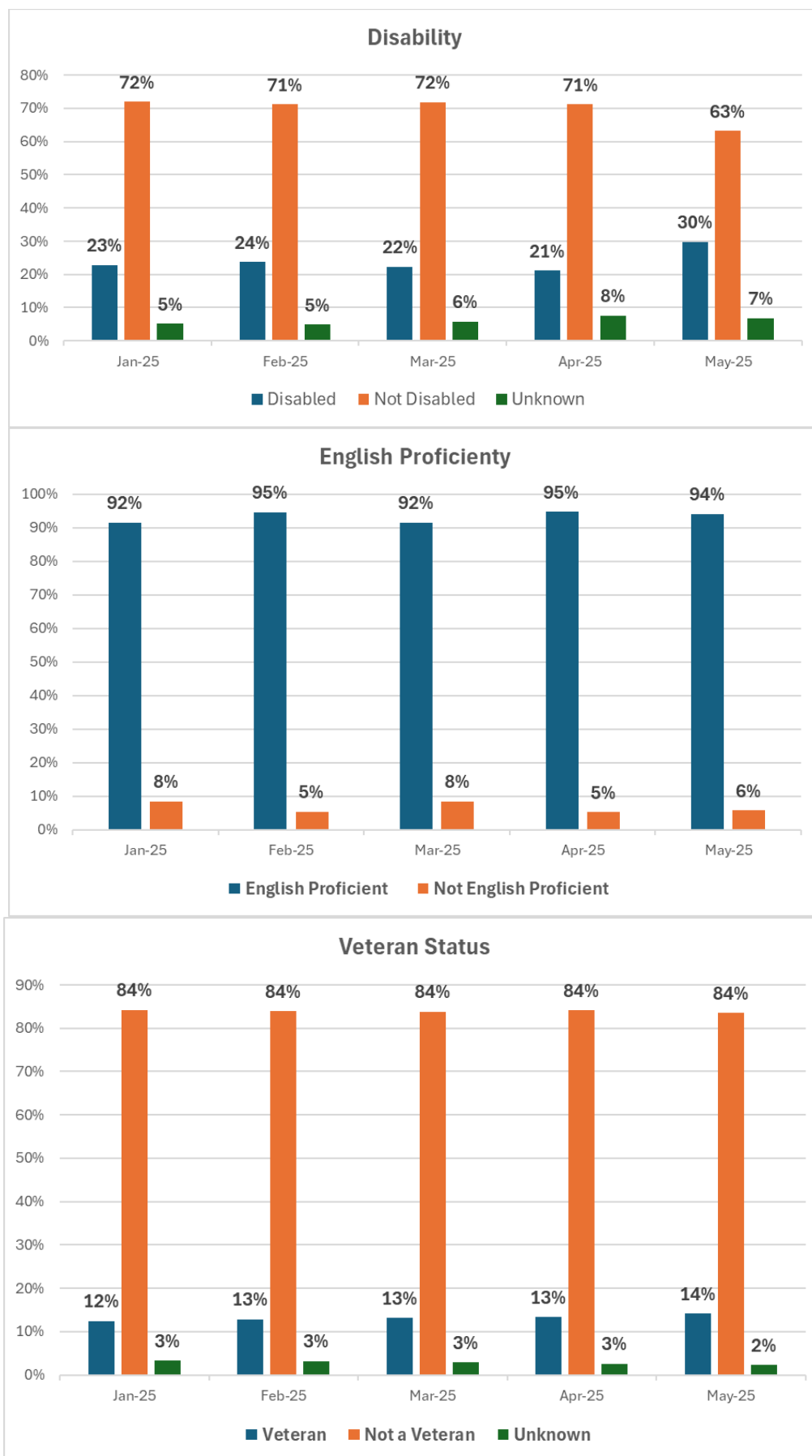
WorkSource Clallam - Sequim	REFERRED TO:	Accepted:	Percentage Accepted	Percentage Referred
WorkSourceLaborExchangeTeam	4	1	25%	15%
WorkforceInnovationAndOpportunityProgramWIOA	0	0	0%	0%
WIOAYouthPathways	1	0	0%	25%
VeteranServices	7	0	0%	16%
DepartmentOfSocialAndHumanServicesDSHS	3	0	0%	50%
DepartmentOfVocationalRehabilitationDVR	5	4	80%	17%
DepartmentOfServicesForTheBlindDSB	0	0	0%	0%
LaborAndIndustriesLNI	0	0	0%	0%
KitsapCommunityResourcesKCR	0	0	0%	0%
TANFWorkfirst	0	0	0%	0%
OlympicCollege	0	0	0%	0%

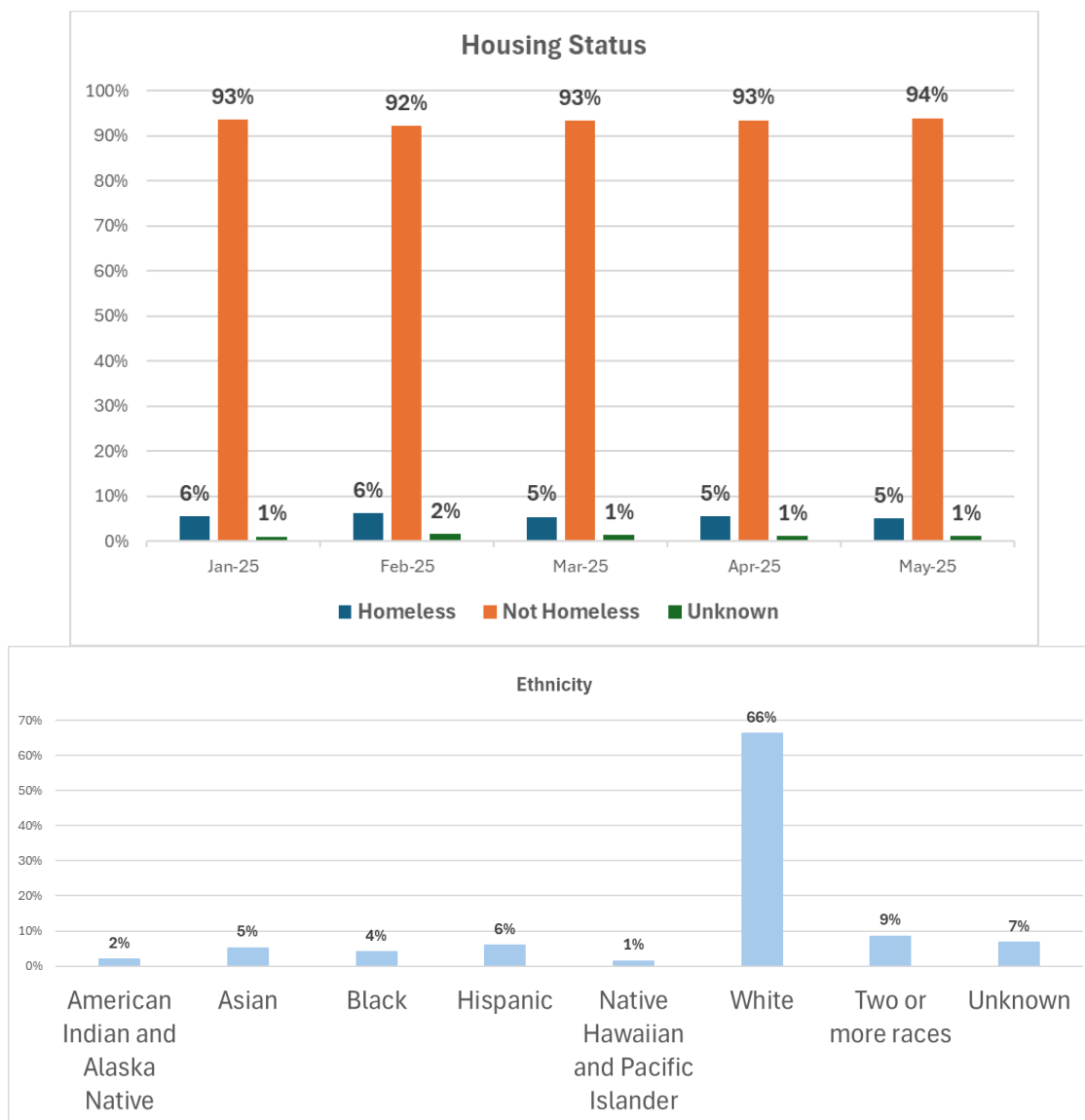
Service Provision and Outreach

The following data was gathered from the Workforce Professionals Center, Workforce Services performance Dashboard (data captured month by month). Specific to gender, 3,966 services have been captured by YTD (*the total number of services varies by category*). Observations in comparing May 2025 to January through April 2025 average are as follows:

- Total services offered increased by 39% (*referenced in Gender reporting*)
- Services offered to persons who identified as having a disability increased by 94%
- Services offered to people who speak limited English increased by 21%
- Services offered to Veterans increased by 46%
- Services offered to people who identify as being homeless increased by 22%
- Regarding Ethnicity, our demographics continue to remain consistent over time



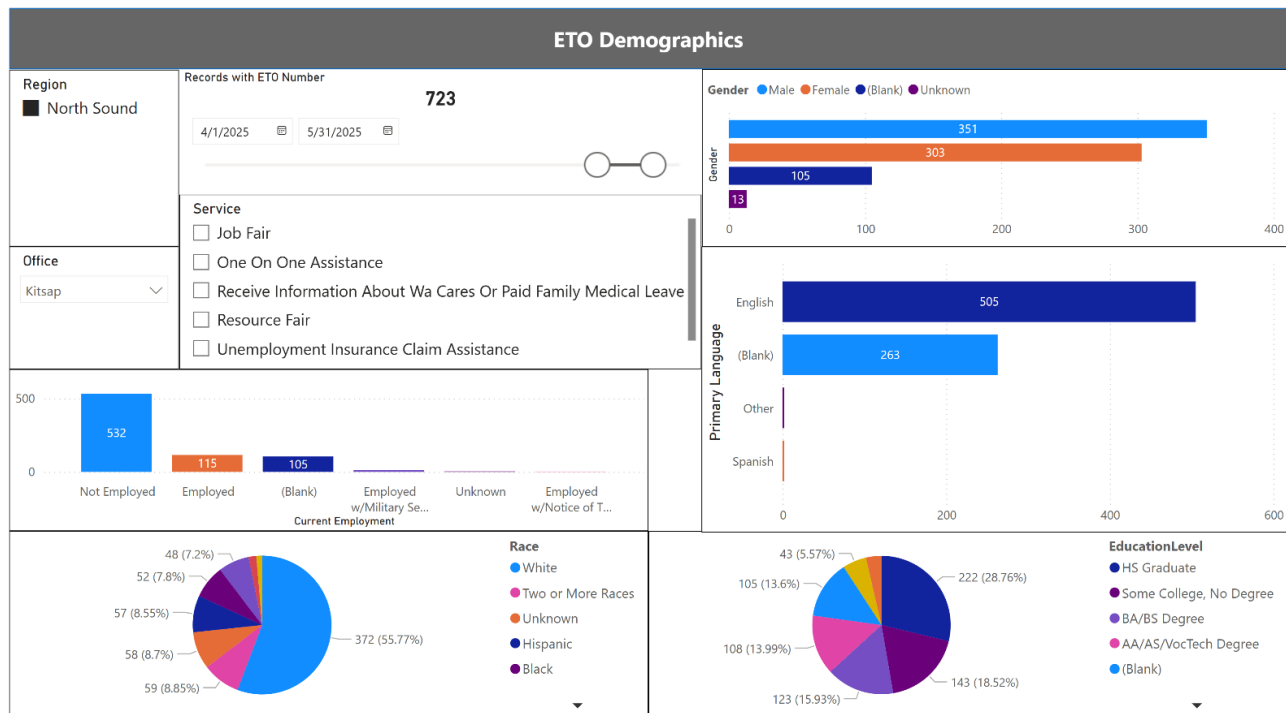




Customer flow Tracker

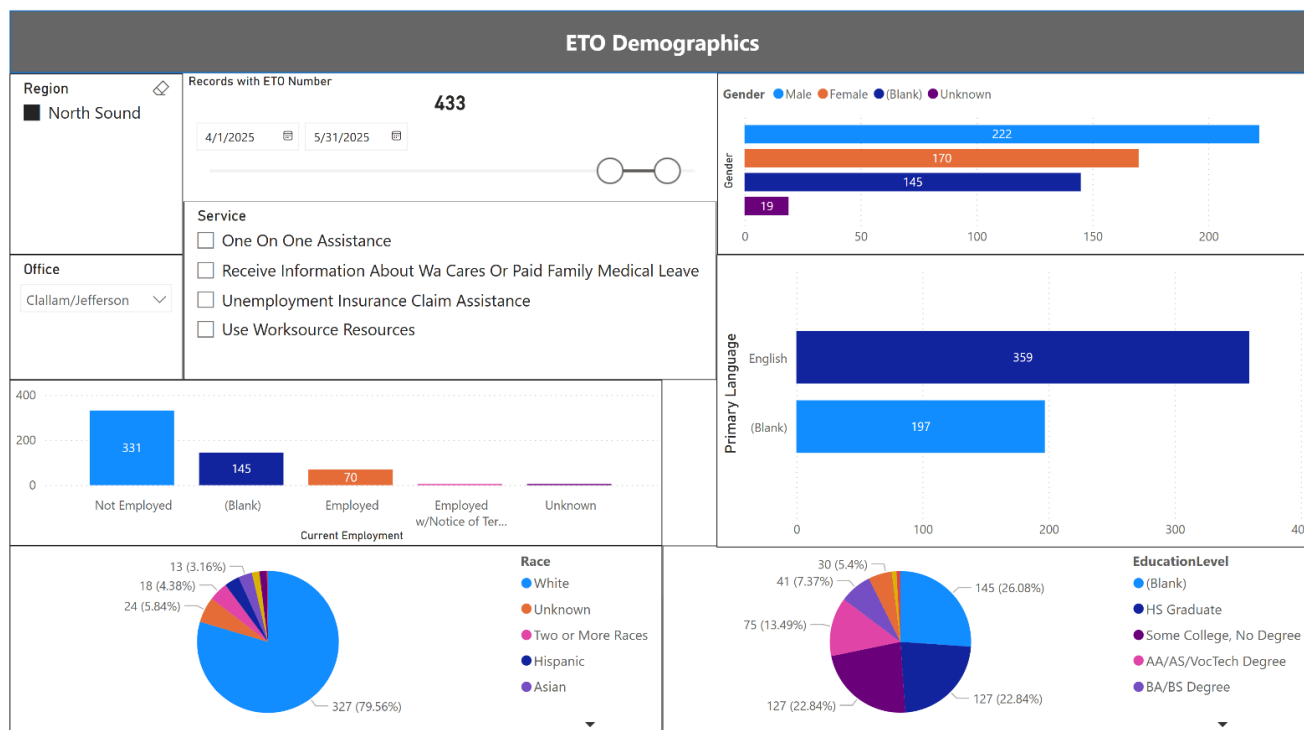
The charts below are filtered snapshots for the Olympic region and time frame referred to in the report. Please view the full CFT Dashboard to view all details, available at <https://wpc.wa.gov/reports/customer-flow-tracker>

Silverdale: Services include WIOA employment support services, Youth Pathways services, Labor and Industries, Department of Vocational Resources, Veterans Services, Labor Exchange, RESEA orientation by recommendation of Unemployment Insurance, job readiness workshops, Strategies for Success workshops, Business Services, limited Unemployment Insurance guidance, and WorkFirst counseling.



- **Demographics:** The Kitsap office served 1236 customers in the first quarter of 2025, and 723 customers through end of May in second quarter. The gender distribution shows a higher number of males (351) compared to females (303), with a significant number of records having blank gender entries (108). Veteran status is no longer available on the Customer Flow Tracker report. Efforts will continue in gathering as much information as possible for this tracker, working to fill in as much of the blank fields as possible.
- **Primary Language and Race:** English is the predominant primary language (505 records), with a smaller number of Spanish speakers (1). The racial demographics show a diverse population, with a significant portion identifying as White non-Hispanic (55.77%), two or more races (8.85%), Hispanic (8.55%), and Black/African American (7.8%).
- **Education and Employment:** A large portion of the individuals served have a high school diploma (28.76%), followed by those with some college but no degree (18.52%). Migrant Seasonal Farm Workers (MSFW) is no longer available on the Customer Flow Tracker report.

Sequim: Services include WIOA employment support services, Youth Pathways services, Labor and Industries, Department of Vocational Resources, Veterans Services, Labor Exchange, RESEA orientation by recommendation of Unemployment Insurance, job readiness workshops, Strategies for Success workshops, Business Services, limited Unemployment Insurance guidance, and WorkFirst counseling.



- **Demographics:** The Sequim office (Jefferson and Clallam Counties) served 924 customers in the first quarter of 2025, and 433 customers through end of May in second quarter. The gender distribution shows a higher number of males (222) compared to females (170), with a significant number of records having blank gender entries (164). Veteran status is no longer available on the Customer Flow Tracker report. Efforts will continue in gathering as much information as possible for this tracker, working to fill in as much of the blank fields as possible.
- **Primary Language and Race:** English is the predominant primary language (359 records), with a significant amount of blank entries (197). The racial demographics show a diverse population, with a significant portion identifying as White non-Hispanic (79.56%), two or more races (4.38%), Hispanic (3.41%), and Asian (3.16%).
- **Education and Employment:** A substantial portion of the individuals served have a high school diploma (22.84%), followed by those with some college but no degree (22.84%). Migrant Seasonal Farm Workers (MSFW) is no longer available on the Customer Flow Tracker report.

Customer Satisfaction

Five Customer Satisfaction surveys were received in May 2025, all by Job Seekers who received in-person services.

- Four out of five customers rated their overall experience as a 10, one was an 8.
- Four out of five were Very Satisfied with the accessibility of the facility, one was Satisfied.
- Four out of five shared that they received the services they came in for. One said they received some of the services they came in for.
- Four out of five were Very Satisfied with the friendliness of the person they met with, one was Satisfied.
- Five out of five stated yes, when asked if they would recommend WorkSource.

Accolades from customers included statements such as:

- Great presenter, wonderful person, helpful, knowledgeable, and relatable

Due to an overwhelming concern shared by everyone that increased feedback is needed from our customers, we conducted a human centered designed brainstorming session with all staff, asking the question: How might we increase our Customer Satisfaction survey response rate? The following is a summary of this activity:

- May 30, 2025: All staff meeting
 - Reviewed current status
 - Led a brainstorming session using human-centered design (HCD) methodology
 - Gathered approximately forty-eight ideas
 - Discussed next steps
- June 10, 2025: Council and leadership meeting
 - Reviewed input from staff by category
 - Action required by staff
 - QR codes and customer emails
 - Customer Incentives

At the June 10th meeting, it was decided that the next step should involve sharing an update with all staff and gathering their input. This is scheduled for June 27th. During this session, staff will be asked to prioritize their ideas by selecting their top three to five items. The compiled list will then be reviewed at the next council and leadership meeting, where we will discuss potential next steps.

Staff Competence and Staff Training Participation

During the last reporting period, staff training was provided via the All-Partners meeting and program specific training provided by program leaders. In our April All Partners meeting we had presentations from DSB, Senior Community Service Employment Program (SCSEP) and DVR. The local representatives talked about the services they can provide to participants and provided information on eligibility criteria for enrollment. At the May meeting, a staff member shared an informational presentation about their Pacific Islander heritage in recognition of Asian and Pacific Islander Heritage Month. At that meeting we also discussed customer satisfaction data and the importance of collecting customer feedback. All staff brainstormed ideas to increase survey participation, and the June meeting will result in actionable items for improvement. In addition to the human centered design activity regarding the customer satisfaction survey, the June meeting will include a presentation from a community partner at the Kitsap County library who will provide training on a tool that supports staff in learning about the North American Industry Classification System (NACIS) codes.

The strategic insight forms indicated that more training may be needed about the Integrated Service Delivery (ISD) model. Most leaders that responded described partnerships and collaboration happening in the centers. However, when asked to highlight an ISD success or challenge, they were unable to articulate a specific example. This is an indicator that ISD information should be given to staff to explain why current practices should continue and encourage intentional integration in alignment with the State model.

Employer Engagement

Silverdale: Over the quarter, there were 7 business assistance services in WIOA, 2 business assistance services through CRF, 1 employee training through WIOA, 2 employee trainings through CRF, and 32 recruitment services provided by the business services team. Other business services provided may have included outreach, networking, job development, or workshops. CRF funded no other business services, and WIOA funded 30 other business services.

Ten businesses signed up for WorkSourceWA. They are as follows; Bryan & Jetter, Habitat for Humanity of Kitsap, Leadership Kitsap, Manette Trading Co/Silverdale Jewelry and Coin, Mullenix Market, Rubens Insurance, Sandhu Venture Group, LLC, Suseyi Pro Moving Company, TAE PARK CORP, and Viking Education Academy.

Sequim: Over the quarter, there were 30 business assistance services, 3 employee training, 23 recruitment services, and 1 other service provided by the business services team. Other business services provided may have included outreach, networking, job development, or workshops.

Seven businesses signed up for WorkSourceWA. They are as follows; Evergreen Towing, JDM Car & Motorcycle, Ridgeline Homecare Cooperative, SunLand Water District, The Great Northern Coffee Bar, Building 300 LLC DBA Taps at the Guardhouse, and By Grace LLC.

Physical and Programmatic Accessibility

During this reporting period no EO training was required for the region. To ensure compliance, the EO officer with the council maintains a list of individuals in need of training. We will review that list in the 4th quarter to ensure that training is scheduled and delivered for staff in the region. The OSO maintains an EO complaint log, and we are happy to report that no new complaints were filed during this reporting period.

**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 MEMBERSBusiness Members

Nicholas Gianacacos, *Program Manager General Dynamics NASCO*

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*

YOUTH COMMITTEE MEETING AGENDA

DATE: July 10, 2025

TIME: 9:00 a.m. – 9:50 a.m.

LOCATION: [ZOOM](#)

ACTION ITEMS:

1. Call to Order – 9:02 a.m.
2. Approval of Agenda
3. Approval of Meeting Minutes from March 21, 2025 (Att. A)
Note: The May 8, 2025, meeting was cancelled, so no minutes are available for that date.

DISCUSSION ITEMS:

4. Career Connected Learning updates
5. WIOA Youth Pathways to Success updates
6. Youth Round Up (Att.B)
7. Good of the Order
8. Adjourn

Attachment A

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)
YOUTH COMMITTEE SUMMARY
March 21, 2025**

ATTENDANCE: Jeff Allen, Emily Manson, Tiffany Skidmore, Deborah Welsh, Nick Walker

The Olympic Workforce Development Council's (OWDC) Youth Committee meeting was held on Friday, March 21st, via ZOOM and in-person at Watson Furniture, Poulsbo.

APPROVAL OF SUMMARY:

The Youth Committee's January 9, 2025, Meeting Minutes and March 21, 2025, Agenda reviewed and approved

DISCUSSION

1. Pathways Update

- a. Enrollment based on priority list
 - i. Youth with higher barriers
- b. Financial Beginnings Training
 - i. Completed foundation courses and now working on becoming a host site.
- c. Outreach/Resource Fairs
 - i. Continuing outreach efforts
 - ii. Participating in HealthCare Roundtable to share pathways in healthcare.
 - iii. State Monitoring end of April.

2. General Updates

- a. CCL
 - i. H2P Project
 - Analyzing WA STEM data on high school to post-secondary students and staff across our three-county region.
 - Data covers a wide range of topics.
 - Utilizing data to drive informed decision-making.
 - Reports will be published through WA STEM
 - ii. STEM LIKE ME
 - Engaged 2,000 students in the program
 - One FTE staff member dedicated to the program
- b. West Sound Technical Skills Center
 - i. Second phase of remodeling is in financial jeopardy
 - When the funds were allocated for the capital project, it was assumed the budget allocation would occur over two biennium. This project is currently at risk of not finishing phase 2 with the current support in the legislature.
 - Reach out to your elected and ask them to support this funding: Senator Hansen, Rep Simmons, Rep Nance, Rep Cladier, Rep Richards, Senator⁴⁹

Krishnadasan, Senator MacEwen, Rep Griffey, Rep Couture, Rep Tharinger, Rep Bernbaum, Senator Chapman.

- c. Open Doors
 - i. Starting Fall 2025, serving 100 students
 - ii. Work with Kitsap Immigrant Assistance Center to assist in supporting immigrant youth to help improve their language skills and to support in locating resources to assist with family services.

ADJOURN

There being no further business to come before the committee, the meeting was adjourned at 9:43 am.

Next Meeting: September 19, 2025, In-Person Location: TBD



Youth Round Up

- [Gen Z are increasingly becoming NEETs by choice—not in employment, education, or training](#) interesting article (originally published on Fortune – found a workaround for the paywall) highlighting the shifting trend in young adults. Curious to hear from folks if they’re observing this trend in their own communities!



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*

Elizabeth Court, *Kitsap Economic Development Alliance*

Kristal Thomas, *Express Employment Professionals*

Marty Reep, *Navy Lab Keyport*

Mike Robinson, *Employment Security Dept.*

Wendy Fox, *Olympic College*

STAFF

Bill Dowling

Alissa Durkin

Luci Bench

Meeting Agenda

DATE: June 20, 2025

TIME: 9:00 a.m. – 10:30 a.m.

LOCATION: In-Person: WorkSource Kitsap
3120 NW Randall Way, Silverdale

[Microsoft Teams](#)

Meeting ID: TBD

ACTION ITEMS:

1. Welcome and Call to Order – 9:00 a.m.
2. Approval of April 18 meeting minutes (Att. 2, pgs. 2-3)

DISCUSSION ITEM:

3. Recompete (Workforce Development) Update – Una
4. Invisible Disabilities Survey Results
 - a. Navigating Compliance – Danny Steiger
5. Empowering Employers Event – Frank Portello (Att. 5, pg. 4-5)
6. Good of the Order
 - a. Professional Development Event for Employers Kitsap October
 - b. Workforce Report/ Data (Needs Assessment)
 - i. Request update from all 3 counties

7. OWDC 2025 Calendar (Att. 7, pg. 6)

8. [Public Comment](https://www.cognitoforms.com/kitsapcounty1/owdcpubcomment) – Submit by 12pm the day prior to the meeting via online form:
<https://www.cognitoforms.com/kitsapcounty1/owdcpubcomment>

9. Adjourn

Next Meeting: August 15, 2024 location Clallam



Strategic Workforce Development Coalition

Meeting Minutes April 18, 2025

ATTENDEES: Molly Propst, Chuck Moe, Cordi Fitzpatrick, Danny Steiger, Sonja Muir, Lisa Wheeler, Cindy Brooks, Wendy Fox, Danessa Gray, Zeke Hill, John Hjorten, Jessica Barr, Gina Lindal, Marilyn Hoppen, Frank Portello, Bill Dowling, Alissa Durkin, and Luci Bench

ACTION ITEMS

1. Call to Order 9:05am
2. Approval of February 21st meeting minutes. **MOTION:** Gina Lindal moved to approve meeting notes as presented. Jessica Barr seconded the motion. **Motion carried unanimously.**

DISCUSSION ITEMS:

1. Human Resource hiring processes and creating work environments friendly for individuals with Invisible Disabilities. Molly presented, referencing Danessa Gray's 2/21 presentation and the 8 strategies.

Suggested tactics for interviewing discussed:

- Simulate the job environment the candidate will be working in,
- Change the location – go for a walk or coffee,
- Send interview questions in advance,
- Don't say there will be a test (may cause candidate to immediately shut down),
- Advise candidates that you work with to disclose the disability prior to interviewing,
- Work to reduce placing a candidate into the fight or flight mode.

What are businesses doing to be proactive and engage those with invisible disabilities in an equitable manner? Further discussion at the next meeting. Add resources to Business Resource Tool Kit.

Discussion about creating employer training. Wendy offered OC to host this training in their professional development module.

2. Workforce Development Survey Jefferson County data, unfortunately not available yet for distribution. Molly will be working with Kelly Watson to obtain the data and its applicability in the coalition's strategic goals.

Cindy mentioned it is more of a needs assessment and Peninsula College is heading up the Workforce Development side of the Recompete, which was the purpose of the survey to help inform needed actionable steps.

Further discussion about partnering with Una, Mike French, Betsy, Suzy, and others on how the coalition can assist.

3. Empowering Employers Event Planning, flyer provided. Request of the Coalition to send out to their distribution list to boost those registered.
4. Good of the Order: Discussion about receiving an update on Recompete Program impact on workforce and the clarifications offered by Cindy Brooks.
5. Calendar: none
6. Public Comment: none

Adjourn: 10:26am

Next meeting: June 20, 2025 tentative WorkSource Kitsap



Hiring the New Generation:

Empower Your Workforce



- **Attract and Retain Entry-Level Talent**
- **Resilience Training**
- **Communication Strategies**
- **Workforce Development**

Social Media & Technology - Elaine Turso

Resilient Leadership & Stress Management - Kristal Thomas

Oh, the Workplaces You'll Go: Bridging a Multigenerational Workforce-

Lucretia Robertson

Employer Event Survey Results

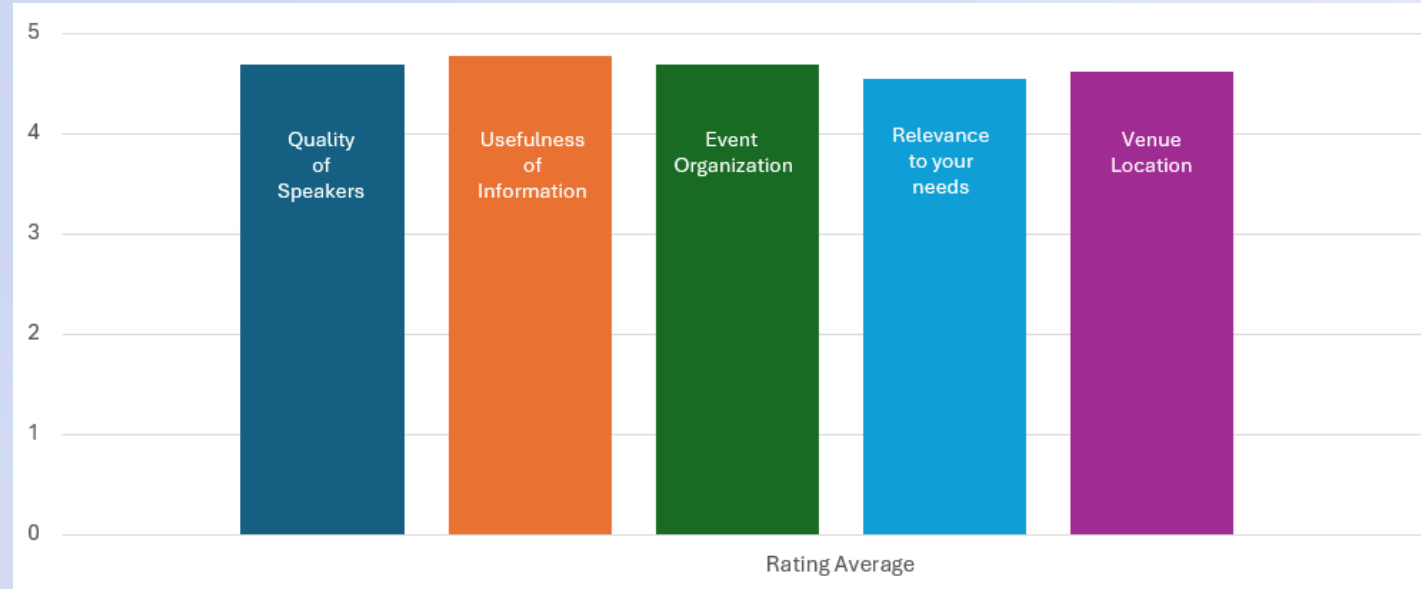
Attachment 10

How did you hear about the event?



■ Work ■ Email ■ Friend

15 Responses – 50% of attendees



- 100% of attendees were either Satisfied or Very Satisfied with the event.
- Positive comments focused on praise for the guest speakers and the importance of networking and further education.
- Feedback included concern over the depth of the research in the first presentation. As well as a need for being nonjudgemental with how the younger generation interacts with entering the workforce.

2025

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	Olympic Consortium Board Meetings	3rd Friday Bi-Monthly	10am-12pm
	Olympic Workforce Development Council	2nd Thursday Bi-Monthly	10am-12pm
	OCB - OWDC Joint Meetings	Spring & Fall	9am-12pm

	Executive Meeting	Last Tuesday Bi-Monthly	10am-12pm
	Youth Committee	Follows OWDC Meetings	9am-10am
	SWD Coalition Meetings	3rd Friday Bi-Monthly	9-10:30am