



# Strategic Workforce Development Coalition

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

## COUNCIL MEMBERS

Alex Lewis, *North Olympic Healthcare  
Network*

Chuck Moe, *NW Laborers*

Cordi Fitzpatrick, *Security Services NW*

Danny Steiger, *Lumber Trades, Inc.*

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

Jeff Allen, *Olympic Educational Service  
District #114*

Jessica Bar, *Employment Security  
Department*

Marilyn Hoppen, *Kitsap Bank*

Megan Mason-Todd, *Skookum*

Monica Blackwood, *West Sound  
Workforce*

Nicole Brickman, *YMCA*

Michael Refuerzo, *Booz Allen*

## CONTRIBUTING MEMBERS

Danessa Gray, *Olympic College*

Deanna Kennedy, *Western Washington*

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

Joe Morrison, *Kitsap Economic  
Development Alliance*

Kristal Thomas, *Express Employment  
Professionals*

Marty Reep, *Navy Lab Keyport*

Mike Robinson, *Employment Security  
Dept.*

Phillip Godinez, *Kitsap Community  
Resources*

Wendy Fox, *Olympic College*

## STAFF

Bill Dowling

Alissa Durkin

Luci Bench

## Meeting Agenda

**DATE:** October 18th, 2024

**TIME:** 9:00 a.m. – 10:30p.m.

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

In-Person: WorkSource Kitsap

3120 NW Randall Way, Silverdale

## ACTION ITEMS:

1. Welcome and Call to Order – 9:00 a.m.
2. Approval of August 15th, 2024 Meeting Minutes (Att. 2, pgs. 2-3)

## DISCUSSION ITEM:

3. Empowering Women's Event | Port Angeles – Oct 11<sup>th</sup> (Att. 3, pgs. 4)
4. Commerce Reinvestment Fund Grant Awardees
5. Washington Workforce Association  
John Glynn, Strategic Initiatives Manager
6. Local OWDC Business Resource Tool Kit (Att. 6, pgs. 5-7)
7. Good of the Order
8. OWDC 2024 Calendar (Att. 8, pg. 8)
9. Adjourn

Next Meeting: Virtual December 20, 2024



## Strategic Workforce Development Coalition

Meeting Minutes  
August 16, 2024

### ATTENDEES:

IN-PERSON: Molly Propst, Marty Reep, Deborah Welsh, Una Wirkebau, and Luci Bench

VIRTUAL: Danessa Gray, Wendy Fox, Cindy Brooks, Monica Blackwood, Jeff Allen, Wendy Fox, Mike Robinson, Martin Cavalluzzi, Ed Looby, Zeke Hill, Frank Portello, Michael Refuerzo, Colleen McAleer, Deanna Kennedy, and Alissa Durkin.

### ACTION ITEMS

1. Call to Order: 9:05am
2. Approval of June 21 meeting minutes.

**MOTION:** Jeff Allen moved to approve June 21 meeting notes as presented. Marty Reep seconded the motion. **Motion carried unanimously.**

### DISCUSSION ITEMS:

3. Business Discussion – Training and Education Opportunities 2024 Meeting Notes: reviewed survey results. Jeff Allen shared that there is training programs already engaged with Olympic College (OC). OESD is already partnering with employers to weaver certificates/credential earnings into their youth services. Wendy added that OC has a Business Survey currently open that is capturing this data. Kitsap Economic Development Alliance has already conducted a business survey. Una shared that Peninsula College (PC) is working on a business survey.

**ACTION ITEM:** if possible, gather all the data for multiple entities and aggregate instead of developing and issuing a new survey to removed duplicating the work and over surveying businesses.

Mike Robinson explained there is a difference between K-12 and Adult Job Seekers education and training opportunities. He proposed a clear understanding of Work Experiences (WEX) and On-the-Job (OTJ) training.

Suggestion to survey the top 20 businesses and ask what they need for training, but the targeted 'population' is medium to small businesses. Possible avenue would be through OC's Advisory groups who have industry leader members.

Further discussion on current trainings, education, and the infrastructure already in place and what employers need in their job seekers.

- a. Resource Tool Kit: Reviewed work conducted on July 22<sup>nd</sup>. Add description of links.
- b. Business Survey: based on previous discussion, suggested to compare the questions across all the surveys already conducted.

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- c. Employer Education Workshop: great opportunity to provide training and education opportunities to employers, as well as resources within the current system, and the defined OJT/WEX/Internships. WorkSource is hosting a business training later this year, more information to come.
  - 4. Good of the Order – Una and Luci requested volunteers to assist with a Clallam/Jefferson Women’s Empowerment event for October 12<sup>th</sup>.  
Marty Reep has been contacted by a Victoria Bergasgel about a Maritime school. She would like to connect with individuals who would be interested.
  - 5. Calendar – October 18<sup>th</sup> meeting with by hybrid, in-person will be in Kitsap location TBD. Suggested to cancel the December 20<sup>th</sup> meeting but after further discussion, we’ll still hold the meeting but it will be only virtual no in-person.

Adjourn: 10:17am

Next meeting: Hybrid October 18<sup>th</sup>, location TBD.



# Women's Employment Workshop

Free  
CHILD CARE  
PROVIDED



Join us in empowering women and gender-expansive individuals on their professional journeys! This free event offers support, resources, and opportunities! Whether you're newly entering or returning to the workforce, join us to gain the tools, new skills, and inspiration.

**October 11, 2024 | 10:30 am -1:00 pm**  
**The Hub | 117 N Lincoln St, Port Angeles**

## Women Leading Change Panel:

- Dr. Suzy Ames  
President Peninsula College
- Betsy Davis  
Executive Director NWSWBB
- Layla Rawls  
Executive Director Ginger's Closet
- Mayor Dexter  
City of Port Angeles



**Register Here!**

<https://www.cognitoforms.com/KitsapCounty1/SWDCoalitionWomensWorkshop>

## Come For:



**Business Personal Appearance**



**Free Clothing Closet**



**Educational Assistance & Financial Aid**



**Mock Interviews**



**Resume Assistance & Job Coaching**



**Entrepreneurship & Brand Coaching**



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PENINSULA COLLEGE







## Job Description Builders

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### Education Design Lab

[Education Design Lab \(eddesignlab.org\)](http://eddesignlab.org)

Easy step by step job description builder based on job title and industry. Add and remove required competencies (required and preferred) specific your organizations need. Creates a ready to use job posting.



### [Career One Stop](#)

Job Description Writer sponsored by the U.S. Department of Labor. Walks the user through a step-by-step process of building a meaningful description based on occupation.



### [O\\*Net OnLine](#)

Online search engine to find job descriptions and definitions to help students, job seekers, businesses and workforce development professional. Includes finding job descriptions based on skills and a crosswalk for Military member to understand what civilian jobs relate to the position they held in the military.



### [National Fund for Workforce Solutions](#)

Job design builder, helping businesses create the right type of position based on the task components. Includes research for healthcare businesses and employees.



### U.S. Bureau of Labor of Statistics [Occupational Handbook](#)

Information about the nature of work, working conditions, training and education, earnings, and job outlook for hundreds of occupations. Include dynamic search engine to locate occupational job summary, education, a pay information.

## Education and Training Options

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### [Washington State Library](#)

Resource library of online education and training opportunities to upskill or reskill.



### [Northstar Digital Literacy](#)

Self-directed assessment and learning tool that covers a variety of technology to improve skills on a number of common computer topics.

## Business Resource Tool Kit



Google now provides online professional job training from job specific skills to certificate programs. Earn credential in high-growth fields from Cybersecurity, data analytics, project management, and IT support.



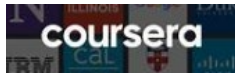
### [GCF Global](#)

For almost 20 years, the GCFGlobal.org program has helped millions around the world learn the essential skills they need to live and work in the 21st century by offering self-paced online courses. E-Learning, career Coaching, and stackable credentials.



### [Olympics & Rainier Region Goodwill](#)

Offering vocational school training and education, as well as programs and career support services. Includes financial education, digital skills, General Education Diploma (GED), and career readiness education and development.



### [Coursera](#)

Over 7,000 online courses to learn project specific skills, program certificates, or flexible learning options.



### [LinkedIn Learning](#)

Online educational platform that offers a wide range of video courses taught by industry experts. Features over 16,000 courses. Local WorkSource and Libraries offer licenses at no cost.



### [Express Pros Express Learn](#)

Educational program featuring a variety of flexible courses in high-demand fields. Completely free for Express Associate, follow link for more information.



### [The Open University](#)

Offering a wide range of courses and qualification sin various subjects, from undergraduate to postgraduate level. Based out of the U.K., Open University distance learning options globally.



### [Udemy Online Courses](#)

Online learning platform that offers over 130,000 individual online courses and can be a great option if you're interest in a one-off course in a specific subject or skill set. Offers both paid and free courses.



### [Alison](#)

Free online courses with certificates and diplomas for in-demand fields.

# Business Resource Tool Kit

## **Many Major Universities offer free online classes – examples:**

Harvard University <https://pll.harvard.edu/catalog/free>

Stanford University <https://online.stanford.edu/free-courses>

## Other Helpful Resources

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### Washington Workforce Association Business Services

Business resources to avoid workforce reductions and employee separations.  
Links to Layoff Aversion Programs and list of business and employee benefits.



Kitsap Economic Development Alliance Business Resources: [Business Resources | KEDA \(kitsapeda.org\)](#)



EDC Team Jefferson [Discover Resources \(edcteamjefferson.org\)](#)



Clallam Economic Development Council [Clallam Economic Development Council - Business Support & Growth](#)



### Job Accommodation Network (JAN)

JAN provides free and confidential consultation for employers of all sizes and types (e.g., private, federal, state, or local government, etc.). This consultation includes practical guidance on workplace accommodation solutions, accommodation process strategies, and the employment provisions (Title I) of the Americans with Disabilities Act (ADA) and related legislation.

## Internships

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Contact WDA1 ESD WIOA offers Paid Work Experiences and On-The-Job Trainings Email: [OlympicWIOA@esd.wa.gov](mailto:OlympicWIOA@esd.wa.gov) for additional assistance

[Association of Washington Business \(AWB\)](#)



# 2024 Meetings

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

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

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

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

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

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

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

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

**OCB Meeting (3rd Fridays)** 10am-12pm

January 19  
March 15  
July 19  
September 20

**OCB - OWDC Joint Meeting** 9am-12pm

May 17  
November 15

**SWD Coalition Meeting (3rd Friday)** 9-10:30am

April 12  
June 21  
August 16

October 18  
December 20

**OWDC Meeting (2nd Thursday)** 10am-12pm

January 11  
March 14  
July 11  
September 12

**Executive Meeting (2nd Tuesdays)** 10am-12pm

January 9  
March 12  
May 14

July 9  
September 10  
November 12