



**Jefferson County
Commissioners**

Kate Dean - *Chair*

Greg Brotherton

Heidi Eisenhour

Clallam County Commissioners

Randy Johnson - *First Vice
Chair*

Mark Ozias

Bill Peach

Kitsap County Commissioners

Charlotte Garrido - *Vice
Chair*

Robert Gelder

Katie Walters

OWDC Director
William Dowling

Program Analyst
Luci Bench

OLYMPIC CONSORTIUM BOARD

DATE: Friday, January 20, 2023

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: Via ZOOM

AGENDA

1. CALL TO ORDER

2. ACTION ITEMS

- a. Approval of January 20, agenda
- b. Approval of October 28, meeting minutes (Att.2b, p.2-4)
- c. Nomination Olympic Consortium Board 2023 Chair
- d. Summary of By-Law Revisions (Att.2d, p.5)
 - i. Approval of Consortium Agreement (Att.2d.i., p.6-15)
 - ii. Approval of OCB By-Laws (Att.2d.ii., p.16-20)
 - iii. Approval of OWDC By-Laws (Att.2d.iii., p.21-26)

3. DISCUSSION ITEMS

- a. OWDC Director Report Out – Bill
- b. PY22 State Monitoring Debrief
- c. Success Stories (3c., p. 29-30)

4. UPDATES

- a. Statewide versus Local Primary Indicators Report (Att.4a., p. 31)
- b. PY22 Q2 Performance Reports (Att.4b., p.32)
- c. Calendar (Att.4c., p.33)

5. PUBLIC COMMENT

6. GOOD OF THE ORDER

7. ADJOURN

NEXT MEETING: March 17, 2023, via ZOOM

Meeting Notes
OLYMPIC CONSORTIUM BOARD
Via Zoom
Friday, October 28, 2022

ATTENDEES – Commissioner Randy Johnson, Commissioner Kate Dean, and Commissioner Charlotte Garrido, Deborah Welsh, Jamie Pena, Dr. Tamara Meredith, Ayesha Chandler, Kelley Watson, Colleen McAleer, and Jessica Brasher
Staff: Bill Dowling, Alissa Durkin, Doug Washburn, and Luci Bench

1. CALL TO ORDER Commissioner Dean called to order at 10:03 AM

2. ACTION ITEM

- a. Agenda amended to have presentations prior to board action items. **MOTION to approve as amended. Commissioner Johnson moved to approve as amended. Commissioner Garrido second. Motion carried.**

3. PRESENTATIONS

- a. Jamie Pena and Dr. Meredith presented on Digital Equity Navigator Program
- b. Deborah Welsh and Kelley Watson presented on West Sound Stem Network
- c. Jessica Brasher presented on Career Path Services and One-Stop Operator contract.

4. ACTION ITEMS

- a. Approval of meeting minutes from September 23, meeting minutes
MOTION: Commissioner Johnson moved to approve. Commissioner Garrido second. Motion carried.
- b. Approval of Youth Incentive Policy (5580POL)
 - Requested to change 3.a. The following entertainment costs are NOT allowable...**MOTION: Commissioner Garrido moved to approve as amended. Commissioner Johnson second. Motion carried.**
- c. Approval of OWDC Member Appointments
 - Colleen McAleer, Clallam County Economic Development Council
 - Danny Steiger, Lumber Traders
 - Gina Lindal, Department of Social and Health Services
 - Gregory Dronkert, Pacific Mobility Group, Inc.
 - Jeff Randal, Jefferson County PUD

- Jessica Barr, Employment Security Department
- Marilyn Hoppen, Kitsap Bank
- Nicole Brickman, YMCA of Pierce and Kitsap Counties
- Peter Johnson, McKinley Paper Company Washington Mill
- Neil Holm, IBEW

Request for reappointment letters be on OCB letterhead instead of OWDC letterhead.

MOTION: Commissioner Johnson moved to approve on OCB letterhead. Commissioner Garrido second. Motion carried.

d. Approval to appoint new OWDC members

- Aaron Level, Olympic Educational Service District 114

MOTION: Commissioner Garrido moved to approve. Commissioner Johnson second. Motion carried.

- Anthony Ives, Kitsap Community Resources

MOTION: Commissioner Garrido moved to approve. Commissioner Johnson second. Motion carried.

- Megan Mason-Todd, Skookum

MOTION: Commissioner Johnson moved to approve. Commissioner Garrido second. Motion carried.

5. DISCUSSION ITEMS

a. OWDC Director Report Out

Discussion on Workforce Impact Funding (WIF) and National Dislocated Worker Grants (QUEST), allowing for marketing, advertising, and a focus on business engagement.

Currently have 36 State-Funded Economic Security for All (EcSA) enrollments, and only four months into the year contract.

Suquamish Tribe connections, starting early this year with Strategies for Success courses provided to tribal members. Working on co-enrollment into WIOA Adult and 457 WIOA. November 4th WorkSource Kitsap is hosting a networking Event with Suquamish leaders.

Operationally, Worksource Kitsap and Clallam have seen an increase in job seekers and businesses coming into access services. November 9th Veteran's Job Fair.

6. UPDATES

a. PY22 Q1 Performance Reports

- Discussed no questions.

b. 2022 Calendar

- Shared, no discussion

7. GOOD OF THE ORDER

Commissioner Johnson requested future discussion on construction industry challenges. Commissioner Dean asked about interest in March 25-28th National Association of Workforce Board Conference. Email Bill Dowling if interested.

ADJOURN: Commissioner Dean adjourned the meeting at 11:42 a.m.

NEXT MEETING: Friday January 20, 2023, [via ZOOM](#) ~~at Jefferson County Courthouse.~~



Summary of Revisions

Restated Olympic Consortium Agreement

- *Article IV Part F. Duties*
 - Removed duties from the agreement. Per Department of Labor the duties should only be included in the Olympic Consortium By-Laws not within the Consortium Agreement.

Olympic Consortium By-Laws

- *2.0 Officers, Election, Terms and Duties*
 - Revised the list of the Boards duties to itemize duties for Chairperson, Board, and duties performed in partnership with the Olympic Workforce Development Council (OWDC) in accordance with [20 CFR 679.310](#) and [20 CFR 670.370](#).

Olympic Workforce Development Council By-Laws

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

Chart of Responsibilities

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

Restated Olympic Consortium Agreement

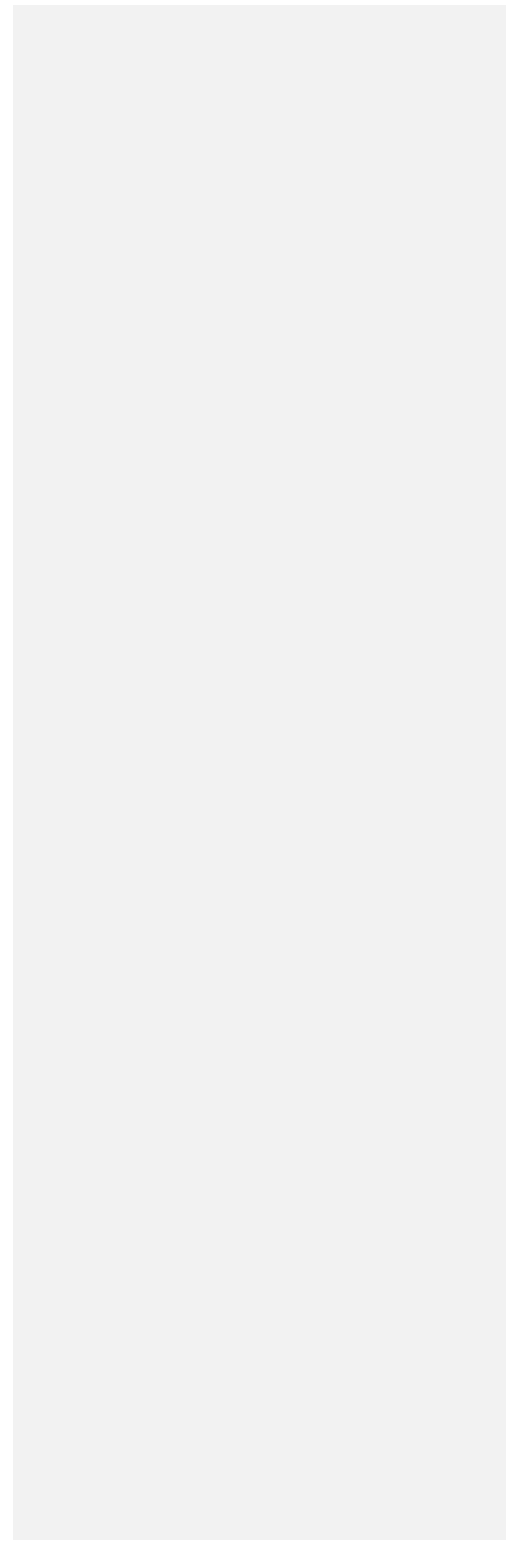
Pursuant to the
Workforce Innovation and Opportunity Act of 2014
Between

Clallam County, Washington
Jefferson County, Washington
Kitsap County, Washington

December~~October~~ 2022

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RESTATED CHARTER

RECITALS

WHEREAS, Clallam, Jefferson, and Kitsap Counties (collectively, the “Parties”), established the Olympic Consortium in 1983 pursuant to the Job Training Partnership Act of 1982 (JTPA); and

WHEREAS, Clallam, Jefferson, and Kitsap Counties reaffirmed the Olympic Consortium in May 2000, pursuant to the Workforce Investment Act of 1998 (WIA); and

WHEREAS, the Congress of the United States enacted the Workforce Innovation and Opportunity Act of 2014 (WIOA), replacing WIA effective July 1, 2015; and

WHEREAS, under 29 U.S.C.A. § 3122(c)(B)(i) and 20 C.F.R. § 679.310(e), when a local workforce area includes more than one unit of general local government, the chief elected officials of such units may execute an agreement that specifies the respective roles of the individual chief elected officials, and, under chapter 39.34 RCW, any two or more public agencies may enter into an agreement with one another for joint or cooperative action; and

WHEREAS, the Parties wish to update and restate their May 2015 Consortium Agreement to reflect current program requirements;

NOW, THEREFORE, the Parties reaffirm a WIOA Consortium to be governed by the following articles:

ARTICLE I

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NAME - The Parties reaffirm the Olympic Consortium (the “Consortium”) as a consortium pursuant to the WIOA.

PURPOSE - The purpose of the Consortium is to:

- A. Affirm the local Workforce Development Council (WDC) for the three-county area;
- B. Appoint members to the local WDC;
- C. Focus on strategic operational and governing principles for the local areas noted in the U.S. Department of Labor’s Training and Employment Guidance Letter (TEGL) 19-14;
- D. Oversee, together with the WDC, the area’s One-Stop system for the delivery of unified workforce development services; and
- E. Perform all other workforce development-related services delegated to the Consortium by the federal government, the State of Washington, or by the Parties.

ARTICLE II

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COMPOSITION – The Consortium is composed of the following three counties: Clallam County; Jefferson County; and Kitsap County.

ARTICLE III

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SERVICE AREA – The area and population to be served consists of:

- A. Clallam County
- B. Jefferson County
- C. Kitsap County

The Parties will take all steps necessary to ensure that the three-county area is designated a Workforce Development Area pursuant to WIOA.

ARTICLE IV

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CONSORTIUM BOARD – The Consortium Board (the “Board”) constitutes the governing body of the Consortium. The Board will exercise all powers, functions, and responsibilities necessary or appropriate to govern the Consortium. The Board may establish rules and procedures (including by-laws) as it deems necessary or appropriate.

- A. **Membership** – The Board is composed of three elected Commissioners from each of the three counties, for a total of nine members.
- B. **Voting** – Each member of the Board has one vote. All decisions of the Board will be made by no less than a majority vote of a quorum at a meeting where a quorum is present.
- C. **Quorum** – A quorum consists of a total of no less than three of the nine members, provided that at least one member from each county is present. Any business affecting a member’s county must be approved by the board of commissioners of the county affected.
- D. **Chair, Vice Chair, and Second Vice Chair** – The Board will elect a Chair, a Vice Chair, and a Second Vice Chair by a majority vote, at a meeting where a quorum is present, for a term of service not to exceed one year. Officers of the Board will consist of one elected member from each county, and officers will rotate annually through ascension.
- E. **Meetings** – The Board will meet at such times and places as may be designated by the Chair. In the absence of the Chair, the Vice Chair will preside over meetings. In the absence of the Chair and Vice Chair, the Second Vice Chair will preside over meetings. In the absence of the Chair, Vice Chair, and Second Vice Chair, a Chair pro-tempore will be elected by a majority of the members present to preside for that meeting only.

F. **WDC Agreement** – The Board will enter into an agreement with the WDC establishing respective roles of the Board and the WDC.

ARTICLE V

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A. **WDC Appointments** – The members of the WDC will be appointed to fixed and staggered terms by the Board, utilizing nomination and appointment procedures established by the WIOA, the State of Washington, and by the Board.

B. **Consensus and Voting on Appointments** – The business representatives on the WDC shall be recommended for appointment by the Board member in whose county the business member is employed. Non-business representatives on the WDC may be recommended by any Board member. Taken as a whole, WDC membership must reasonably reflect the respective populations of the three counties. The Board will reach consensus on each WDC appointment. If consensus cannot be reached on a given nominee, an alternative nominee will be considered. If the Board cannot reach consensus on the appointment of the alternative nominee for a given position, the Board will vote to determine the appointment.

C. **Resignation** – Any WDC member may resign by submitting written notice to the WDC Chair, and to the Board. Members must offer their resignations when they retire or otherwise leave a position of optimum policy-making authority in the sector they were appointed to represent.

D. **Removal** – The WDC may request the Board to remove a WDC member, with or without cause, by a majority vote, provided that at least 15 calendar days’ notice of the proposed action has been provided to the member, the WDC, and to the Board. Unexcused absences from three consecutively scheduled WDC meetings may be deemed good cause for removing a member from the WDC.

ARTICLE VI

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GRANT RECIPIENT – Kitsap County is the grant recipient for the Consortium and the WDC. As such, Kitsap County will:

- A. Exercise those duties and responsibilities as grant recipient as set forth in federal and state law or as established by the Board; and
- B. Comply with WIOA in respect to property management and procurement; and
- C. Ensure all conditions of grant approval are met, including, but not limited to, compliance with applicable laws, monitoring and reporting requirements, and management of subgrants and contracts.

ADMINISTRATIVE EXECUTIVE DIRECTOR AND STAFF – Kitsap County is the designated entity for employment of administrative executive director and staff that service the Board and WDC.

- A. **Hiring** – Although the administrative executive director assigned to the Board and the WDC will remain an employee of Kitsap County, the WDC in collaboration with the Board shall have authority in the selection and performance review of the administrative executive director.
- B. **Responsibilities** – The administrative executive director and staff are responsible for developing procedures for program planning, fiscal management, evaluating program performance, initiating necessary corrective action for subgrantees and subcontractors, determining whether there is need to reallocate resources, and modifying grants. The administrative executive director and staff will perform their duties consistent with goals and policies developed by the Board and the WDC.
- C. **Conflict of Interest** – The administrative executive director and staff must avoid conflicts of interest by not being the service provider and following the conflict-of-interest policies on all issues where any potential conflict could arise. There is no evident conflict of interest between these two roles.

ARTICLE VII

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ALLOCATION OF FUNDS – All funds granted to the Consortium must be allocated and expended among the Parties for programs and services for which they are intended according to state and federal formula, approved plans, grants, and all pertinent laws and regulations.

ARTICLE VIII

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LIABILITY – The Parties agree that any liability accruing under WIOA, or related grant agreements, overseen by the Board, will be addressed as follows:

- A. WIOA and other programs overseen and administered by the Consortium will observe the highest standards of grant administration and accounting in order to minimize disallowed costs;
- B. Waivers or offset against future grant revenues will considered in lieu of any cash prepayment of disallowed costs; and
- C. As a last resort, cash liabilities which cannot be discharged in any other manner will be borne by the Parties. Payments will be made by the Parties in proportion to the allocation of all WIOA funds in each of the three counties in the year in which the event causing cash liability occurred.

ARTICLE IX

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HOLD HARMLESS AND INSURANCE REQUIREMENTS

- A. Each Party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions, or those of its officers, agents, or employees, to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other Parties harmless from any such liability.
- B. In the case of negligence of more than one Party, damages allowed will be levied in proportion to the percentage of negligence attributable to each Party. Each Party agrees to maintain CGL insurance or coverage by the Washington Counties Risk Pool of at least \$2,000,00 per occurrence.

ARTICLE X

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DURATION, AMENDMENT, WITHDRAWAL, AND TERMINATION OF AGREEMENT

- A. This agreement will take effect upon the date of its execution and will remain in effect indefinitely, unless terminated by the Parties.
- B. This agreement may be amended from time to time upon the affirmative vote of not less than a majority of members present, provided there must be a minimum of two Board members from each county present at a meeting duly called pursuant hereto.
- C. Any Party hereto has the right to withdraw from the Consortium effective July 1 of any year, provided that the remaining members of the Consortium have been given written notification of that Party's intent to withdraw by December 15 of the preceding year.

ARTICLE XI

NO SEPARATE LEGAL ENTITY CREATED – This agreement does not create a separate legal entity.

PROPERTY ACQUISITION AND DISPOSITION – Any real or personal property acquired in connection with this agreement will be held on behalf of the Consortium by Kitsap County in its capacity as fiscal agent. Upon partial or complete termination of this agreement, any such property will be disposed of in accordance with federal, state, and local law.

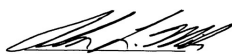
ARTICLE XII

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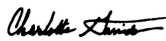
CERTIFICATION OF AUTHORITY – The Parties, by signatures, certify that they possess full legal authority to enter into this agreement.

[SIGNATURE PAGES FOLLOW]

~~Approved-as-to-Form~~ BOARD OF COUNTY COMMISSIONERS-
KITSAP COUNTY, WASHINGTON


Legal Counsel
Alan L. Miles
Senior DPA
2022-12-14





Charlotte Garrido

ATTEST:
CHARLOTTE GARRIDO, Commissioner



Clerk of the Board



ROBERT GELDER, Commissioner

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Approved as to Form

BOARD OF COUNTY COMMISSIONERS

CLALLAM COUNTY, WASHINGTON

Ol
Legal s

Mark Ozias
MARK OZIAS, Chair

Randall S. Johnson
RANDY JOHNSON, Commissioner

Excused
BILL PEACH, Commissioner

Approved as to Form

P.C. Hunsucker

November 16, 2022

Philip C. Hunsucker, _____ Date
Chief Civil Deputy Prosecuting Attorney

~~BOARD OF COUNTY COMMISSIONERS~~

JEFFERSON COUNTY, WASHINGTON

Heidi Eisenhour

HEIDI EISENHOUR, Chair

Excused Absence

KATE DEAN, Commissioner

Greg Botherton

GREG BOTHERTON, Commissioner

Date: 11/21/22



OLYMPIC CONSORTIUM BOARD BY-LAWS

Established Date: May 2015

Last Modified Date: December 2022

PURPOSE: To establish the vision, workforce development policies and direction necessary to affect the intent of the Olympic Consortium Agreement entered among Clallam, Jefferson, and Kitsap Counties (“Consortium”), in accordance with Section 107 of Workforce Innovation and Opportunity Act (WIOA) of 2014 and workforce development policies and evaluation.

1.0 ESTABLISHMENT: The Consortium is established by Agreement, as amended from time to time, dated May 2015 (“the Agreement”).

2.0 OFFICERS, ELECTION, TERMS AND DUTIES:

- 2.01 The officers of the Consortium Board include a Chair, Vice-Chair, and a Second Vice-Chair who are elected by the Board at a meeting during each calendar year. The Chair, Vice-Chair and Second Vice-Chair shall be from different member agencies.
- 2.02 The Chair, Vice-Chair and Second Vice-Chair serve a one-year term and shall rotate annually through ascension.
- 2.03 In the event there is a vacancy in the office of the Chair, the Vice-Chair succeeds to the office of Chair for the unexpired portion of the term, and the Second Vice-Chair shall succeed to the office of the Vice-Chair for the unexpired portion of the term. The Board shall elect a Second Vice-Chair at the next regular meeting for the unexpired portion of the term.
- 2.04 In the event there is a vacancy in the office of Vice-Chair, the Second Vice-Chair shall succeed to the office of the Vice-Chair for the unexpired portion of the term and the Board shall elect a new Second Vice-Chair at the next regular meeting.
- 2.05 Duties of the Chair:
 - 2.05.1 Preside at the meetings of the Board
 - 2.05.2 Create, appoint, and discharge Board committees unless otherwise provided in these By-Laws
 - 2.05.3 Call for vote on all motions properly presented and seconded
 - 2.05.4 Enforce procedural rules of the Board during meetings
 - 2.05.5 Participate in deliberations of the Board
 - 2.05.6 Vote in all matter before the Board

- 2.05.7 Ensure the functions of the Board are carried out to the best of his or her abilities
- 2.05.8 Make reports as necessary to the Board
- 2.05.9 Execute on behalf of the Board any documents and papers duly authorized by the Board that may require signature
- 2.05.10 Increase collaboration with OWDC
- 2.06 The Vice-Chair performs the duties of the Chair in the absence of the Chair.
- 2.07 The Second Vice-Chair performs the duties of the Chair and the Vice-Chair in their absence.
- 2.08 Duties of the Olympic Consortium Board (OCB):
 - 2.08.1 Identify the Chairperson of the OCB
 - 2.08.2 Establish by-laws consistent with state policy for local workforce development council outlined in WIOA Section 107(d) and 20 CFR 679.10
 - 2.08.3 Approve the WIOA Budget
 - 2.08.4 Provide feedback to State Workforce Board on developing policies for certifying One-Stop centers
- 2.09 In Partnership with the Olympic Workforce Development Council
 - 2.09.1 Develop and maintain the 4-year Local Plan
 - 2.09.2 Conduct program oversight
 - 2.09.3 Reach agreement on local performance indicators
 - 2.09.4 Negotiate methods for funding the infrastructure costs of the One-Stop centers in the local area

3.0 MEETINGS, QUORUM, VOTING:

- 3.01 The Consortium Board shall meet as necessary, but at least 4 times per calendar year, to fulfill its purpose and function, to discuss issues of mutual interest, and act on items as necessary or appropriate. The meeting schedule for the upcoming year shall be adopted at the last meeting of the year by resolution and made available to the public.
- 3.02 Meetings of the Consortium Board shall conform to the Open Public Meetings Act,

Chapter 42.30 RCW.

- 3.03 On items that are deliberative in nature, the Consortium Board strives for consensus. Procedures in the current edition of Robert's Rules of Order-The Modern Edition are adopted by the Consortium Board for its regular and special meetings unless they are inconsistent with these By-laws or any special rules of order the Consortium Board has adopted.
- 3.04 A quorum of the Consortium Board is one (1) vote per county i.e. a total of not less than three (3) of nine (9) members, provided that there is at least one (1) member present from each County. A quorum shall be required for passage of any item placed before the board for action.
- 3.05 When a quorum is not present: The Chairperson may call for a special meeting as in accordance with RCW 42.30.080.
- 3.06 Unless otherwise specified, actions by the Consortium Board are affirmed by a simple majority vote. A majority vote is more than one-half (1/2) of those present and voting.
- 3.07 Any business affecting a member county must be approved by the board of commissioners of the affected county.
- 3.08 Special Meetings may be called at any time as in accordance with RCW 42.30.080.
- 3.09 Any or all members may participate telephonically. The place selected for the meeting must be equipped with a speakerphone with conference call capability. Members participating telephonically must identify themselves while voting telephonically and as needed during discussion. All members in attendance, as well as the public, must be able to hear and communicate with the member participating telephonically.

4.0 COMMITTEES:

- 4.01 The Chair may appoint, or the Consortium Board may request that the Chair appoint committees as needed to advise or assist the Consortium Board in fulfilling its functions. Committee composition should include, as appropriate, representatives of each member county.

5.0 WORKFORCE DEVELOPMENT COUNCIL APPOINTMENTS.

- 5.01 Consortium Board shall be responsible for establishing a local Workforce Development Council and for appointing representatives to the Workforce Development Council.
- 5.02 Representatives to the Workforce Development Council shall be appointed to terms as determined by the Consortium Board. The terms shall be staggered, and

the nomination and appointment procedures shall comply with standards established under the Workforce Innovation and Opportunity Act, the State of Washington, and/or the Consortium Board. The Chair, or alternate, of the Workforce Development Council are invited to attend all meetings of the Consortium Board. The Chair of the Workforce Development Council or alternate shall be non-voting members.

- 5.03 In making appointments to the Workforce Development Council, the Consortium Board shall strive to reach consensus for each Workforce Development Council appointment. If the Board does not reach consensus on a nominee to the Workforce Development Council, it shall consider a second nominee. If consensus cannot be reached on the second nominee, the appointment shall be by majority vote of the Board.
 - 5.04 Representation on the Workforce Development Council shall reasonably reflect the respective population of the individual counties.
 - 5.05 A Workforce Development Council member may resign by submitting a resignation letter to the Workforce Development Council Chair or the Consortium Board. A Workforce Development Council member shall resign if he or she leaves the position of optimum policy-making authority in the sector in which they were appointed to represent.
 - 5.06 The Consortium Board may remove a Workforce Development Council member, on its own accord or at the request of the Workforce Development Council, with or without cause, by majority vote. Notice to the member being considered for removal shall be provided at least fifteen (15) days prior to the vote on the removal.
 - 5.07 A Workforce Development Council member may be removed, pursuant to subsection 7.5 above, for three (3) consecutive unexcused absences from scheduled Workforce Development Council meetings.
- 6.0 ADMINISTRATIVE STAFF.** Kitsap County shall be the designated entity for employment of administrative staff (including executive director) that serves the Board and Council. The administrative staff shall be responsible for developing procedures for program planning, fiscal management, evaluating program performance, initiating necessary corrective action for subgrantees and subcontractors, determining whether there is a need to reallocate resources, and modifying grants. There is no evident conflict of interest between these two roles.
- 6.01 The administrative staff shall perform its duties consistent with the goals and policies developed by the Consortium Board and the Workforce Development Council.
 - 6.02 Although the administrative staff assigned to the Consortium Board and the

Workforce Development Council shall remain employees of Kitsap County, the Workforce Development Council in collaboration with the Consortium Board shall have authority in the selection and performance review of the assigned administrative executive director.

7.0 GRANT RECIPIENT. Kitsap County shall be the designated grant recipient for the Olympic Consortium and the Workforce Development Council. As such, Kitsap County shall:

- 7.01 Exercise those duties and responsibilities as grant recipient as set forth in federal, state law, or by the Consortium Board.
- 7.02 Comply with the Workforce Innovation and Opportunity Act with respect to property management and procurement.
- 7.03 Ensure that all conditions of grant approval are met, including but not limited to, compliance with applicable laws, monitoring and reporting requirements, and management of subgrants and contracts.

8.0 AMENDMENTS: These By-laws may be amended at a meeting of the Consortium Board by a two-thirds (2/3) majority vote of those present and voting, provided that a copy of the proposed amendment has been sent to each Consortium Board representative at least thirty (30) business days prior to the meeting at which the vote to amend is scheduled. Voting must be in conformance with Section 5 herein.



OLYMPIC WORKFORCE DEVELOPMENT COUNCIL BY-LAWS

The name of the organization shall be Olympic Workforce Development Council and shall serve as the workforce development board for Clallam, Jefferson, and Kitsap Counties, hence fore referred to as the Council.

The purpose of the Council will be to set workforce investment system policy and exercise oversight for the Olympic Workforce Development Area in accordance with Section 107 of the Workforce Innovation and Opportunity Act of 2014, P.L. 113-128 (WIOA)

1.0 FUNCTIONS

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

- Elect Chairperson and Vice Chairperson
- Create standing committees and/or workgroups and appoint members
- Direct the activities of the standing committees and/or workgroups
- Conduct workforce research and regional labor market analysis to assist in the development and implementation of the local plan
- Convene workforce development system stakeholders in the development of the local plan and identify resources to leverage support for workforce development
- ~~Conduct workforce research and regional labor market analysis to assist in the development and implementation of the local plan~~
- ~~Convene workforce development system stakeholders in the development of the local plan and identify resources to leverage support for workforce development~~
- Lead employer engagement efforts
- Collaborate with education representatives to develop and implement career pathways
- Determine occupations in-demand for our region
- Establish local policies and procedures
- Identify and promote proven and promising practices
- Develop and implement strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, and job seekers
- Lead negotiator on performance indicators at the local level with state
- Select and monitor one-stop operators and service providers

- Ensure adequate availability of career and training services, maximizing consumer choice
- Coordinate workforce activities with education and training providers
- Develop, implement, and monitor WIOA budget
- Assess and enact accessibility for individuals with disabilities
- Certify one-stop centers in accordance with 20 CFR 678.800

~~1.0.1.1~~ In Partnership with Olympic Consortium Board

~~1.0.21.0.1~~ In partnership with the Olympic Consortium Board

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

2.0 DESIGNATION

MEMBERSHIP

The Council shall be comprised of no fewer than twenty-one (21) and not greater than 41 members. Taken as a whole, council membership shall reasonably reflect the respective populations of the (3) counties.

- 2.01 Appointment: Each member shall be appointed pursuant to the nomination and appointment process established under WIOA, and the OCB By-laws.
- 2.02 Alternates: Each member may have two alternates.
- 2.03 Resignation: Any member may resign by submitting written notice to the Council Chairperson or the OCB Chairperson. Members shall offer their resignations when they retire or otherwise leave a position of optimum policy-making authority in the sector they were appointed to represent.
- 2.04 Removal: The OCB may remove a council member on its own accord; or the Council Chairperson, on behalf of the entire Council may request the OCB remove a council member by a majority vote, provided that fifteen (15) calendar days' notice of the pending action has been provided to the member, the entire council, and to the OCB. An unexcused absence from

three (3) consecutively scheduled council meetings may be deemed as being good cause for removing a member.

3.0 OFFICERS

- 3.01 Chairperson: The Chairperson shall be elected by the Council and shall be a representative of the business community.
- 3.01.1 The Chairperson shall serve as principal officer for the Council with authority to lead meetings, call special meetings and set agenda priorities.
- 3.02 Vice Chairperson: The Vice Chairperson shall be elected by the Council and shall assume the responsibility and authority of the Chairperson in his/her absence.
- 3.03 Chairperson Pro temporal: In the absence of the Chairperson and Vice Chairperson, a Chairperson Pro temporal shall be elected by most of the members present to preside for that meeting only.

4.0 ELECTIONS

- 4.01 Elections: The Chairperson and Vice Chairperson shall be elected by a majority vote for a two (2) year term beginning on January 1 and ending on December 31 of the second year. The Chairperson and Vice Chairperson can serve for two or more consecutive two-year terms.
- 4.02 Process: The Chairperson shall appoint a three-member Nominating Committee. Elections shall be held at the first regular meeting of the fourth (4th) calendar quarter, from a list of candidates presented by the Nominating Committee and nominations from the floor. Nominees must be active members who have consented to serve.
- 4.03 All elections shall be by secret ballot unless dispensed with by a majority vote of the members present.
- 4.03.1 Any Council member may audit the ballot.
- 4.04 Nominating Committee: Shall consist of three (3) WDC members appointed by the WDC Chairperson. The WDC Chairperson shall designate the committee Chairperson.
- 4.05 Removal: The Chairperson and/or Vice Chairperson may be removed from office by a two-thirds (2/3) majority vote of the Council provided

that seven (7) days' notice of the pending action has been provided to the Council.

5.0 REPRESENTATION

A member may speak for the Council only when he/she represents positions officially adopted by the body.

6.0 COMPENSATION

Members of the Council shall serve without compensation. Reimbursement for expenses incurred while conducting official Council business shall be provided for in accordance with an agreement between the Council and the OCB.

7.0 MEETINGS

7.01 Regular Meetings: The Council shall meet bi-monthly, or at the call of the Chairperson with a minimum notice of one week provided to members and shall be open to the public.

7.02 Special Meetings: Special Meetings of the Council may be called by or at the written request of the Chairperson. Reasonable notice shall be given of such meetings, reflecting the urgency of the matter. The length of time of a special meeting shall vary dependent on the topic.

7.03 Minutes: Minutes of all meetings shall be promptly recorded and posted to the Olympic Workforce Development Council webpage at least five (5) days prior to the next scheduled meeting.

7.04 Attendance: Records of attendance, reports and the names of motion makers will be included in the minutes.

8.0 QUORUM

A quorum shall consist of a total of not less than one-third of the seated membership or alternates, in person, or via telephone.

9.0 VOTING

Voting shall be restricted to Council members or their alternates, and each Council member shall have one (1) vote. The Chairperson shall vote when a tie result. Exception: The Chairperson may vote in elections. All decisions of the Council shall be made by no less than a majority vote of a quorum at a meeting where a quorum is present.

- 9.01 Balloting: Voting shall be conducted by voice. The Chairperson may call for a hand count as needed.
- 9.02 Conflict of Interest: No member shall engage in any activity, including participation in the selection, award, or administration of a subgrant or contract supported by WIOA funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when: 1) the individual, 2) any member of the individual's immediate family, 3) the individual's partner, or 4) an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm or organization selected for award.
- No member shall cast a vote on, nor participate in, any decision-making capacity on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member. If a matter arises which places a member in a conflict-of-interest situation or a potential conflict of interest situation, that member will notify the Chairperson and abstain from voting.
- 9.03 When a quorum is not present: If the meeting is a regular meeting, consistent with Section 7.01, and a quorum is not present, the attending council members may meet, and voting shall take place electronically. When issues are decided by electronic vote, a ballot is sent to the voting members stating exactly what is to be voted on and a clearly designated place for the member to mark a vote.

10.0 WORKFORCE DEVELOPMENT COUNCIL COMMITTEES

10.01 Committees

- 10.01.1 Executive Committee: It shall consist of the current and immediate past Chairperson and current Vice Chairperson, and four (4) to six (6) members elected by the Council. The term shall be consistent with 4.01. If a member leaves the Committee, the Chair may appoint a replacement member to fulfill the term of the exiting member. Most of the Executive Committee members shall be from the business community.
- 10.01.2 Ad Hoc or Standing Committees, and/or Workgroups: The Council Chairperson, or Council by majority vote, may establish ad hoc or standing committees, and/or Workgroups, as deemed necessary. Committee members may include non-Council members who have special knowledge to be of assistance to the Council;

however, the Chairperson of a committee shall be an appointed Council member.

11.0 WORKFORCE DEVELOPMENT COUNCIL EXECUTIVE DIRECTOR & STAFF

Kitsap County shall be the designated entity for employment of administrative executive director and staff that serves the Council and the OCB. The administrative executive director and staff shall be responsible for carrying out the required functions described in this policy. There is no evident conflict of interest between these two roles.

11.01 The administrative executive director and staff shall perform its duties consistent with the goals and policies developed by the Council and the OCB.

11.02 Although the administrative executive director assigned to the OCB and Council shall remain an employee of Kitsap County; the Council in collaboration with the OCB shall have authority in the selection and performance review of the assigned administrative executive director.

12.0 AMENDMENT OF BY-LAWS

These By-laws may be amended by a two-thirds (2/3) majority vote of the members present at any regular or special meeting insofar as such amendments do not conflict with pertinent laws, regulations, ordinances, or resolutions of the County, State, or federal governments. Proposed amendments to be in the hands of members at least fifteen (15) days prior to the meeting at which the amendment is to be voted on.

13.0 PARLIAMENTARY AUTHORITY

When not inconsistent with the provisions in these By-laws, Robert's Rules of Order, Newly Revised, shall govern all meetings of the Workforce Development Council.

Adopted by the Olympic Workforce Development Council January 12, 2023,

Marilyn Hoppen _____
Olympic Workforce Development Council, Chairperson

Chart of Responsibilities

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

Olympic Consortium Board (OCB)	OCB Chairperson	In Partnership OCB/OWDC	Olympic Workforce Development Council (OWDC)
	Increase collaboration with OWDC		Convene workforce development system stakeholders in the development of the local plan and identify resources to leverage support for workforce development.
			Lead employer engagement efforts
			Collaborate with education representatives to develop and implement career pathways.
			Identify and promote proven and promising practices.
			Develop and implement strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, and job seekers.
			Select and monitor One-Stop operators and service providers.
			Ensure adequate availability of career and training services, maximizing consumer choice.
			Develop, implement, and oversee WIOA Budget
			Create policy and process for certifying One-Stop Centers in accordance with 20 C.F.R. § 678.800.

Success Stories

Better Fit Position After Mock Interviews and Encouragement - Was wanting to transition to a better work environment/within areas of passion to assist individuals with mental health counseling or a related field. Had difficulty with self-confidence due to a difficult situation/environment at last employment. The customer reached out after 3 months of starting to let me know how much she appreciated our mock interview services and that she is still successfully employed in her area of choice.

Customer Progressed from Unemployed, To Temp Employment, Then to Full-Time Permanent State Employment with DSHS - Customer came in and was very distraught, in tears, needing employment. Confidence level was pretty low. Staff Labor Exchange Staff assisted with WorkSourcewa.com from the front area, completed Integrated Service Delivery process, and had first meeting one on one. Customer attended a resume workshop in person, then appointment to assist with building resume. Customer said during the resume workshop that it was like a nightmare going back to English class, joked quite a bit, said that she wished her English school teacher would have told her that essay writing was going to actually help her later in life. Due to her anxiety around this we defined that she might need some support one on one while building her resume. We identified that she might want to go to a job fair that we were having. We went through what employers would be there and what opportunities that they had available. She identified a few out of the 20 employers that she wanted to target, based on her skills. We talked about the types of resumes that she would need. She got picked up quickly from a temp agency and was in a good fit position in an office, she said that if she didn't find permanent employment, that the company was talking about buying out the contract from the temp agency. She was making \$17.per hour and was enjoying the work. She was at this position for a few weeks when she got a call from DSHS and was offered another position @ \$20.78 per hour. She is super excited to start that position. She stated that she couldn't have done this without the assistance of WorkSource. She will start on 12/15. They are excited to have her on board as she is fluent in sign language and will be able to communicate effectively with deaf customers, as well as teach staff and other customers to communicate with ASL. She feels like this is a best fit position. Her first appointment was on 11/8.

Customer Satisfaction

WORK Source
Kitsap County

Circle One

	Agree	Disagree	N/A
I was greeted promptly.	4	3	2 1 N/A
I was greeted courteously when I checked in.	4	3	2 1 N/A
The person who provided service treated me with respect.	4	3	2 1 N/A
The person who provided service was knowledgeable.	4	3	2 1 N/A
I received information beyond my expectations.	4	3	2 1 N/A
I received Useful help in the Resource Area.	4	3	2 1 N/A

I was assisted by: SHANE AND HILDO Date: SEPTEMBER / OCTOBER 2022

What was most valuable? NEW HIRE INTERVIEWS IN THE WORK SOURCE BUILDING

What other services or information would you like provided?
NONE

Please use back of card for more comments.
Drop Card in box at reception desk. Thank you for your help.

SHANE MADE ME FEEL WELCOME AND SAFE. HILDO WAS A TECHNICAL EXPERT WHO HELPED ME WITH DIFFICULT LOGISTICS (UNEMPLOYMENT) ALL THE WHILE TREATING ME WITH KINDNESS AND UNDERSTANDING... NOW I WORK FOR SAFEWAY! SHANE AND HILDO ARE BOTH VALUABLE MEMBERS OF HUMANITY.

WORK Source
Kitsap County

Circle One

	Agree	Disagree	N/A
I was greeted promptly.	4	3	2 1 N/A
I was greeted courteously when I checked in.	4	3	2 1 N/A
The person who provided service treated me with respect.	4	3	2 1 N/A
The person who provided service was knowledgeable.	4	3	2 1 N/A
I received information beyond my expectations.	4	3	2 1 N/A
I received Useful help in the Resource Area.	4	3	2 1 N/A

I was assisted by: Crystal Date: 11-22-22

What was most valuable? Getting "resumes" made ? WorkSource account.

What other services or information would you like provided?
The Staff was friendly and provided extant help.

Please use back of card for more comments.
Drop Card in box at reception desk. Thank you for your help.

WORK Source
Clallam County

Circle One

	Agree	Disagree	N/A
I was greeted promptly	4	3	2 1 N/A
I was greeted courteously when I checked in	4	3	2 1 N/A
The person who provided service treated me with respect	4	3	2 1 N/A
The person who provided service was knowledgeable	4	3	2 1 N/A
I received information beyond my expectations	4	3	2 1 N/A
I received useful help in the resource area	4	3	2 1 N/A

I was assisted by: Jon Ferguson Date: 12/30/2022

What was the most valuable? Extremely knowledgeable, took extra time to provide guidance

What other services or information would you like provided?
Many ideas - such as 7 Centers, local employers.

Excellent help!!!

Please use back of card for more comments
Drop Card in box at reception desk. Thank you for your help

WORK Source
Clallam County

Circle One

	Agree	Disagree	N/A
I was greeted promptly	4	3	2 1 N/A
I was greeted courteously when I checked in	4	3	2 1 N/A
The person who provided service treated me with respect	4	3	2 1 N/A
The person who provided service was knowledgeable	4	3	2 1 N/A
I received information beyond my expectations	4	3	2 1 N/A
I received useful help in the resource area	4	3	2 1 N/A

I was assisted by: Sam Date: Nov 8

What was the most valuable? Typing Speed and Key Board Lesson

What other services or information would you like provided?
Housing

Please use back of card for more comments

WORK Source
Clallam County

Circle One

	Agree	Disagree	N/A
I was greeted promptly	4	3	2 1 N/A
I was greeted courteously when I checked in	4	3	2 1 N/A
The person who provided service treated me with respect	4	3	2 1 N/A
The person who provided service was knowledgeable	4	3	2 1 N/A
I received information beyond my expectations	4	3	2 1 N/A
I received useful help in the resource area	4	3	2 1 N/A

I was assisted by: Monica Trujillo Date: _____

What was the most valuable? friendly, efficient, helpful - very lit.

What other services or information would you like provided

Please use back of card for more comments

Statewide Primary Indicators vs. Olympic Workforce Development Region Primary Indicators

Adult

WDA	Actual Emp After 2nd Qtr	Target Emp After 2nd Qtr	Achieved Emp After 2nd Qtr	Actual Emp After 4th Qtr	Target After 4th Qtr	Achieved Emp 4th Qtr	Credential Attainment	Target Credential Attainment	Credential Achieved	Actual Median Earnings 2nd Qtr	Target Median Earnings 2nd Qtr	Median Earnings 2nd Qtr Achieved
Olympic	62.90%	63.30%	99.37%	54.40%	63.60%	85.53%	65.10%	66.40%	98.04%	\$8,310	\$7,506	110.71%
Statewide	62.20%	66.60%	93.39%	57.40%	66.80%	85.92%	71.20%	66.40%	107.23%	\$8,508	\$8,212	103.60%

Dislocated Worker

WDA	Actual Emp After 2nd Qtr	Target Emp After 2nd Qtr	Emp Achieved 2nd Qtr	Actual Emp After 4th Qtr	Target Emp After 4th Qtr	Emp Achieved 4th Qtr	Credential Attainment	Target Credential Attainment	Credentials Achieved	Median Earnings 2nd Qtr	Target Median Earn 2nd Qtr	Median Earnings Achieved
Olympic	58.70%	64.50%	91.01%	56.70%	65.90%	86.04%	66.10%	67.20%	98.36%	\$9,032	\$7,787	115.99%
Statewide	64.70%	72.20%	89.61%	61.90%	72.80%	85.03%	75.40%	71.30	105.75%	\$10,423	\$9,579	108.81%

Youth

WDA	Actual Emp 2nd Qtr	Target Emp 2nd Qtr	Achieved Emp 2nd Qtr	Actual Emp 4th Qtr	Target Emp 4th Qtr	Achieved Emp 4th Qtr	Actual Credential Earned	Target Credential Earned	Achieved Credential Earned
Olympic	61.70%	54.10%	114.05%	59.10%	52.00%	113.65%	59.40%	66.30%	89.59%
Statewide	57.60%	60.70%	94.89%	57.90%	60.00%	96.50%	43.40%	66.30%	65.46%

Wagner - Peyser

WDA	Actual Emp After 2nd Qtr	Target Emp After 2nd Qtr	Achieved Emp After 2nd Qtr	Actual Emp After 4th Qtr	Target Emp After 4th Qtr	Achieved Emp After 4th Qtr	Median Earnings 2nd Qtr After Exit	Target Median Earnings 2nd Qtr	Achieved Median Earnings 2nd Qtr
Olympic	63.70%	68.00%	93.68%	62.00%	67.00%	92.54%	\$6,460	\$6,900	93.62%
Statewide	66.80%	68.00%	98.24%	65.30%	67.00%	97.46%	\$7,327	\$6,900	106.19%

Data (PY21 Q3) retrieved from ESD Labor Market Info., WIOA Quarter Performance Reports (QPR's). 01/09/2023

WIOA Formula Performance Report

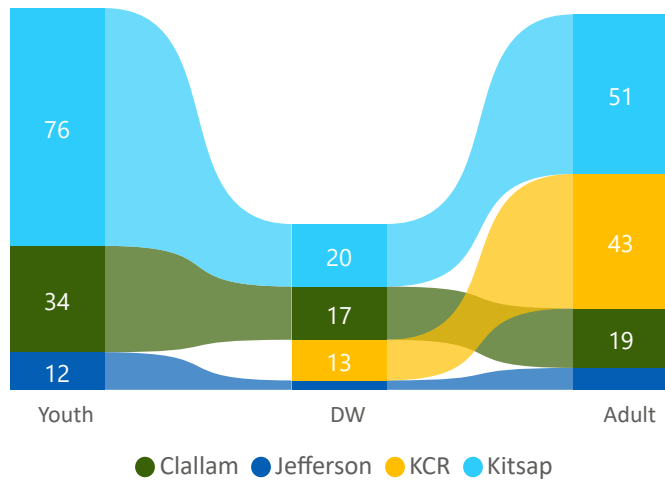
01/03/2023

Att. 4b.

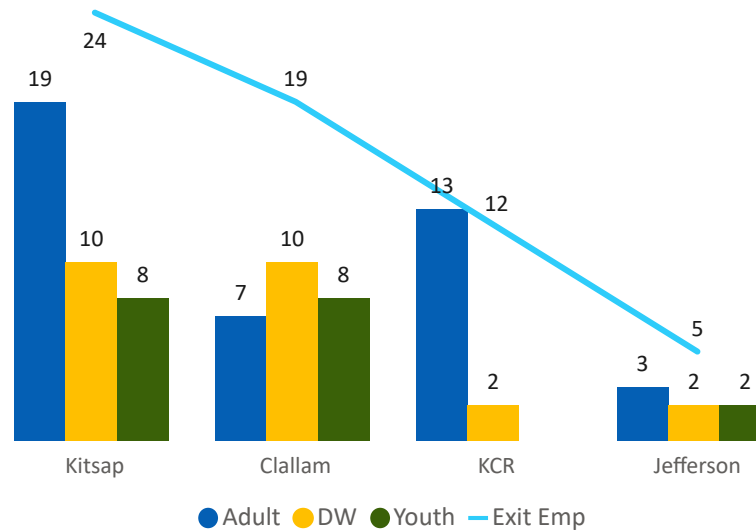
Last Refresh Date

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

Enrollments



Exits



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

OCB Meeting (3rd Fridays)
 OWDC Meeting (2nd Thursday)
 OCB - OWDC Combined Meeting (May & Nov)
 Exec OWDC Meeting (2nd Tuesdays)

10 a.m. to 12 p.m.
 10 a.m. to 12 p.m.
 9 a.m. to 12 p.m.
 10 a.m. to 12p.m.

2023

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

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

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

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

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

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

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

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

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

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

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

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



Kitsap County Commissioners

Charlotte Garrido - *Chair*

Robert Gelder

Katie Walters

Jefferson County Commissioners

Kate Dean – *Vice Chair*

Greg Brotherton

Heidi Eisenhour

Clallam County Commissioners

Randy Johnson

Mark Ozias

Bill Peach

OWDC Director

William Dowling

Program Analyst

Luci Bench

OLYMPIC CONSORTIUM BOARD

DATE: Friday, March 17, 2023

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: Via [ZOOM](#)

Meeting ID: 985 6084 0008

Passcode: 560797

AGENDA

1. CALL TO ORDER

2. ACTION ITEMS

- a. Approval of March 17, agenda
- b. Approval of January 20, 2023, meeting minutes (Att. 2.b., p.2-4)
- c. Approval of new policy 5590POL Transitional Jobs (att.2.c., p.5-6)

3. DISCUSSION ITEMS

- a. QUEST New Grant
- b. [Builder Grant Program - Kitsap Building Association \(kitsapbuilds.com\)](#)
- c. OWDC Director Report Out – Bill
- d. Success Stories (Att. 3.c., p. 7)

4. UPDATES

- a. Calendar (Att. 4.a., p. 8)

5. [PUBLIC COMMENT](#)

6. GOOD OF THE ORDER

7. ADJOURN

NEXT MEETING: May 19th Joint in-person meeting with OWDC at Olympic College Olympic College Lecture Hall in Bldg. 4, Room 129 (no virtual option)

Meeting Notes
OLYMPIC CONSORTIUM BOARD
Via Zoom
Friday, January 20, 2023

ATTENDEES – Commissioner Randy Johnson, Commissioner Kate Dean, Commissioner Charlotte Garrido and Commissioner Katie Walters
Staff: Bill Dowling, Alissa Durkin, Doug Washburn, and Luci Bench

1. Welcome and introduction of Commissioner Katie Walters.

2. CALL TO ORDER Commissioner Dean called to order at 10:03 AM

3. ACTION ITEM

a. Approval of October 28th meeting minutes

MOTION: Commissioner Johnson moved to approve. Commissioner Garrido seconded. Motion carried.

b. Nomination of 2023 Olympic Consortium Board Chair

MOTION: Commissioner Johnson nominated Commissioner Garrido. Commissioner Dean seconded. Motion carried.

c. Approval of Consortium Agreement

Approved pending Kitsap County legal review by Kitsap County whether new signatures are required. MOTION: Commissioner Johnson moved to approve. Commissioner Garrido seconded. Motion carried.

d. Approval of OCB By-Laws

MOTION: Commissioner Johnson moved to approve. Commissioner Garrido seconded. Motion carried.

e. Approval of OWDC By-Laws

MOTION: Commissioner Johnson moved to approve. Commissioner Garrido seconded. Motion carried.

4. DISCUSSION ITEMS

a. OWDC Director Report Out

- Recent uptick in Naval hiring events.
- Working with OWDC members to be active members, otherwise look for opportunities to engage another community or business member.
- In the works is a Workforce Housing Panel for the next combined OWDC and OCB meeting in May. Olympic College is hosting. The focus will be on Workforce housing and tackling the lack of affordable housing where jobs are available. Commissioners noted the rising issue and multifaceted ways to approach problem solving.

- Workforce Innovated Funding is still in process, WWA lobbyist working to increase the amount from \$13 million. Local use of the funds will include business representative possibly from contract or RFP. The funding is focused on individual nearing the 200% poverty level instead of those below. May have options to partnering with Olympic College, who submitted a Job Skills Program request.
 - Commissioner Walters and Bill attended Kitsap Economic Development Alliance 5-year strategic planning meeting yesterday and made great connections with community leadership.
 - Representatives from Peninsula College, Olympic College, EDC and KEDA brought together to discuss occupations in-demand list which impacts WIOA abilities to fund training in certain occupations.
 - Discussions on non-union apprenticeships. Working with Marty Cavalluzzi, OC Director, and other community partners to bring more training in the trades to the area. Recent electrician apprenticeship changes brought this to the forefront.
- b. PY22 State Monitoring Debrief
- Alissa and Luci provided brief overview of State Monitoring that occurred in December. Monitors were onsite for one week but didn't complete the monitoring until December 28th. At exit interview, Greg Ferland ESD Monitoring Direction, point out that it was the cleanest review they'd seen all year. Both Alissa and Luci are working on closing out any remaining action items.
- c. Success Stories
- Presented, no comments.

5. UPDATES

- a. Local vs. State Primary Indicators Report
- Presented, no comments.
- b. PY22 Q2 Performance Reports
- Presented. Continued low enrollments in Jefferson County, Commissioner Dean asked about efforts to engage residence. Discussion on outpost option at the Port Hadlock library. Due to WIOA staffing levels and limited space at Port Hadlock, it was determined that it would not work at this time.
- c. 2023 Calendar
- Noted dates of joint OWDC and OCB meeting in May and November.
 - Commissioner Garrido suggested in-person meetings a couple time a year. Jefferson County a good mid-way point.

6. GOOD OF THE ORDER

Commissioner Dean Journeymen Electrician efforts at

ADJOURN: Commissioner Dean adjourned the meeting at 11:39 a.m.

NEXT MEETING: Friday March 17, 2023.

5590POL Transitional Jobs

Effective Date: XX
Last Modified: XX

Approved by XX

To ensure Olympic Workforce Development Council (OWDC) policy compliance and provide guidance for implementation of Transitional Jobs to serve qualified program participants and employers of the Worksource System within the OWDC three county region.

- 1. Transitional jobs provide individuals with work experience and an opportunity to develop important workplace skills within the context of an employee-employer relationship.**
 - a. Transitional jobs are considered an individualized career service.
 - b. Program supportive services are allowable during and after a transitional job placement.
 - c. Only available for individual with barriers to employment who are chronically unemployed or who have an inconsistent work history, as determined by the local board.
 - d. Based on a comprehensive career plan (individual participant employment plan (IPP)), transitional jobs are designed to establish a work history for the individual, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.
- 2. Offered as a time-limited, wage-paid work experiences, transitional jobs are subsidized up to 100 percent.**
- 3. Available in the public, private, or non-profit sectors, the Training Provider/Company (TPC) hosting the individuals in the transition position is the Employer of Record.**
 - a. There is no requirement that the TPC retains the individual upon completion of the transitional job, however, job retention in the ideal outcome.
 - b. The wages and benefits paid for the transitional job must be similar to those paid for other employees performing similar work. Wages must be based on hours worked as recorded on the trainee's time sheet.
- 4. Stipulations and allowances for funding a transitional job requires alignment with OWDC policy and as approved by the OWDC.**
 - a. May approve for use up to 10 percent of their combined total allocation of adult and dislocated worker funds to support transitional jobs for serving adult and dislocated worker program participants specifically.
 - b. May approve as deemed appropriate, additional funding made available through other federal, state, or private funding sources. Any usage cap or other usage restrictions will be determined based on source of funding and total amount of allocation.
 - c. Funding may not exceed the amount of funds budgeted for transitional jobs in OWDC service contact as allocated in the relative program year.
- 5. Recording transitional job in the statewide MIS is required.**
 - a. Program staff must document how the transitional job will help the program participant establish a work history, demonstrate success in the workplace, and

develop the skills that lead to entry into and the retention in unsubsidized employment.

- b. Creation of an Individual Participant Plan must align with the participants occupational goals and how the transitional jobs learned skills will facilitate the individuals career goals.
 - c. A transitional job is considered an individualized career service.
- 6. A fully completed and signed Transitional Job agreement (attached), including the participants signature, is required prior to implementation of the transitional job.**
- a. The agreement must clearly state all the expectations of all parties.
 - b. The agreement should clarify the rate of pay and the duration of the experience along with the learning objectives for the program participant.
- 7. A Transitional Job relationship may be established for a duration of up to and not to exceed one year as determined applicable to the degree of barriers to employment, and additional factor's which should play a part in the decision-making process, as relevant to include:**
- a. The type of employers to be served as transitional job sites, their needs and the time needed to establish an applicable work history
 - b. Level of current Job Skills upon entry and the level needed to generate a positive outcome
 - c. The need and type of program support and or access to career and supportive services that will be needed during the transitional job relationship

DEFINITIONS

Chronic unemployment: typified by unemployment for a period equal to what would be required for exhaustion of Unemployment Insurance benefits, a work history with frequent episodes of unemployment, despite being able and willing to work.

Inconsistent work history: consisting of relatively short-term attachment to past jobs (approximately 1 year or less) and gaps in work history that cannot be explained by recent economic conditions.

References

Training and Employment Guidance Letter (TEGL) 19-16
 Training and Employment Guidance Letter (TEGL) 10-16, Change 1
 WIOA Final Rule, 20 CFR Parts 676, 677, and 678
 WIOA Final Rule, 20 CFR Parts 603, 651, and 652

State-Funded Economic Security for All Success stories

Participant 1 was collecting SNAP benefits and living in government housing with his family when we enrolled him in WIOA / EcSA. We had to get him enrolled on a really short timeframe so he could attend CDL-A school at Peninsula College. After missing the first attempt at Intake (he had CPU difficulties) we were able to get everything needed to help him with training and provide supportive services. participant did very well in training (per the progress reports) and was very responsive to provide any requested documentation.

His motivation carried over from training and he quickly got a job with Puget Sound Transfer & Storage as a CDL-A driver making enough to support himself and his family. Below is the email he sent me.

Participant: lol I was just thinking about stopping by and saying thank you in person. I got my CDL and have been working at Puget Sound Transfer for 2 weeks now! I am really excited about the future, and you helped make that happen.

My 2021 tax return I made \$18,000 and I'm on track to make between \$70,000 to \$80,000 next year. I'll finally be able to buy my family a house and give them the life I've always wanted to. thankyou again

Participant 2 came into the program on 01/17/2023 after attending the WIOA orientation. The participant was recently let go from his former company as it was sold and since he did not have his CDL credentials he was not picked up by the new owners. The participant was in the process of applying for UI benefits when he was approved for the WIOA Kitsap Adult program and since he had zero income he was also approved for EcSA. He started his CDS training on 01/23/2023 in Port Orchard. Mr. Costanzo finished all 4 weeks of training and passed his CDL-A test on the first try earning his CDL-A on 01/22/2023. He gain suitable and sustainable employment on 02/27/2023 with Sonora transportation Corp making \$31.24/hr. Gaining a 229% self-sufficiency improvement.!

OCB Meeting (3rd Fridays)
 OWDC Meeting (2nd Thursday)
 OCB - OWDC Combined Meeting (May & Nov)
 Exec OWDC Meeting (2nd Tuesdays)

10 a.m. to 12 p.m.
 10 a.m. to 12 p.m.
 9 a.m. to 12 p.m.
 10 a.m. to 12p.m.

2023

January						
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31						



Kitsap County Commissioners

Charlotte Garrido - *Chair*

Robert Gelder

Katie Walters

Jefferson County Commissioners

Kate Dean – *Vice Chair*

Greg Brotherton

Heidi Eisenhour

Clallam County Commissioners

Randy Johnson

Mark Ozias

Bill Peach

OWDC Director

William Dowling

Program Analyst

Luci Bench

OLYMPIC CONSORTIUM BOARD

DATE: Friday, March 31, 2023

TIME: 10:00 a.m. – 10:30 a.m.

LOCATION: [ZOOM](#)

SPECIAL MEETING AGENDA

1. CALL TO ORDER

2. ACTION ITEMS

- a. Approval of March 31st, agenda
- b. Approval of new policy 5590POL Transitional Jobs

3. ADJOURN

NEXT MEETING: May 19, 2023, Joint meeting with OWDC at Olympic College
(more information to follow)

To ensure Olympic Workforce Development Council (OWDC) policy compliance and provide guidance for implementation of Transitional Jobs to serve qualified program participants and employers of the Worksource System within the OWDC three county region.

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Meeting Minutes
OLYMPIC CONSORTIUM BOARD
In-person at Olympic College
Friday, May 19, 2023

ATTENDEES – Commissioner Randy Johnson, Commissioner Kate Dean, Commissioner Charlotte
Staff: Bill Dowling and Luci Bench

1. **CALL TO ORDER** Commissioner Garrido called to order.
2. **ACTION ITEM(S)**

- a. Approval of March 17 meeting minutes

MOTION: Commissioner Garrido noted corrections. Commissioner Johnson moved to approve minutes as amended. Commissioner Dean seconded. Motion carried.

- b. Approval of March 31 special meeting minutes

MOTION: Commissioner Johnson nominated Commissioner Johnson. Commissioner Dean seconded. Motion carried.

- c. Approval of IFA/MOU

MOTION: Commissioner Johnson nominated Commissioner Johnson. Commissioner Dean seconded. Motion carried.

ADJOURN: Commissioner Dean adjourned the meeting.

NEXT MEETING: Friday July 21, 2023.



Kitsap County Commissioners

Charlotte Garrido - *Chair*

Robert Gelder

Katie Walters

Jefferson County Commissioners

Kate Dean – *Vice Chair*

Greg Brotherton

Heidi Eisenhour

Clallam County Commissioners

Randy Johnson

Mark Ozias

Bill Peach

OWDC Director

William Dowling

Program Analyst

Luci Bench

OLYMPIC CONSORTIUM BOARD

DATE: Friday, July 21, 2023

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: Via [ZOOM](#)

Meeting ID: 985 6084 0008

Passcode: 560497

AGENDA

1. CALL TO ORDER

2. ACTION ITEMS

- a. Approval of July 21, agenda
- b. Approval of May 19, 2023, meeting minutes (Att. 2.b, p. 2)
- c. Approval of new policies – Summary (Att. 2.c., p. 3)
 - i. 5600POL Work Experience Training Policy (Att. 2.c.i., p. 4-7)
 - ii. 5600POL Serving EcSA Participants Above 200% FPL DRAFT (Att. 2.c.ii., p. 8-9)
- d. Approval of OWDC member appointment: Andy Rowilson, Human Resources Manager at Clallam Transit (Att. 2.d., p. 10-12)

3. DISCUSSION ITEMS

- a. September Workforce Professional Month Proclamation (Att. 3.a., p. 13)
- b. OWDC Strategic Plan (Att. 3.b., p.14-23)

4. UPDATES

- a. Calendar (Att. 4.a., p.24)

5. [PUBLIC COMMENT](#)

6. GOOD OF THE ORDER

7. ADJOURN

NEXT MEETING: Friday, September 22, 2023.

Meeting Notes
OLYMPIC CONSORTIUM BOARD
Via Zoom
Friday, March 31, 2023

ATTENDEES – Commissioner Randy Johnson, Commissioner Kate Dean, Commissioner Charlotte

Staff: Bill Dowling, Alissa Durkin, Doug Washburn

1. **CALL TO ORDER** Commissioner Garrido called to order at 10:03 AM

2. **ACTION ITEM**

a. Approval of March 31, 2023, agenda

MOTION: Commissioner Johnson moved to approve. Commissioner Dean seconded. Motion carried.

b. Approval of new policy 5590POL Transitional Job

- Requested to add the following language to 5590POL Transitional Job
 - #8 *Upon completion of the Transitional Job term, the individual will continue to work with their case manager to fulfill their IPP that will lead to entry and retention in unsubsidized employment.*
 - *Follow-up Services are required to be offered at the time of exit for at least a period of 12-months after first day of employment.*
 - #9 *At the conclusion of the Transitional Job Term, the TPC hosting the individual will provide the OWDC with a narrative identifying the successes/challenges for program evaluation.*
- Review policy to ensure that we are using proper grammar throughout document.

MOTION: Commissioner Dean moved to approve as amended. Commissioner Johnson seconded. Motion carried.

OCB Policy Adoption Summary

5600POL Work Experience Training Policy

This is a new policy providing guidance on Work Experience Training (WEX) opportunities for WIOA participants. WEX is another avenue for individuals with barriers to upskill or re-skill in a safe environment, gain experience, and get paid to learn about occupations of interest. This policy, along with Incumbent Worker and Transitional Jobs, also partners with local businesses to fill gaps within their workforce.

5600POL Serving EcSA Participants Above 200% FPL

The Economic Security for All (EcSA) grant is a poverty reduction model that coordinates existing program increase their collective ability to support low-income Washingtonians in their pursuit of equity, dignity, and sustained self-sufficiency. The Governor's Office expanded the grant with an additional \$1.4 million to serve individuals whose household income is about 200% but who are at risk of falling below. This policy defines local implementation of this expansion.

5600POL Work Experience Training

Effective Date: XX
Last Modified: XX

Approved by XX

This policy provides guidance for the Olympic Workforce Development Council (OWDC) Service Providers implementation of Work Experience (WEX) with Workforce Innovation and Opportunity Act (WIOA) Title IB Adults, Dislocated Workers, and Youth participants.

1. **A WEX is a planned, structured, and time-limited learning experience** within a workplace via a contractual exchange between a WEX Sponsor (WIOA Title IB service provider the organization that oversees the WEX placement, serves as the employer-of-record for WEX Interns and provides support to the WEX Intern and WEX Host Site to ensure/support a positive experience), the WEX Host Site (the business site where the WEX occurs), and the WEX Intern (an individual enrolled in a WIOA Title IB program who is participating in the WEX activity).
2. **A WEX contributes to the achievement of the Interns employment goals** through a measurable training component. It is designed to assist individuals to establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry and retention in unsubsidized employment.
3. **A WEX may not be used to replace an existing employee or position at the host site.**

WEX Timeframe

There are no WIOA Title IB regulations governing the amount of time a WEX Intern may be placed in a WEX position. When determining the duration of a WEX position, the following must be considered:

1. Objectives of the WEX, as defined by the Intern's employment and training goals.
2. Length of time necessary for the Intern to learn the skills identified in their learning plan.
3. The WEX Host Site having enough meaningful work activities for the Intern.
4. WEX Sponsor's budget.

WEX Host Site Criteria

All WEX Host Sites interested in supporting a WEX position in partnership with OWDC WIOA Title IB Adult, Dislocated Worker, and Youth programs must meet the below criteria.

1. Registered with the Internal Revenue Service (IRS) as a for-profit or not-for-profit agency, have an account with the Washington State Employment Security Department for Unemployment Insurance, and carry Worker's Compensation Insurance(20 CFR 683.280).
2. Licensed to operate in the State of Washington and provide their: Federal Employer Identification Number (FEIN), Employer Identification Number (EIN) or in the case of a Sole Proprietorship/Single Member (LLC) Social Security Number for the business and taxation purposes.
3. Ensure job safety and healthy working conditions as specified by the Occupation Safety and Health Administration.
4. Prohibit the Intern's involvement in the construction, operation, or maintenance of any part of any facility that is used, or to be used, for religious instructions or as a place for religious worship.
5. Do not discriminate in training or hiring practices because of race, color, sex, national origin, religion, physical or mental disability, political beliefs or affiliations, or age.
6. Do not allow the WEX activity to result in the infringement of promotional opportunities of their current employees.

WEX Agreement

A WEX Agreement between the WEX Sponsor, WEX Host Site, and WEX Intern is required prior to implementation of a WEX. The agreement must outline the purpose of the WEX, identification and requirements of all parties, compensation rates, and job tasks and duties.

1. WEX agreements may be modified. All modifications must be in writing and signed by all parties prior to the effective date of the modification. Verbal modifications of WEX agreements are not valid.
2. A single WEX Agreement may be written for group training with a single training site provided the working conditions, job description, training plan, wage rates and terms of the Agreement are the same for all participants covered by the Agreement.
3. WEX agreements must be signed by all parties prior to the start of the WEX.

Compensation

Wage requirements under the Fair Labor Standards Act (FLSA) apply to all participants including youth employed under WIOA.

A WEX may be paid or unpaid, as appropriate in the private, for-profit, non-profit, or public sectors.

1. **WEX Host Sites are not monetarily compensated.** When a WEX activity is paid, the wages are provided by the WEX Sponsor (Employer-of-Record) and paid directly to the Intern, developing an employer/employee relationship between the WEX Sponsor and the Intern.
2. **When determining the hourly wage for WEX Intern, the following should be taken into consideration:** objectives of the WEX, type of work performed during the WEX, the skill set required, the skill set of the Intern and the WEX Sponsors budget.
3. **Participants enrolled in a paid WEX will be compensated at comparable rates of pay for the other individuals employed in similar occupations by the same employer.** In no case will participants be paid lower than current, local minimum wage, or the Washington State minimum wage, as applicable based on the location of the WEX site where the employer is located, and the participant is working.
 - a. WEX Interns are not authorized to work overtime or paid for vacation time, lunch breaks, or holidays recognized by the service provider as a "paid holiday".
4. All Washington State employers are required to provide paid sick leave to their employees, unless the employer only has workers who are exempt from Chapter 49.46 RCW-Minimum Wage Act, which includes paid sick requirements.

Participant Eligibility

All WEX Interns must meet WIOA Title IB program eligibility in compliance with OWDC Eligibility Policy and Documentation Requirements (1600POL Records and Documentation Retention) and

1. Be enrolled into the respective WIOA program.
2. Have received an assessment resulting in the development of an IEP or IPP that documents the participant's need for and benefit from WEX. Individuals who have received funding through an Individual Training Account, cohort or other WIOA funded training are also eligible for a WEX.

Participant File Documentation requirements:

- a. Comprehensive assessment identifying a WEX as an appropriate service.
- b. Completed IEP or IPP documenting the WEX services and outcomes, including learning plan.
- c. WEX Agreement (completed prior to the start of the WEX)
- d. Timesheets and case notes

Adult and Dislocated Worker WEXs

WEX for Adults and Dislocated Workers are defined at 20 CFR 680.180. Unlike the WIOA Title IB Youth, Adult and Dislocated Worker programs do not have a minimum expenditure rate.

Youth WEXs

WIOA identifies four categories of youth work experience:

- a. Summer employment opportunities and other employment opportunities available throughout the school year.
 - b. Pre-Apprenticeship programs.
 - c. Internships and job shadowing.
 - d. On-the-Job Training (OJT).
1. **Youth WEX MUST include an academic and occupational education component.** The educational component may occur concurrently or sequentially with the work experience, and the academic and occupational education component may occur inside or outside the worksite. The academic and occupational education components refer to the contextual learning that accompanies a work experience. It includes the information necessary to understand and work in specific industries and/or occupations.
 1. **WIOA Youth programs must expend not less than 20% of the funds allocated to them to provide youth participants with paid and unpaid work experience.**
 - a. WIOA Youth programs must track program funds spent on paid and unpaid work experiences and report such expenditures as part of the local WIOA Youth WEX requirements. The percentage of funds spent on work experience is calculated based on the local area youth funds expended for work experience rather than calculated separately for in-school and out-of-school youth. Local area administrative costs are not subject to the 20% minimum expenditure requirement.
 - b. Expenditures on supportive services that enable youth to participate in WEX activities count toward the requirement to expend at least 20 percent of youth formula grants on work experience (5602 (Rev5) Supportive Services and Needs-Related Payments and TEGL 9-22 Youth Formula Program Guidance).
 2. Allowable expenditures that count toward the work experience expenditure requirement and program expenditures on the work experience program element can be more than just wages paid to youth.
 3. Expenditures that do not count towards the 20% minimum WEX requirement include: Leveraged resources.

WEX Monitoring

WIOA program staff must ensure regular and on-going monitoring and oversight of the WEX.

1. Monitoring may include on-site visits and phone/email communication with the employer/trainer and participant to review the participant's progress in meeting training plan objectives. Any deviations from the WEX agreement should be dealt with promptly.
2. The WIOA program operator's oversight of the WEX Interns training and payroll records may be reviewed by Federal, State, and local fiscal and program monitors. These entities will have the right to access, examine and inspect any site where any phase of the WEX program is being conducted. The service provider will maintain its records and accounts in such a way as to

facilitate the audit. Records must be maintained for three (3) years after the conclusion of the WEX.

References

Workforce Innovation and Opportunity Act (WIOA) Sec.129(2)(C) and 134(c)(2)(A)(xii)(VII)

Fair Labor Standards Act

20 CFR 680.180

20 CFR 681.600

WIOA Innovation and Opportunity Act of 2014

WIOA Final Rule; 20 CFR Parts 676,677, and 678; Federal Register, Vol. 81, No. 161, August 19, 2016

WIOA Final Rule; 20 CFR Parts 603, 651, 652, et al; Federal Register, Vol. 81, No. 161, August 19, 2016

Training and Employment Guidance Letter (TEGL) 19-16

5602 (Rev5) Supportive Services and Needs-Related Payments

TEGL 9-22 Youth Formula Program Guidance

OWDC 1600POL Records and Documentation Retention

5600POL Serving EcSA Above 200% FPL

Effective Date: XX
Last Modified: July 3, 2023

Approved by XX

To ensure Olympic Workforce Development Council (OWDC) policy compliance set forth in Washington Information Notice (WIN) 0135 and WIN 0129 (Rev.2) which allows for Federal and **State** Economic Security for All (EcSA) eligibility for whose household's income is above 200% of the Federal Poverty Line (FPL).

- 1. Individuals must meet basic eligibility requirements of one of the WIOA Title IB Formula Programs; and**
 - a. Be below self-sufficiency wage as defined by the UW Self-Sufficiency calculator; OR
 - b. Are at risk of falling into poverty based on:
 - i. Recent or pending lay-off or upcoming loss of employment.
 - ii. Change or increase in family size.
 - iii. Loss of housing
 - iv. End of unemployment insurance payments or other public assistance
 - v. Status as a recent victim of domestic violence or stalking.
 - c. Once enrolled, **ONLY** Federal EcSA participants over 200% of the FPL must be served in accordance with all the same rules and policies that govern individuals enrolled below 200% of the FPL. **For State EcSA participants over 200% FPL, see below "State Funded EcSA" for specific guidelines.**
- 2. Co-enrollment into formula and/or discretionary grants is recommended but not required. All eligibility criteria are required to be met for both programs of enrollment.**
- 3. Documentation requirements to serve individuals over the 200% of the FPL includes the following (where applicable):**
 - a. Layoff letter
 - b. Documentation showing the end of benefits.
 - c. Eviction notice
 - d. Self-attestation. While allowable, self-attestation is a last resort option when no other documentation is available. Self-attestation as documentation requires a detailed case note explaining the circumstances that place the applicant at risk and follows local policy 5210POL Case Note Policy (Rev1).
- 4. Enrollment guidance and procedures are available: Federal EcSA WIN 0135, Attachment A, and for State-Funded EcSA WIN 0129 (Change 2).**
- 5. Use of the Federal and State-Funded EcSA allocations, monitoring, and performance measures follow OWDC statement of work and contracted obligations.**

FEDERAL ECSA

- 6. OWDC designated 15% of Federal EcSA enrollments to serve individuals whose documentation shows their household income in excess of 200% of the FPL but are at risk of falling below 200% of the FPL.**
- 7. The OWDC's subrecipient contracted to serve Federal EcSA eligible participants are not required to serve those about the 200% FPL.**

STATE-FUNDED ECSA

- 8. The OWDC's subrecipient contracts are required to serve State-Funded EcSA eligible participants above the 200% FPL and meet the criteria in this policy.**
- 9. State-Funded EcSA support services are now required to add a Type of Resource Provide into statewide MIS system for tracking purposes (see WIN 0129 (Change2) Attachment B, p. 13)**
- 10. Funding expended for clients over 200% of the FPL may not exceed \$5,000 spent on incentives, support services, and training costs combined for any single participant.**
- 11. Program Supervisors and Case Managers are required to consider, based on the individual needs of eligibility participants, how funds will be allocated and do so in a fair and equitable manner.**
- 12. State Funded EcSA performance goals (WIN 0129 (Change 2)): The target number of participants with income about their self-sufficiency do not need to exit to be counted toward this contracted measurement.**

References

5210POL Case Note Policy (Rev1)

State Guidance and Instructions for State Funded Economic Security for all Program, Washington Information Notice 0129 Change 2

State Guidance and Instructions for Federal Economic Security for all Program, Washington Information Notice 0135

Application for Appointment to Kitsap County Advisory Groups

Name

Andrew Rowlson

Preferred gender pronouns

He/Him/His

Please type other preference here

Andy

Address You Reside At

503 W 3rd St, Port Angeles, Washington 98362

Mailing Address (if different from place of residence)

Primary Phone

(360) 599-0963

Work Phone

(360) 565-7206

Primary Email

andy@clallamtransit.com

Work Email

andy@clallamtransit.com

Occupation

Human Resources Manager

Employer

Clallam Transit System

Business Address

830 West Lauridsen Boulevard, Port Angeles, Washington 98363

Advisory group for which I would like to be considered:

Olympic Workforce Development Council

Why are you applying for this appointment?

As a Human Resources professional in Clallam County I believe I can assist this group regarding insights into the local job market. I can also learn more about the broader employment market, outside of Clallam County. That would also be of assistance to my employer, Clallam Transit.

What personal interests prompted you to apply for this appointment?

As a Human Resources professional I am interest in the local job market as well as the broader employment market.

Please list any experience on other Kitsap County boards, commissions, committees, councils or task forces.

While I have been active on Whatcom County boards and commissions (count planning commission) I have not been involved in Clallam County or Kitsap County boards.

Please list your qualifications for this appointment. Include skills, activities, organizations, training and education.

Human Resources professional with 28 years of experience in public employment.

What are your community interests? Include committees, organizations and special activities.

I have lived in Washington state since 1976, and Clallam County since 2000. I am active in the local bicycling community.

Please provide the names of two non-related personal references in the spaces provided below.

Name

Jim Fetzer, Acting General Manager, Clallam Transit

Email

jimf@clallamtransit.com

Phone

(360) 417-1370

What is your relationship to this person?

Jim is my Acting General Manager

Name2

Kevin Gallacci, former General Manager, Clallam Transit

Email2

Phone2

(360) 460-7712

What is your relationship to this person?

Former General Manager at Clallam Transit

BY SIGNING THIS APPLICATION:

I hereby certify that the information on this application is true and complete. I authorize Kitsap County Volunteer Services to verify any of the information on this application and to secure information deemed necessary from employers and personal references in order to determine my suitability for the volunteer position I am seeking with Kitsap County.

I also understand as a Kitsap County volunteer I will be performing services for civic, charitable or humanitarian reasons, or to complete requirements for certifications or to improve employment opportunities; I have not been promised and have no expectation of compensation for services rendered; and offer my services freely and without pressure or coercion, direct or implied, from the County.

If appointed to a Kitsap County advisory group, I agree to: support the mission of the group to the best of my ability; abide by and follow the policies and information in the Kitsap County Advisory Group Handbook during my volunteer term; and understand it is my responsibility to ask questions or share concerns about the mission of the group or information outlined in the handbook with advisory group staff, the Volunteer Services Coordinator or County Commissioners.

I hereby release Kitsap County, its employees, officers, directors, and agents from any claims, lawsuits, or actions I, my heirs, or legal representatives may have for any personal injury and/or property damage I may incur as a result of my voluntary services except those damages caused by the sole negligence or willful misconduct of Kitsap County employees. I understand that, but for this release of any and all liability, the County would not accept my offer of volunteering service.

I have read and voluntarily sign this agreement and release of liability.

Signature

Date
7/5/2023

A handwritten signature in black ink, consisting of two distinct parts. The left part is a stylized, cursive letter 'W' or 'M' with a small loop at the bottom. The right part is a larger, more complex shape, possibly a stylized 'A' or 'R', with a long horizontal tail extending to the right.

RESOLUTION FOR OCB

WORKFORCE DEVELOPMENT PROFESSIONALS MONTH SEPTEMBER 2023

WHEREAS, the ability for businesses and industries throughout the Olympic Region and its surrounding communities to maintain a competitive edge in the global economy hinges on the availability and quality of a skilled workforce and robust talent pipeline; and

WHEREAS, it is important to recognize and understand the evolving complexities in today's economic reality, and to act according to new demands facing employees and employers at every level; and

WHEREAS, collaboration between the workforce system and businesses, educational institutions, and private-public partners is critical to effectively align training and workforce needs; and

WHEREAS, it is necessary to eliminate economic and employment disparities based on race, disability, veteran status, or past criminal records by bringing all residents in need of sustainable employment into the workforce; and

WHEREAS, employers depend on the workforce system to help them recruit and retain competitive and skilled workers, and continue to upgrade transferrable skillsets of their incumbent employees; and

WHEREAS, the Olympic Region's workforce system remains committed to customer-focused and community-oriented services with a firm pledge to prioritizing equity at the center of all of its work:

NOW, THEREFORE, We, The Commissioners of the Olympic Consortium Board, do hereby proclaim the month of September 2023 as "WORKFORCE DEVELOPMENT PROFESSIONALS MONTH" and do commend this observance to all residents.



Strategic Workforce Planning

STRATEGIC WORKFORCE DEVELOPMENT
PLANNING TEAM (SWDP)

JULY 13, 2023



Project Lead
Lolousi "Luci" Bench
OWDC Program Analyst



Edward "Ed" Looby
OWDC One-Stop Operator



Deborah "Deb" Kaiser
QUEST Navigator

MEET YOUR SWDP TEAM



Sponsor and Partner



The WHAT & WHY

Passage of Workforce Innovation and Opportunity Act (WIOA) in 2014 was a vital step to modernize America's workforce development system. WIOA introduced a renewed and robust system which strives to ensure access to education and training for individuals. The goal is that training and education will lead to employment which will provide economic security for themselves and their families.

WIOA also focuses on meeting the needs of employers. The Act also strives to provide assurance that trained and qualified workers will be available to fill their current and future openings. Through WIOA, a more collaborative and stronger service delivery system has been implemented.

[Federal law requires each Local Workforce Development Area to provide a five-year plan to the Governor of the State of Washington.](#)

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 NASSCO*

Daniel Stegier, *CEO/President Lumber Trades, Inc*

Gillian Niuman, *Human Resources People Support Services*

Nicole Brickman, *Human Resources Director YMCA Kitsap*

Gregory Dronkert, *CEO/President Pacific Mobility Group, Inc.*

Peter Johnson, *HR Manager McKinley Paper Company*

Heidi Lamprecht, *Co-Founder Paella House Franchisees and Training*

Matthew Murphy, *President/CEO South Kitsap Chamber of Commerce*

Lisa Donlon, *General Manager Windermere Commercial*

Megan Mason-Todd, *Workforce Development Director Snookum*

Economic Development Members

Colleen McAleer, *Executive Director Clallam Economic Development Co.*

Cindy Brooks, *Executive Director Team Jefferson EDS*

Labor Members

Rusty Grable, *Business Rep & Organizer Machinist Union District 160*

Neal Holm, *Electrician and Membership Development IBEW 46*

Education Postsecondary Members

Dr. Suzy Ames, *Peninsula College President*

Dr. Marty Cavalluzzi, *President Olympic College*

Education K-12 Members

Aaron Leavell, *OECD #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*

The WHO?

Olympic Workforce Development Council Staff

Bill Dowling | Director

Ed Looby | One-Stop Operator

Alissa Durkin | Program Supervisor

Doug Washburn | Kitsap HS Director

Luci Bench | Program Analyst

Keisha Evans-Andersen | HS Supervisor

Olympic Workforce Development Council

Olympic Consortium Board

- Clallam Commissioner Randy Johnson
- Jefferson Commissioner Kate Dean
- Kitsap Commissioner Charlotte Garrido



Current Plan

[Integrated Workforce Plan | Program Years 2020 to 2024](#)

Region Designation

- Clallam
- Jefferson
- Kitsap

Regional Sector Strategies

Service Strategy

Local Workforce Development Board Specific Component of Plan

- Labor Market Data

- Demographic characteristics
- Needs of the employers
- Analysis of region employment base
- Analysis of workforce development activities



Purpose Development

CURRENT -

The Olympic Workforce Development Council (OWDC) serves Clallam, Jefferson, and Kitsap Counties and is an expert in support of the region's workforce development efforts. The Olympic Consortium Board, (comprised of County Commissioners from the three Counties), and the OWDC (comprised of business, labor representatives, and public sector leaders), are dedicated to the development of a workforce system that supports employers and jobseekers.

The OWDC serves as a hub for gathering and disseminating information about the area's labor market and business employment needs. The OWDC includes members representing business, education, state agencies, and nonprofits with a focus on finding innovative solutions for workforce challenges. These efforts include working closely with the K-12 system, especially the Career and Technical Education Directors, across the three-county area. OWDC staff work closely with colleges, business, and nonprofits via Business Services programs to assist in meeting the needs of jobseekers and employers alike. Additionally, OWDC staff seek to provide timely information on the economic development climate in the Counties.

The OWDC also oversees the local network of America's Job Centers, also called WorkSource. WorkSource is a demand-driven and integrated system of partners who share common goals. Workforce Centers and Affiliates in Silverdale, Port Townsend, Port Angeles, and Port Orchard are a focal point for developing community prosperity, one job seeker and one employer at a time. Each WorkSource is committed to serve as a community resource and provide excellent customer service.

- Why we Exist?

- Dedicated to the development of a workforce system that supports employers and job seekers

- Who do we serve?

- Business
- Job Seekers
- Education & Training Providers

The OWDC leads regional workforce efforts, dedicated to the development and implementation of innovative workforce systems, with a focus on community prosperity and economic well-being.



VISION

Achieving economic prosperity and exceeding the expectations of jobseekers and employers by providing data driven solutions and innovative strategies for workforce challenges.



MISSION

Utilizing locally relevant data to empower innovative and agile workforce strategies; we focus on developing community prosperity, one job seeker and one employer at a time.



VALUES



VALUES

Dedication

Collaboration

Transparency

Integrity

Accountability

Agile

Flexible

Customer Centric

Productive

Innovative

Knowledgeable

Inclusivity

Diversity

Equity

Belonging

Empathy

Respect

Empowerment

Justice

Courage

Efficacy

Trustworthy

Responsive

Stewardship

Timeline

Due April 2024

Strategic Workforce Planning Olympic Workforce Development Council Luci Bench																																							
			Project Start:	Mon, 6/12/2023																																			
			Display Week:	1	Jun 12, 2023				Jun 19, 2023				Jun 26, 2023				Jul 3, 2023				Jul 10, 2023																		
					12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
					M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Research & Implementation																																							
Research and design	Luci Bench	25%	6/12/23	6/30/23	[Gantt bar: 6/12/23 to 6/30/23]																																		
Convene Team Members	Luci Bench	75%	6/20/23	7/1/23	[Gantt bar: 6/20/23 to 7/1/23]																																		
Introduction Email	Bill Dowling	0%	7/1/23	7/5/23	[Gantt bar: 7/1/23 to 7/5/23]																																		
Presentation & Implementation	SWDP Team	25%	6/15/23	7/6/23	[Gantt bar: 6/15/23 to 7/6/23]																																		
Needs Assessment Questionnaire Development	SWDP Team	0%	7/1/23	7/10/23	[Gantt bar: 7/1/23 to 7/10/23]																																		
Data Gathering																																							
Needs Assessment Interviews		0%	7/1/23	8/15/23	[Gantt bar: 7/1/23 to 8/15/23]																																		
Assessment Data Analysis		0%	8/15/23	9/1/23	[Gantt bar: 8/15/23 to 9/1/23]																																		
Board & Council Present of Results		0%	9/14/23	9/22/23	[Gantt bar: 9/14/23 to 9/22/23]																																		
SWOT Analysis		0%	9/14/23	9/16/23	[Gantt bar: 9/14/23 to 9/16/23]																																		
Group defined and recruitment		0%	9/14/23	9/30/23	[Gantt bar: 9/14/23 to 9/30/23]																																		



Discussion: How can the Council engage?

OCB Meeting (3rd Fridays)
 OWDC Meeting (2nd Thursday)
 OCB - OWDC Combined Meeting (May & Nov)
 Exec OWDC Meeting (2nd Tuesdays)

10 a.m. to 12 p.m.
 10 a.m. to 12 p.m.
 9 a.m. to 12 p.m.
 10 a.m. to 12p.m.

2023

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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26	27	28	29	30	31	

April 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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23	24	25	26	27	28	29
30	31					

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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20	21	22	23	24	25	26
27	28	29	30	31		

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

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

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

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



Kitsap County Commissioners

Charlotte Garrido - *Chair*

Christine Rolfes

Katie Walters

Jefferson County Commissioners

Kate Dean – *Vice Chair*

Greg Brotherton

Heidi Eisenhour

Clallam County Commissioners

Randy Johnson

Mark Ozias

Mike French

STAFF:

OWDC Director
William Dowling

Program Analyst
Luci Bench

OLYMPIC CONSORTIUM BOARD

DATE: Friday, September 22, 2023

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: Via [ZOOM](#)

Meeting ID: 985 6084 0008

Passcode: 560497

AGENDA

1. CALL TO ORDER

2. ACTION ITEMS

- a. Approval of September 22, agenda
- b. Approval of July 21, meeting minutes (Att. 2.b., p.2-3)

3. DISCUSSION ITEMS

- a. Directors Report Out – Bill Dowling
- b. OWDC Strategic Plan Update (Att. 3.b., p. 4-19)
- c. Success Stories (Att. 3.c., p. 20)
- d. PY22 Performance Reports (Att. 3.d., p. 21-22)

4. UPDATES

- a. Calendar (Att. 4.a., p. 23)

5. [PUBLIC COMMENT](#)

6. GOOD OF THE ORDER

ADJOURN

NEXT MEETING: Joint In-Person Meeting Friday, November 17th

Elwha Klallam Heritage Center

401 E First St. | Port Angeles, WA

Meeting Notes
OLYMPIC CONSORTIUM BOARD
Via Zoom
Friday, July 21, 2023

ATTENDEES – Commissioner Randy Johnson, Commissioner Kate Dean and Commissioner Charlotte Garrido, Jessica Bar, Sonya Miles, and Marty Reep.
Staff: Alissa Durkin, and Luci Bench

1. Call to Order: 10:03AM

2. Action Items:

- a. Approval of July 21 agenda
MOTION: Commissioner Johnson moved to approve. Commissioner Dean seconded. Motion carried.
- b. Approval of May 19 meeting minutes
MOTION: Commissioner Dean moved to approve. Commissioner Johnson seconded. Motion carried.
- c. Approval of 5600POL Work Experience Training Policy and 5610POL Serving EcSA participant About 200% FPL policy
MOTION: Commissioner Dean moved to approve. Commissioner Johnson seconded. Motion carried.
- d. Approval of OWDC New Member Andy Rowison
MOTION: Commissioner Dean moved to approve. Commissioner Johnson seconded. Motion carried.

3. DISCUSSION ITEMS

- a. September Workforce Professional Month Proclamation
 - Created in 2005 by the National Association of Workforce Development Professionals, designating September as the month to raise awareness about the importance of our industry. We would like to propose adoption of this resolution for each county. Commissioners agreed.
- b. Strategic Workforce Development Planning Project
 - Presentation on project plan, engaging council members, and timeline. OWDC will be looking to the OCB for support and review of the plan as it develops and into completion.

4. UPDATES

- a. 2023 Calendar
 - Provided, no comments.

5. GOOD OF THE ORDER

- a. Clallam and Jefferson counties commissioners, EDC departments, tribal members and educators met this past week and assembled a task force to develop grant proposal for Recompete Pilot Program. This program will create renewed economic opportunity in distressed communities. Continued support and updates will be provided.

ADJOURN: Commissioner Garrido adjourned the meeting at 10:50 am

NEXT MEETING: Friday September 22, 2023.



Strategic Workforce Development Planning

SWDP TEAM

Presented By: Luci Bench

SEPT. 14, 2023

Our Purpose

The OWDC leads regional workforce efforts, dedicated to the development and implementation of innovative workforce systems, with a focus on community prosperity and economic well-being.

Our Mission

Utilizing locally relevant data to empower innovative and agile workforce strategies; we focus on developing community prosperity, one job seeker and one employer at a time.

Our Vision

Achieving economic prosperity and exceeding the expectations of jobseekers and employers by providing data driven solutions and innovative strategies for workforce challenges.

Our Values

Responsive Diversity Trustworthy
Customer Integrity
Innovative
Centric Empowerment
Transparent



Needs Assessment Interviews

79% Council members interviewed.

# Interviews	28
Business	12
Community	6
Labor	1
Education	6
Economic Development	3

23 Council Members Interviewed | 5 Alternates

1. Last year as an organization/business
2. The Positive and Negative Impacts of the Pandemic
3. Forecasting
4. Barriers – current workforce and applicants
5. Skill Gaps
6. Customer needs
7. Diversity, Equity, and Inclusion

Last Year



Recruitment & Retention



Organizational Changes & Adaptation



Financial & Funding Issues



Industry-Specific Challenges



Community & Economic Development

Positive Impact



Technological Advancements & Adaptation



Remote Work & Hybrid Models



Education & Learning Transformation



Economic Resilience & Innovation



Equity & Disparities

Negative Impact



Forecasting

Workforce Growth



- Hiring Challenges
- Qualified Candidates
- Specialized Fields

Capacity



- Expansion
- Project
- Labor Force

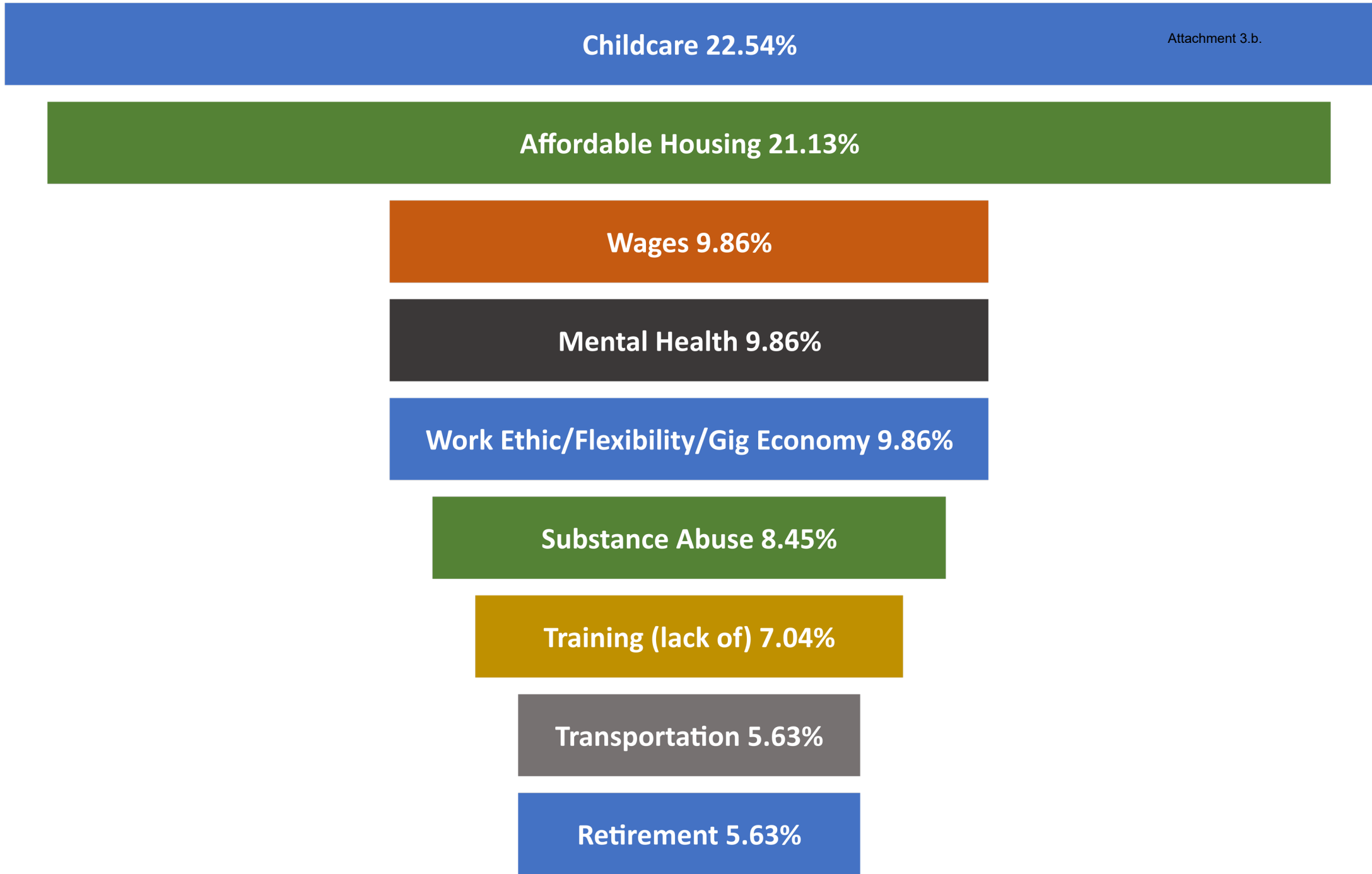
Business Development



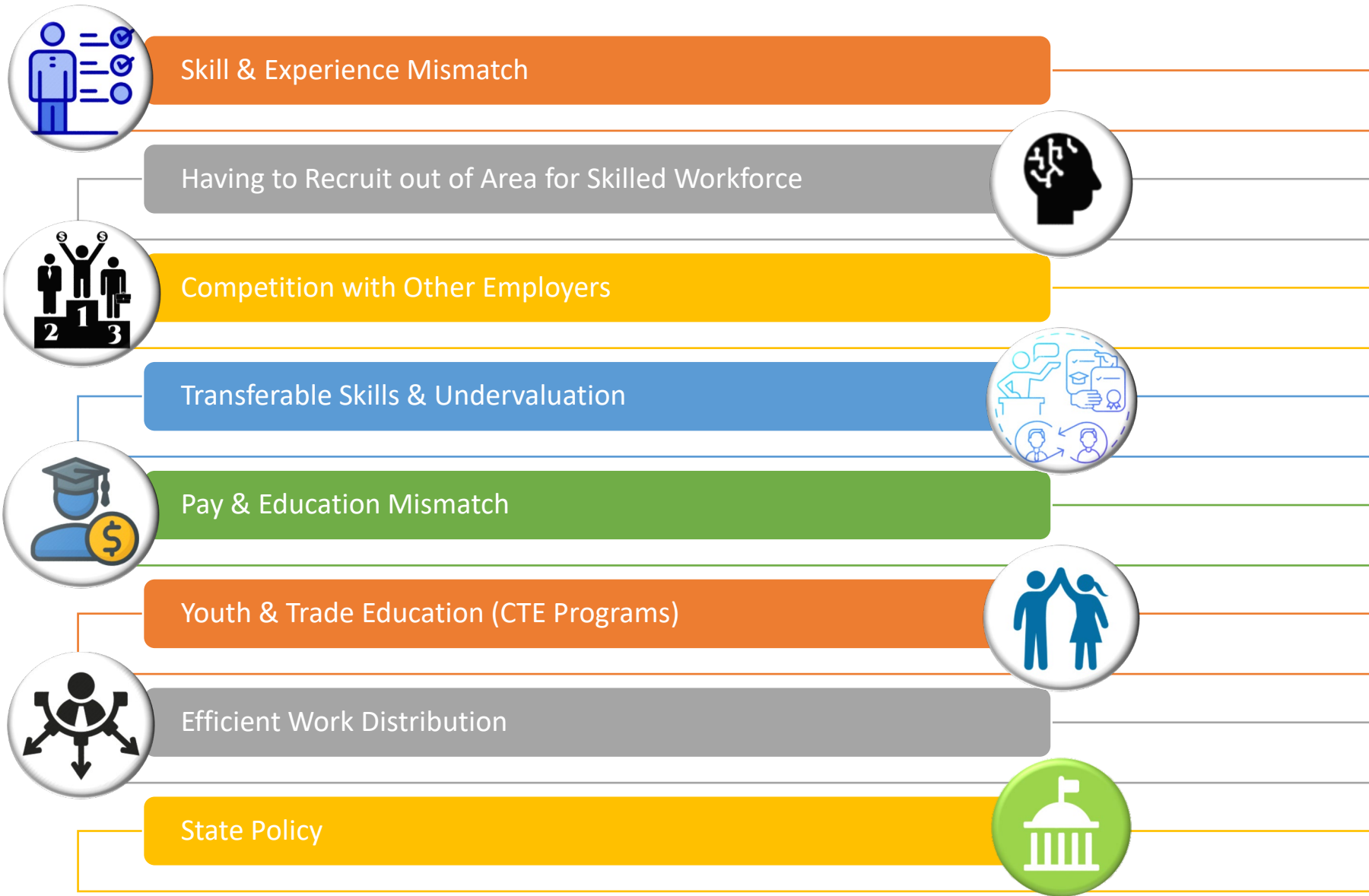
- Staff Shortages
- Skill gaps
- Training needs
- Revenue Focus

Barriers

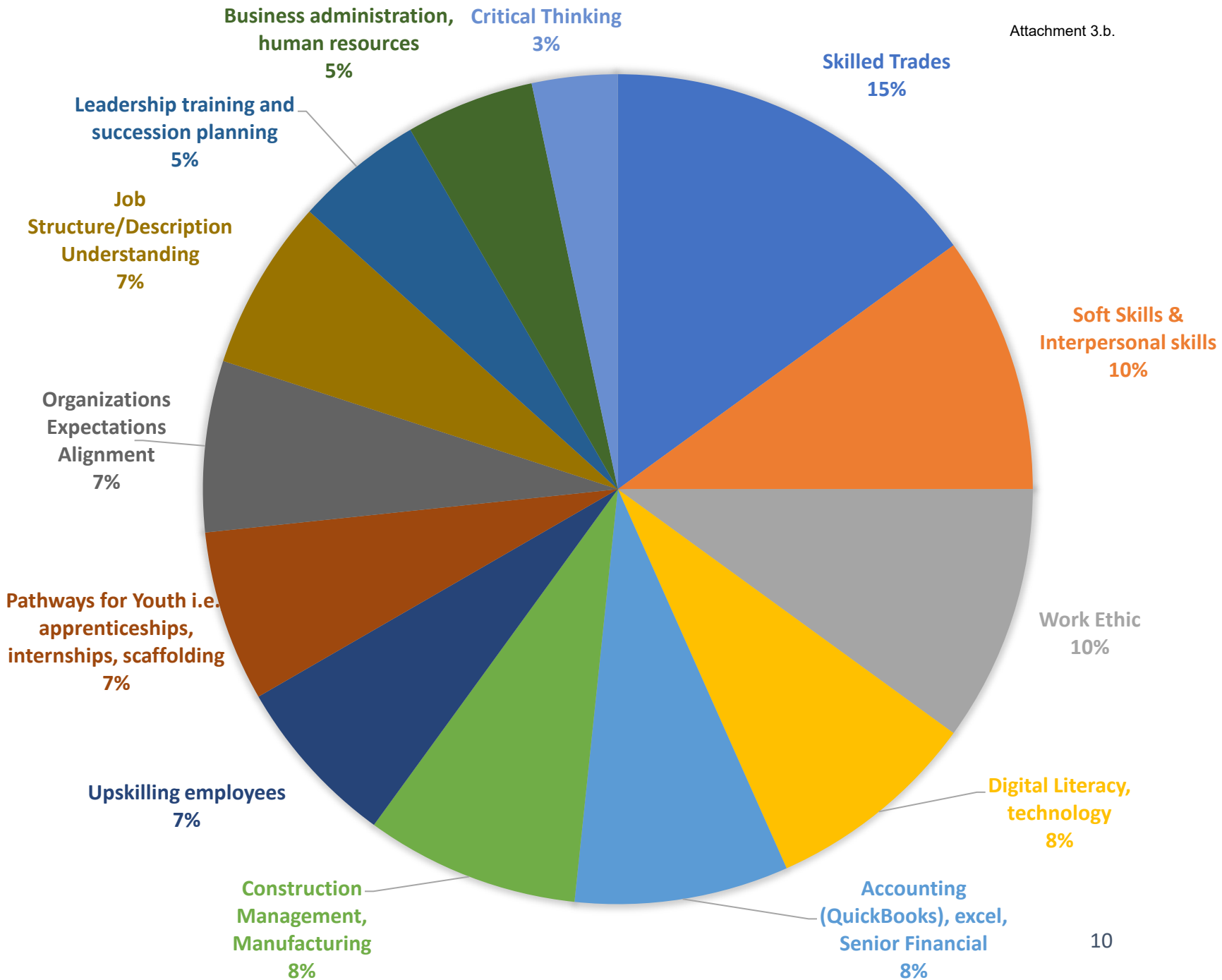
Entering or Re-entering the Workforce



Organizational Barriers

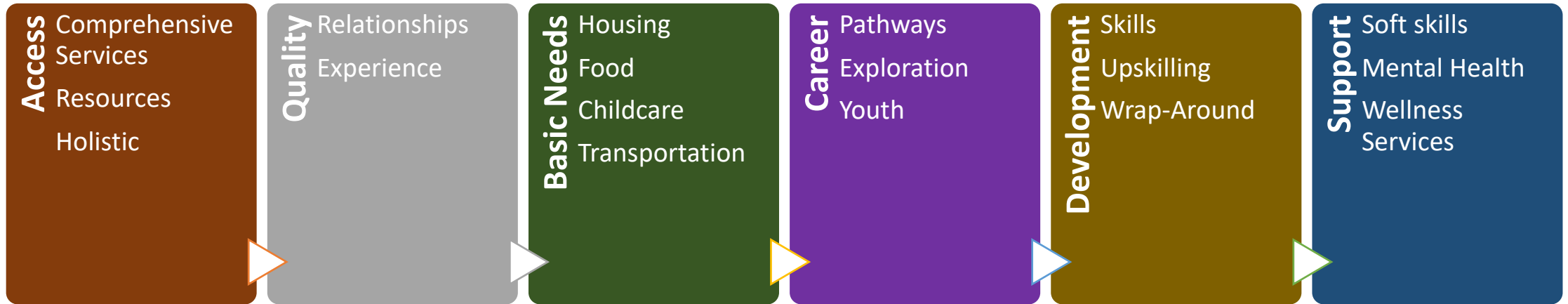


Knowledge & Skills Employer Needs



Services Community Based

Attachment 3.b.



- Creating Better System of Services
- Career Connecting Learning Opportunities
- Pathway Awareness
 - Career Exploration
 - Work Experiences
- Options & Resources to meet needs outside of Workforce Development
- Business Services
 - Job Description Assistance
 - Workforce Planning
 - On-the-Job Training
 - Behavioral Services
 - Ongoing Support & Resources
 - Apprenticeships

Diversity Equity & Inclusion



Addressing Barriers

Anti-Harassment Training

Creating Inclusive
Workspaces

Focus on
Underserved
Populations

Leadership Principles

Microaggressions & Biases

Acknowledging Challenges

Value Added



Networking & Community Engagement

Awareness & Information Sharing

Collaboration & Partnership

Access to Resources

Professional Development & Learning



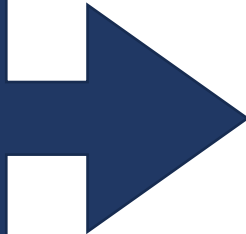
Questions

Discussion

Expectations

Next Steps

- Objectives
- Addressing Barriers
- Strategic Priorities
- System Goals
- Alignment
- Group Recruitment



Economic Landscape

Cindy Brooks
Colleen McAleer
James Davis
Monica Blackwood



Sector Strategies

Matt Murphy
Nicole Brickman
Danny Steiger



Service Delivery

Anjalee Blackwell
Terry Cox
Brian Kneidl
Mike Robinson

- Andy Rowlson
- Anjalee Blackwell
- Brian Kneidl
- Cindy Brooks
- Colleen McAleer
- Cordi Fitzpatrick
- Danny Steiger
- Gina Lindal
- James Davis
- Jeff Allen
- Jessica Barr
- Kareen Borders
- Lucinda Heidel
- Marilyn Hoppen
- Matt Murphy
- Megan Mason-Todd
- Mike Robinson
- Monica Blackwood
- Neal Holm
- Nicole Brickman
- Peter Johnson
- Terry Cox



Proud Partner



**Employment
Security
Department**
WASHINGTON STATE



**KITSAP COMMUNITY
RESOURCES**
Creating Hope | Restoring Lives



Washington State
DEPARTMENT OF SERVICES FOR THE BLIND



Washington State
Department of Social
& Health Services

Department of Vocational
Rehabilitation



West Sound STEM Network
Engage • Educate • Employ



**Olympic Educational Service
District 114**
Serving the Olympic & Kitsap
Peninsulas


OLYMPIC COLLEGE

 Washington State Department of
Labor & Industries

 **PENINSULA
COLLEGE**



QUEST Success Story

The customer was homeless, with nothing. She has been couch-surfing since getting here and is losing that resource. She moved here from Georgia, where she was a pharmacy tech, but her certificate is not valid here. Instead of getting the pharmacy tech certification for Washington the customer decided to explore CNA, which she can be a med tech, which pays even higher, and she wants to work the night shift, which is hard to staff. As we worked through options and career development, the customer called Stafford, who wanted to interview her the next day (Thursday). She interviewed, and they hired her on the spot. WIOA provided vouchers for clothing, hygiene, and transportation (bus pass). These support services allowed her to start work right away with all the tools she needed to be successful. She now is seeking housing, which she found within walking distance of her workplace. Together the case manager and the customer were able to review different housing options, even a zero-interest loan to cover first and last month's rent. Customer is scheduled to move in as soon as the apartment becomes available at the end of the month. The apartment is scheduled to be available at the end of the following week. WIOA recommended Abraham's House to help supply household goods and furniture.

In less than a month, the customer has gone from being homeless and unemployed, with nothing to having a job, being trained while on the job, garnering furnishings for her new home, and a place to live, thanks to the QUEST grant. EcSA will assist next to help her get on her feet.

Youth Pathways

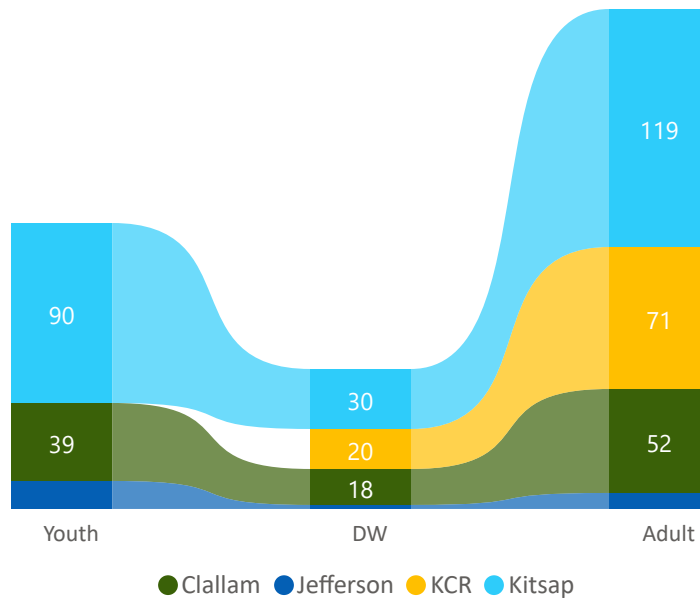
A 17-year-old came to the Worksource looking for support to complete high school and gain employment. She had a long-term goal of becoming a nurse but needed support in the immediate future to stay in high school and become employed. She pursued enrollment in the Pathways WIOA youth program, the program supported her enrollment in a short-term Certified Nursing Program which she completed over her schools' winter break. She was offered a position in a local nursing home facility upon graduation, with the stipulation that she would pass her final certification tests and complete high school. Within this period, she became age eligible for the Economic Security for All youth program and was co-enrolled to support her ongoing success. The programs provided financial support for testing, and she was able to pass with the first try! She received her Certified Nursing Assistance license from the State of Washington. Her case managers continued to work with her as she completed her high school education and assisted her with college and financial aid applications. This fall she will be attending Portland State University in pursuit of a Nursing degree with a full financial aid package! Our programs are proud to have been able to support this young person's education and career pathway to self-sufficiency.

WIOA Formula Performance Report

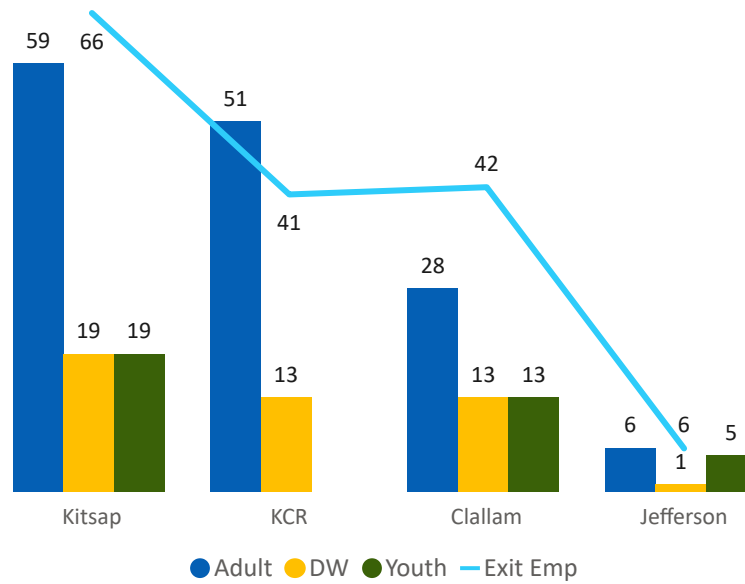
Attachment 3.d.

Office	Program	Current	Enrollments	Enroll Targets	Enroll %age	Exits	Exit to Employ	Exit Employ Targets	Exit Employ %age	Self Emp	Self Emp Targets	Actual Expenditure	Target Expend	Expend %age
Clallam	Adult	24	52	20	● 260.00%	28	25	18	● 138.89%	1	2	123,397	213,919	◆ 57.68%
Jefferson	Adult	2	8	22	◆ 36.36%	6	2	12	◆ 16.67%	3	3	71,856	169,658	◆ 42.35%
KCR	Adult	20	71	76	● 93.42%	51	34	41	◆ 82.93%	4	6	173,387	272,419	◆ 63.65%
Kitsap	Adult	60	119	68	● 175.00%	59	40	34	● 117.65%	1	6	246,121	285,646	▲ 86.16%
Clallam	DW	5	18	29	◆ 62.07%	13	7	9	◆ 77.78%	2	2	82,356	234,170	◆ 35.17%
Jefferson	DW	1	2	17	◆ 11.76%	1	1	10	◆ 10.00%		2	48,126	114,107	◆ 42.18%
KCR	DW	7	20	28	◆ 71.43%	13	7	11	◆ 63.64%	2	4	100,802	245,706	◆ 41.03%
Kitsap	DW	11	30	58	◆ 51.72%	19	13	38	◆ 34.21%	1	5	92,413	471,971	◆ 19.58%
Clallam	Youth	26	39	37	● 105.41%	13	10	5	● 200.00%			103,390	103,415	● 99.98%
Jefferson	Youth	9	14	15	● 93.33%	5	3	3	● 100.00%			58,048	60,946	● 95.24%
Kitsap	Youth	71	90	87	● 103.45%	19	13	8	● 162.50%			444,203	455,438	● 97.53%
Total		236	463	457	101.31%	227	155	189	82.01%	14	30	1,544,099	2,627,395	58.77%

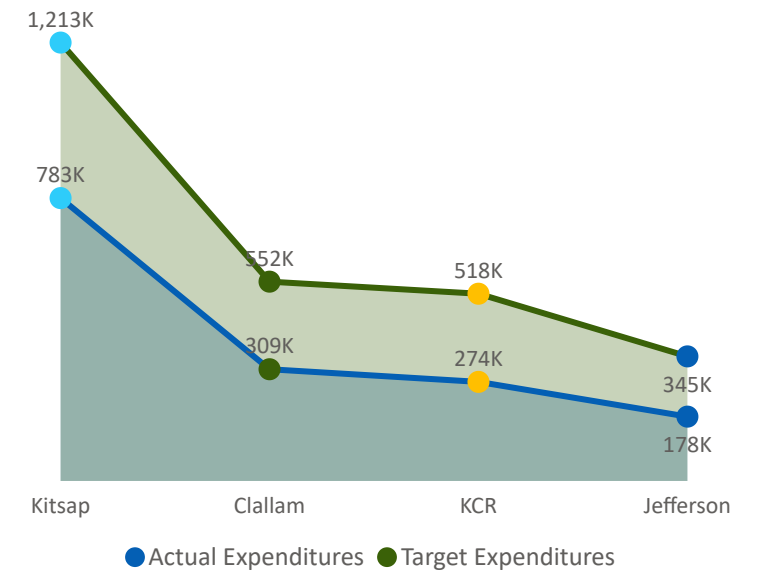
Enrollments



Exits



Expenditures v. Targets





Performance Reports

Adult, Dislocated Worker & Youth

Program	Current	Enrollments	Enroll Targets	% PE	Exits	Exit to Employment	Employ Targets	% ExitEmp	Self Emp	Self Emp Targets	Actual Expenditure	Target Expen	%Expend
Adult	106	250	186	134.41%	144	101	105	96.19%	9	17	614,761	941,642	65.29%
DW	24	70	132	53.03%	46	28	68	41.18%	5	13	323,697	1,065,954	30.37%
Youth	106	143	139	102.88%	37	26	16	162.50%			605,641	619,799	97.72%
Total	236	463	457	101.31%	227	155	189	82.01%	14	30	1,544,099	2,627,395	58.77%

Formula Services

Program	Individualized	Support	Training
Adult	251	67	156
DW	67	22	44
Youth	143	124	106
Total	461	213	306

State Economic Security for All

Current	Enrollments	Enroll Target	Enroll %age	Exits	Exit %age	Exit To Employment	Actual Expenditure	Target Expend	Expend %age
38	95	68	139.71%	57	Infinity	44	302,780	326,241	92.81%

Federal Economic Security for All

Current	Enrollment	Enroll Target	Enroll %age	Exits	Exit to Employment	Target Employ	Exit %age	Actual Expenditures	Target Expend	Expend %age
37	58	62	93.55%	21	12	13	92.31%	270,538	277,505	97.49%

EcSA Services

Program	Enroll	Individualized	Support	Training
EcSA	58	58	23	16

OCB Meeting (3rd Fridays)
 OWDC Meeting (2nd Thursday)
 OCB - OWDC Combined Meeting (May & Nov)
 Exec OWDC Meeting (2nd Tuesdays)

10 a.m. to 12 p.m.
 10 a.m. to 12 p.m.
 9 a.m. to 12 p.m.
 10 a.m. to 12p.m.

2023

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

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

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

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

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

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

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

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

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

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

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

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