



#### EXECUTIVE COMMITTEE

Chair - Marilyn Hoppen, *SVP Human Resources Kitsap Bank*  
Vice Chair - Monica Blackwood, *CEO/President West Sound Workforce*  
Jessica Barr, *Regional Director Washington State Employment Security Dept.*  
Cordi Fitzpatrick, *Human Resources Director Security Services Northwest*  
Chuck Moe, *Field Rep Northwest Laborers-Employers Training*

#### COUNCIL MEMBERS

##### Business Members

Alex Lewis, *North Olympic Healthcare Network Human Resources Director*  
Daniel Steiger, *CEO/President Lumber Trades, Inc*  
Heidi Lamprecht, *Co-Founder Paella House Franchisees and Training*  
Matthew Murphy, *President/CEO South Kitsap Chamber of Commerce*  
Megan Mason-Todd, *Workforce Development Director Snookum*  
Nicholas Gianacacos, *Program Manager General Dynamics NASSCO*  
Nicole Brickman, *Human Resources Director YMCA Kitsap*

Peter Johnson, *HR Manager McKinley Paper Company*

##### Economic Development Members

Colleen McAleer, *Executive Director Clallam EDC*  
Cindy Brooks, *Executive Director Team Jefferson EDC*

##### Labor Members

Neal Holm, *Electrician and Membership Development IBEW 46*

##### Post-Secondary Education Members

Dr. Suzy Ames, *Peninsula College President*  
Dr. Marty Cavalluzzi, *President Olympic College*

##### Education K-12 Members

Aaron Leavell, *OESD #114 Superintendent*  
Dr. Kareen Borders, *South Kitsap School District*

##### 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*

## MEETING AGENDA

DATE: March 14, 2024

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: [ZOOM](#) | Meeting ID: 812 7948 6224 | Passcode: 320777

In-person: WorkSource Clallam County  
810 W. Brackett Rd., Sequim 98382

#### ACTION ITEMS:

1. Call to Order – 10:00 a.m. and Welcome
2. Approval of March 14 Agenda
3. Approval of January 11 Meeting Minutes (Att. 3, pg. 2-5)
4. Approval of Selected Awardee of Marketing RFP
5. Approval of 2024-2028 OWDC Strategic Workforce Development Plan, pending no additional public comments received by March 31<sup>st</sup>.

#### DISCUSSION ITEMS:

6. Welcome new members:
  - Alex Lewis, HR Director, North Olympic Healthcare Network
  - James Fetzer, General Manager, Clallam Transit
  - Molly Probst, Chief Human Resources Officer, Jefferson Healthcare
  - Felix Salazar, Instructor, Pacific NW Ironworkers Apprenticeship
7. Request council members, non-voting, and voting, to participate in the RFP review process for WIOA Youth, Adult & DW RFP submissions.
8. Strategic Workforce Development Coalition (Att. 8, pg. 6)
9. OWDC Director Report Out – Bill Dowling
10. One-Stop Operator Report Out – Ed Looby

#### COMMITTEE DEBRIEF:

11. Executive Committee Report
12. Youth Committee Report (Att. 12, pgs. 7-10)
13. 2024 Calendar (Att. 13, pg. 11)
14. [Public Comment](#)
15. Adjourn

Next Meeting: Joint OCB & OWDC Hybrid  
Friday, May 17, 2024  
Location: TBD

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)  
MEETING MINUTES  
January 11, 2024**

ACTION ITEMS:

**1. CALL TO ORDER** The Olympic Workforce Development Council (OWDC) meeting was held virtually via Zoom and in-person at WorkSource Kitsap January 11, 2024. Marilyn Hoppen, Chair, called the meeting to order at 10:12 a.m.

**2. APPROVAL of January 11 Agenda**

**Motion:** Jessica Barr moved to approve the agenda as presented. Monica Blackwood seconded the motion. Motion carried unanimously.

**3. APPROVAL OF MINUTES November 17 Meeting (Att.)**

**Motion:** Danny Steiger moved to approve the minutes as presented. Cordi Fitzpatrick seconded the motion. Motion carried unanimously.

**4. APPROVAL OF 5611POL Commerce Reinvestment Fund Incentive Policy (Att.)**

**Motion:** Colleen McAleer moved to approve the commerce reinvestment incentive policy as presented. Terry Cox seconded the motion. Motion carried unanimously.

**5. APPROVAL OF Transfer of Dislocated Worker Program Funds to Adult (Att.)**

**Motion:** Chuck Moe moved to approve the dislocated worker funds transfer as presented. Danny Steiger seconded the motion. Motion carried unanimously.

**6. APPROVAL OF Marketing RFP (Att.)**

**Motion:** Terry Cox moved to approve the marketing RFP as presented. Cordi Fitzpatrick seconded the motion. Motion carried unanimously.

DISCUSSION ITEMS

**7. Strategic Workforce Development Planning**

Luci shared an update on the planning process thus far, reviewed the timeline, and discussed next steps for the council and program, in addition to the state's requirements for the integrated workforce plan.

**a. Goal Alignment**

Luci reviewed the goals and how each align with the strategic plan and subsequent goals for the next four years with feedback from the members. Goals

included continuous collaboration in education and training, adaptable support systems, data-driven decisions, demand driven decisions, implementation of continuous improvement for sustainability and inclusion, rural area engagements through strategic supports and services, virtual service delivery models, strengthening relationships with tribal communities, and creating a workforce development taskforce.

Luci will make the suggested edits to the goals and will send out a form for members to review. Luci solicited volunteers to help with writing and/or reviewing the plan draft. The process is estimated to take 2-weeks. Luci will send out a draft of the plan with the sections outlined for members to review and select a section for those available to participate.

#### **8. OWDC Director Report Out – Bill Dowling**

Bill shared, updates on the current legislation section HB 2230, placing EcSA permanently in the legislation, doesn't currently include funding, but will add a budgetary supplement for more than \$25 million, will be partnering with AWB on this process for support. January 31<sup>st</sup> bill must pass out of committee and the development council has several meetings in place with decision makers to provide education on the points going in front of the legislature. Continuing to work with partners and looking to repurpose funding to address areas of needs or changes. Nationally in the House, WIOA reauthorization has not taken place and seeing a bigger issue with a higher percentage of funding for training instead of covering general staffing/operating costs.

#### **9. One-Stop Operator Report Out – Ed Looby**

Ed shared that there has been a little activity in the job market, external partners have had a positive response and looking to connect with homeless veterans. Data gathering tools are providing good results and receiving responses from those using the new tools. Planning a retreat for the spring and currently developing the agenda. DVR has increased their FTEs in Silverdale, for a total of 4 FTEs. Also addressed facility issues and all is going well. Big topic of conversation has been the First Amendment Auditors and working on addressing these situations.

### **COMMITTEE DEBRIEF**

#### **10. Business and Economic Development Packet (Att.)**

Ed Looby provided a brief overview of WorkSource events and individuals hired via the events directly. Activity has been slow at the start of this year, Hildo will look into why it has slowed down and report out. The committee discussed how employers are dealing with remote work environments, which currently depends on the industry. Scheduling and recruiting have been challenging due to expectations of potential candidates. Implementation of VR as a training tool was discussed and employers are looking more for micro certification learning opportunities. Alissa shared that they have connected

with a VR training provider and the biggest challenge seen thus far is organizations being eligible to meet VR training requirements.

#### **11. Youth Packet (Att.)**

Jeff Allen shared that Kareen with West Sound Career Connect Council will bring together educators and employers to address pathways for K-12 students. Started process by talking to CTE directors and key stakeholders to identify key highlights that can be shared. Meetings will be open to all interested in participating. Two events will be available to continue conversations in the spring.

Pathways to Success teams continue to advocate for wraparound supports and services as requirements. Every year during the holidays the teams reach out to the community for support and this year had a significant response. Kidvantage and East Side Baby Corner purchased holiday gifts for children of participants, and other organizations purchased food and other items were distributed.

EcSA incentive policy is very exciting for participants to provide additional supports. New Surveyor program with the Jamestown Tribe. Also seeing more walk-in students and seeing more students that are not eligible for job search and resume assistance. Continue to advocate and work on HB 5950 to provide support services and wraparound services need as the baseline of services. February 13, ballot for maintenance levy is going forward.

#### **12. Operations Packet (Att.)**

Terry Cox shared that the performance report was included in the agenda packet. office training.

Lisa with DSB is currently in the process of redevelopment and restructuring to engage more with the workforce development system and adding staff to increase business outreach. Also working to address improved engagement with job seekers.

Anjalee with KCR shared lots of activities and recently completed needs assessments and working to strengthen access for community and build partnerships. Defining rules for FDS to offer additional services and supports available to participants and will emphasis customer service skills training, service delivery, and technology. Recently held asset building coalition meeting with 17 partners from the community attended, looking to offer a free tax preparation, in addition to Super Saturday.

Zeek with DSHS reported a successful recompute process and the agency has been getting everyone in the office at least once a week to collaborate.

Gina shared CSD changes in the background that will impact social service managers and technological updates that will impact services available to partners. DSHS is looking to be the employer of choice and various updates and programs (like TANF) seen an

increase by 8%. Medical reviews are due this month and trying to reach out to participants with reminders to get a jump start on the process.

Terry also shared that the college is conducting a comprehensive needs assessment, the CLNA is tied to the Perkins Grant and discussed how the assessment will impact how funds are spent and using the data from that assessment to drive other decisions. Assessing needs for the Poulsbo campus to make it an Allied focused campus and going to include it in the strategic plan for the college. Developing the Poulsbo campus remodel plan with \$8 million in funding to make adaptations to support allied focused offerings. Offering CDL training in Mason county, and a BS degree offering in Bremerton to be up in running by Fall 2025. Hosted a WorkSource event with WIOA and 15 participants signed up and will host the event quarterly. Seeing a good trend with enrollment, fall enrollment up 8% and 8.2% for winter. Worker retraining at college reached 400 plus students and has increased since last year. Mike also noted program enrollment is on target and either at or above target numbers.

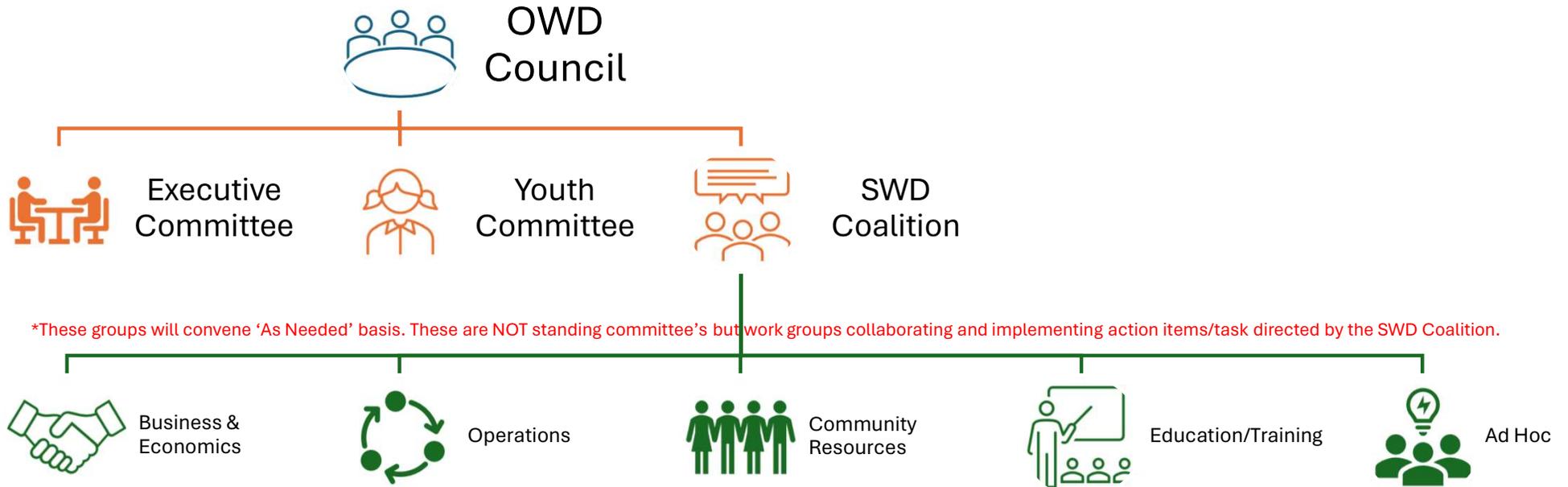
**13. 2024 Calendar (Att.)**

**14. Public Comment:** None

NEXT MEETING: The next council meeting is March 14, virtually and in-person. Location TBD

ADJOURNMENT: There being no further business to come before the Council, the meeting was adjourned at 11:41 a.m.

# Committee Structure



## SWD Coalition Objectives set forth by the OWDC Strategic Workforce Development Plan

- To solicit business needs, collect local economic data, and develop industry best practices.
- To collaborate with training and education providers in meeting local labor market needs.
- To assess and address barriers in obtaining and maintaining economic self-sufficiency.



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

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Cindy Brooks, *Executive Director Team Jefferson EDS*

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Rusty Grable, *Business Rep & Organizer Machinist Union District 160*  
Neal Holm, *Electrician and Membership Development IBEW 46*

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Dr. Marty Cavalluzzi, *President Olympic College*

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Dr. Kareen Borders, *South Kitsap School District*  
Kevin Gallacci, *General Manager Clallam Transit System*

##### Public Service Members

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##### Community Based Members

Anthony Ives, *Executive Director Kitsap Community Resources*  
Jeff Randal, *Secretary District 1 Jefferson PUD*

## YOUTH COMMITTEE MEETING AGENDA

DATE: Thursday, March 14, 2024

TIME: 9:00 a.m. – 9:50 a.m.

LOCATION: Hybrid Meeting

**In-Person-** WorkSource Clallam-810 W Brackett Rd, Sequim 98382

**Virtual-** [ZOOM](#)

### ACTION ITEMS:

1. Call to Order – 9:02 a.m.
2. Approval of Agenda
3. Approval of Meeting Minutes from January 11, 2024 (Att. A)

### DISCUSSION ITEMS:

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

## Attachment A

### OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC) YOUTH COMMITTEE SUMMARY January 11, 2024

**ATTENDANCE:** Jeff Allen, Emily Manson, Dr. Kareen Borders, Tiffany Skidmore, Emily Barahal, and Summer Evert

The Olympic Workforce Development Council's (OWDC) Youth Committee meeting was held on Thursday, January 11, 2024, Hybrid-WorkSource Kitsap and ZOOM

#### **APPROVAL OF SUMMARY:**

The Youth Committee's November 17, 2023, Meeting Minutes and January 11, 2024, Agenda was reviewed and approved with no amendments.

#### **DISCUSSION**

##### **1. CCL Update**

- a. West Sound STEM
  - i. Career Connect Counsel
    - work growing.
    - Strategically developing agenda items with focus on CCL work. Participants include: CTEs, industries, counselors, higher-education institutions, OWDC, and ESD.
    - Looking statewide for opportunities and what others are doing.
  - ii. CTE Directors working on connecting with industries.
  - iii. Partnering with PAC on the Early Learning Catalyst grant focusing on 3 initiatives
    - Early Learning Business Champions
    - Legislation
    - Regional Plan
  - iv. Bringing industry mentors into the middle schools
  - v. 3 upcoming events
    - CCW Spring Summit
    - DEI Part 3
    - L&I Apprenticeship Summit

##### **2. Pathways Update**

- a. New WEX opportunity at Jamestown tribe's Surveying Department
- b. Enrollments at WorkSource Clallam are picking up.
- c. Many youths are visiting the center that are not qualified for WIOA Youth programs but are being reviewed for other programs such as EcSA programs, and provided basic career services.
- d. Community resources are limited right now.
- e. Many community partners donated xmas gifts for youth with children, OESD and Food Co-Ops provided food bags and gift cards. 12-16 individuals were impacted by these

special holiday support services.

- f. 4-year WIOA Youth contract ends June 30<sup>th</sup> so developing strategic plan to respond to the 2024 WIOA Youth RFP that will be issued in March.

### **3. Youth Round-Up**

- a. Reviewed information in packet.
- b. Jeff discussed House Bill 58-50
- c. Goal to have open an Open Doors in Kitsap October 2024
  - i. More tangible information surrounding Open Doors at March Youth Committee meeting.

### **ADJOURN**

There being no further business to come before the committee, the meeting was adjourned at 9:51 am.

**Next Meeting: March 14, 2024, TBD**



## Youth Resource Round-Up

### 1. Big Brothers Big Sisters Career Mentoring Exploration Partnership Flyer

- Supporting adult mentorship, especially career-connected mentorship.



BBBS Career  
Mentoring Exploration



BBBS Program  
Overview Presentation

OCB Meeting (3rd Fridays)  
 OWDC Meeting (2nd Thursday)

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

OCB - OWDC Combined Meeting  
 Exec OWDC Meeting (2nd Tuesdays)

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

# 2024

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