



## MEETING AGENDA

### 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

Nicholas Gianacakos, *Program Manager General Dynamics NASSCO*  
Daniel Steiger, *CEO/President Lumber Trades, Inc*  
Nicole Brickman, *Human Resources Director YMCA Kitsap*  
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*  
Megan Mason-Todd, *Workforce Development Director Snookum*

#### 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*

DATE: January 11, 2024

TIME: 10:00 a.m. – 12:00 p.m.

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

In-person: WorkSource Kitsap | 3120 NW Randall Way, Silverdale

### ACTION ITEMS:

1. Call to Order – 10:00 a.m. and Welcome
2. Approval of January 11 Agenda
3. Approval of November 17 Meeting Minutes (Att. 3, pg. 2-6)
4. Approval of 5611POL Commerce Reinvestment Fund Incentive Policy (Att. 4, pg. 7-8)
5. Approval of Transfer of Dislocated Worker Program Funds to Adult
6. Approval of [Marketing RFP](#)

### DISCUSSION ITEMS:

7. Strategic Workforce Development Planning
  - a. Goal Alignment
8. OWDC Director Report Out – Bill Dowling
9. One-Stop Operator Report Out – Ed Looby

### COMMITTEE DEBRIEF:

10. Business and Economic Development Packet (Att. 9, pg. 9)
11. Youth Packet (Att. 10, pg. 10-12)
12. Operations Packet (Att. 11, pg.13-18)
13. 2024 Calendar (Att. 12, pg. 19)
14. [Public Comment](#)
15. Adjourn

Next Meeting: Hybrid March 14<sup>th</sup>, 2024

**OLYMPIC CONSORTIUM BOARD (OCB) & OLYMPIC  
WORKFORCE DEVELOPMENT COUNCIL (OWDC)  
MEETING MINUTES  
November 17, 2023**

OCB ACTION  
ITEMS:

**1. CALL TO ORDER** The Olympic Consortium Board meeting was held virtually via Zoom and in-person at Elwha Heritage Center 401 E. 1<sup>st</sup> Street Port Angeles, November 17, 2023. Charlotte Garrido, Kitsap County Commissioner, called the meeting to order at 10:05 a.m.

**2. OCB**

**a. APPROVAL of November 17, 2023, Agenda**

**Motion:** Kate Dean moved to approve the agenda as presented. Randy Johnson seconded the motion. **Motion carried unanimously.**

**b. APPROVAL of OCB Minutes September 22, 2023 (Att.)**

**Motion:** Kate Dean moved to approve the minutes as presented. Randy Johnson seconded the motion. **Motion carried unanimously.**

**c. APPROVAL of Appointment Letters (Att.)**

**Motion:** Randy Johnson moved to approve the letters as presented. Kate Dean seconded the motion. **Motion carried unanimously.**

CONSENT AGENDA:

**3. CALL TO ORDER** Olympic Workforce Development Council (OWDC) meeting was held virtually via Zoom and in-person at Elwha Heritage Center 401 E. 1<sup>st</sup> Street Port Angeles, November 17, 2023. Marlyn Hoppen, Chair, called the meeting to order at 10:13 a.m.

**4. APPROVAL of OWDC Consent Agenda (Att.)**

**Motion:** Terry Cox moved to approve the agenda as presented. Jeff Allen seconded the motion. **Motion carried unanimously.**

DISCUSSION ITEMS:

**5. Veteran's Recognition**

Bill thanked and acknowledged the veteran community and veterans serving on the board for their service and sacrifices. Veteran's programs are very active in our communities, especially

within our WorkSource system, and a third of our services have always targeted veterans as a priority population.

Alyssa also took the opportunity to acknowledge community partners for their service and presented both Kitsap Community Resources (KCR) and WorkSource Clallam & WorkSource Kitsap County with appreciation plaques.

## **6. SWDP Work Group Report Out**

Luci reiterated the purpose of the strategic plan: to garner information and feedback from all stakeholders on the future of workforce development, and to come together to provide services and support to meet community workforce needs. Luci also stressed the importance of participating in the strategic process to ensure that various perspectives and create pathways and to hopefully, work towards building an OWDC taskforce. Strategic plan will further help with guidance on developing the RFP, help identifying the taskforce, incumbent worker trainings, skills/knowledge necessary for various occupations, and building partnerships and workforce strategic planning within individual organizations.

Luci also shared and updated on the strategic plan timeline, meetings for next steps inventory & analysis of the data and will be used to complete both the report/snapshot and ultimately the strategic plan. Looking to have rough drafts available to the council in January and invite feedback, and the three strategic planning groups created: economic landscape, sector strategies, and service delivery have met and will continue to meet throughout December.

### **a. Economic Landscape**

- Broke out each county and industry since they all have different needs and wanted to address each separately. The group also thought it was important to consider bringing different chambers of commerce in for future meetings to share their perspectives.

### **b. Sector Strategies**

- The EDCs participated in discussions. Three industries of focus were pinpointed for all counties.
  - Clallam/Jefferson : marine, forestry, and healthcare.
  - Kitsap: healthcare, manufacturing, and marine.

### **c. Service Delivery**

- Discussed the various barriers – WIOA has 14 barriers and emphasis groups in addition to the services that need to be addressed. Highlighted

some of the services available to employers and how to integrate 211/United way into the service process.

- Creating a plan to work with the tribes in Clallam/Jefferson counties.

## **7. 2024 Calendar (Att.)**

Bill discussed the suggested changes to the 2024 OWDC meeting calendar, options include keeping the meeting day as is or moving to the 4<sup>th</sup> Tuesday instead. The OCB meetings will not change, there will be two joint meetings (May/November). Votes were held via QR code and results will be shared at the next meeting.

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

Bill shared, the OWDC attended the State Workforce Conference in Tacoma. The conference was the first time Commerce partners were present and raised over \$100k in sponsorship dollars. Labor partners were also present, Chelsea Labor Council was presented with an award, and ESD sent staff to the conference (160 individuals). NAWB Conference, 22 – 23 those interested in attending should contact Bill. The OWDC strategic plan will be in alignment with NAWB, lastly the OWDC continues to meet with other partners. The 1<sup>st</sup> quarter performance report is on target, exits and expenditures are lagging but that is typical, and we'll see a pick-up overall good.

Alyssa also shared that the Department of Commerce awarded the state \$20 million funding and the OWDC will be using their portion for incentive payments and a business navigator. ESD will manage the \$577K in funding and will hire business navigators, 2 FTE for both Kitsap and Clallam counties. Incentive payments will be issued to participants up to 12 months, must qualify for EcSA grant, and continue following their plans. New funding will also be used only for job seekers incentives, proven tests cases have also been observed. Important to note, the incentive payments count as income and may affect various benefits. Areas tested for incentive payment success include North Central and possibly Spokane. Additionally, the incentive income has presented some issues so participants will need assistance with claiming/reporting the payments.

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

Ed shared that the referral tool and other tools available to collect demographics is currently being used between partners for agency referrals and interaction follow up. They haven't seen any significant results and are still pulling information, although receiving good input it is not being used fully currently. The customer survey is being transitioned into a career pathway job form and they are currently soliciting feedback.

Mike Robinson also shared results from a recent hiring event, 40 – 50 % of participants were hired, 40 showed, and about 30 hired and there are currently about 400 helper

positions listed recently for the shipyard. There has been an increase in DVR (4) OESD decreased in office staff, Sequim and Jefferson looking to increase FTEs as traffic in offices increase. BIPOC entrepreneur meetings at Marvin Williams. Mike has been attending meetings and making connections. Access coming into office and looking to go out to Clallam, working with Rachel from AARP on creating a new position for the resource room and front desk, AmeriCorps staff will continue for another 8 months, and lastly the Partners retreat had 41 participants and looking to host the retreat next year.

### COMMITTEE DEBRIEF:

#### **10. Business and Economic Development Packet**

None

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

Jeff Allen shared that West sound stem network ramping up STEM Like Me program for middle grade students to observe participating employers. 1000 students have participated in the program thus far and there are job shadow opportunities with Virginia Mason, and participants are able to visit different facilities firsthand for the different pathways available. Pathways to Success/WIOA youth biggest challenges – created meaningful work experiences and working with employers. WIOA serving the most vulnerable/barrier impacting youth in the community and working with employers “trauma informed lens”. Ed put together a workshop day and the Pathways team gave a presentation on youth challenges/barriers. Jeff also noted when we consider a strategic plan we must consider the context.

Dr. Mona Johnson presented on trauma/stress for those working in positions serving those with trauma/barriers and how to maintain the wellness and well-being of staff. This extends to the employers – disengaged and how to create opportunities to reengage youth. Pathways team worked with youth to assist with barriers and worked to address those with health barriers. Lastly, seeing an increase in disengagement in schools and increase in high school dropouts and discussed the Open Doors statewide program – dropout reengagement program, and asked, “how do we create a place to create the opportunity within the region?”

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

Mike Robinson shared that across the board all programs have shown huge increases. QUEST, monitoring by DOL upcoming – one of 4 agencies which includes the Kitsap County OWD. Jaime from KCR shared insights and trends, Zeek from DSHS shared a vision of working in partnership with Port Angeles and Port Townsend and hopes to open a CSO in Forks. Ed shared the AmeriCorps participant will continue for the next several months and recently received an applicant for Clallam.

**13. Public Comment:** None

NEXT MEETING: The next council meeting is January 11, 2024, via Zoom.

ADJOURNMENT: There being no further business to come before the Council, the meeting was adjourned at 12:07 p.m.

## 5611POL Commerce Reinvestment Fund Incentives DRAFT

Effective Date: January 2024  
Last Modified: January 2, 2024

Approved by XX

In recognition of the work that Washington's workforce development system did to alleviate poverty through the Economic Security for All (EcSA) Initiative, Department of Commerce provided additional funding to assist in removing barriers and enable low-income participants to engage fully in their career path plans to achieve self-sufficiency. This policy sets forth the eligibility and procedures to provide \$1,000.00 incentive to State EcSA participants in Clallam, Jefferson, and Kitsap counties who are low income, actively participating, and making progress on their career path plans.

- a. **Incentives are not an entitlement and will be made available only to participants who are actively engaged, participating, and demonstrating progress on a career path plan.** The issuance of a monthly incentive depends on availability of funding for any given quarter.
- b. **Allocations will be distributed fairly; each program participant may receive up to five monthly incentives or until self-sufficiency is met.** This five-month limit may be waived by the Program Analyst only when there are unallocated funds for any given quarter.
- c. **A focus is to serve individuals who may meet the Department of Commerce's targeted population groups identified in the statement of work.**
- d. When funding resources restrict the number of individuals receiving incentive for a quarter, priority of distribution of monthly incentive will be as follows:
  - Priority 1:** those actively engaged in agreed upon activities for both financial literacy training and individualized career services.
  - Priority 2:** those actively engaged in occupational skills training.
  - Priority 3:** those actively engaged in job search and can demonstrate job search activities each week.
- e. **Should a program participant fail to meet eligibility for a given month (they are working, or not willing or able to participate), these funds may be reallocated to an active participant who is making progress for the month the failing participant did not meet eligibility.** If funding is available in subsequent quarters, and the funds are not fully allocated, the original participants may have an allocation to again receive the incentive.

### A. ELIGIBILITY

#### Eligible individuals must:

1. Be from households that are below 200% of the FPL.
2. Determined eligible and enrolled as participants in the State EcSA program.
3. Not be participating in wage-earning activities such as temporary or stop-gap employment, or paid employment.
  - a. Staff may request a waiver from the Program Analyst for individuals who are working full or part-time, remain below 200% of the FPL, and are engaged in skill gaining activities to obtain self-sufficient employment.
4. Low-income participants with irregular part-time employment (averages less than 10 hours per week), below 200% of the FPL, and actively participating in career plan activities to reach self-sufficiency are eligible for the incentive.

5. Be engaged in and making progress on their career path plans including those activities outlined in the career path plan.

## **B. PROCESS**

1. Regardless of co-enrollments, the State EcSA program team will be the only ones to determine the incentive allocations each month based on available funding, financial need, progress, and participation.
2. The State ECSA Case Manger will meet with the participant and:
  - a. Record a Career and Vocational Counseling with progress report (attached).
  - b. The case manager will review with the participant any obligations to report the income, the impacts funds may have on benefits, and questions the participant might want to ask of social service providers regarding benefits and eligibility for services. For example, participant on TANF, incentive may affect their eligibility to receive.
  - c. Inform the participants that they may opt out of receiving an incentive at any time and their funds will be reallocated to others in need. That they may be eligible and receive an incentive in future months depending on the availability of funding.
  - d. Provide the participant with information regarding required Federal Tax reporting.
  - e. By the 10<sup>th</sup> of each month the participant has met with the case manager and incentive payment will be submitted for issuance.
  - f. Participants are required to come into the Silverdale or Sequim office, provide ID, and sign for the incentive payment.
  - g. Inform the participant of any reporting requirements needed to receive the incentive.

## **C. ENROLLMENT And DOCUMENTATION**

1. Entries in the MIS system for incentive provided:
  - a. Select "Community Reinvestment Financial Support Payment," in the state funded services section.
  - b. Include the amount of funds provided (\$1000.00)
  - c. In the case note section, enter a brief description of the participants engagement, activities, and progress.
  - d. Upload the incentive progress report form into the touchpoint. All relative documentation (A19, Incentive receipt).
2. For individuals who missed participating in planned activities and have an excused absence (e.g. the participant or an immediate family member living in the household experiences illness, hospitalization, homelessness, incarceration, or family violence), may remain eligible for the incentive for the current month and referred to services providers as appropriate. The situation should be respectfully documented in case notes that are absent of medical or other protected information.

## **REFERENCES:**

None to date. Any policies issued by the Department of Commerce or Employment Security Department regarding the Commerce Community Reinvestment funds will supersede requirements outlined in this policy.





## BUSINESS AND ECONOMIC COMMITTEE MEETING AGENDA

DATE: January 11, 2024

TIME: 9:00 a.m. – 9:50 p.m.

LOCATION: Virtually: [Click here to join the meeting](#)

Meeting ID: 262 402 573 458; Passcode: waFrM2

In-person: WorkSource Kitsap | 3120 NW Randall Way, Silverdale

### 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

Nicholas Gianacakos, *Program Manager General Dynamics NASSCO*

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

Nicole Brickman, *Human Resources Director YMCA Kitsap*

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*

Megan Mason-Todd, *Workforce Development Director Snookum*

#### 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. Karen 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*

1. Call to Order and Welcome – 9:00 a.m.
2. New Member Introductions
3. Discussion Item(s)/Action Item(s)
  - a. WorkSource Employer Services, Hiring Events, and Emerging Opportunities
  - b. Introduce event calendar
  - c. Brainstorm ideas for discussion topics
  - d. Rapid Response: Updates
4. WDA Trends from Members
5. Good of the Order
6. Adjourn

Next Meeting: Hybrid March 14<sup>th</sup>, 2024



## YOUTH COMMITTEE MEETING AGENDA

### 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

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*

#### Business Members

Dr. Suzy Ames, *Peninsula College President*

Dr. Marty Cavalluzzi, *President Olympic College*

#### Education K-12 Members

Aaron Leavell, *OESD #114 Superintendent*

Dr. Kareen Borders, *South Kitsap School District*

Kevin Gallacci, *General Manager Clallam Transit System*

#### Public Service Members

Gina Lindal, *Administrator Department of Social and Health Services*

#### Community Based Members

Anthony Ives, *Executive Director Kitsap Community Resources*

Jeff Randal, *Secretary District 1 Jefferson PUD*

DATE: Thursday, January 11, 2024

TIME: 9:00 a.m. – 9:50 a.m.

LOCATION: Hybrid Meeting

**In-Person-** WorkSource Kitsap 3120 NW Randall Way, Silverdale

**Virtual-** <https://us06web.zoom.us/j/7881886224?omn=89844731709>

### ACTION ITEMS:

1. Call to Order – 9:02 a.m.
2. Approval of Agenda
3. Approval of Meeting Minutes from November 17, 2023 (Att. A)

### DISCUSSION ITEMS:

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

Next Meeting: March 14, 2024 Location: TBD

**Attachment A**

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)  
YOUTH COMMITTEE SUMMARY  
November 17, 2023**

**ATTENDANCE:** Jeff Allen, Emily Manson, Deborah Welsh, Tiffany Skidmore, Cynthia DeHope, and Summer Evert

The Olympic Workforce Development Council's (OWDC) Youth Committee meeting was held on Thursday, November 17, 2023, Elwah Kallam Heritage Center Port Angeles

**APPROVAL OF SUMMARY:**

The Youth Committee's September 14, 2023, Meeting Minutes and November 17, 2023, Agenda was reviewed and approved with no amendments.

**DISCUSSION**

**1. CCL Update**

- a. WestSound STEM
  - i. Year 2 of in-person STEM LIKE ME with middle schoolers are now including high schoolers.
  - ii. Virginia Mason job shadow
    - Offering to individual students and entire classes
    - 10 different areas of preference students can choose from
    - WSS is working with students and parents to complete the forms.

**2. Pathways Update**

- a. Kitsap WF Initiative working with businesses to educate on trauma informed care.
- b. New internship sites in Clallam

**3. Discussion Items**

- a. Open Doors and the value to Youth
  - a. Encourages, guides, and supports students in gaining the academic, career and life skills need to build their future.
  - b. Providing flexibility and consistency to youth

**ADJOURN**

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

**Next Meeting: January 2024, TBD**

## Youth Resource Round-Up

- **Youthbuild funding!** This discretionary grant opportunity announced for pre-apprenticeship services. Deadline for application is 2/1/2024. Requires 25% match. Awards range from \$700,000 – \$1,500,000, anticipated period of performance of 40 months starting 6/3/2024. Here's the link to the [Funding Opportunity Prospective Applicant Webcast](#). And here's the link to the [full funding announcement](#).
- **Dept of Housing and Urban Development funding!** Cities, counties, and tribal governments are eligible to apply. Grant is to fund a focus on systems change connected with youth homelessness to create and build capacity for Youth Action boards, collect, and use data, improve coordination and communication to better serve youth through prevention and diversion strategies. [Link to full award announcement](#).
- **Research grants to study inequalities in youth experiences.** Tax-exempt entities are eligible to apply. Likely, an application would be stronger with a post-secondary partner institution (community colleges and universities.) Funding deadline is slightly fluid, but it seems there should be something submitted by January 31, 2024. Research studies should aim to build, test, or increase understanding of programs, policies, or practices to reduce inequality in the academic, social, behavioral, or economic outcomes of young people ages 5-25. We prioritize studies that aim to reduce inequalities that exist along dimensions of race, ethnicity, economic standing, language minority status, or immigrant origins. [Here's the full award announcement](#).





## MEETING AGENDA

DATE: January 11, 2024

TIME: 9:00 a.m. – 9:50 p.m.

LOCATION: Virtually: [Microsoft Teams](#)

Meeting ID: 289 130 452 514 | Passcode: X49J63

In-person: WorkSource Kitsap | 3120 NW Randall Way, Silverdale

### EXECUTIVE COMMITTEE

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#### Community Based Members

Anthony Ives, *Executive Director Kitsap Community Resources*

Jeff Randal, *Secretary District 1 Jefferson PUD*

1. Call to Order – 9:00 a.m. and Welcome
2. Approval of September 14, 2023 Meeting Minutes (Att. 11.2)
  - a. November 17<sup>th</sup> Quorum not met
3. Discussion item(s)/Action Items(s)
  - a. Strategic Workforce Development Planning
  - b. Partner Report Out
4. Performance Reports
  - a. PY23 Q2 Performance outcomes (Att. 11.4.a)
5. Adjourn

Next Meeting: Hybrid March 14<sup>th</sup>, 2024

**Operations Committee Minutes  
Olympic WorkSource Development Council  
September 14, 2023**

**ATTENDEES:** Mike Robinson, Jessica Barr, Gina Lindal, Terry Cox, Anjalee Blackwell, Brian Kneidl, and Staff Luci Bench.

**1. CALL TO ORDER:** Mike Robinson called the meeting to order at 9:02 a.m.

**2. ACTION:**

- a. Approval of May 9, minutes as presented. Gina Lindal moved to approve. Jessica Barr seconded. **Motion carried.**
- b. Approval of July 13 agenda. Jessica Barr moved to approve. Gina Lindal seconded. **Motion carried.**

**3. DISCUSSION ITEMS**

- a. Outcomes 'Frame Storming'

Mike noted additional work needed to be conducted on outcomes of the Frame Storming completed in July. To ensure the work has adequate time set aside to work next steps, Mike asked for support to meet outside of committee meetings. All attendees supported a secondary meeting to discuss further action. Luci will send out a doodle poll.

- b. Report Outs:

Gina shared the Bremerton and Port Angeles CSO's are open for walk-in full service between 8-2 and EBT care assistance until 4pm. Port Townsend has a limited walk-in service but will be opening for more regular hours in the middle of September. DSHS has been working to address cards that were stolen or skimmed. Previously, they were unable to replace food (EBT) funds that had been stolen from participants, now participants can submit a claim for stolen funds and receive replacement.

Terry reported an increase in enrollments, the highest in 7-years. OC has expanded several programs that feed into 2-year degree pathways into Behavioral Health, Professional and Technology. Working with WorkSource on worker retraining to create a more organic flow between OC and WorkSource WIOA Dislocated Worker. OC adding massive medical 10-program initiatives. Also, should start seeing flyers about continued education classes in Shelton, courses include Forklift, flagger, pop culture.

Brian shared the three new programs launching this fall quarter: Natural Resources, Media Technician Certificate, and Virtual Office Assistant Certificate. Unfortunately, had to push Automotive Technology to winter quarter because they are still in recruitment for an instructor. Also, added Information Technology Management, Tribal Management, Human Resources Management, and Entrepreneurship and Marketing programs to PC's Bachelor of Applied Science. PC's Worker Retraining is doing well know that Brian has assistance.

Discussion on the in-demand list and getting the occupations corrected. Bill and/or Luci can be sent In-Demand request and they can get it changed quickly.

Anjalee provided a brief overview of several initiatives at KCR, including: digital literacy course partnership, working with IT to create WorkSource.WA navigation, Express Employment career assessment, and Work Experience business education. Port Orchard office passed EO monitoring conducted by Alissa Durkin and Ed Looby. Work is continuing to provide wrap around services for high-need job seekers.

Mike briefly noted services, workshops, and participants that he submitted in WorkSource report. Highlighted success stories, especially Strategy for Success participants who really gravitate toward the facilitators. One success story of a veteran on unemployment for 9-weeks got a position starting at \$140,000. Mike also highlighted September Workforce Professional Month and thanked all attendees. Active work and enrollments in the discretionary WIOA grants, QUEST and State-EcSA. Currently working on a partnership with St. Michaels in incumbent worker training to upskill employees. Terry offered information on HEAT, a grant meant for upskilling.

#### **4. Performance Reports**

- a. Discussion on low participant enrollments and exits for Dislocated Worker (DW). ESD is actively working on strategies to locate DW's, through Unemployment claimants and communications to seasonality businesses. Working on space in Jefferson, outreach in all three counties.

Adjourn at 9:54 am.

**NEXT MEETING: Friday, November 17, 2023**

**Operations Committee Minutes  
Olympic WorkSource Development Council  
November 17, 2023**

**ATTENDEES:** Mike Robinson, Jessica Barr, Zeke Hill, Jamie Carr and Staff Luci Bench.

**1. CALL TO ORDER:** Mike Robinson called the meeting to order at 9:02 a.m.

**2. ACTION:**

- a. Quorum not met

**3. DISCUSSION ITEMS**

- a. Discussed current economic landscape and impact of strategic planning. Zeke mentioned the difficulties with finding housing in Clallam County and how it effects accepting positions. Wide range of conversations about service delivery and the differences between serving the population in Clallam and Jefferson versus Kitsap. This included discussion on collaboration and partnering with other agencies to provide access to rural populations.

Adjourn at 9:54 am.

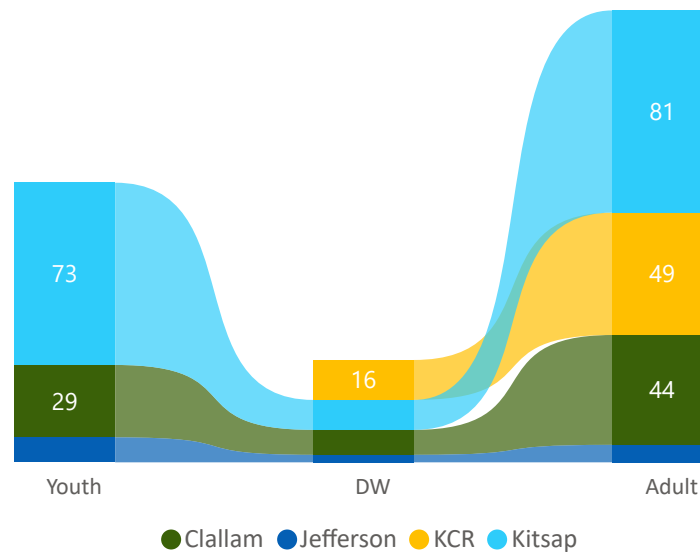
**NEXT MEETING: Thursday January 11, 2023**



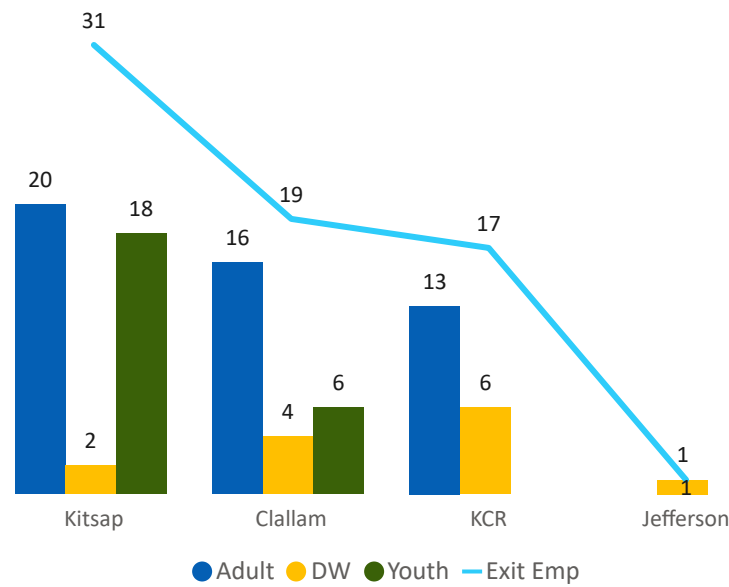
# WIOA Formula Performance Report

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	28	44	26	169.23%	16	11	3	366.67%	1	0	36,888	62,112	59.39%
Jefferson	Adult	7	7	3	233.33%			2			0	15,480	30,374	50.96%
KCR	Adult	36	49	36	136.11%	13	12	18	66.67%	1	1	41,192	30,937	133.15%
Kitsap	Adult	61	81	62	130.65%	20	16	4	400.00%	1	0	32,806	28,647	114.52%
Clallam	DW	6	10	5	200.00%	4	3	2	150.00%	1	0	29,799	84,335	35.33%
Jefferson	DW	2	3	2	150.00%	1	1	0	Infinity		0	12,487	27,867	44.81%
KCR	DW	10	16	14	114.29%	6	5	6	83.33%	1	1	21,465	31,715	67.68%
Kitsap	DW	10	12	12	100.00%	2	2	5	40.00%		0	40,715	111,164	36.63%
Clallam	Youth	23	29	28	103.57%	6	5	3	166.67%			32,352	42,340	76.41%
Jefferson	Youth	10	10	10	100.00%			0				9,779	12,187	80.24%
Kitsap	Youth	55	73	71	102.82%	18	13	7	185.71%			70,372	47,533	148.05%
<b>Total</b>		<b>248</b>	<b>334</b>	<b>269</b>	<b>124.16%</b>	<b>86</b>	<b>68</b>	<b>50</b>	<b>136.00%</b>	<b>5</b>	<b>2</b>	<b>343,335</b>	<b>509,211</b>	<b>67.42%</b>

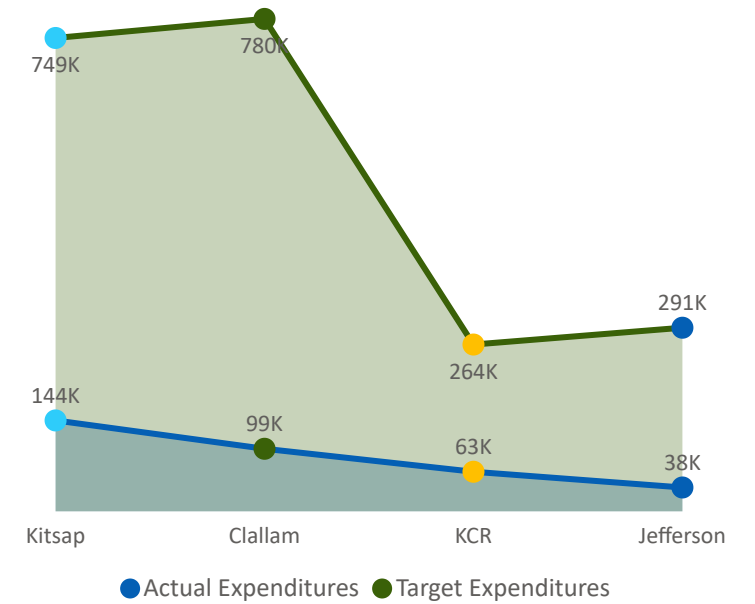
Enrollments



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	132	181	127	142.52%	49	39	27	144.44%	3	1	126,366	152,070	83.10%
DW	28	41	33	124.24%	13	11	13	84.62%	2	1	104,466	255,081	40.95%
Youth	88	112	109	102.75%	24	18	10	180.00%			112,503	102,060	110.23%
<b>Total</b>	<b>248</b>	<b>334</b>	<b>269</b>	<b>124.16%</b>	<b>86</b>	<b>68</b>	<b>50</b>	<b>136.00%</b>	<b>5</b>	<b>2</b>	<b>343,335</b>	<b>509,211</b>	<b>67.42%</b>

## Formula Services

Program	Individualized	Support	Training
Adult	181	49	79
DW	41	14	12
Youth	112	100	87
<b>Total</b>	<b>334</b>	<b>163</b>	<b>178</b>

## State Economic Security for All

Current	Enrollments	Enroll Target	Enroll %age	Exits	Exit To Employment	Target Employ	Exit %age	Actual Expenditure	Target Expend	Expend %age
56	73	17	429.41%	17	15		Infinity	28,733	35,910	80.01%

## State EcSA Services

Enroll	Individualized	Support	Training	Incentives
73	72	44	52	48

## 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
34	66	64	103.13%	32	23	17	135.29%	340,910	316,823	107.60%

## EcSA Services

Enroll	Individualized	Support	Training
66	66	26	21

## QUEST

Current	Enrollments	Enroll Target	Enroll %age	Exits	Exit to Employment	Target Employ	Exit %age	Actual Expenditure	Target Expend	Expend %age
27	34	11	309.09%	7	6	8	75%	72,077	117,752	61.21%

## QUEST Services

Enroll	Individualized	Support	Training
34	34	13	26

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

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	29	30	

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	9	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

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

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

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

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

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

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

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