



Olympic Consortium Board & Olympic Workforce Development Council



MEETING AGENDA

Olympic Consortium Board

Kitsap County Commissioner

Charlotte Garrido - Chair

Jefferson County Commissioner

Kate Dean – Vice Chair

Clallam County Commissioner

Randy Johnson

OWDC Executive Committee Members

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

Staff

Bill Dowling, OWDC Director

Alissa Durkin, OWDC Program

Supervisor

Luci Bench, OWDC Program Analyst

Edward Looby, One-Stop Operator

Doug Washburn, Kitsap County Human

Service Director

DATE: May 19, 2023

TIME: 9:00 a.m. – 12:00 p.m.

LOCATION: Olympic College

See page 2 for details.

ACTION ITEMS:

1. Call to Order – 10:00 a.m. and Welcome
2. OWDC – Monica Blackwood
 - a. Approval of May 19 Agenda
 - b. March 9 OWDC Meeting Minutes (Att. 2.b. p. 3-6)
 - c. Olympic Consortium IFA (Att. 2.c. p. 7-8)
3. OCB – Commissioner Garrido
 - a. Approval of May 19 Agenda
 - b. March 17 OCB Meeting Minutes (Att. 3.b. p. 9-10)
 - (1) March 31 OCB Special Meeting Minutes (Att. 3.b.1. p. 11)
 - c. Olympic Consortium IFA (Att. 2.c. p. 7-8)

DISCUSSION ITEMS:

4. Youth Focus Panel
 - a. Maggie Bartosovsky – Graduate Strong Youth Leadership Team
 - b. Kimberly Hetrick – CCL Director, Olympic Educational Service District and Anne Avary, Director, Northwest Center of Excellence
 - c. Wendy Fox – Director, Program Development & Worker Retraining, Olympic College
 - d. Deborah Welch – Assistant Director, West Sound STEM and Cynthia DeHope, CCL Manager
 - e. Jeff Allen – Director of Youth Services, Olympic Educational Service District

LUNCH:

5. OWDC Director Report Out – Bill Dowling
6. One-Stop Operator Report Out

COMMITTEE DEBRIEF:

7. Executive Meeting Minutes January 10 (Att. 7 p. 12-14)
8. Business and Economic Development Packet (Att. 8 p. 15-17)
9. Youth Packet (Att. 9 p. 18-20)
10. Operations Packet (Att. 10 21-26)
11. 2023 Calendar (Att. 11 p. 26)
12. [Public Comment](#)
13. Adjourn

Next Meeting: OCB Friday, July 21 OWDC Thursday, July 13 via ZOOM

Olympic College Campus

Lecture Hall Bldg. 4, Room 129
1600 Chester Ave
Bremerton, WA 98337

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**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)
MINUTES
March 9, 2023**

1. CALL TO ORDER

The Olympic Workforce Development Council (OWDC) meeting was held virtually, via Zoom March 9, 2023. Marilyn Hoppen, Chair, called the meeting to order at 10:01 a.m.

2. APPROVAL OF AGENDA

Motion: Kareen Borders moved to approve the agenda as presented. Gina Lindal seconded the motion. Motion carried unanimously.

3. MINUTES January 12, 2022 (Att. 3, p.2-5)

Motion: Gian Lindal moved to approve the minutes as amended. Terry Cox seconded the motion. Motion carried unanimously.

4. QUEST Discretionary Grant – Mike Robinson

Mike discussed the QUEST grant which will support 44 participants who are historically marginalized, under/unemployed, or self-employed workers impacted by the pandemic from local communities. Implementation will require local partnership and organizations already working with the target populations. Funding will also support business engagement, outreach, and business services and training. Looking to join WASHRM to build a relationship and create opportunities for networking and training. Lastly, working to co-enroll participants into multiple programs and currently hiring for new position, Mike shared the

5. Construction Housing Panel

Tim Schanne, Bremerton Housing Authority discussed that housing is the largest obstacle to the workforce. BHA programs focus on self-sufficiency and creating opportunities to engage BHA residents and serving very low-income, homeless or those at risk of homelessness and housing programs for youth who have aged out of foster care. Tim also shared the strategies, challenges, and barriers BHA and residents face including availability of affordable housing units, retaining, and attracting landlords willing to accept vouchers as well as the barriers residents may have in securing housing. Tim also discussed the amount of rehab work coming to Kitsap County, estimated at \$140 million and the challenges attracting qualified contractors. The Kitsap County Affordable Housing Task Force (KCAHTF) is seeking interested volunteers to join.

Greg Lane, BIAW discussed various programs and services available to both professionals and members of the public provided by 14 local branches of the association, the benefits of home ownership, and challenges. Challenges discussed included housing affordability, median sales prices vs. median household income, population growth, land use restrictions, zoning, fees/materials, and labor to name a few. Additionally, there has been new legislative attention on housing affordability, supply, and costs with a goal of building 1.1 million housing units over the next 20 years.

Peggy Simons, EDC Clallam shared data from the housing analysis conducted by Clallam County last August included key principles, residential analysis of housing units, and shared data on the percentage of investment purchases within the county. Peggy also discussed a few takeaways from the analysis which noted there are no large developers in Clallam, target wages need to increase, and the recently established housing solutions committee.

Liz Revord, Housing Solutions Network provided an overview of Housing Solutions Network (HSN) a workforce housing advocate, the HSN website, and discussed affordable housing in Jefferson County. Liz also discussed the lack of middle housing, the home sales affordability gap, discrepancies between what the workforce can afford and home sale prices, specifically the AMI 80 – 150%. Liz also stated the closure of key bridges will further impact access to the county and currently working with county employers and presented five solutions to address housing challenges: ADUs, unlocking empty homes, tiny houses, land leases, and home sharing. Volunteer opportunities with HSN are available and more information can be found on the website.

6. OWDC Director Report Out – Bill Dowling

Bill will email report out to board members.

DISCUSSION ITEMS

7. One-Stop Operator Report Out – Ed Looby

- a. Jefferson and Clallam counties restaurant association is providing gold standard certification training. A hiring event will be held at the conclusion of the training, several hospitality leaders will be in attendance and offering working wages. Silverdale has three positions in recruitment, one of which is under the QUEST (Quality Jobs, Equity, Strategy, and Training) grant and will focus on businesses. Those interested to learn more to contact Ed directly. Working on a referral form to track interactions between partners, looking to hire front desk staff, and lastly cross-training staff to increase the quality and response time of referrals and to increase awareness on various service offerings.
- b. James Davis from KEDA stated they would like to have Ed present on WorkSource services and programs. Bill will also provide a digital packet for easy distribution to partners. Key Port Industry Day being held on March 14th for contractors and sub-contractors. James also shared an RFP will be opened for a social media contractor with the goal of reaching out and building community partnerships.
- c. Bill shared hiring events and during the Navy's last event had at least 50% of those interviewed hired. OWDC is looking to advertise via broadcast and transit wraps to reach dislocated workers and working to leverage grant funding to explore additional avenues for businesses and participants.
- d. Kevin from Clallam Transit System shared the IT position has been filled, making two permanent positions in that department. Seeing an improvement in hiring coach operators, the goal is to have 47 operators by 2024 to roll out new services. Hiring issues for operators continue due to drug testing and shifts are a challenge because shifts are not dedicated. Training wages increased for operators to \$22.

COMMITTEE DEBRIEF

- 8. Executive Committee Report (Att. 8, Pg. 16-18):** Minutes located in packet for review
9. Business and Economic Development Committee Packet (Att. 9 pgs. 19-21):

Quorum not met-Approving January 12th and March 9th meeting minutes on May 19th meeting.

- a. Jefferson and Clallam counties restaurant association is providing a weeklong gold standard certification training. A hiring event will be held at the conclusion of the training, several hospitality leaders will be in attendance and offering working wages. Silverdale has three positions in recruitment, one of which is under the QUEST (Quality Jobs, Equity, Strategy, and Training) grant and will focus on businesses. Those interested to learn more to contact Ed directly. Working on a referral form to track interactions between partners, looking to hire front desk staff, and lastly cross-training staff to increase the quality and response time of referrals and to increase awareness on various service offerings.
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10. Youth Packet (Att. 10 pgs. 22-24):

Jeff Allan gave update

- a. Data walk conducted to look at unemployment in youth labor participation rates, EDRC data to identify trends and noted an 80% on-time graduation rate, less than 50% go on to post-secondary education, there is a gap among 50% of participants, and 20% of the graduating class not engaging. Jeff also shared challenges youth are facing post pandemic which includes housing.
- b. Jill from the NW Maritime Center discussed the career connect grant which will be used to prepare youth for real world readiness and modeled after the EET (employment educational training) diversion program and the first cohort is ready to start.
- c. A lot of funding in-demand classifications under construction trades are not considered in-demand, resources are needed to develop programming

- d. Youth Build Kitsap submitted a grant proposal for the DOL grant program and will partner with Habitat for Humanity to develop key skills.

11. Operations Packet (Att. 11 pgs. 25-29):

Mike Robinson gave updates and stated that agencies looking to change in-demand classifications based on data should connect with Bill and the OWDC team directly. Mike also discussed the QUEST grant, staffing, workshops which will include financial literacy courtesy of Navy Federal CU. The operations committee also discussed the best use of time and ways to bring on new members, emerging needs, looking and data and metrics for each agency for decision making, and shared success stories.

- a. Gina Lindal shared, as of March 1, 2023, the SNAP food benefit is gone and currently working with programs and making referrals to food banks.
- b. Brian from Peninsula College shared the college will be using \$800K to expand the CDL program, ESI courses launched at the Sequim YMCA, the maritime program is still under development, hosting a family night discussing cybersecurity, and seeing more Olympic students coming in at the PT level.
- c. Terry Cox shared there is a need for CDL companies in Shelton, currently short staffed, also focusing on program development and grants to support hiring.
- d. Lucinda stated DVR is looking to hire for the Silverdale office a business specialist – VRC, also reaching out to tribal networks, working through the DVR waitlist with a completion goal of June, and working on a pre-employment transition services for schools.

12. 2023 Calendar (Att. 12., Pg. 30):

Calendar provided

13. Public Comment

None

14. Good of the Order and Adjourn

Megan Mason – Todd from Skookum shared the Governor’s Committee stake holder group is working with Kitsap Transit to discuss transportation options for persons with disabilities

NEXT MEETING

The next council meeting is May 19, 2023, joint in-person meeting with OCB at Olympic College Olympic College Lecture Hall in Bldg. 4, Room 129 (no virtual option)

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 11:55 a.m.

Olympic Consortium One-Stop Centers Infrastructure Funding Agreement (July 1, 2023 - June 30, 2024)

WorkSource Clallam and WorkSource Kitsap Operating Budget and Infrastructure Funding Agreement (IFA) between Olympic Workforce Development Council and One-Stop program partners.

Period of Performance

The partners deem this IFA shall be effective July 1, 2023 – June 30, 2024, regardless of the date signed by all partners. The IFA outlines how each partner will contribute to the infrastructure costs of the one-stop system.

The 2023-2024 IFA changes are as follows:

- Kitsap IFA
 - Reduction in operations costs=\$10,656
 - Added FTE for new EcSA and QUEST positions.
 - Added full FTE for One-Stop Operator position.
- Clallam IFA
 - Increase in operations costs=\$2,535
 - Reallocated OWDC .25 FTE to all partners.
 - Goodwill of Olympics canceled their participation in 2022. OWDC paid for their contribution costs for the remainder of the 2022 IFA instead of reallocating to partners.
 - Removed .5 FTE for One-Stop Operator and made full FTE under Kitsap IFA

Kitsap Infrastructure Budget (Silverdale) Attachment A		ESD WP90% (Title III)	ESD UI	ESD RESEA	ESD TAA	ESD VETS	ESD TANF	ESD TOTAL	OWDC Staff (Title I)	OWDC Adult (Title I)	OWDC DW (Title I)	OWDC State EcSA	OWDC Quest (Title I)	OWDC OSO (Title I)	OWDC Total	DSHS DVR (Title IV)	L&I	OESD 114 (Title I)	Olympic College (Title II)	AARP Foundation (Title V)	DSB (Title IV)	
FTEs	33.25	2.4	4.4	1	1.7	0.1	3	2.4	15	3	1.5	1.5	1	1	1	9	2	1	5	0.5	0.5	0.25
Percentage of Costs	100.0%	7.2%	13.2%	3.0%	5.1%	0.3%	9.0%	7.2%	45.1%	9.0%	4.5%	4.5%	3.0%	3.0%	27.1%	6.0%	3.0%	15.0%	1.5%	1.5%	0.8%	
Estimated Infrastructure Costs																						
Supplies/Materials	3,000	217	397	90	153	9	271	217	1,353	271	135	135	90	90	90	812	180	90	451	45	45	23
Phones (3 Shared Phones)	504	36	67	15	26	2	45	36	227	45	23	23	15	15	15	136	30	15	76	8	8	4
Postage	100	7	13	3	5	0	9	7	45	9	5	5	3	3	3	27	6	3	15	2	2	1
Data & Document Destruction	200	14	26	6	10	1	18	14	90	18	9	9	6	6	6	54	12	6	30	3	3	2
Rent	366,444	26,450	48,492	11,021	18,735	1,102	33,063	26,450	165,313	33,063	16,531	16,531	11,021	11,021	11,021	99,188	22,042	11,021	55,104	5,510	5,510	2,755
Publications/Training Materials	1,500	108	198	45	77	5	135	108	677	135	68	68	45	45	45	406	90	45	226	23	23	11
Printer Usage (5 Units - General Use)	1,000	72	132	30	51	3	90	72	451	90	45	45	30	30	30	271	60	30	150	15	15	8
Printer Usage (2 Units - Staff)	2,500	207	379	86	147	9	259	207	1,293	259	129	129	86	86	86	776	-	-	431	-	-	-
Printer Lease (5 Units - General Use)	4,740	342	627	143	242	14	428	342	2,138	428	214	214	143	143	143	1,283	285	143	713	71	71	36
Printer Lease (2 Units - Staff)	1,896	157	288	65	111	7	196	157	981	196	98	98	65	65	65	588	-	-	327	-	-	-
Interpreter	1,500	108	198	45	77	5	135	108	677	135	68	68	45	45	45	406	90	45	226	23	23	11
Public Use Computers (46 Units)	12,696	916	1,680	382	649	38	1,146	916	5,728	1,146	573	573	382	382	382	3,437	764	382	1,909	191	191	95
Subtotal Estimated Infrastructure Costs	396,080	28,636	52,499	11,932	20,284	1,193	35,795	28,636	178,973	35,795	17,897	17,897	11,932	11,932	11,932	107,384	23,560	11,780	59,658	5,890	5,890	2,945
Other Costs																						
One Stop Operator	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Estimated Infrastructure and Other Costs by Partners	396,080	28,636	52,499	11,932	20,284	1,193	35,795	28,636	178,973	35,795	17,897	17,897	11,932	11,932	11,932	107,384	23,560	11,780	59,658	5,890	5,890	2,945

Clallam Estimated Infrastructure Budget (Sequim) Attachment A		ESD WP90% (Title III)	ESD UI	ESD RESEA	ESD TAA	ESD VETS	ESD TANF	ESD TOTAL	OWDC Staff	OWDC Adult (Title I)	OWDC DW (Title I)	OWDC Total	L&I	DSHS DVR (Title IV)	AARP Foundation (Title V)	DSB (Title IV)	Peninsula College (Title II)	OESD 114 (Title I)	
FTEs	15	1.9	2.5	0.6	0.6	0.1	1	1.3	8	0.25	1.5	1.5	3.25	0.25	0.5	0.25	0.25	0.5	2
Percentage of Costs	100.0%	12.7%	16.7%	4.0%	4.0%	0.7%	6.7%	8.7%	53.3%	1.7%	10.0%	10.0%	21.7%	1.7%	3.3%	1.7%	1.7%	3.3%	13.3%
Estimated Infrastructure Costs																			
Supplies/Materials	3,000	380	500	120	120	20	200	260	1,600	50	300	300	650	50	100	50	50	100	400
Phones (2 Shared Phones)	336	43	56	13	13	2	22	29	179	6	34	34	73	6	11	6	6	11	45
Postage	100	13	17	4	4	1	7	9	53	2	10	10	22	2	3	2	2	3	13
Data & Document Destruction	200	25	33	8	8	1	13	17	107	3	20	20	43	3	7	3	3	7	27
Rent	222,748	28,215	37,125	8,910	8,910	1,485	14,850	19,305	118,799	3,712	22,275	22,275	48,262	3,712	7,425	3,712	3,712	7,425	29,700
Publications/Training Materials	1,000	127	167	40	40	7	67	87	533	17	100	100	217	17	33	17	17	33	133
Printer Usage (5 Units - General Use)	1,500	190	250	60	60	10	100	130	800	25	150	150	325	25	50	25	25	50	200
Printer Usage (1 Unit - Staff)	300	43	57	14	14	2	23	29	181	6	34	34	74	-	-	-	-	-	45
Printer Lease (5 Units - General Use)	4,740	600	790	190	190	32	316	411	2,528	79	474	474	1,027	79	158	79	79	158	632
Printer Lease (1 Unit - Staff)	948	136	179	43	43	7	72	93	572	18	107	107	233	-	-	-	-	-	143
Interpreter	500	63	83	20	20	3	33	43	267	8	50	50	108	8	17	8	8	17	67
Public Use Computers (33 Units)	9,108	1,154	1,518	364	364	61	607	789	4,858	152	911	911	1,973	152	304	152	152	304	1,214
Janitorial	25,504	3,231	4,251	1,020	1,020	170	1,700	2,210	13,602	425	2,550	2,550	5,526	425	850	425	425	850	3,401
Subtotal Estimated Infrastructure Costs	269,984	34,219	45,025	10,806	10,806	1,801	18,010	23,413	144,079	4,502	27,015	27,015	58,532	4,479	8,958	4,479	4,479	8,958	36,020
Other Costs																			
One Stop Operator	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Estimated Infrastructure and Other Costs by Partners	269,984	34,219	45,025	10,806	10,806	1,801	18,010	23,413	144,079	4,502	27,015	27,015	58,532	4,479	8,958	4,479	4,479	8,958	36,020

Meeting Notes
OLYMPIC CONSORTIUM BOARD
Via Zoom
Friday, March 17, 2023

ATTENDEES – Commissioner Kate Dean and Commissioner Charlotte Garrido
 Staff: Bill Dowling, Alissa Durkin, and Luci Bench

1. **Call to Order:** 10:00AM
2. **Action Items:** Quorum not present, no actions taken. Request for special meeting to have Transitional Jobs Policy approved.
3. **DISCUSSION ITEMS**
 - a. QUEST New Grant
 - New National Dislocated Worker Disaster Relief Grant entitled, Quality Jobs, Equity, Strategy, and Training (QUEST). OWDC received \$735,952 to service individuals negatively impacted by the COVID-19 Pandemic. The grant will be used to help BIPOC population, individuals nearly 200% of the poverty level, and included a business navigator. The grant allows for business engagement, marketing, and advertising. OWDC in partnership with the One-Stop Operator will be looking at a short-term RFI to bring in an advertising/marketing business. Commissioner Garrido suggested newsletter, radio, and newspaper articles advertising the grant. Also asked to see a plan of outreach to help OWDC promote.
 - b. Builder Grant Program – Kitsap Building Association
 - Commissioner Garrido highlighted the Builder Grant Program and shared the work being done in South Kitsap where they have had a non-profit build tiny houses and a gym converted for temporary housing. Bill remarked union apprenticeships are hard to come by in our region, more work needs to be done to preapprove and get interested individuals into construction trades to fill shortage. Jess Allen (Olympic Education School District 114) working with Youth Build grant in partnership with Habitat to create trade pathways.
 - c. OWDC Director Report Out
 - OWDC meeting on March 7th had a Housing Board Panel with representatives from private, non-profit, and public from the three counties discussing affordable housing. Discussion included the Public Housing vouchers and how to engage landlords to participate. Landlords that participated received rent payments throughout the pandemic. Discussion on engaging homeowners becoming landlords, VRBO's, and B&B's on finding solutions to the lack of affordable housing in the three countries.

- May meeting may focus on engaging youth, the different pathways available and the services. More information will be forthcoming.
 - Bill has been appointed to Puget Sound Regional Council and will be working to bring education and advocating for workforce development.
 - State Economic Security for All (State EcSA) has seen huge success seen in our success stories. Bill will be sending out an email later today asking for support on a \$13.8 million to support jobseekers and employers through the State EcSA program. The plan will be to engage small business with the services offered.
 - AWD Institute free dashboard of labor market information which can be filtered by county and shows real time data on unemployment, median household income, etc.
 - Bill attended West Sound STEM Network Regional Roundtables which focused on Diversity, Equity, Inclusion, and Belonging. Great discussion and sharing on engagement youth.
 - WorkSource has partnered with Navy Federal Credit Union to provide financial literacy courses.
- d. Success Stories
- Presented, no comments

4. UPDATES

- a. 2023 Calendar
- Provided, no comments

5. GOOD OF THE ORDER

Commissioner Dean Journeymen Electrician efforts hit some roadblocks but received a pleasant surprise with another bill pushing on the effective date two-years instead of in June 2023. She's partnered with Suzie at Peninsula College to bring the journeyman apprenticeship pathway and will hopefully be used by others prior to the effective date of the bill.

ADJOURN: Commissioner Dean adjourned the meeting at 11:07am

NEXT MEETING: Friday May 19, 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.

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)
EXECUTIVE COMMITTEE SUMMARY
January 10, 2023**

ATTENDANCE: Marilyn Hoppen, Monica Blackwood, Jessica Barr, Jessica Brasher
Staff: Bill Dowling, Alissa Durkin, Doug Washburn

The Olympic Workforce Development Council's (OWDC) Executive Committee meeting was held on Tuesday, January 10th via Zoom.

APPROVAL OF SUMMARY

The Executive Committee's Meeting Agenda was approved as follows:

**ACTION: Monica Blackwood moved to approve the Agenda as presented.
Motion was seconded by Jessica Barr.
Motion carried unanimously.**

The Executive Committee's Meeting Minutes were approved as follows:

**ACTION: Jessica Barr moved to approve the October 25, 2022 Executive
Committee Minutes as presented.
Motion was seconded by Monica Blackwood. Motion carried unanimously.**

The Olympic Workforce Development Council's (OWDC) By-Laws Revision 2 were approved as follows:

**ACTION: Monica Blackwood moved to approve the Olympic Workforce By-
Laws as presented.
Motion was seconded by Jessica Barr. Motion carried unanimously.**

DISCUSSION

OWDC Director Report Out

- Discussion on EcSA expansion with additional funding for those above 200% Federal Poverty Level(FPL)and Business Services liaison.
 - 5 million allocated for participants above 200% FPL
 - 3 million allocated or Business Services liaison
 - 8 million allocated for AmeriCorps Peer Navigators

- WorkSource centers are seeing an increase in foot traffic and hiring events.
- Monica Blackwood shared statistics that in the last 18 months individuals are living off of 75% borrowed money:
 - 25% savings
 - 25% borrowed funds from family and friends
 - 25% credit cards.
- Bill reported out on the PY22 WIOA monitoring.
 - This year was a learning experience with many staff new and overall monitoring of OWDC was the cleanest the state has seen this far.
- 2023 NAWB Conference will be attended by Bill, Luci, Commissioner Dean, and Council member Danny Steiger.
- Our March OWDC meeting will focus on the housing market and a housing panel to provide additional information and answer questions.

Interim One-Stop Operator Presentation on OWDC Improvement Plan

- Jessica shared the importance of involving our partners to strengthen our referral system to get the customers all the resources they need and to move our other partners into the Integrated Service Delivery model.
- How? Established System Leadership Team
 - Voice of Customer-Comprised of core WIOA partners. Group will collect and interpret VOC surveys to share with the system and suggest opportunities.
 - Business-Comprised of team members from multiple title partners to coordinate services to businesses representing the full menu of services and develop events and service opportunities based on customer needs.
 - Community Resource-Comprised of team members from title partners to create referral pathways to and from community partners to build a robust network of services to aid in customer navigation.
- Initiatives in Q3
 - Cross training front line staff on business services, expand to rural areas and build community referral network
 - Increase marketing of customer satisfaction surveys
 - Establish quantitative metrics for continuous improvement measures and baseline for DOL performance metrics

- Create system work plan to shape the work of integrated leadership team
-

PY22 Quarter 1 Performance Reports

- Discussed with no questions.

ADJOURN

There being no further business to come before the committee, the meeting was adjourned at 11:13 a.m.

Next Meeting: Tuesday, March 14, 2023, via Zoom

**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.*
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 Jeff Randal, *Secretary District 1 Jefferson PUD*

BUSINESS AND ECONOMIC COMMITTEE MEETING AGENDA

DATE: May 19, 2023

TIME: 9:00 a.m. – 9:50 a.m.

LOCATION: In Person, Olympic College, Bremerton Campus

-
1. Call to Order – 9:00 a.m. and Welcome
 2. Approval of Meeting Minutes from March 9, 2023 (Att.8a p. 16-17)
 3. New Member Introductions
 4. Discussion Item(s)/Action Item(s)
 - a. WorkSource Employer Services, Hiring Events, and Emerging Opportunities
 - b. Rapid Response: Updates
 5. WDA Trends from Members
 6. Good of the Order
 7. Adjourn

Next Meeting: Thursday, July 13th, 2023, via Microsoft TEAMS

OLYMPIC WORKFORCE DEVELOPMENT
Economic Development & Business Coordination Committee Meeting Minutes
 9:00 a.m. – 9:50a.m.
 Thursday, March 9, 2023
 Virtual, via Teams

In Attendance:

William Dowling, OWDC

Edward Looby, Career Path Services

Kevin Gallacci, Clallam Transit System

James Davis, Kitsap Economic Development Alliance
(KEDA)**1. Call to Order**

Meeting called to order by Edward Looby, at 9:10 a.m.

2. Introductions**3. Approval of Agenda (Attachment)**

No quorum-Approval of Agenda will occur on May 19th meeting.

4. Approval of January 12, 2023, Minutes (Attachment)

No quorum-Approval of January 12th meeting minutes will occur on May 19th meeting.

5. Action and Discussion Items**a. WorkSource Employer Services, hiring events, and emerging opportunities**

Bill Dowling, OWDC shared that the Navy and other contractors are holding hiring events and during the Navy's last event at least 50% of those interviewed were hired. There has been an increase in hiring opportunities and participants. Businesses continue to struggle, large industry employers like healthcare and hospitality. Bill also shared that the board is looking to advertise via broadcast and transit wraps to reach dislocated workers and working to leverage grant funding to explore additional avenues for businesses and participants.

b. Rapid Response: Area Updates

None

6. WDA Trends from Members

- a. Ed Looby, Career Path Services shared that Jefferson and Clallam counties restaurant association is providing gold standard certification training. A hiring event will be held at the conclusion of the training, several hospitality leaders will be in attendance and offering working wages. A business education discussion being held for employer partners and discussing partner-sharing. Also seeing a lot of traffic, Silverdale has three positions in recruitment, one of which is under the QUEST (Quality Jobs, Equity, Strategy, and Training) grant and will focus on

businesses. Those interested to learn more to contact Ed directly. Ed also shared the KCR WorkFirst program is ending and will explore other organizations to provide this service, also working on a referral form to track interactions between partners, looking to hire front desk staff, and lastly cross-training staff to increase the quality and response time of referrals and to increase awareness on various service offerings.

- b. James Davis, KEDA shared that the group meeting at Vibe Community Resources would like to have Ed present on WorkSource services and programs. James and Ed will connect directly. Bill will also provide an electronic WorkSource informational packet for easy distribution to partners. Key Port Industry Day being held on March 14th for contractors and sub-contractors, James will send event information to Ed. Businesses are also looking to train up employees for new positions. James also shared an RFP will be opened for a social media contractor with the goal of reaching out and building community partnerships.
- c. Kevin Gallacci, Clallam Transit System shared the IT position has been filled, making two permanent positions in that department. Seeing an improvement in hiring coach operators, the goal is to have 47 operators by 2024 to roll out new services. Hiring issues for operators continue due to drug testing and shifts are a challenge because shifts are not dedicated. Training wages increased for operators to \$22, training consists of 5 steps over 3 years. Experienced CDL drivers could start at a higher step. Clallam Transit no longer offering wrap advertising due to liability and the building coordinator has been presenting the various offerings of the transit system to the public at the local college to increase ridership.

7. Good of The Order

None

Next Meeting: Thursday, May 19, 2023, in-person Olympic College Olympic College Lecture Hall in Bldg. 4, Room 129 (no virtual option)

8. Adjournment:

Edward adjourned at 9:55 a.m.



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

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Community Based Members

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Jeff Randal, *Secretary District 1 Jefferson PUD*

DATE: May 19, 2023

TIME: 9:00 a.m – 9:50 a.m.

LOCATION: Olympic College Lecture Hall in Bldg 4, Room 129

ACTION ITEMS:

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

DISCUSSION ITEMS:

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

Next Meeting: Thursday, July 13, 2023, via Zoom

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)
YOUTH COMMITTEE SUMMARY
March 9, 2023**

ATTENDANCE: Jeff Allen, Emily Manson, Kareen Borders, Tiffany Skidmore, Kimberly Hetrick, and Robin Mills

The Olympic Workforce Development Council's (OWDC) Youth Committee meeting was held on Thursday, March 9, 2023, via Zoom.

APPROVAL OF SUMMARY:

The Youth Committee's January 12, 2023, Meeting Minutes and March 9, 2023, Agenda was reviewed and approved with no amendments.

DISCUSSION

1. Youth Employment and Post-Secondary Education Trends

- a. Data walk conducted to look at unemployment in youth labor participation rates, EDRC data to identify trends and noted an 80% on-time graduation rate, less than 50% go on to post-secondary education, there is a gap among 50% of participants, and 20% of the graduating class not engaging. Jeff also shared challenges youth are facing post pandemic which includes housing.

2. Robin Mills-Northwest Maritime Center

- a. Received 2 CCW grants, Maritime Academy and Real-World Readiness-serving vocational programs.
- b. Starting a 4-student cohort 16–18-year-old foster care, low-income youth.
 - i. to prepare youth for real world readiness and modeled after the EET (employment educational training) diversion program and the first cohort is ready to start.

3. WIOA Update

- a. More and More youth are graduating universities and certifications.
- b. This time of year, many youths facing crisis's i.e., homelessness, substance use and mental health.

ADJOURN

There being no further business to come before the committee, the meeting was adjourned at 9:56 am.

Next Meeting: Thursday May 19, 2023, Olympic College Lecture Hall in Bldg 4, Room 129



Youth Resource Round-Up

- DSHS is putting on the annual **Youth Leadership Forum for high school-age students with disabilities**. Here's [the info flyer](#) and here's [the youth application page](#). Youth aged 16-21 are welcome to apply. Cost is FREE to attend for selected youth. Deadline to apply is May 31, 2023.
- On **May 10 @ 10am – 11:30am PT**, USDOL will be hosting a cross-regional Youth Program Peer to Peer call. The agenda is in development, but they anticipate mental health to be a major part of the agenda, as well as potentially an introduction to the Office of Disabilities and Employment Programs, and how to expand RFPs to reach service providers and the 14 elements. **Local boards and their service providers are encouraged to attend**. Once the agenda is finalized, they'll send out an invitation and I will forward to this list of recipients. I want to ensure someone from WA state can attend.
- Check out this [Tableau dashboard of child poverty and homelessness](#) in relation to school attendance and K-12 completion. It can be sorted by congressional district, school district, or county. (Statewide data is also available). School House Connection partnered with Poverty Solutions at the University of Michigan to create this resource.
- Review this [discussion of White supremacy culture](#) (and how to divorce ourselves from it). Highly recommend the "Characteristics" page that goes into greater detail about each of the named characteristics. One thing I especially appreciate about this resource is that it warns against "policing" behavior and using this information to continue to harm people. We are collectively calling one another *in* to name, address, and heal – not to point fingers.

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Vice Chair - Monica Blackwood, *CEO/President West Sound Workforce*

Jessica Barr, *Regional Director Washington State Employment Security Dept.*

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Jeff Randal, *Secretary District 1 Jefferson PUD*

OPERATIONS COMMITTEE MEETING AGENDA

DATE: May 19, 2023

TIME: 9:00 a.m. – 9:50 a.m.

LOCATION: In-person, Olympic College

1. Call to Order – 9:00 a.m. and Welcome
2. Approval of Meeting Minutes from May 9, 2022 (Att.10.a. p. 22-23)
3. Discussion Item(s)/Action Item(s)
 - a. Brainstorming engaging partners
 - b. Emergent Issues within our community
 - c. Data and Metrics Corner
4. Performance Reports (Att. 10.b. p. 24-26)
5. Adjourn

Next Meeting: via Teams July 13th, 2023

**Operations Committee Minutes
Olympic WorkSource Development Council
March 9, 2023**

ATTENDEES: Mike Robinson, Gina Lindal, Terry Cox, Brian Kneidl, Ezekiel Hill, Lucinda Heidel and Staff Luci Bench.

1. **CALL TO ORDER:** Mike Robinson, called the meeting to order at 9:03 a.m.
2. **ACTION:** Approval of November 17, 2022, minutes as presented. Gina Lindal moved to approve; Terry Cox seconded. **Motion carried unanimously.**
3. **DISCUSSION ITEMS**
 - a. OWDC Operational Partner Highlight
 - Gina shared DSHS services and success stories. The Emergency Food Allotment has expired as of March 1. Zeke is working on long term TANF in Port Angeles, tribal liaison, determining eligibility, and program updates. Success story: a recent client was hired, Gina noted hiring customers can make the most empathic and kind staff.
 - Brian shared Peninsula success story, a welding student hired on by a local company, and because of their talent was offered a welding position in New Zealand. Peninsula offered CDL courses in partnership with CDS. ESL courses available in Sequim, with onsite YMCA childcare. Marine tech program moving forward and working with businesses. Upcoming Cyber Security career fair focused on youth, STEM, WWU and K-12 colleagues.
 - Terry corrected her previous report out about OC enrollments. They had a large amount of registration at the beginning and thought it would continue to tread upward, but it leveled out. Head count is up but students are taking less courses. Noted is the great DSHS referrals and services on campus. Student success story: an BFET eligible student in fashion design accepted a program in France for 2-years. OC is currently working on developing a CDL program at their Shelton campus. They are hearing business asking to have students learn soft skills.
 - Lucinda shared DVR update of understaffed and working to fill those positions. Mishana is covering the three-county area and working with tribal partners. Lucinda is visiting Forks and Neah Bay next week to help provide education on their services. Currently working on wait list and have a goal to have no waiting list by June.
 - Mike noted WorkSource has been very busy while short staffed. Great work taking place with EcSA grant and have a new QUEST grant in development and implementation. Have several customers looking to EcSA as a housing assistance grant, need to educate partners that it is not a housing assistance, participants need to be employment ready. QUEST grant is \$600k, serving 44 participants and will work with businesses and focuses on specific industry sectors. Also noted, recent customers are Title V with low digital skills and need to contact UI but not able to e-service system. WorkSource will be partnering with Navy Federal Credit Union to provide customers with financial literacy workshops remotely.

b. Question posed to the committee of how to utilize this time together, brainstorm ideas, and engage more partners. Mike asked about moving partner reports out to quarter since we are now meeting bi-monthly. Gina supported committee meetings have a quarter report outs as well as using the meeting to brainstorm engaging partners. Terry agreed and asked to add discussion on emergent issues in the communities that the group may be able to assist with. Luci asked about data and metrics all partners report to federal entities and whether pulling our local resources around metrics would be useful to the group. Mike noted the performance reporting WIOA conducts for DOL. Terry mentioned the federal reporting OC focuses on is very diverse and depends on which entity is asking for data. Lucinda noted their reporting is focused on referrals; who is referring, from where, and what types of customers. Everyone noted the staff performance is high on the list of data and metrics focused on in their respective organizations. Going forward the committee will discuss the emergent issues and how we might use data and metrics to add value in our service delivery.

Adjourn at 9:55 am.

NEXT MEETING: Friday May 19, 2023

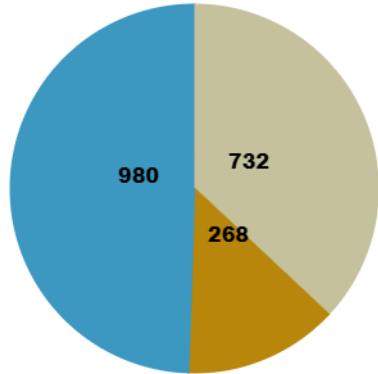
WorkSource System Performance Dashboard

Single Quarter – PY 2021 Q2 (Oct – Dec 2021)

Single Quarter – PY 2022 Q2 (Oct – Dec 2022)

Total seekers 1,980

- Self served only
- Both types of service
- Staff assisted only



All seekers served

Self-service customers	1,000
Staff-assisted customers	1,248

Self served only	36.97%	732
Both types of service	13.54%	268
Staff assisted only	49.49%	980

New to WorkSource?

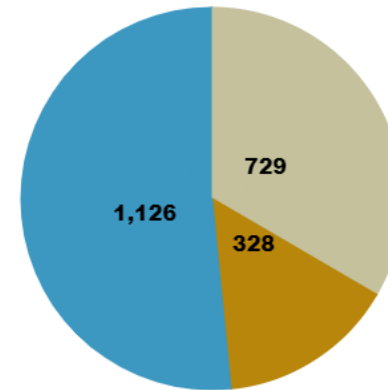
New	37.83%	749
Returning	62.17%	1,231

WorkSourceWA job applicants

Seekers with job applications	288
-------------------------------	-----

Total seekers 2,183

- Self served only
- Both types of service
- Staff assisted only



All seekers served

Self-service customers	1,057
Staff-assisted customers	1,454

Self served only	33.39%	729
Both types of service	15.03%	328
Staff assisted only	51.58%	1,126

New to WorkSource?

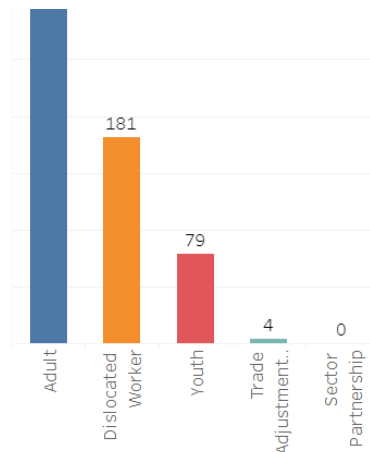
New	37.52%	819
Returning	62.48%	1,364

WorkSourceWA job applicants

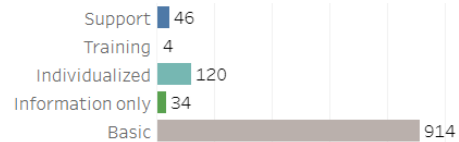
Seekers with job applications	273
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Seekers served by program enrollment

Staff-assisted seeker counts by service location, regardless of enrollment location

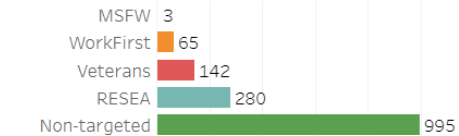


Staff assisted seekers served by service type*



*Information only and support services do not trigger or extend participation.

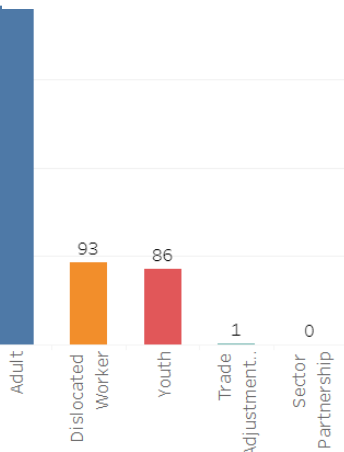
Staff assisted seekers by cohort



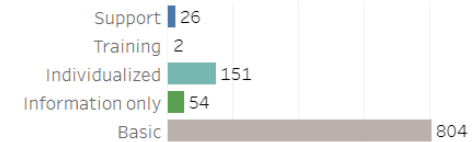
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Seekers served by program enrollment

Staff-assisted seeker counts by service location, regardless of enrollment location

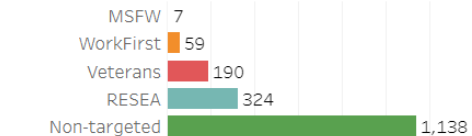


Staff assisted seekers served by service type*



*Information only and support services do not trigger or extend participation.

Staff assisted seekers by cohort



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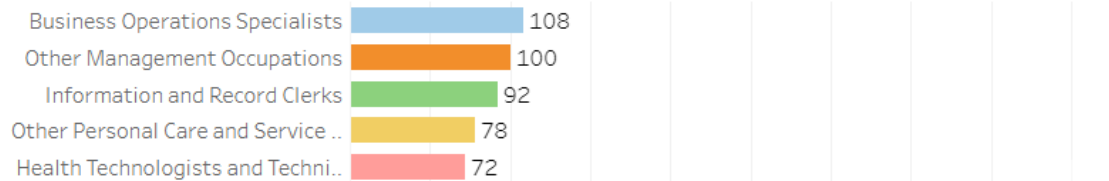
WorkSource Employers Served

Single Quarter – PY 2021 Q2 (Oct – Dec 2021)

Employers using WorkSource

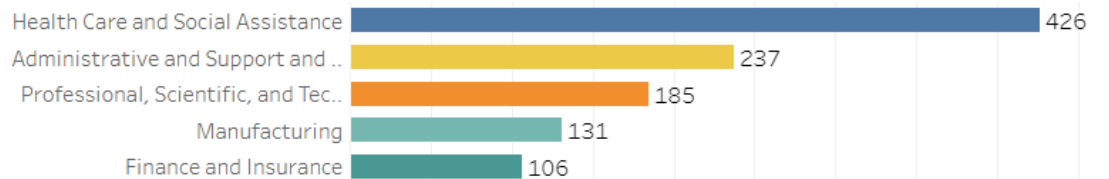
Employers	275
Job orders	1,788
Employers receiving staff-assisted services	77

Top 5 jobs in demand



Number of job postings by 3-digit ONET

Top 5 industry sectors posting jobs



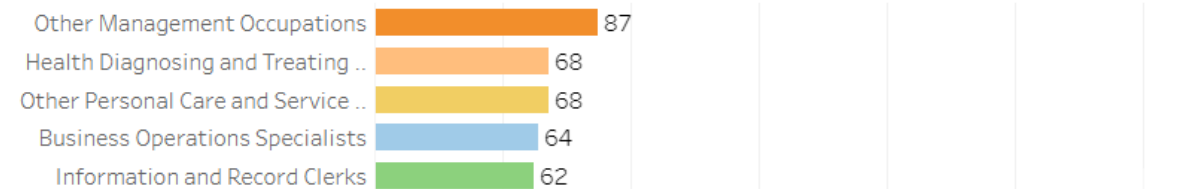
Number of job postings by 2-digit NAICS

Single Quarter – PY 2022 Q2 (Oct – Dec 2022)

Employers using WorkSource

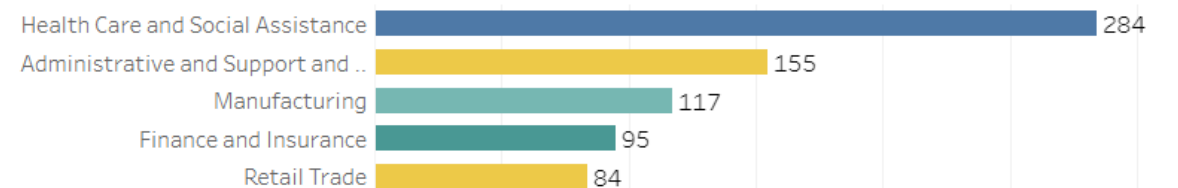
Employers	199
Job orders	1,245
Employers receiving staff-assisted services	133

Top 5 jobs in demand



Number of job postings by 3-digit ONET

Top 5 industry sectors posting jobs



Number of job postings by 2-digit NAICS



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	89	169	153	110.46%	80	52	76	68.42%	2	11	412,548	727,256	56.73%
DW	22	55	102	53.92%	33	18	52	34.62%	3	9	225,781	891,723	25.32%
Youth	107	131	127	103.15%	24	18	9	200.00%			442,779	427,138	103.66%
Total	218	355	382	92.93%	137	88	137	64.23%	5	20	1,081,108	2,046,117	52.84%

Formula Services

Program	Individualized	Support	Training
Adult	170	46	102
DW	55	16	37
Youth	131	112	93
Total	356	174	232

State Economic Security for All

Current	Enrollments	Enroll Target	Enroll %age	Exits	Exit %age	Exit To Employment	Actual Expenditure	Target Expend	Expend %age
52	73	51	143.14%	21	Infinity	14	155,941	327,180	47.66%

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
30	47	52	90.38%	17	9	9	100.00%	230,141	241,659	95.23%

EcSA Services

Program	Enroll	Individualized	Support	Training
EcSA	38	38	15	10

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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22	23	24	25	26	27	28
29	30	31				

February						
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26	27	28				

March						
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April 2022						
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30						

May						
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August						
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September						
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November						
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26	27	28				

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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31						