



**Clallam County
Commissioners**

Randy Johnson
Chair

Mark Ozias

Bill Peach

**Jefferson County
Commissioners**

Kate Dean
First Vice Chair

Greg Brotherton

David Sullivan

**Kitsap County
Commissioners**

Charlotte Garrido
Second Vice Chair

Robert Gelder

Edward Wolfe

OWDC Director

William Dowling

Program Analyst

Luci Bench

OLYMPIC CONSORTIUM BOARD

DATE: Friday, January 28, 2022

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: Via [Zoom](#)

AGENDA

1. CALL TO ORDER

2. ACTION ITEMS

- a. Approval of January 27, 2022, agenda
- b. Approval of October 22, 2021, meeting minutes (Att. 2.b, pg. 2-4)
- c. Nomination of 2022 Olympic Consortium Board Chair
- d. Review and Adoption of Policy Summary (Att. 2.d, p. 5)
 - i. Revised 5200POL Data Validation (Att. 2.d.i., p. 6)
 - ii. New 5560POL On-The-Job Training (Att. 2.d.ii., p. 7-9)
 - iii. Revised 5550POL WIOA Title I-B – TAA Co-Enrollment (Att. 2.d.iii., p. 10)

3. DISCUSSION ITEMS

- a. NAWB Representative
- b. COVID Impacts
- c. EO Focus: Diversity, Equity, and Inclusion

4. UPDATES

- a. ESD Annual Monitoring December 6-15, 2021
- b. PY21 Performance Reports (Att. 4.b., p. 11)
- c. Calendar (Att. 4.c., p. 12)

5. GOOD OF THE ORDER

6. ADJOURN

NEXT MEETING: March 25, 2022

Via Zoom

Meeting Notes
OLYMPIC CONSORTIUM BOARD
ZOOM
October 22, 2021

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

Guests: Laura Ryser and Clea Rome, WSU Extension Food System Team and Amanda Fisher, L&I

Staff: Kitsap HS Director Alissa Durkin and Luci Bench

1. CALL TO ORDER – Commissioner Randy Johnson, called to order 10:02 AM

2. ACTION ITEMS

a. Approval of agenda

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

b. Approval of meeting minutes for September 24, 2021

Amended.

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

c. Approval of 2022 OWDC Calendar

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

d. Review and Adoption of OWDC Policy

1400POL Dispute Resolution

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

5400POL Data Validation: Commissioner Dean suggested Record Retention addition to clarify compliance with state and local records regulations. Revision to be made and presented to OCB for approval at the January 27th meeting.

3. DISCUSSION ITEMS

a. Community Development Block Grant – Coronavirus (CBDG-CV)

- Laura Ryser, Director of WSU Extension Kitsap, and Clea Rome, Director of WSU Extension Clallam, presented on partnering in Clallam and Jefferson County's: Port Angeles, Sequim, and Forks Food Bank, Jefferson Food Gardens. In Kitsap: Poulsbo FishLine, Kitsap conservation District's Farm to Food Pantry Project, Bremerton Backpack Brigade, Kitsap Harvest, St. Vincent de Paul, Central Kitsap Food Bank and Kinston ShareNet. Grant funds will be allocated for staffing to assist community members who are low- to medium-income.

- b. COVID-19 County Impacts
 - WorkSource Clallam and Kitsap lost employees due to the vaccine mandate, some were reassigned to telework positions within ESD. Two full-time position open in Clallam.
- c. New OWDC Member Matthew Murphy
 - Commissioner Garrido and Alissa reviewed Matthew Murphy's application and support Commissioner Johnson appointment. Commissioner Johnson will sign and approve Matthew Murphy appointment to OWDC.
- d. Journey Level Electrician Certificate-Apprenticeship legislation bill
 - Contact has been made with Amy Hatfield, Workforce Development Olympic College, Dr. Marty Cavalluzzi, Olympic College President, and Dr. Luke Robins, Peninsula College President to address the bill and the possibility to bring certificate-apprenticeship to the three-county area. Commissioner Dean and Johnson offered their support and time to discuss.
- e. EO Focus, Equity, Inclusion and Diversity
 - Update on the Accelerating Social Transformation conferences Alissa has been attending. Worldwide conference discussing individual, organization, and social change and impact on diversity, inequities, and inclusion.
 - State-Level Equal Opportunity Officer, Teresa Eckstein's letter closing out OWDC EO monitoring. No EO complaints.

4. UPDATES

- a. OWDC Director hiring update
 - Five (5) candidates will interview Oct 28th. OWDC Executive board members have been selected for the interview panel. Commissioner's requested inclusive to the process. Alissa will discuss with Doug Washburn, HS Director and report back to the OCB.
- b. WorkSource Sequim update
 - New Sequim WS building opened on October 15th to move the Clallam office.
 - October 25th the new office will be open to public.

5. GOOD OF THE ORDER

- Commissioner Garrido brought up adaptive leadership and engaging in strategic solution in response to the pandemic. In the beginning, we didn't know what we needed to learn. As we move forward, focus will be on learning and adaptation to the challenges each county faces.
- Commission Johnson discussed how information about COVID-19 and the negative message portrayed. Clallam is working with Blackball Marketing to reach out to businesses and issue positive impact moving forward. Further information will be provided at the next OCB meeting in January.

ADJOURN: Commissioner Johnson adjourned the meeting at 10:51 a.m.

NEXT MEETING: Friday, January 27, 2022 via Zoom.

5200POL Data Validation

New policy to comply with Data Element Validation Policy 1003, (Rev3) and Data Integrity and Performance Policy Handbook Policy 1020 (Rev1).

Added record retention (3.)

Updated procedures nullified six attachments in original handbook:

Adult Data Elements policy attachment 5111ATT

Data Validation Source Document Requirements, 5201ATT

Dislocated Worker policy attachment, 5121ATT

Program Monitoring Checklist, 1220ATT

Youth Data Elements policy attachment, 5131ATT

Youth Program Element, 5132ATT

Employment Security's Monitoring team annual updates checklists and data element policies, which made the attachments outdated. The policy references the tools used and where to locate.

5560POL On-the-Job Training

New policy to comply with state and federal regulation updates and provide OJT guidelines to subrecipients.

5550POL WIOA Title I-B DW and TAA Co-Enrollment (Rev1)

ESD monitoring required update to exclude Adversely Affected Incumbent Workers and include reference to our local referral process.

5200POL Data Validation

Effective Date: August 2021
Last Modified: August 30, 2021

Approved by (Pending 01/28/2021)
By: Luci Bench

To ensure Olympic Workforce Development Council (OWDC) data integrity and performance policy compliance. As recipients of WIOA Title I funds the local Workforce Development Councils (WDCs) are required to collect and report accurate program information. The U.S. Department of Labor, Employment and Training Administration (U.S. DOL/ETA) mandates annual data element validation to maintain and demonstrate system integrity, as well as assess the accuracy of submitted participant data, identify and correct problems associated with reporting.

- 1. Olympic Consortium contractors and subcontractors must retain source documentation required to validate the DOL/ETA data validation data elements and/or provide case notes in the client's files.**
- 2. Record keeping includes WIOA Title I Adult, Dislocated Worker, Youth and applicable subgrants eligibility, participation, exit and follow-up documentation.**
 - a. Specific program requirements must align with local Program Eligibility Policy 5100POL, Employment Security Department (ESD) Monitoring Comprehensive Monitoring Participant File Checklist, and federal mandated requirements.
- 3. Ensure valid, reliable, and accurate data reporting via statewide MIS (Efforts to Outcomes, ETO), *records and documentation fall within CORE GS2011-184 Rev3 regulations and have a 6-year retention schedule (see 1600POL Records and Documentation, 1601POL Protection of Personally Identifiable Information, and 1611TSK Digital Documentation).***
- 4. Review, audit, and monitor data elements per Participant Individual Record Layout (PIRL).** The OWDC uses monitoring checklist provided and updated by ESD Monitoring Team (wpc.wa.gov/monitoring/tools).
- 5. OWDC provides local, state and federal level training to staff on data element requirements, as well as the importance of data element accuracy.**

Supersedes

Adult Data Elements policy attachment 5111ATT
Data Validation Source Document Requirements, 5201ATT
Dislocated Worker policy attachment, 5121ATT

Program Monitoring Checklist, 1220ATT
Youth Data Elements policy attachment, 5131ATT
Youth Program Element, 5132ATT

References

Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by USDOL, [Training and Employment Guidance Letter \(TEGL\) 14-18](#)
Data Element Validation, [WorkSource System Policy 1003, Rev2](#)
Data Integrity and Performance Policy Handbook, [WorkSource System Policy 1020 Rev 1. Handbook](#)
Digital Documentation, OWDC 1611TSK
Eligibility Policy and Handbook, [WorkSource System Policy 1019, Rev5 Handbook](#)
Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs, [Training and Employment Guidance Letter \(TEGL\) 23-19](#)
Guidance for Validating Jointly Required Performance Data Submitted under Workforce Development and Opportunity Act, [Training and Employment Guidance Letter \(TEGL\) 07-18](#)
Records and Documentation, OWDC 1600POL
Program Eligibility, OWDC 5100POL including 5110POL Adult Eligibility, 5120POL Dislocated Worker Eligibility, 5130POL Youth Eligibility.
Protection of Personally Identifiable Information, OWDC 1601POL

This policy provides local guidance on the implementation of Workforce Innovation and Opportunity Act (WIOA) funded OJT opportunities for eligible Adult, Dislocated Worker and Youth program participants. OJT opportunities provide structured training for participants to gain the knowledge and skills to lead to stable employment and competencies for the position they are hired into. OJT is a training option for Employers to train new employees on the specific knowledge or skills essential to the full and adequate performance of the job.

- 1. OJT opportunities occur through a contractual agreement between the Employer and OJT Service Provider.**
- 2. OJT is a hire-first program. The WIOA participant begins their OJT as a full-time employee of the contracted Employer, who provides the on-site training and long-term unsubsidized employment upon completion of the OJT.**
- 3. OJT may be sequenced with other WIOA program services, such as work experience or training.**
- 4. Participant Eligibility:**
 - a. Meet WIOA Adult, Dislocated Worker or Youth eligibility requirements prior to OJT implementation
 - b. Development of a full Individual Employment Plan (IEP) with WIOA case worker
 - c. Participants who have received funding through an ITA, cohort or other WIOA funded training are also eligible to be considered for an OJT.
 - d. OJT may be provided for enrolled participants who are either employed or unemployed.
- 5. Employed participants requirements include:**
 - a. The employee is not earning a self-sufficient wage or wage comparable to or higher than wages from previous employment; AND
 - b. The OJT must provide training for the introduction of new technologies, new production or new service procedures; or upgrading to a new job that require additional skills.
- 6. Employer Eligibility**
 - a. The OJT employer must be registered with the Internal Revenue Service (IRS) and have an account with the Washington State Employment Security Department for Unemployment Insurance and carry Worker's Compensation Insurance.
 - b. The employer must be financially solvent and have an adequate payroll record keeping system
 - c. Employer must not have undergone a significant layoff within the past 120 days, as defined by WARN act.
 - d. The employer must not have workers currently in an employer-instigated layoff status or be involved in a labor dispute.
 - e. When an employer refers one of their employees (a reverse referral) to a WIOA program for On-the-Job Training, an OJT contract cannot be written until all of the program enrollment requirements are met.
 - f. OJT employees may not work on the construction, maintenance or operation of any facility that is used exclusively for religious or ideological activities or goals, or in a position that is designed to further religious or ideological goals.
 - g. OJT contracts cannot be entered into with an employer who has exhibited a pattern of failing to provide OJT participants with continued long-term employment as regular employees with wages and employment benefits (including health benefits) and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work.

- h. The employer must not discriminate in training or hiring practices because of any protected status under State or Federal law, including but not limited to race, color, sex, age, national origin, religion, disability, political beliefs or affiliations, and veterans' status.

7. Occupational Eligibility

- a. The OJT position is an in-demand occupation as defined by WIOA Section 3(23) and ESD labor market data; or in a "balanced" or "declining" industry, if there are compelling reasons (e.g., evidence of long-term viability of the employer) justifying the placement OJT candidate with the employer.
- b. The employer is current in unemployment insurance and workers compensation taxes, penalties, and/or interest or related payment plan.
- c. Compensation for the occupation must be at the same rates, including periodic increases, as trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills.
- d. Occupations not eligible for OJT contract and participation:
 - i. Those that require minimal training.
 - ii. Jobs where the principal source of income is tips, commissions, or piecework.
 - iii. Jobs that are intermittent or seasonal in nature.
 - iv. Self-employment
- e. Occupation eligibility documentation must be included in OJT contract and participant file.

8. The OJT Contract: Every OJT opportunity will include a contract (agreement) with the OJT employer and a training plan for the employee.

- a. The contract must include:
 - i. Requirements of WIOA rules and regulations,
 - ii. Occupation, skills, and competencies to be learned, and
 - iii. Length of time the training will be provided.
- b. The participant is considered an employee of the employer according to the Fair Labor Standards Act.
- c. An OJT agreement will not displace any currently employed worker or alter current workers' promotional opportunities. Nor will an OJT agreement be made with an employer who has terminated any regular employee or otherwise reduced the workforce to hire OJT employees.
- d. Contracts with an employer who has previously exhibited a pattern of failing to provide OJT employees with continued long-term employment are prohibited.
- e. The OJT agreement must not impair existing contracts for services or collective bargaining agreements. When an OJT agreement would be inconsistent with a collective bargain, the appropriate labor organization and the OJT employer must provide written concurrence before the OJT can begin. Additionally, the OJT agreement may not assist, promote nor deter union organizing.

9. Cost per Participant

- a. OJT Contracts may not exceed a total reimbursement amount of 50% and up to 75% (with OWDC pre-approval) of the maximum gross wage rate of the WA State OJT Wage Cap.
- b. When determining wage rate, the following is required to be taken into consideration:
 - i. The characteristics of the participant(s) with an emphasis on barriers to employment.
 - ii. The size of the employer with an emphasis on small businesses (i.e., employers with fewer than 250 employees).
 - iii. The quality of employer-provided training (e.g., an industry-recognized credential, advancement opportunities).
 - iv. The number of participants the employer agrees to sponsor.
 - v. The wage and benefit level of the participant (both during and after completion of the OJT).

10. Determining training duration-specific vocational preparation (SVP)

- a. Training will be limited to the period required for an OJT employee to become proficient in the position related to the training plan. The OWDC limits the training duration to no more than twenty-six (26) weeks or 1,040 hours.

- b. Training duration is negotiated with the employer based on the skills that need to be learned to perform the job at a level comparable to an employee who would be hired without the need for OJT. The rationale for the training may also consider:
 - i. Accommodations required pursuant to federal regulations including the Americans with Disability Act.
 - ii. The program's available funding and ability to adequately case manage an OJT.

11. Monitoring and Reporting

- a. Monitoring is to be completed periodically for each separate OJT contract written with the employer.
- b. Monitoring will include a 360-degree review, defined as:
 - i. On-site visitations including supervisor/participant interviews, a review of time and attendance and other reimbursement-related documentation A determination of whether the delivery of training is in accordance with the training outline/statement of work.
 - ii. Verification of:
 - a. Time and attendance with invoices.
 - b. Contracted wage rate vs. wages paid.
 - c. The start date of employment vs. start date of the training specified in the OJT contract.
 - d. Progress review to determine whether planned skills are being acquired as outlined in the training and schedule documentation.
- c. Monitoring contains both compliance and qualitative aspects to:
 - i. Determine the quality of the training and the progress of the trainee by visiting worksites and observing the actual work being accomplished.
 - ii. Verification that the training specified in the contract is the same as that being accomplished
 - iii. Monitor and review pay records to ensure the prevention of unauthorized payment
 - iv. Investigate fully any complaints received from participants suggesting the possibility of fraud
- d. As part of the regular internal monitoring effort, the LWDB will sample OJTs and review the file and where possible make site visits to ensure contract compliance. If during the monitoring an issue arises, LWDB has authority to remove participants from the site and suspend or terminate agreements.
- e. Service providers are responsible for reporting participant and expenditure activities to LWDB and requires OJT employers to report regularly in the detail so that deadlines are met.
- f. Time and attendance documentation must be maintained in participant file and available for OWDC review.
- g. WorkSource Specialists must be aware of proper incident reporting procedures and utilize if the situation warrants. Record keeping requirements are covered in the OJT agreement.

References

Building the Next Generation On-the-Job Training Toolkit, [Training and Employment Notice \(TEN\) 41-10](#)
 Data Integrity and Performance Policy, [WorkSource System Policy 1020, Rev1](#)
 Eligibility Policy and Handbook, [WorkSource System Policy 1019, Rev5](#)
 OJT Reimbursement Above 50 Percent to 75 Percent, [WIOA Policy 5606](#)
 OJT Wage Caps and Reimbursement Rate Waivers for Job Driven, Dislocated Worker Training, and Sector Partnership National Emergency Grants (NEGs), [TEGL 13-15](#)
 Work-Based Training, WIOA Regulations Title 20 Chapter V-11 §680 Subpart F [§ 680.700-730](#)
 Worker Adjustment and Retraining Notification, WIOA Regulations Title 20 Chapter V, [§639.1](#)

5550POL WIOA Title I-B DW and TAA Co-Enrollment

Effective Date: February 24, 2021
Last Modified December 18, 2021

Approval pending
TBD

To ensure Olympic Workforce Development Council (OWDC) compliance with 20 CFR 618.325 that requires co-enrollment of all Trade Adjustment Assistance (TAA) participants into the Workforce Innovation and Opportunity Act (WIOA) Title I-B Dislocated Worker (DW) program, subject to eligibility, unless they decline.

1. **TAA, ~~including Adversely Affected Incumbent Workers~~, participants must be co-enrolled in the WIOA Title I-B DW program if they are determined eligible, unless participant declines.**
2. **OWDC WIOA Title I-B staff (CM) accepts referrals of TAA participants and follows OWDC WIOA Title I-B and TAA Referral Procedure (5551PRO WIOA Title I-B DW and TAA Co-Enrollment Procedure).**
3. **Case Manager (CM) assesses client eligibility per 5100POL Program Eligibility, providing program information and co-enrollment options (5617 (Rev2)).**
 - a. If found eligible, CM offer co-enrollment in WIOA Dislocated Worker and/or Adult, as appropriate. The CM notifies TAA staff and will notify Supervisor of the co-enrollment per referral procedure. Then CM will follow standard intake and enrollment process for co-enrollment.
 - b. If client declines co-enrollment, CM is required to notify of declination per referral procedure.
 - c. Co-enrollment acceptance or declination must occur within 30-days of referral and is required to be thoroughly case noted in client MIS account.
4. **TAA services will be considered the first dollar resource for allowable training and individualized program services.**
 - a. TAA program does not provide support services. When needed TAA staff will refer participants to WIOA staff for supportive services.
 - b. In the event of funding limits for a specific service, programs may co-fund a service if it is determined appropriate, allowable, and will result in a strong likelihood the participant will obtain suitable employment.
5. **To best serve the participant, WIOA Title I-B staff will work with TAA staff to ensure participant is receiving training and support services best suited for their situation.**
 - a. Case notes must include TAA services reviewed and any action WIOA staff have taken to assist customers employment/training goals.
6. **TAA and WIOA program staff will share the documentation of progress, credentials, and measurable skill gains.**
 - a. Per local policy *1600POL Records and Documentation Retention* the state MIS system stores all participant documentation.

References

Co-enrollment of Trade Adjustment Assistance participants into the WIOA Title I-B Dislocated Worker program, [WS 5617 \(Rev1\)](#)
Guidance on Integrating Services for Trade-Affected Workers under the TAA Program with the WIOA Title I DW Program, 2020
Training and Employment Guidance Letter, [TEGL 04-20](#).

Integrated service strategies and Workforce Innovation and Opportunity Act co-enrollment, Trade Adjustment Assistance
Final Rule, [20 CFR 618.325](#), Federal Register, Volume 85, No. 163

OWDC 1600POL Records and Documentation Retention

OWDC 5100POL Program Eligibility

OWDC 5510PRO WIOA Title I-B and TAA Co-enrollment Procedure

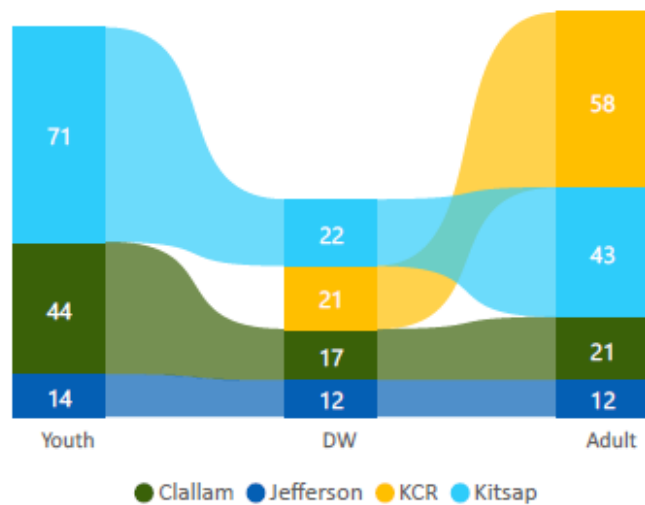
WIOA Formula Performance Report

01/04/2022

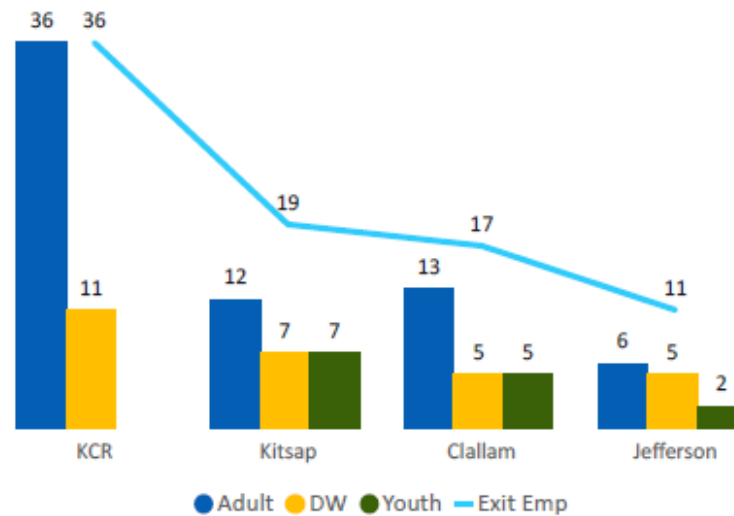
Last Refresh Date

Office	Program	Current	Enrollments	Enroll Targets	Enroll %age	Exits	Exit to Employ	Exit Employ Targets	Exit Employ %age	Self Emp	Self Emp Targets
Kitsap	Youth	64	71	72	98.61%	7	4	3	133.33%		
Clallam	Youth	39	44	41	107.32%	5	3	3	100.00%		
Kitsap	Adult	31	43	46	93.48%	12	9	18	50.00%	1	3
KCR	Adult	22	58	63	92.06%	36	25	12	208.33%	2	3
Kitsap	DW	15	22	43	51.16%	7	6	21	28.57%		4
Clallam	DW	12	17	24	70.83%	5	3	12	25.00%		1
Jefferson	Youth	12	14	14	100.00%	2	2	2	100.00%		
KCR	DW	10	21	22	95.45%	11	11	10	110.00%		3
Clallam	Adult	8	21	27	77.78%	13	11	10	110.00%	1	2
Jefferson	DW	7	12	13	92.31%	5	4	5	80.00%		0
Jefferson	Adult	6	12	16	75.00%	6	5	9	55.56%		1
Total		226	335	381	87.93%	109	83	105	79.05%	4	17

Enrollments



Exits



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

Olympic Consortium Board Meeting (4th Friday)
 Exec OWDC Meeting (4th Tuesdays)
 OWDC Full Meeting (2nd Tuesday)

10 a.m. to 12:00 p.m.
 10 a.m. to 12:00 p.m.
 9:00 a.m. to 1:30 p.m.

Zoom until further notice
 Zoom until further notice
 Zoom from 9 to 11:30 until further notice

2022

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

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

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

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

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

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

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

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

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

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

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



**Clallam County
Commissioners**

Randy Johnson
Chair

Mark Ozias

Bill Peach

**Jefferson County
Commissioners**

Kate Dean
First Vice Chair

Greg Brotherton

David Sullivan

**Kitsap County
Commissioners**

Charlotte Garrido
Second Vice Chair

Robert Gelder

Edward Wolfe

OWDC Director

William Dowling

Program Analyst

Luci Bench

OLYMPIC CONSORTIUM BOARD

DATE: Friday, March 25, 2022

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: [Zoom](#)

Meeting ID: 788 188 6224

Join via phone: +1 (253)215-8782 US (Tacoma)

AGENDA

1. CALL TO ORDER

2. ACTION ITEMS

- a. Approval of March 25 agenda
- b. Approval of January 8, 2021, meeting minutes (Att. 2(b) p.2-3)

3. DISCUSSION ITEMS

- a. COVID Impacts, Governor's Mask Mandate - Commissioners
- b. EO Focus: Diversity, Equity, and Inclusion - Alissa
 - i. State EO Monitoring
- c. Rapid Response Events - Alissa
 - i. SAAR's
 - ii. TruLife
- d. Participant Success Stories/Veterans – Luci (Att. 3(d) p.4-6)
- e. In-Person May Meetings discussion – Alissa
- f. NAWB Conference Discussion April 11-15

4. UPDATES

- a. OWDC February 8th Meeting Overview - Alissa
- b. ESD Annual Monitoring Letter (Att. 4(b) p.7-11)
- c. Employment Rates per County (Att. 4(c) p. 12-13)
- d. PY21 Performance Reports (Att. 4(d) p.14)
- e. Calendar (Att. 4(e) p.15)

5. GOOD OF THE ORDER

6. ADJOURN

NEXT MEETING: May 27, 2022

Meeting Notes
OLYMPIC CONSORTIUM BOARD
ZOOM
January 28, 2022

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

Staff: Bill Dowling, Alissa Durkin, Doug Washburn, and Luci Bench

1. CALL TO ORDER – Commissioner Randy Johnson, called to order 10:03 AM

2. ACTION ITEMS

a. Approval of agenda

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

b. Approval of meeting minutes for October 22, 2021

Amended.

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

c. Olympic Consortium Board 2022 Chair

MOTION:

Chair: Commissioner Kate Dean Vice Chair: Commissioner Charlotte Garrido

Second Vice Chair: Commissioner Randy Johnson

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

d. Review and Adoption of OWDC Policy

5200POL Data Validation revision

5560POL On-The-Job Training new policy

5550POL WIOA Title I-B – TAA Co-Enrollment revision

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

3. DISCUSSION ITEMS

a. National Association of Workforce Boards (NAWB) April 11 – 14 Conference in Washington, DC.

- Bill, Alissa, and Luci will be attending as a team. Commissioner Dean and Garrido interested in attending. Doug Washburn confirmed funds available for both commissioners to attend due to travel restriction during the pandemic thus an excess of funds.

b. COVID-19 Impacts

- Due to illness, WorkSource Clallam and Kitsap centers had several staff out of the office at the beginning of January. Yesterday both centers opened their doors for walk-ins.
 - Discussion focused on serving customers and the possibility of offering needs-based funding and financial/budget training to participants.
- c. EO Focus: Diversity, Equity, and Inclusion
- State EO officers scheduled for in-person monitoring in March. They will review ADA compliance in the centers, as well as the presence of medical information in participant files.
 - There have been no discrimination complaints received in the OWDC area.
 - The OWDC is working with training providers to ensure safety measures are adhere to in order to keep participants safe.
- d. Journey Level Electrician Certificate-Apprenticeship legislation bill
- Commissioner Dean is working with labor on amendments to this bill. Possibility of our region piloting test program for rural areas apprenticeship programs. Requested support from Commissioners and the OWDC. All partners agreed on fully supporting this work.

4. UPDATES

- a. Employment Security Department Annual Monitoring December 2021
- Unfortunately, finalized letter from ESD Monitoring Team not yet available, will share once received.
 - Very few action items leading to successful monitoring which removed program findings from the past three years. Administration and Fiscal had no disallowed cost with all draws on time. Currently in the works, is a revised IFA, working on obtaining partner signatures.
- b. PY21 Q2 Performance Reports
- Expenditures excluded until all quarter two invoices are received to accurately report numbers. Participant numbers more green than in the past year, moving in the right direction.
- c. 2022 Calendar
- Request for meeting invites for the year. Bill will send out placeholders to allow for discussion of in-person or virtual meetings.

5. GOOD OF THE ORDER

- Revision of 2015 OWDC By-laws and Inner Local agreements currently in process. Requested review and feedback from commissioners. Special meeting to discuss changes with be scheduled at the end of February.

ADJOURN: Commissioner Dean adjourned the meeting at 11:21 a.m.

NEXT MEETING: Friday, March 25, 2022, via Zoom.

February 11th, 2022

Community Services Division (DSHS, Bremerton Office)

A customer recently contacted us to express her appreciation for the services offered by our department and the staff who have helped her along the way. This customer told us that when she first contacted us for help years ago, she was not in a good space. She needed to address several personal issues, including chemical dependency and mental health. After several failed attempts to get her life back on track, she was finally able to begin to address the issues that had been holding her back. She was able to take care of her drug and alcohol issues, get her mental health stabilized and is now attending college, paid for with the help of scholarships. This customer attributes her success to the great programs and fantastic staff of CSD.

Kitsap Community Resources Success Stories

One big success story has been a participant who is participating in a WEX at St. Vincent de Paul. This client has been unemployed on SSI for over five years, she had many barriers when she first came to us but had a desire to find work to help increase her income as her bills were increasing. After much discussing and goal setting, the case manager recommended a WEX to help the client get back into the workforce in a low-risk way and to work on re obtaining necessary work skills. This client has made huge strides in the last month, both professionally and personally. Her confidence has greatly increased and she is very well respected at her host site. Her supervisor reports that she is a hard worker and enjoys staying busy. She interacts well with the clients and other coworkers at her host site. This client still has over 6 weeks left in her WEX and the team only knows she will continue to make great strides towards obtaining self-sufficient employment. This success story has been really motivating for the WIOA team as we start off this new year.

Participant seeking services from WIOA when he was experiencing several barriers that were making it difficult to obtain employment. Understanding his current status, WIOA provided services that gave him the skills to obtain employment. WIOA provided services such as building a resume, interview skills, referring job postings, as well as clothing and gas vouchers. The provided services allowed him to face his barriers head on. After applying to the recommended positions, he landed two jobs and outsourced a third position from networking with a friend during his two-week enrollment. With his current employment obtained through WIOA, this participant will be able to achieve his long-term goal of earning his flagger certification from Olympic College. He expressed high levels of dedication, determination, and confidence that allowed him to succeed with this assistance of WIOA.

WorkSource Clallam, Jefferson & Kitsap Success Stories

ESD – JVSG Unemployed service-connected disabled veteran received Intensive Career Services (ICS) which included developing an employment plan, resume/cover letter development,

interview technique counseling, and a direct referral to an open position with First Federal. Veteran was invited to interview and was successful, started position as Remote Bank Teller (Entry level), full time with full benefits \$20/hr. Veteran also received referral to VA VRE services for possible advanced training, with goal of improving employment.

ESD JVSG - Homeless service-connected disabled USMC combat veteran (with spouse and 2 small children) referred to DVOP services from community partner, American Legion, Port Townsend. Veteran referred to VA SSVF/HUD/VASH housing program representative, VA Medical and mental health services. Veteran received Intensive Career Services (ICS) which included developing an Individual Employment Plan (IEP), resume/cover letter development, interview technique counseling, and job leads. Veteran has extensive work experience with computer programming and network infrastructure, for which CVSR promoted him to several IT companies. Veteran received multiple invitations to interview and was offered 4 separate offers of employment. After career counseling discussion with CVSR, veteran accepted full time position with Swiznet Accounting Platform, that offered 100% Remote Work (allowing him to be at home for children), started employment as Software Programmer at \$20/Hr. w full benefits and opportunity for growth.

Customer is a veteran who served four years in the Navy. She separated active duty in 2014 with an Honorable Discharge. After her military service she entered college and earned Bachelor's and a Master's degrees in Psychology which she completed in 2019. In March 2020 she enrolled in DVOP services and had planned to begin active job search immediately. Unfortunately, the COVID outbreak occurred and, for the next several months, she felt reluctant to apply to any jobs. This was especially out of care and concern for her young child, as she was a single mother and having her child, due to COVID, at home all day now, for school and for daycare.

WS Kitsap JVSG staff kept in contact with veteran, assisted her with resume resources and notified her of employment opportunities including work-from-home positions, community and social services positions, and several job openings with Kitsap Mental Health Services (KMHS). The jobs at KMHS closely matched with her education and offered full-time positions and jobs at 30-hours per week, some with teleworking. After many months, customer applied for a Behavioral Health Therapist job at KMHS and subsequently, was invited to interview! On January 19th she was hired into this position at 30 hours per week with a mix of teleworking and working on site. She was also able to arrange a schedule for her child's care with family members. In a phone call with DVOP veteran said about her new job that she felt at KMHS there would be room for her to grow (professionally). Also, with the supervised counseling hours, she would also have the opportunity to earn her counseling license. In a DVOP follow-up email veteran wrote, *"Thanks for reaching out things are going well, and the pay is great. Thank you for all your help."*

ESD Business Services - In December a customer, a mother and son came to WorkSource to try and get him work. Staff discussed work opportunities regarding her son. After discussion about opportunities for son, she also made mention that she has just recently been laid off from her job and was also interested in something for herself. After discussing her past employment staff discovered that she was a recruiter, and mentioned we had a lead for her and to send

resume. She sent it to staff that same afternoon reviewed and forwarded onto the business and called to discuss. Seven days later the customer reported that she returned to work with a new job at Aerotek where staff developed the referral.

ESD - Title III Team - From customer "Jen" - I just wanted to send you a follow up email and wish you a Happy New Year!! I have been in my new job for almost two months now and I absolutely love it! I believe that I have found a career path that I can see myself finding joy in for the rest of my working life.

I absolutely love the work that I get to do as a DSHS Washington State employee. I feel that my gifts, talents, and experience compliment my new team and overall, I just fit. I just want to thank you again for all your support helping me realize my employment goals and for encouraging me to dream big.

Claimant had an overpayment of approximately \$43k, due to an ID issue that they struggled to get resolved on his own, due to his personal frustration level. After working with him for a couple weeks and getting him in touch with the proper office on ESD U/I By-Pass line, they were able to not only rectify the \$43k overpayments, but it also released \$9k in new funds.

February 24, 2022

William Dowling, Director of Workforce Development
Olympic Workforce Development Council
614 Division St. MS-23
Port Orchard, WA 98366-4676

RE: PY21 WIOA Management Letter

Dear Mr. Dowling:

Employment Security Department's Workforce Monitoring Unit (ESD's Monitoring Unit) completed the compliance review of Olympic Workforce Development Council (Olympic WDC), and its oversight and administration of the Workforce Innovation and Opportunity Act (WIOA) for Federal Program Year 2021 (PY21). The purpose of this letter is to describe the scope of the review and communicate any items to address, questioned or disallowed costs, if applicable, in the administrative/fiscal and programmatic operations of Olympic WDC.

The review included the following:

WIOA Title I Formula Program Review***WIOA Program Policies***

- Eligibility Guidelines and Documentation Requirements (ESD Policy 1019, Rev. 4)
- Supportive Services and Needs-Related Payments (ESD Policy 5602, Rev. 2)
- All other policies and/or procedures, memos, technical assistance guides, etc. developed for the implementation of your WIOA formula and/or discretionary grants edited or published since the last state review

WIOA Adult and Dislocated Worker Program

- Eligibility
- Priority of Service (Adult Program Only)
- Supportive Services
- MIS/ETO – Data Element Validation

WIOA Youth Program

- Eligibility
- Supportive Services
- MIS/ETO – Data Element Validation

COVID-19 Employment Recovery Dislocated Worker Grant

- Participant Eligibility
- Program Enrollment
- Basic and Individualized Services
- Supportive Services
- Training Services

- Outcomes
- Program Completion
- Follow-up Services
- Self-Attestation
- MIS/ETO – Data Element Validation
- Case Notes

WIOA Title I Formula Administrative and Fiscal Review

- Design and governance of the LWDB including sunshine provisions
- MOU/IFA/RSA
- One-Stop Operator, if applicable
- Policies/Procedures
- Administrative controls and monitoring (Subrecipient/Contractor and Pass-Through Entity)
- Internal controls
- Cash and financial management
- Procurements & Contracts
- Cost allocation plan or rate
- Property & Inventory
- Single audit
- Personnel
- Grievance and complaint
- Support services & needs related payments
- Incumbent Worker, if applicable

Statewide Discretionary Contracts Compliance Review

Economic Security for All (EcSA); COVID-19 Disaster Recovery Dislocated Worker Grant & COVID-19 Employment Recovery Dislocated Worker Grant

Administrative and Fiscal

- Cash and financial management/A19 reimbursements
- Administrative controls (Sub-recipient monitoring)
- Procurements & Contracts
- Personnel Activity Reports and Cost Allocation

If applicable, the monitoring review included any elements from the PY20 monitoring cycle, identified in your PY20 Daily Observation Reports, required to be included in your next round of monitoring.

There were no findings, disallowed costs, or questioned costs. Items to address that were identified during the review are listed below with their status.

On behalf of ESD's Monitoring Unit, I would like to thank you and your staff for the courtesy you showed us during our review.

Please let me know if you have any questions.

Sincerely,



Greg Ferland
Director, Workforce Monitoring

cc: Dan Zeitlin, Director of Employment System, Policy and Integrity, Employment Security
Department

WIOA Title I Program Policies Review

TAA / DW Co-Enrollment Policy

Items to Address

Unable to locate the following requirements in the procedures:

1. The process for WIOA Title I-B program accepting referrals of TAA participants from the TAA program in their Workforce Development Area.
2. The requirement that the WIOA Title I-B DW program inform the TAA program of the declination of TAA participants into the former and have a process for doing so.

Actions Required

1. Olympic WDC must update their Trade Assistance Act and WIOA Dislocated Worker Co-enrollment Policy to include the following requirements:
 - a. The process for WIOA Title I-B program accepting referrals of TAA participants from the TAA program in their Workforce Development Area.
 - b. The requirement that the WIOA Title I-B DW program inform the TAA program of the declination of TAA participants into the former and have a process for doing so.
2. Olympic WDC will notify their service provider of the updated policy and provide the ESD Monitoring Unit documentation of this, including the updated policy by 4/1/2022.

Olympic WDC Response

On 1/28/2022 Luci Bench emailed: *“Part of our Actions Required included updating our TAA co-enrollment policy, include a referral procedure, and run it through our approval process. This morning the Olympic Consortium Board reviewed the policy revision. I’ve attached the policy and procedure, OCB meeting agenda, and meeting minutes which note the approval and adoption. NOTE: procedures require Director approval, but the revised policy refers to the referral procedure (per our conversation on December 13th).”*

Status – Resolved

No additional actions required.

WIOA Title IB Administrative and Fiscal Review

1.1 Design and Governance of LWDB

Items to Address

Sunshine Provisions of WIOA: As part of resolving items identified by US Department of Labor during their December 2020 desk review of WIOA in Washington State, DOL identified certain items for each LWDB that were required to be listed on LWDB websites to fully comply with sunshine provision of WIOA. In Olympic WDC's case, the items to add to the website were:

1. Information about the Local Plan, or modification to the Local Plan, before submission of the plan
2. Selection of one-stop operators
3. Award of grants or contracts to eligible training providers of workforce investment activities, including providers of youth workforce investment activities

Actions Required

Olympic WDC is required to update its website by 12/31/2021 to include information regarding the process of adopting the local plan, including information regarding any public hearings or other means of accepting public comment and how that input impacted the final plan.

Olympic WDC Response

On 12/7/2021 Olympic WDC added information to their website regarding the process of developing and seeking feedback to the local plan.

Status – Resolved

No additional actions required.

1.2 MOU/IFA

Items to Address

As noted during the PY20 review, the current IFA does not include a specific breakout by required WIOA program partners reflecting their planned contributions to the IFA. Olympic WDC does do a quarterly reconciliation that reflects program level details from the Employment Security Department for the programs they administer. Olympic WDC is required to ensure the new IFA includes all of the required elements from TEGL 17-16.

Actions Required

This is not a new item to address and is a carryforward from PY20. Olympic WDC is required to ensure that the IFA includes all of the required elements from TEGL 17-16. Olympic WDC will ensure that revisions to any IFA occur prior to June 30, 2022, to bring it into alignment with TEGL 17-16.

Olympic WDC Response due by 6/30/2022

Economic Security for All (EcSA) Administrative and Fiscal Review

1.3 Procurements and Contracts

Items to Address

The contract with Olympic Education Services District 114 to implement the Economic Security for All initiative in the amount of \$346,676 listed the fund source as WIOA Youth funds but the actual fund source is WIOA 10%, Adult, DW and Youth.

Actions Required

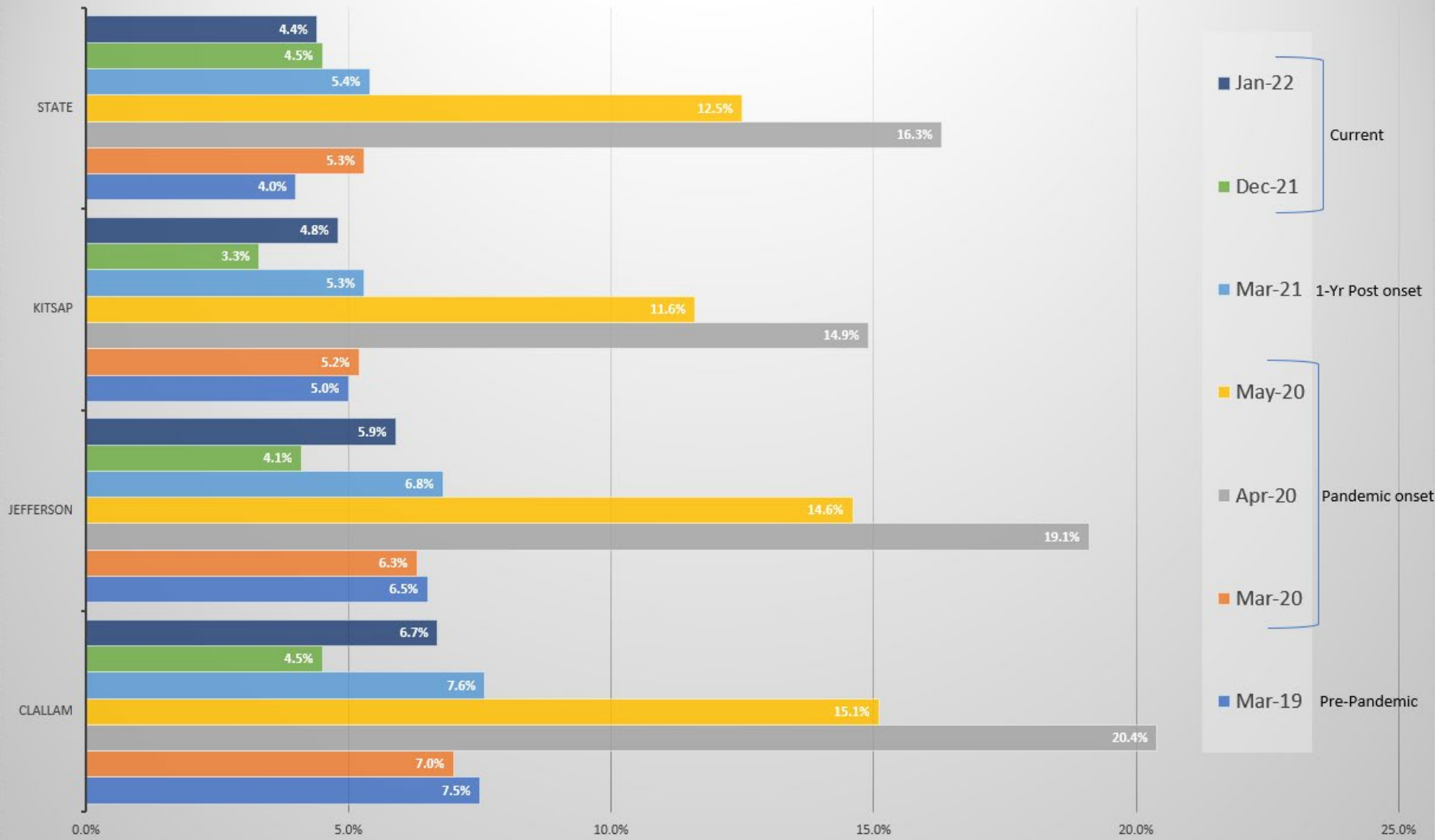
Olympic WDC must update the contract with Olympic Education Service District 114 by 1/31/2022 to reflect the correct funding source for the Economic Security for All contract. Olympic WDC will notify the ESD Monitoring Unit when those corrections have been made and share the revised contract with the ESD Monitoring Unit.

Olympic WDC Response

Received an email from Olympic WDC sharing a revised contract that was approved December 20, 2021.

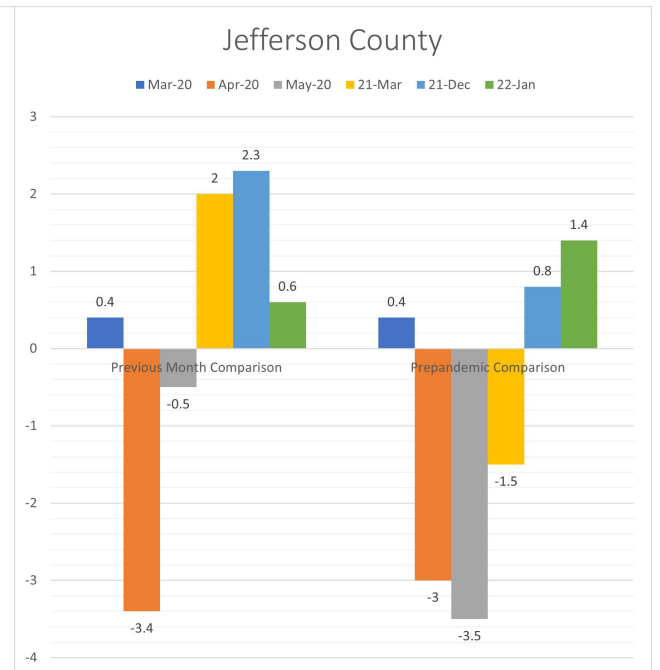
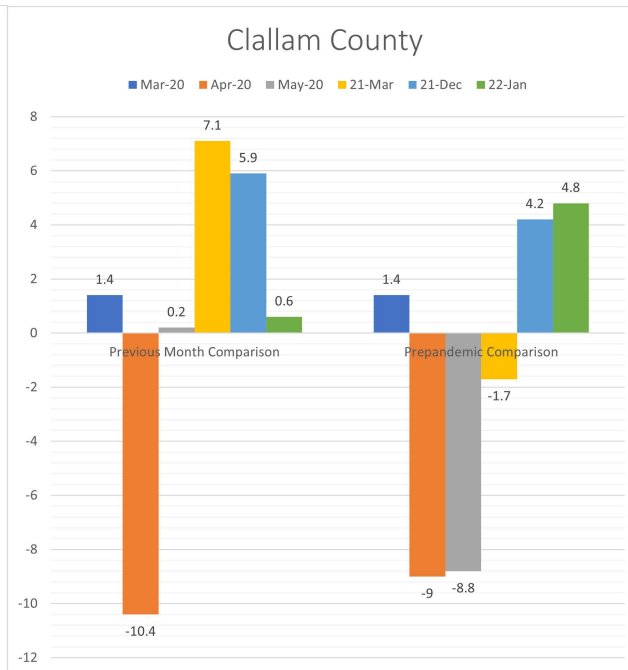
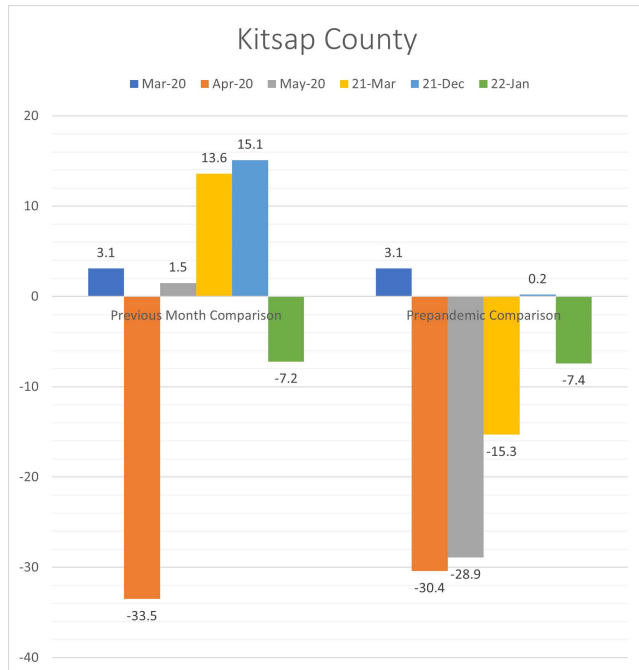
Status – Resolved

Unemployment Rate



WAGE - LMI	KITSAP							Clallam							Jefferson						
	Pre-Pandemic	Pandemic Onset			1-Yr Post Onset	Current		Pre-Pandemic	Pandemic Onset			1-Yr Post Onset	Current		Pre-Pandemic	Pandemic Onset			1-Yr Post Onset	Current	
	Mar-19	Mar-20	Apr-20	May-20	21-Mar	21-Dec	22-Jan	Mar-19	Mar-20	Apr-20	May-20	21-Mar	21-Dec	22-Jan	Mar-19	Mar-20	Apr-20	May-20	21-Mar	21-Dec	22-Jan
Total Nonfarm	94.2	95.1	85.2	85.6	89.6	94.0	91.7	23.1	23.5	20.5	20.6	22.6	24.3	24.5	8.9	9.1	7.8	7.9	8.5	9.0	9.2
Total Private	60.5	60.9	51.7	53.0	57.0	60.7	59.2	15.2	15.6	13.1	13.4	14.9	16.6	16.8	6.4	6.4	5.2	5.4	6.0	6.7	6.8
Mining, Logging, and Construction	5.1	5.2	4.4	4.9	5.1	5.1	5.0	1.5	1.5	1.3	1.4	1.6	1.8	1.9	0.8	0.7	0.7	0.6	0.7	0.7	0.7
Manufacturing	2.8	2.9	2.6	2.7	2.6	2.7	2.7	2.2	2.3	1.8	1.6	2.0	2.0	2.0	0.7	0.7	0.6	0.6	0.6	0.7	0.7
Service Providing	72.5	73.6	66.6	66.1	68.8	72.4	71.4	16.5	16.9	14.7	14.6	16.0	17.0	17.1	6.1	6.4	5.5	5.5	5.8	6.4	6.4
Trade, Transportation, and Utilities	13.8	13.4	11.6	11.9	13.1	13.8	12.6	4.0	4.0	3.6	3.8	4.0	4.5	4.5	1.4	1.3	1.2	1.2	1.3	1.4	1.5
Professional and Business Services	8.4	8.7	8.1	8.2	8.5	9.1	9.0	1.2	1.3	1.2	1.2	1.5	1.5	1.5	0.5	0.4	0.5	0.5	0.6	0.8	0.8
Leisure and Hospitality	9.4	9.5	6.3	6.5	7.8	9.1	8.9	2.6	2.6	1.7	1.8	2.2	3.0	3.1	1.0	1.0	1.0	0.6	0.8	1.0	1.2
Government	33.7	34.2	33.5	32.6	32.6	33.3	32.5	8.0	8.0	7.4	7.1	7.8	7.8	7.7	2.5	2.7	2.8	2.5	2.5	2.4	2.4
Total	300.4	303.5	270.0	271.5	285.1	300.2	293.0	74.3	75.7	65.3	65.5	72.6	78.5	79.1	28.3	28.7	25.3	24.8	26.8	29.1	29.7
Difference		3.1	-33.5	1.5	13.6	15.1	-7.2		1.4	-10.4	0.2	7.1	5.9	0.6		0.4	-3.4	-0.5	2.0	2.3	0.6
Difference from pre-pandemic		3.1	-30.4	-28.9	-15.3	-0.2	-7.4		1.4	-9.0	-8.8	-1.7	4.2	4.8		0.4	-3.0	-3.5	-1.5	0.8	1.4

**NAICS Industry (numbers in thousands)



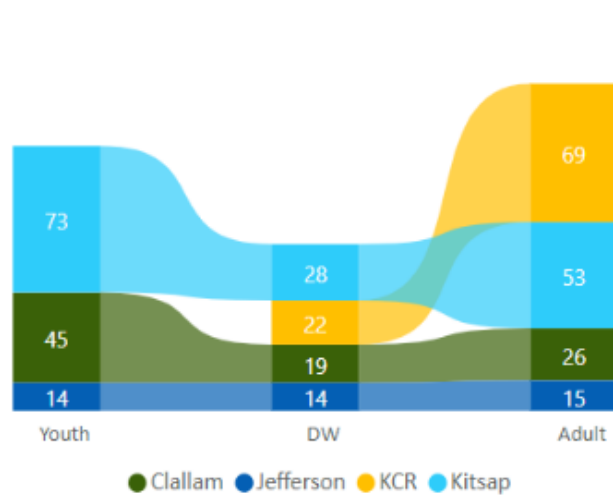
WIOA Formula Performance Report

03/01/2022

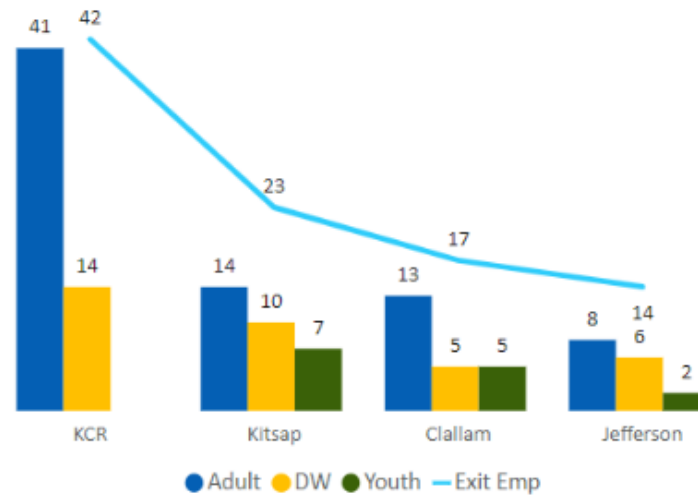
Last Refresh Date

Office	Program	Current	Enrollments	Enroll Targets	Enroll %age	Exits	Exit to Employ	Exit Employ Targets	Exit Employ %age	Self Emp	Self Emp Targets
Kitsap	Youth	66	73	78	93.59%	7	4	6	66.67%		
Clallam	Youth	40	45	45	100.00%	5	3	5	60.00%		
Kitsap	Adult	39	53	46	115.22%	14	11	25	44.00%	1	5
KCR	Adult	28	69	83	83.13%	41	29	21	138.10%	2	5
Kitsap	DW	18	28	52	53.85%	10	8	33	24.24%		6
Clallam	DW	14	19	38	50.00%	5	3	26	11.54%		2
Clallam	Adult	13	26	40	65.00%	13	11	17	64.71%	1	3
Jefferson	Youth	12	14	16	87.50%	2	2	3	66.67%		
Jefferson	DW	8	14	20	70.00%	6	5	12	41.67%		1
KCR	DW	8	22	31	70.97%	14	13	16	81.25%		5
Jefferson	Adult	7	15	23	65.22%	8	7	15	46.67%		2
Total		253	378	472	80.08%	125	96	179	53.63%	4	29

Enrollments



Exits



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

Olympic Consortium Board Meeting (4th Friday)
 Exec OWDC Meeting (4th Tuesdays)
 OWDC Full Meeting (2nd Tuesday)

10 a.m. to 12:00 p.m.
 10 a.m. to 12:00 p.m.
 9:00 a.m. to 1:30 p.m.

Zoom until further notice
 Zoom until further notice
 Zoom from 9 to 11:30 until further not

2022

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

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

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

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

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

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

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

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

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

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

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

OLYMPIC CONSORTIUM BOARD

DATE: Friday, May 27, 2022

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: [Zoom](#)

Meeting ID: 985 6084 0008

Passcode: 560497

Join via phone: +1 (253)215-8782 US (Tacoma)

AGENDA

1. CALL TO ORDER

2. ACTION ITEMS

- a. Approval of May 27 agenda
- b. Approval of March 25, 2022, meeting minutes (Att. 2.a., p.2-3)

3. DISCUSSION ITEMS

- a. One-Stop Operator RFP - Alissa
- b. Status One-Stop Certification – Alissa
- c. Economic Security for All state funds - Alissa
- d. OWDC Director Report Out – Bill
 - i. Survey Results and Discussion
- e. Participant Success Stories – Luci (Att. 3.e., p.4)
- f. NAWB Conference Debrief – Bill

4. UPDATES

- a. OWDC May 10th Meeting Overview
- b. PY21 Performance Reports (Att. 4.b., p.5)
 - i. [OWDC Performance Dashboard](#)
- c. Calendar (Att. 4.c., p.6)

5. GOOD OF THE ORDER

6. ADJOURN

NEXT MEETING: July 29, 2022



Jefferson County Commissioners

Kate Dean
Vice Chair

Greg Brotherton

David Sullivan

Clallam County Commissioners

Randy Johnson
First Vice Chair

Mark Ozias

Bill Peach

Kitsap County Commissioners

Charlotte Garrido
Second Vice Chair

Robert Gelder

Edward Wolfe

OWDC Director

William Dowling

Program Analyst

Luci Bench

Meeting Notes
OLYMPIC CONSORTIUM BOARD
ZOOM
Friday, March 25, 2022

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

Guest: Jeff Allen and Neal Holm

Staff: Alissa Durkin and Luci Bench

1. CALL TO ORDER – Commissioner Charlotte Garrido, called to order 10:02 AM

2. ACTION ITEMS

a. Approval of agenda

Alissa Durkin requested an agenda amendment, adding IFA/MOU Approval

MOTION: Commissioner Dean moved to approve amended agenda. Commissioner Johnson second. Motion carried.

b. Approval of meeting minutes from January 28, 2022

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

c. IFA/MOU Approval

Description of IFA/MOU purpose. All partners and OWDC Chair have signed.

MOTION: Commissioner Johnson moved to approve. Commissioner Dean second

3. DISCUSSION ITEMS

a. COVID Impacts, Governor’s Mask Mandate

- WorkSource Kitsap and Clallam are working with new guidance and aligning facilities through Roadmap to Recovery. Staff are wearing mask to assist customers and encouraging mask by customers, but not required.
- Clallam working with new guidance. Some businesses are requesting customer masks, others are not. Discussion with county Health Doctor to move cautiously through the changing environment.
- Kitsap stepping back mask requirements with the same level of caution and discussion with county Health Doctor

b. EO Focus: Diversity, Equity, and Inclusion

- State EO Monitor occurred on Monday and Tuesday this week. EO team met in-person for the first time since the pandemic at the Clallam WorkSource. Full tours of both facilities. Noted practices of staff resiliency, adaptability to move to virtual, and homeless outreach.

c. Rapid Response Events

- Local Clallam grocery SAAR closed and WorkSource conducted a Rapid Response event, including Union representatives, Washington Healthcare, and WorkSource staff. 40 people were effected, 20 attended Rapid Response and several are being served through our WIOA program.
 - Next month TruLife in Poulsbo will be moving to Bellevue and WorkSource will be conducting a Rapid Response event to support employees.
- d. Participant Success Stories/Veterans
- Shared attached success stories, plus WorkSource Hiring event in Kitsap this morning with PSNS is filling up.
- e. In-Person Meeting Discussion
- Commissioners discussed and support moving forward with in-person OWDC and Executive meetings. Due to scheduling conflicts, May OCB will remain virtual. Staff will work with commissioner to schedule July OCB in-person at WorkSource Clallam.
- f. NAWB Conference
- Discussion on plans to attend April 11-15 in Washington D.C.

4. UPDATES

- a. OWDC February 8th Meeting Overview
- OWDC appointed Monica Blackwood as Vice Chair
 - Labor and Industries presented on Stay at Work program, which assist provides employers hiring incentives, accessibility office furniture and technology reimbursements.
 - Jeff Allen presented on Economic Security for All (EcSA) grant, assisting youth in poverty. DCFY is providing 3-year housing vouchers to youth aging out of foster care. The grant assists with income level support/ housing/ food/ childcare/ training and education.
 - Discussion on the complex housing issues.
- b. Employment Rates per County and Industry
- Data visualization provided, explained, and discussed.
- c. PY21 Q2 Performance Reports
- Rebounding enrollments, but low exits. Discussed.
- d. 2022 Calendar
- No discussion.

5. GOOD OF THE ORDER

- Commission Johnson announced two new mills coming to the northwest end of Clallam, bringing much needed living wage jobs to the area.

ADJOURN: Commissioner Garrido adjourned the meeting at 11:24 a.m.

NEXT MEETING: Friday, May 27, 2022, via Zoom.



May 27th, 2022

Success Stories

The Bells are ringing (when a jobseeker provides a return to work or gets a conditional offer the customer rings the bell and all staff stop their work, stand up and clap) WorkSource Kitsap hosted the US Navy in March for a hiring for multiple positions. 93 jobseeker/applicants were on site and 24 offers were made. Additionally, the US Navy had an engineering hiring event. 24 applicants/jobseekers were on site and 15 offers were made.

WorkSource Kitsap WIOA DW participant had a very sporadic and unsustainable wage work history. WIOA paid for his CDL, he just obtained a full-time position with Kitsap Park Services making \$30.60 on hour!

WorkSource Sequim WIOA Adult participant was a millworker and with WIOA training assistance was offered a Computer User Service technician for Hadlock Computer Services!

A ballistic missile submarine electronic warfare equipment operator recently separated from the Navy and struggled transitioning his naval experience to civilian employment. Working with WorkSource Kitsap Veterans services on building his resume, cover letter, and career exploration, he just received an offer working with Veteran Benefit Administrations as a Veterans Service Representative making \$60k annually!

Kitsap Community Resources has working with local South Kitsap businesses building on-the-job trainings. Recently placed two WIOA participants for OJT's with local electrician company, Nexus Electric!

Kitsap Community Resources is currently working with Trillium Employment Services and DVR to serve individuals with disabilities. This is an exciting partnership to help individuals with varying disabilities find employment!

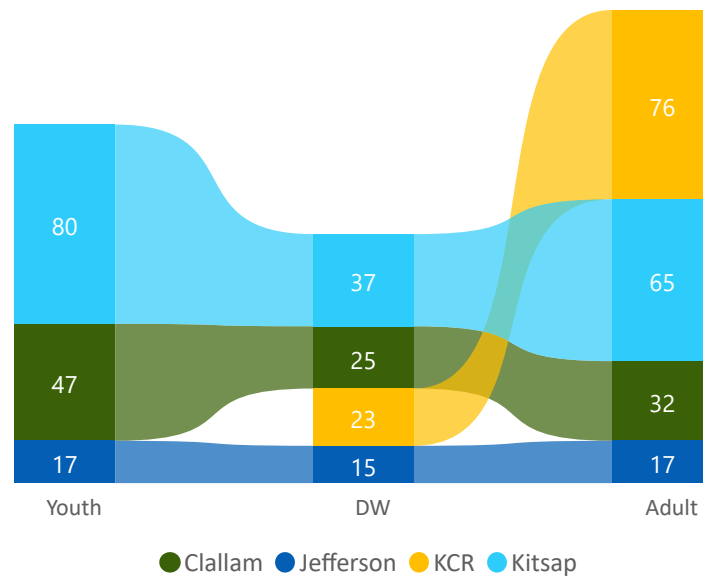
WIOA Formula Performance Report

05/05/2022

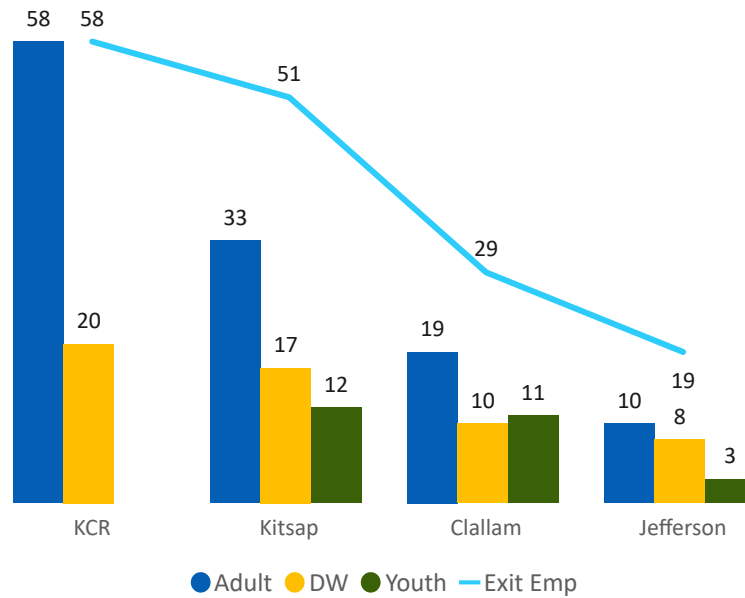
Last Refresh Date

Office	Program	Current	Enrollments	Enroll Targets	Enroll %age	Exits	Exit to Employ	Exit Employ Targets	Exit Employ %age	Self Emp	Self Emp Targets	Actual Expenditure	Target Expend	Expend %age
Clallam	Adult	11	30	40	75.00%	19	16	17	94.12%	1	3	48,655	226,350	21.50%
Clallam	DW	12	22	38	57.89%	10	5	26	19.23%		2	35,482	255,822	13.87%
Clallam	Youth	35	46	45	102.22%	11	8	5	160.00%			122,826	104,081	118.01%
Jefferson	Adult	6	16	23	69.57%	10	9	15	60.00%		2	54,742	137,558	39.80%
Jefferson	DW	6	14	20	70.00%	8	7	12	58.33%		1	34,732	117,850	29.47%
Jefferson	Youth	13	16	16	100.00%	3	3	3	100.00%			71,773	71,085	100.97%
KCR	Adult	18	76	83	91.57%	58	40	21	190.48%	2	5	129,633	207,883	62.36%
KCR	DW	3	23	31	74.19%	20	18	16	112.50%		5	63,325	155,569	40.71%
Kitsap	Adult	28	61	46	132.61%	33	28	25	112.00%	2	5	155,633	227,088	68.53%
Kitsap	DW	14	31	52	59.62%	17	15	33	45.45%		6	101,101	292,449	34.57%
Kitsap	Youth	67	79	78	101.28%	12	8	6	133.33%			305,513	305,754	99.92%
Total		213	414	472	87.71%	201	157	179	87.71%	5	29	1,123,414	2,101,489	53.46%

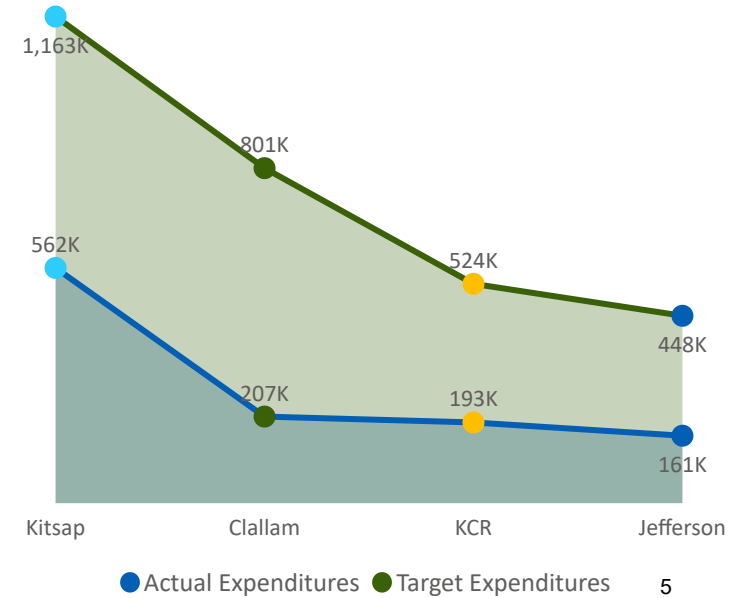
Enrollments



Exits



Expenditures v. Targets



Olympic Consortium Board Meeting (4th Friday)
 Exec OWDC Meeting (4th Tuesdays)
 OWDC Full Meeting (2nd Tuesday)

10 a.m. to 12:00 p.m. Zoom until further notice
 10 a.m. to 12:00 p.m. Zoom until further notice
 9:00 a.m. to 1:30 p.m. Zoom from 9 to 11:30 until further notice

2022

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

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

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

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

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

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

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

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

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

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

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

OLYMPIC CONSORTIUM BOARD

DATE: Friday, July 22, 2022

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: WorkSource Sequim

810 West Brackett Road

Sequim, WA 98382

AGENDA

1. CALL TO ORDER

2. ACTION ITEMS

- a. Approval of July 22, agenda
- b. Approval of May 27, meeting minutes (Att. 2.b. pg. 2-4)
- c. Policy Approval (Att. 2.c. pg. 5)
 - i. 5570POL Needs Related Payments (Att. 2.c.i. pg. 5-7)
 - ii. 1600POL Records and Documentation Retention (Rev2) (Att. 2.c.ii. pg. 9-11)

3. DISCUSSION ITEMS

- a. Sequim Staff presentations
- b. Reschedule Nov. 9th OWDC to Nov. 17th
- c. OWDC Director Report Out – Bill
 - i. Aligning OCB and OWDC 2023 Meetings
 - ii. One-Stop Operator Update
- d. Participant Success Stories – Luci (Att. 3.c. pg. 12-14)

4. UPDATES

- a. PY21 Performance Reports (Att. 4.a. pg. 15)
- b. Calendar (Att. 4.b. pg. 16)

5. GOOD OF THE ORDER

6. ADJOURN

NEXT MEETING: Friday Sept 23, 2022, via ZOOM



Jefferson County Commissioners

Kate Dean
Vice Chair

Greg Brotherton

David Sullivan

Clallam County Commissioners

Randy Johnson
First Vice Chair

Mark Ozias

Bill Peach

Kitsap County Commissioners

Charlotte Garrido
Second Vice Chair

Robert Gelder

Edward Wolfe

OWDC Director

William Dowling

Program Analyst

Luci Bench

Meeting Notes
OLYMPIC CONSORTIUM BOARD
ZOOM
Friday, May 27,2022

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

Staff: Doug Washburn, Bill Dowling, Alissa Durkin, and Luci Bench

1. CALL TO ORDER – Commissioner Kate Dean called to order 10:02 AM

2. ACTION ITEMS

a. Approval of agenda

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

b. Approval of meeting minutes from March 25, 2022, meeting minutes

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

c. Approval of minor IFA/MOU changes

Description of IFA/MOU changes included breakout of FTEs per partner and Equal Opportunity Notice language.

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

3. DISCUSSION ITEMS

a. One-Stop Operator RFP

- RFP went live on 5/17. Current contract is filled part-time by previous One-Stop Operator until September 2022. New RFP October 2022 to September 2023 for \$120,000 full-time position. Bidder's conference was on 5/24, questions and answers will be published soon. Applications are due 6/27, then OWDC and staff will review. Five OWDC members volunteered to evaluate. Suggestions will be provided to OCB for approval. OWDC will review if RFP was publicized in Clallam and Jefferson counties.

b. One-Stop Certification

- Every three years One-Stop (Comprehensive, Affiliate, and Connection) sites must apply for recertification. Employment Security Dept. (WorkSource Kitsap and Clallam) and Kitsap Community Resources (KCR) submitted recertification application. Local partners, staff, OWDC and One-Stop Operator conducted interview and cite reviews. ESD's certification was renewed. KCR application was incomplete and returned to KCR, must be resubmitted by 6/8.

c. Economic Security for All (EcSA)

- New round of EcSA funds (state level instead of federal) has been accepted by ESD to serve WIOA Adult that are 200% beyond the poverty line. This grant allows for food, medical, and mental health services and targets the population with the hardest barriers to employment, included but not limited to TANF, SNAP, homeless, and working poor.
- Contract is for 7/1/2022 through 6/30/2023 with a focus on 25% outcomes in the first quarter.
- Case managers will conduct outreach in the three-county area with partners and local community organizations.

d. OWDC Director Report Out

- Busy couple of months attending workforce conferences. Looking forward to Puget Sound Regional Council mid-June. Recent state council meeting, WWA presented about workforce innovation funds that will contribute to business services.
- NAWFP conference Bill met with Portland's workforce, who are focused on Waste Management jobs/internships. Discussion on bringing the same partner collaboration to Clallam, Jefferson, and Kitsap. Suggestions of visiting Kitsap Public Works site, working with Skookum in Jefferson County.
- OWDC Questionnaire
 - PowerPoint presented listing the questions asked and main themes of answers. Strategic planning and path forward is currently in process and will be brought to the OCB for discussion.

e. Participant Success Stories/Veterans

- Shared attached success stories.

f. NAWB Conference

- Bill shared main take aways from NAWB conference, including Congratulations you're a new Workforce Direct which was based on compliance and board engagement. Several sessions provided new tools being used, trainings being offered, and targeting transitioning job seekers.
- Alissa attended youth focused sessions which provided youth populations to focus on and how to engage. Attended Diversity, Inclusion, and Equity (SDEI) sessions.
- Commissioner Dean attended sessions focused on Hospitality and Tourism occupations which struggle to pay self-sufficient wages. DEI sessions were powerful where hard there were hard conversations about past and current issues the workforce face, with a focus on how to address racial inequities.

4. UPDATES

a. OWDC May 10 Meeting Overview

- First in-person meeting with decent turn out and discussion on questionnaire (see 3.d. above).

- Rhonda Vreeland presented on Second Chance, which helps individuals with criminal history with resume, job skills assessments, as well as helps business better understand individuals with criminal history are still hireable and are a forgotten candidate pool.
- b. PY21 Q2 Performance Reports
 - Discussed no questions. Presented Online Interaction Performance Dashboard, no questions.
- c. 2022 Calendar
 - July 29 meeting in-person at WorkSource Sequim office, option to change to virtual if necessary.

5. GOOD OF THE ORDER

- Commissioner Johnson shared recent Entrepreneur event where local business were provided information about funding options. Recent Economic Development Council survey of 500 Clallam County residents were asked about key issues and challenges. Two main issues: medical care and housing. Results will be used to investigate family wage jobs and address these two main issues.

ADJOURN: Commissioner Johnson adjourned the meeting at 11:48 a.m. **NEXT**

MEETING: Friday, July 22, 2022, Worksource Clallam, Sequim

5570POL Needs Related Payments (pg. 6-8)

New policy allowing fund allocation in the form of Needs Related Payments to WIOA enrolled participants who are receiving training and education services.

1600POL Records and Documentation Retention (Rev2) (pg. 9-11)

Originally approved by OCB in 2020, this is the second revision.

Washington Information Notice (WIN) 5403 Records Retention and Public Access has been revised to be in compliance with Secretary of State CORE. The revision changes WIOA grant and participant records retention schedule.

- The contracts section (1.) went from 6-years to 3-years
- 1.b. and c. additions to align with WIN 5403
- The participant files section (2.) went from 3-years to 6-years
- 2.NOTE. details the OWDC and subrecipients will not be held liable for records destroyed under the previous retention schedule. Prior to the release of the WIN revision, participant files were destroyed at 3 years, thus we do not have participant files going back 6 years.

5570POL Needs-Related Payments

Effective Date: July 1, 2022
Last Modified: June 30, 2022

Approved by XX

This policy defines Needs Related Payments (NRP) for the Olympic Workforce Development Council three county area, Clallam, Jefferson, and Kitsap.

- 1. To be eligible for NRP a participant must meet program level eligibility requirements, be enrolled in a WIOA funded training program, and meeting attendance and academic standards.**
- 2. Eligibility Requirements**
 - a. Adults and Out-of-School Youth (OSY) must:
 - i. Be unemployed
 - ii. Not qualify for (or ceased to qualify for) Unemployment Insurance (UI); and
 - b. Dislocated Workers must:
 - i. Be unemployed,
 - ii. Have ceased to qualify for unemployment insurance or Trade Readjustment Allowances (TRA) under TAA.
 - c. If these eligibility requirements are met, participants may be awarded NRPs 30-days prior to the start date of training for the purpose of enabling them to attend training.
- 3. Academic Standards are**
 - a. Attendance will be at or equivalent to full-time school hours (12 or more hours per week) or based off ETP attendance requirements to meet graduation or certification obtainment.
 - b. Academic standards are required to be at a level that will guarantee graduation or certification obtainment and may be dependent of ETP academic level standards.
- 4. Gap in participation**
 - a. If at any time participant requires a leave of absence from NRP funded training due to illness, family issue, extenuating life circumstance:
 - i. Case Manager is to be notified and detailed case notes added to Training and NRP services.
 - ii. NRP will cease and reapplication for NRP's is required.
 - b. NRP's are not allowable during any period of income and must requalify once income ends and requalifying for NRP is required.
 - c. Requalifying for NRP includes:
 - i. Update or new WIOA Application Financial Worksheet completion
 - ii. Updated verification and documentation of UI status
- 5. Subrecipient Manager/Supervisor are authorized to approve NRPs**
- 6. Required documentation includes:**
 - a. Training Support Analysis Form (eligibility determination) (*see 5571ATT*)
 - b. WIOA Application Financial Worksheet, total family income
 - c. Verification of UI benefits (not eligible or exhausted)

- d. Participant signature attesting to their understanding of NRPs requirements and instructions
 - e. Case note and physical documentation are required to include weeks and amounts paid per check.
- 7. NRP's will not be provided at the same time as Supportive Services.** If participant meets NRP eligibility requirements and is enrolled in WIOA funded training, NRP's are allowable, and any supportive services will cease until training is completed and participant requires further assistance.
- 8. NRPs Payment Levels are as follows:**
- a. Adult and Youth are per participant at the discretion of subrecipient contracts and participant training targets Utilizing the federal poverty level, adjusted by family size, to determine the maximum payment amount for weekly needs-related payments. For this purpose, family is defined as two or more individuals related by blood, marriage, or decree of court, who are living in a single residence. All members of a participant's family are considered when determining NRP payment amounts.
 - b. Dislocated Workers must not exceed the greater of either of the following:
 - i. Participants eligible for UI as a result of qualifying dislocation, the payment may not exceed the weekly benefit amount established for their unemployment claim; OR
 - ii. Participants who did not qualify for UI as a result of dislocation, the weekly payment may not exceed the poverty level for an equivalent period. The weekly payment level must be adjusted to reflect changes in the total family income as determined by the OWDC.
 - c. **Payment amounts as determined by federal poverty level:** Based on the participants family size, weekly payments amounts will not exceed:

Family Size	Weekly NRP Benefit Amount
1	\$245
2	\$331
3	\$417
4	\$503
5	\$590
6	\$676
7	\$762
8	\$848

- 9. Each subrecipient is responsible for NRP accounting and payment processing and are required to submit monthly invoices to OWDC Program Fiscal Agent.** (See Procedure for full details)
- 10. If at any point fraudulent activity is alleged or suspected OWDC will immediately report to the DOL Office of the Inspector General as provided in proposed 20 CFR 683.620.**

References

WIOA Section 134(d)(3) – Adults and Dislocated Workers
20 CFR 680.300, 680.930, 680.940, 680.950, 680.960, and 680.970 – Adult and DW
20 CFR 681.570 – Youth
Training and Employment Guidance Letter (TEGL) 19-16, Section 14
Training and Employment Guidance Letter (TEGL) 21-16, Section 7
Supportive Services and Needs-Related Payments, WIOA Policy 5602 (Rev3)

1600POL RECORDS AND DOCUMENTATION RETENTION (Rev~~1~~2)

Effective Date: July 01, 2020
Last Modified: ~~April 26, 2022~~

Approved by Olympic Consortium Board
January 22, 2021

The Olympic Workforce Development Council follows state and federal laws and regulations to ensure Workforce Innovation and Opportunity Act (WIOA) Title I financial and program records meet the provisions of *WIOA Policy 5403 Records Retention and Public Access*, and the Washington State Archive Local Government Common Records Retention Schedule (CORE).

1. **WIOA Title I contracts, agreements, or any other award, including financial, statistical, and property records and documentation fall within CORE GS2011-184 Rev3 regulations and have a ~~3~~6-year retention schedule.**
 - a. Final expenditure report (closeout) submittal initiates retention period.
 - i. Exception: if unless litigation, audit, or claim involving the contract begins, the retention begins on the date of resolution.
 - b. Non-expendable property records have a 3-year retention period after final disposition of property.
 - c. Complaints and actions taken have a 3-year retention period from the date of resolution.
2. **WIOA Title I participant and confidential files are maintained per *WIOA Policy 5403 Records Retention and Public Access* and have a ~~6~~3-year retention period.**
 - a. Subrecipients and contractors house and maintain participant files under the laws and regulations of specific federal, state, and local law requirements.

~~a.~~ NOTE: Recent Washington Information Notice (WIN) Records Retention and Public Access policy 5403 (Rev1) effective Jun 16, 2022, updated retention to align with Secretary of State Common Records Retention Schedule (CORE) which changes the above retention periods. Previous contracts, agreements (all items listed in #1) had a 6-year retention period and participant files (all items listed in #2) had a 3-year retention period.
3. **OWDC contractors and subrecipients are required to manage the cost of storage and keep records and documents in a manner to prevent loss or damage.**
 - a. Storage costs shall be entered as a liability, requiring payment to the vendor.
4. **WIOA Title I records and documents will be made available in the case of audits, monitoring, and/or examination by the Olympic Consortium Board (OCB), OWDC, U.S. Department of Labor (DOL), or The State of Washington.**
 - a. This right also includes timely and reasonable access to Contractor's and subcontractor's personnel, for the purpose of interviews and discussions related to such documents.

Formatted: No underline, Font color: Auto

Formatted: No underline, Font color: Auto

Formatted: Indent: Left: 0.25"

Formatted: Indent: Left: 0.5", No bullets or

5. **The statewide Management Information System, Efforts to Outcomes (ETO), houses all program participant records and documentation per 1611TSK Digital Documentation procedure.**
 - a. If specific documentation is not obtained or required, case notes within the participant record must explain why documentation is missing or unnecessary.
 - b. Records retained beyond the mandatory retention period are subject to audit and/or review.
6. **Confidential files are defined as** medical or legal documentation which includes information covered under HIPPA or PPII information required to determine WIOA program eligibility or participation in training services or outcome “Medical Exit” verification that is not entered into case management system (ETO).
 - c. Confidential (medical/legal) information must be kept in physical paper form in subrecipient designated locked file cabinet.
 - a. Files are required to be labeled with Case Management number (ETO#), last name (at least), and date of exit (to verify retention dates).
 - b. A dated note/letter of staff explanation for keeping information.
 - c. Participant medical information has a three-year retention after date of exit and will be kept in confidential file cabinet until retention is met (see also *Management of Medical and Disability Related Information, WIN 0023(Rev1)*).
7. **Protection of personally identifiable information (PII) will be housed per 1601POL Protection of Personally Identifiable Information policy.**
8. **The OWDC acknowledge subrecipient use of a participant “Working File”.**
 - a. Working file is defined as physical documents not yet uploaded into applicable TouchPoints (TP). This may include:
 - i. Missing pages or documentation
 - ii. Missing or incomplete information
 - iii. Documents waiting signature (application, purchase orders, etc.)
 - b. Once documentation is uploaded into case management system (ETO#), subrecipients are required to destroy Working File and all applicable documentation.
 - c. All working file documentation is subject to audit and/or review (per #4 above).
9. **Once a record or document reaches retention date (three-years after exit date), the record is required to be logged (see below) per CORE destruction procedure and destroyed.**
 - a. Destruction logs are required, have an indefinite retention period, and are to be kept in Confidential file cabinet and must include:
 - i. Case management number (ETO#)
 - ii. Last name and first initial

iii. Date of exit (to verify retention was met)

References

WIOA Policy 5403 ([Rev1](#)) *Records Retention and Public Access*

1601POL *Protection of Personally Identifiable Information*

1611TSK *Digital Documentation*

Office of the Secretary of State, Washington State Archive Local Government Common Records Retention Schedule (CORE)

Success Stories

Veterans CM, Jon Ferguson, Sequim

Homeless Global War on Terrorism (AFEM) era veteran referred to DVOP services from Vet Connect staff (Port Hadlock VFW). Veteran was referred to VA HUD/VASH housing program representative, VA Medical/Mental health services, and Service Officer for VA Compensation application. Veteran received Intensive Career Services (ICS) which included developing an Individual Employment Plan (IEP), Resume/Cover Letter, interview technique counseling, and job leads. Veteran interviewed and was offered open position with Chevron Service Station as Store Clerk at \$19/hr. w benefits.

Service-connected disabled veteran with significant secondary medical diagnosis connected with DVOP through referral from Veterans Resource Center for employment services. Veteran in danger of becoming homeless, lack of income. Veteran applied to and was accepted into SECEP program. Veteran started working at Sequim Museum (AARP/SECEP) at \$16/Hr. part time, average 20 - 30 hrs./wk. will be training as Information Specialist. Expresses no needs or concerns currently and is looking forward to returning to work and connecting to community.

Vietnam Era veteran in danger of homelessness referred to WorkSource through fellow veteran. CVSR referred veteran to VA HUD/VASH housing program representative, VA Medical/Mental health services, and Service Officer for VA Compensation application. Veteran received Intensive Career Services (ICS) which included developing an Individual Employment Plan (IEP), Resume/Cover Letter, interview technique counseling, and job leads. Veteran referred to open position with McKinley Paper Mill, received offer to interview and was offered Scale Attendant position \$16/Hr., full time with benefits.

OEF/IEF Service-Connected combat veteran referred to WorkSource from Northwest Veterans Resource Center, after he was terminated from nearly 20 years employment due to vaccination status. Veteran was referred to local VA Service Officer for VA Compensation application. Veteran referred to WIOA orientation for application to and co-enrollment with WIOA Case Manager. Veteran approved for WIOA services and employment plan was developed. Veteran received funding (\$3,000) from WIOA to attend CDL training, he graduated and was offered 3 employment opportunities before he completed training. Veteran accepted full time position with Werner Trucking at \$71,000/annually (including \$6,000 sign on bonus). Veteran relocated to Texas, given contact information for veteran resources offered through Texas Veterans Commission (TVC).

Vietnam Era Homeless veteran referred to WorkSource DVOP service from Northwest Veterans Resource Center. Veteran relates losing employment after company closed. With no real employment opportunities, veteran and spouse packed up and moved to Clallam County (has family connection locally). Veteran was referred to VA HUD/VASH housing program representative, VA Medical/Mental health services, and Service Officer for VA Compensation application. Veteran received Intensive Career Services (ICS), which included developing an Individual Employment Plan (IEP), Resume/Cover Letter, interview technique counseling, and job leads. Veteran referred to open Equipment Service/Repair position with U-Haul. Veteran successfully interviewed and accepted Part Time position with U-Haul – Sequim location. \$20/hr. w limited benefits, states that pay meets his needs and will continue this employment opportunity until his situation changes. States wife is also employed and is considered primary wage earner.

VRE referred Service-Connected veteran enrolled into DVOP intensive employment services. Veteran completed VA funded 2-year AS degree program at Peninsula College for Medical

Administration – Medical Coding Specialist. Veterans’ specific employment goal of Medical Administration was not achieved; however she was offered, and accepted, full time position with La Casa Resort - Guest Service Agent at \$20/Hr. with benefits. Veteran exited as Program Completion – Unsubsidized Employment/Maximum Rehab Gained (MRG per VA Case Manager)

Business Manager, Hildo Rodriguez:

Here is an unscheduled success outcome. You just never know when something like this can, will, or does happen, just by suggestion and listening. Customers who are stressed will most likely tell you their story if you listen and put them at ease to be helped.

Here is the story: Customer walked into our WorkSource Kitsap office to inquire about Unemployment issues and help programs. She is homeless and couch surfing with friends. Her children are currently staying with friends at a different location as they need to spread out, to be able to be accommodated. After discussions with myself and other staff listening to her concerns. Which included paying for her storage unit otherwise she would need to move her stuff, (with no place to move it), and risk of losing her car. It happened that we were hosting a Hire Event with Orchard Foods, (Taco Bell, KFC), of Kitsap County. She had no plans to interview only to ask for help. With other staff and I encouraging her to interview, (what did she have to lose), and so she agreed, but had no resume as she was not prepared. We spoke to the recruiter and explained her situation, including not being prepared to interview, and the recruiter expressed an interest in speaking with her anyway. She interviewed on a Tuesday and will start work the following Monday. She was hired on the spot. SUCCESS!! She exiting our facility overjoyed and with tears in her eyes and many thanks to staff. This was desperation turned to relief.

KCR - Participant had approached WIOA services when she was trying to enter the trades as an Electrician non-union. She had been working at a warehouse for 2 years making a little more than minimum wage and had approached the Kitsap Builders Association (KBA) to interview for their 6-week apprenticeship program and was able to secure a work site with Nexus Electric which was a community partner with Kitsap Community Resources. Our partner Nexus Electric reached out to us because WIOA spoke at the KBA luncheon and presented our WEX and OJT programs to the Trades community which had given the exposure to our program offerings. She was low income and needing assistance with her training as an Electrician in the field. Participant was able to complete her 6-week KBA apprenticeship and then directly participate in WIOA OJT for 12 weeks. In this time, we were able to assist her with program support services that was able to help provide the wrap around services that was instrumental in securing a full-time position with the company after participating in the WIOA OJT program. She was able to advocate for our program in the community because she been given the employment support needed to focus on learning a trade and executing the expectations that had been written out in the OJT host site evaluations. As a case manager we had assisted in fulfilling a need in community and build relationships to encourage our clients to enter the trades which is in demand in Kitsap County. This was the first time our community partner Nexus electric had participated in this contract with WIOA and ended up valuing the resource we service in the community. Participant is a full-time employee at Nexus Electric and that has been a highlighted case that KCR WIOA team is proud highlight.

OESD – Youth had entered the military when she completed high school. Unfortunately, she was unable to complete her first tour of duty and was honorably discharged from the service after 2 years. As a 20-year-old person she found herself homeless and in need of assistance. She visited WorkSource and was connected with both Veteran services and WIOA Youth Services. The programs worked together to support the youth in finding temporary shelter in the local area. She was also able to work with her Youth case manager to update her resume and start a job search. Through career exploration the youth was able to connect with a local insurance agent that hired her as

an assistant. The WIOA program supported her with appropriate interview, work clothing and transportation. As she entered a new career she also started a training program for insurance agents. After several months she was able to obtain stable housing. Unfortunately, as her training progressed, it became apparent that she would be unable to pass the required testing and was laid off from her job.

The youth was concerned about her future but re-grouped with her WIOA Youth case manager, they were able to find her an interim job with the local Walmart. Through further career exploration she discovered an opportunity in the welding profession. She discussed the options with her case manager, they found a welding certification program at a local 2-year college. The case manager requested the youth attend a job shadow opportunity to further explore the welding career field. After the job shadow and further discussions with a college advisor, she signed up for the welding certification classes. The program worked with her to provide required equipment and clothing. The youth was able to pass all of her classes with a 4.0 grade point average and made the Dean's list. The youth was also offered a welding position upon graduation. The youth is now successfully employed in the welding field, which is a non-traditional field for women in the workforce.

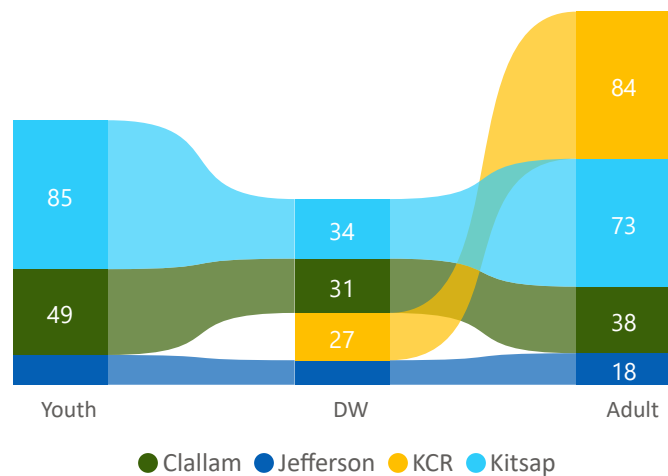
WIOA Formula Performance Report

07/01/2022

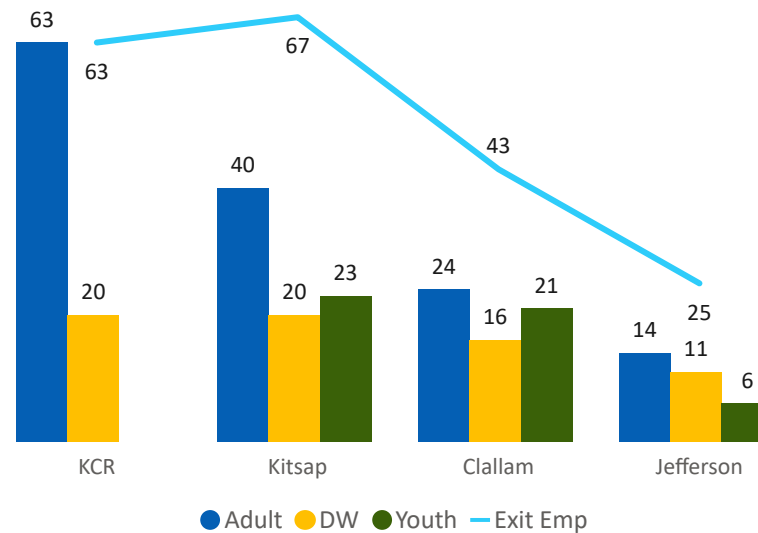
Last Refresh Date

Office	Program	Current	Enrollments	Enroll Targets	Enroll %age	Exits	Exit to Employ	Exit Employ Targets	Exit Employ %age	Self Emp	Self Emp Targets
Kitsap	Youth	62	85	98	▲ 86.73%	23	17	16	● 106.25%		
Kitsap	Adult	33	73	50	● 146.00%	40	32	35	● 91.43%	3	7
Clallam	Youth	28	49	51	● 96.08%	21	13	10	● 130.00%		
KCR	Adult	21	84	103	◆ 81.55%	63	45	30	● 150.00%	2	7
Clallam	DW	15	31	57	◆ 54.39%	16	10	40	◆ 25.00%		3
Clallam	Adult	14	38	57	◆ 66.67%	24	20	30	◆ 66.67%	5	3
Kitsap	DW	14	34	65	◆ 52.31%	20	18	44	◆ 40.91%		8
Jefferson	Youth	11	17	19	▲ 89.47%	6	5	4	● 125.00%		
KCR	DW	7	27	40	◆ 67.50%	20	18	22	◆ 81.82%		7
Jefferson	Adult	4	18	33	◆ 54.55%	14	11	18	◆ 61.11%	1	3
Jefferson	DW	3	14	30	◆ 46.67%	11	9	20	◆ 45.00%		1
Total		212	470	603	77.94%	258	198	269	73.61%	11	39

Enrollments



Exits



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

Olympic Consortium Board Meeting (4th Friday)
 Exec OWDC Meeting (4th Tuesdays)
 OWDC Full Meeting (2nd Tuesday)

10 a.m. to 12:00 p.m.
 10 a.m. to 12:00 p.m.
 9:00 a.m. to 1:30 p.m.

Zoom until further notice
 Zoom until further notice
 Zoom from 9 to 11:30 until further notice

2022

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

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

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

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

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

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

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

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

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

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

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



**Jefferson County
Commissioners**

Kate Dean
Vice Chair

Greg Brotherton

David Sullivan

**Clallam County
Commissioners**

Randy Johnson
First Vice Chair

Mark Ozias

Bill Peach

**Kitsap County
Commissioners**

Charlotte Garrido
Second Vice Chair

Robert Gelder

Edward Wolfe

OWDC Director

William Dowling

Program Analyst

Luci Bench

OLYMPIC CONSORTIUM BOARD

DATE: Friday, September 23, 2022

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: Via [ZOOM](#)

AGENDA

1. CALL TO ORDER

2. ACTION ITEMS

- a. Approval of Sept 23, agenda
- b. Approval of July 22, meeting minutes (Att. 2.b. pg.2-3)
- c. Approval of By-Laws Summary (Att.2.c. pg. 4)
 - i. OCB By-Laws (Att. 2.c.i. pg. 5--9)
 - ii. OWDC By-Laws (Att. 2.c.ii. pg. 10-15)
 - iii. Consortium Agreement (Att. 2.c.iii. pg. 16-26)
 - iv. Chart of Responsibilities-OCB & OWDC (Att. 2.c.iv. pg. 27-28)
- d. Approval of the OWDC Adoption of 2023 WIOA Budget Summary (Att.2.d. pg. 29)
 - i. 2023 WIOA Budget (Att. 2.d.i. pg. 30-32)
- e. Approval of MOU IFA Modification Summary (Att. 2.e. pg. 33)
 - i. 2022-2025 MOU IFA – Revision (Att. 2.e.i. pg. 34-87)

3. DISCUSSION ITEMS

- a. OWDC Director Report Out – Bill
 - i. 2023 Proposed Calendar (Att. 3.a.i. pg. 88)
- b. Participant Success Stories – Luci (Att. 3.b. pg. 89-90)

4. UPDATES

- a. OWDC September Meeting Update – Bill
- b. PY21 Performance Reports (Att. 4.b. pg. 91)
- c. Calendar (Att. 4.c. pg. 92)

5. GOOD OF THE ORDER

6. ADJOURN

NEXT MEETING: October 28, 2022, via ZOOM

Meeting Notes
OLYMPIC CONSORTIUM BOARD
WorkSource Sequim
Friday, July 22, 2022

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

Staff: Bill Dowling, Alissa Durkin, and Luci Bench

Guest: Mike Robinson, Brandino Gibson, and Jon Ferguson

1. CALL TO ORDER – Commissioner Johnson called to order 10:06 AM

2. ACTION ITEMS

a. Approval of agenda

MOTION: Commissioner Garrido moved to approve amended agenda.

Commissioner Dean second. Motion carried.

b. Approval of meeting minutes from May 27, 2022, meeting minutes

MOTION: Commissioner Garrido moved to approve. Commissioner Dean second.

Motion carried.

c. Approval of Policy

5570POL Needs Related Payment

MOTION: Commissioner Dean moved to approve. Commissioner Garrido second.

Motion carried.

1600POL Records and Documentation Retention (Rev2)

MOTION: Commissioner Garrido moved to approve. Commissioner Dean second.

Motion carried.

3. DISCUSSION ITEMS

a. WorkSource Sequim Presentation

Mike Robinson and Brandino Gibson present on WorkSource Operation. Winco three day hiring event – 127 attendees, 86 hires. Work with Jamestown S’Klallam Tribes including hiring events. Strategies For Success course to be provided to Suquamish Tribal elders, HS staff, and anyone else who wishes to participate. All WorkSource staff are training on Business services, included in two-years onboarding of new employees.

Jon Ferguson presented on Veteran’s service, resources provided, working with OlyCap and Peninsula College in a human centered design to get veterans the assistance they need and into employment. Shared success story.

Implementation of a success tracker accessible by all staff to add stories and pull the stories to share when necessary.

b. Reschedule of November 9th OWDC meeting to November 17th

Washington Workforce Association Conference the 8th through the 10th conflicts with currently scheduled OWDC on the 9th. Notified and confirmed rescheduling to the 17th.

c. OWDC Director Report Out

Met with Port Hadlock library concerning providing services, continued work to find right fit and availability of staff.

Literacy Navigator will be placed in WorkSource and libraries.

Scheduled to attend Coffee with Colleen in August.

QUEST NDWG, new funding option, \$140k to the state, Washington intends to apply.

Workforce Impact Fund (WIF) \$50 million focused on three broad, proven workforce strategies to transition Washingtonians into good jobs. Funds will be used to boost job-seeker supports, increase local service capacity, and connect wrap-around supports. Requested commissioner support. Further information will be sent out.

i. Aligning OCB and OWDC 2023 Meetings

Discussion on current cadence of meeting and the possibility of combining a couple meetings a year. Part of the work on OWDC Purpose and Mission, as well as engagement Broad members in OWDC work. Commissioners requested to meet more frequently and support combination with OWDC. Staff will work to reschedule on a bi-monthly cadence.

ii. One-Stop Operator Update

Three solid proposals submitted. Review team has completed review and scoring. Executive Committee will confirm on July 26th, announcement will follow along with appeal waiting period.

d. Participant Success Stories

- i. Shared attached success stories. Commissioners requested having some of the participants with success stories on their local news outlet. Stall will work to schedule.

4. UPDATES

a. PY21 Q4 Performance Reports

- Discussed no questions.

b. 2022 Calendar

- Shared, no discussion

5. GOOD OF THE ORDER

ADJOURN: Commissioner Johnson adjourned the meeting at 11:54 a.m.

NEXT MEETING: Friday September 23, 2022, via ZOOM



OCB By-Laws Summary of Changes

- The entire document was reformatted and reorganized for better flow.
- **2.05 Duties of the Olympic Consortium Board** section have been added to provide summary of functions in partnership with local workforce development council.
- **3.0 Meetings, Quorum, Voting** section added statement “a quorum shall be required in order for passage of any item placed before the board for action.”

OWDC By-Laws Summary of Changes

- The entire document was reformatted and reorganized for better flow.
- **1.0 Functions** section added to define roles and responsibilities of each entity.
- **11.0 Workforce Development Council Executive Director and Staff** section have been added to define roles and responsibilities of each entity.

Consortium Agreement

- The entire document was reformatted and reorganized for better flow.
- **F Duties** section added to define roles and responsibilities.
- **Grant Recipient** sections have been added to define roles and responsibilities of each entity.



OLYMPIC CONSORTIUM BOARD BY-LAWS

Established Date: May 2015

Last Modified Date: August 2022

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

1.0 ESTABLISHMENT: The Consortium is established by Agreement, as amended from time to time, dated May ~~7~~ 2015 (“the Agreement”).

2.0 OFFICERS, ELECTION, TERMS AND DUTIES:

2.01 The officers of the Consortium Board include a Chair, Vice-Chair, and a Second Vice-Chair who are elected by the Board at a meeting during each calendar year. The Chair, Vice-Chair and Second Vice-Chair shall be from different member agencies.

2.02 The Chair, Vice-Chair and Second Vice-Chair serve a one-year term and shall rotate annually through ascension.

2.03 In the event there is a vacancy in the office of the Chair, the Vice-Chair succeeds to the office of Chair for the unexpired portion of the term, and the Second Vice-Chair shall succeed to the office of the Vice-Chair for the unexpired portion of the term. The Board shall elect a Second Vice-Chair at the next regular meeting for the unexpired portion of the term.

2.04 In the event there is a vacancy in the office of Vice-Chair, the Second Vice-Chair shall succeed to the office of the Vice-Chair for the unexpired portion of the term and the Board shall elect a new Second Vice-Chair at the next regular meeting.

2.05 Duties of the Olympic Consortium Board:

2.05.1 ~~Establish by-laws consistent with state policy for local workforce development council outline in WIOA Section 107(d) and 20 CFR 679.10 Annual Goalsetting (in addition Workforce Innovation and Opportunity Act formula requirements) and evaluations.~~

2.05.2 In partnership with local workforce development council, perform all functions outlines in WIOA Section 107(d) and 20 CFR 679.370, and summarized as follows:

o Develop and maintain the 4-year Local Plan

- Conduct workforce research and regional labor market analysis to assist in the development and implementation of the local plan
- Convene workforce development system stakeholders in the development of the local plan and identify resources to leverage support for workforce development
- Lead employer engagement efforts
- Collaborate with education representatives to develop and implement career pathways
- Identify and promote proven and promising practices
- Develop and implement strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, and job seekers
- Conduct program oversight
- Negotiate local performance accountability measures
- Negotiate methods for funding the infrastructure costs of one-stop centers in the local area
- Select and monitor one-stop operators and service providers
- Ensure adequate availability of career and training services, maximizing consumer choice
- Coordinate workforce activities with education and training providers
- Develop, implement, and monitor WIOA budget
- Assess and enact accessibility for individuals with disabilities
- Certify one-stop centers in accordance with 20 CFR 678.800

•

2.06 Duties of the Chair:

- Preside at the meetings of the Board
- 1.06.2 Create, appoint, and discharge Board committees unless otherwise provided in these By-laws
- 1.06.3 Call for the vote on all motions properly presented and seconded
- Enforce the procedural rules of the Board during meetings
- Participate in deliberations of the Board
- Vote in all matters before the Board

- Ensure that the functions of the Board are carried out to the best of his or her abilities
- Make reports as necessary to the Board
- Execute on behalf of the Board any documents and papers duly authorized by the Board that may require signature
- Increase collaboration with Olympic Workforce Development Council
- Review monthly narrative of successes.

2.07 The Vice-Chair performs the duties of the Chair in the absence of the Chair.

2.08 The Second Vice-Chair performs the duties of the Chair and the Vice-Chair in their absence.

3.0 MEETINGS, QUORUM, VOTING:

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

3.02 Meetings of the Consortium Board shall conform to the Open Public Meetings Act, Chapter 42.30 RCW.

3.03 On items that are deliberative in nature, the Consortium Board strives for consensus. Procedures in the current edition of Robert's Rules of Order-The Modern Edition are adopted by the Consortium Board for its regular and special meetings unless they are inconsistent with these By-laws or any special rules of order the Consortium Board has adopted.

3.04 A quorum of the Consortium Board is one (1) vote per county i.e. a total of not less than three (3) of nine (9) members, provided that there is at least one (1) member present from each County. [A quorum shall be required in order for passage of any item placed before the board for action.](#)

3.05 [When a quorum is not present: The Chairperson may call for a special meeting as in accordance with RCW 42.30.080.](#)

3.06 Unless otherwise specified, actions by the Consortium Board are affirmed by a simple majority vote. A majority vote is more than one-half (1/2) of those present and voting.

3.07 Any business affecting a member county must be approved by the board of commissioners of the affected county.

- 3.08 Special Meetings may be called at any time as in accordance with RCW 42.30.080.
- 3.09 Any or all members may participate telephonically. The place selected for the meeting must be equipped with a speakerphone with conference call capability. Members participating telephonically must identify themselves while voting telephonically and as needed during discussion. All members in attendance, as well as the public, must be able to hear and communicate with the member participating telephonically.

4.0 COMMITTEES:

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

5.0 WORKFORCE DEVELOPMENT COUNCIL APPOINTMENTS.

- 5.01 Consortium Board shall be responsible for establishing a local Workforce Development Council and for appointing representatives to the Workforce Development Council.
- 5.02 Representatives to the Workforce Development Council shall be appointed to terms as determined by the Consortium Board. The terms shall be staggered, and the nomination and appointment procedures shall comply with standards established under the Workforce Innovation and Opportunity Act, the State of Washington, and/or the Consortium Board. The Chair, or alternate, of the Workforce Development Council are invited to attend all meetings of the Consortium Board. The Chair of the Workforce Development Council or alternate shall be non- voting members.
- 5.03 In making appointments to the Workforce Development Council, the Consortium Board shall strive to reach consensus for each Workforce Development Council appointment. If the Board does not reach consensus on a nominee to the Workforce Development Council, it shall consider a second nominee. If consensus cannot be reached on the second nominee, the appointment shall be by majority vote of the Board.
- 5.04 Representation on the Workforce Development Council shall reasonably reflect the respective population of the individual counties.
- 5.05 A Workforce Development Council member may resign by submitting a resignation letter to the Workforce Development Council Chair or the Consortium Board. A Workforce Development Council member shall resign if he or she leaves the position of optimum policy-making authority in the sector in which they were appointed to represent.

- 5.06 The Consortium Board may remove a Workforce Development Council member, on its own accord or at the request of the Workforce Development Council, with or without cause, by majority vote. Notice to the member being considered for removal shall be provided at least fifteen (15) days prior to the vote on the removal.
- 5.07 A Workforce Development Council member may be removed, pursuant to subsection 7.5 above, for three (3) consecutive unexcused absences from scheduled Workforce Development Council meetings.
- 6.0 ADMINISTRATIVE STAFF.** Kitsap County shall be the designated entity for employment of administrative staff (including executive director) that serves the Board and Ceouncil. The administrative staff shall be responsible for developing procedures for program planning, fiscal management, evaluating program performance, initiating necessary corrective action for subgrantees and subcontractors, determining whether there is a need to reallocate resources, and modifying grants. There is no conflict of interest between these two roles.
- 6.01 The administrative staff shall perform its duties consistent with the goals and policies developed by the Consortium Board and the Workforce Development Council.
- 6.02 Although the administrative staff assigned to the Consortium Board and the Workforce Development Council shall remain employees of Kitsap County, the ~~Consortium Board~~ Workforce Development Council shall have ~~input authority to the selection in the selection~~ and performance review of the assigned administrative executive director.
- 7.0 GRANT RECIPIENT.** Kitsap County shall be the designated grant recipient for the Olympic Consortium and the Workforce Development Council. As such, Kitsap County shall:
- 7.01 Exercise those duties and responsibilities as grant recipient as set forth in federal, state law, or by the Consortium Board.
- 7.02 Comply with the Workforce Innovation and Opportunity Act with respect to property management and procurement.
- 7.03 Ensure that all conditions of grant approval are met, including but not limited to, compliance with applicable laws, monitoring and reporting requirements, and management of subgrants and contracts.
- 8.0 AMENDMENTS:** These By-laws may be amended at a meeting of the Consortium Board by a two-thirds (2/3) majority vote of those present and voting, provided that a copy of the proposed amendment has been sent to each Consortium Board representative at least thirty (30) business days prior to the meeting at which the vote to amend is scheduled. Voting must be in conformance with Section 5 herein.



OLYMPIC WORKFORCE DEVELOPMENT COUNCIL BY-LAWS

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

Commented [LB1]: Section included to define name and areas covered.

The purpose of the ~~Council OWDC~~ will be to set workforce investment system policy and exercise oversight for the Olympic Workforce Development Area in accordance with [Section 107](#) of the Workforce Innovation and Opportunity Act of 2014, P.L. 113-128 ([WIOA](#)) and the provisions contained in the [interlocalconsortium](#) agreement between local elected officials and the Olympic Consortium Board (refer to OCB By-laws), hence fore referred to as OCB.

1.0 FUNCTIONS

The Council's ~~functions shall be in a accordance with -must carry out specific functions as defined in~~ WIOA Sections 107(d) and 108, and summarized as follows:

Commented [LB2]: The entire Function section (1.0) was added during this revision.

- Develop and maintain the 4-year Local Plan
 - Conduct workforce research and regional labor market analysis [to assist in the development and implementation of the local plan](#)
 - [Convene workforce development system stakeholders in the development of the local plan and identify resources to leverage support for workforce development](#)
- Lead employer engagement efforts
- Collaborate with education representatives to develop and implement career pathways
- Identify and promote proven and promising practices
- Develop and implement strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, and job seekers
- Conduct program oversight
- Negotiate local performance accountability measures
- Negotiate methods for funding the infrastructure costs of one-stop centers in the local area
- Select and monitor one-stop operators and service providers
- Ensure adequate availability of career and training services, maximizing consumer choice
- Coordinate workforce activities with education and training providers
- Develop, implement, and monitor [WIOA](#) budget
- Assess and enact accessibility for individuals with disabilities
- Certify one-stop centers in accordance with 20 CFR 678.800

2.0 DESIGNATION

MEMBERSHIP

The Council shall be comprised of no fewer than ~~twenty-nine (29)~~ twenty-one (21) and not greater than 41 members. Taken as a whole, ~~the council~~WDC membership shall reasonably reflect the respective populations of the (3) counties.

- 2.01 Appointment: Each member shall be appointed pursuant to the nomination and appointment process established under WIOA, and the ~~Olympic Consortium Board~~OCB By-laws.
- 2.02 Alternates: Each member may have two alternates.
- 2.03 Resignation: Any member may resign by submitting written notice to the ~~Workforce Development Council~~Council Chairperson~~OWDC~~ or the ~~Olympic Consortium Board~~OCB Chairperson. Members shall offer their resignations when they retire or otherwise leave a position of optimum policy-making authority in the sector they were appointed to represent.
- 2.04 Removal: The ~~Olympic Consortium Board~~OCB may remove a ~~council~~WDC member on its own accord; or the Council Chairperson, on behalf of the entire Council~~WDC~~ may request the ~~Olympic Consortium Board~~OCB remove a ~~council~~WDC member by a majority vote, provided that fifteen (15) calendar ~~days-noticed~~days' notice of the pending action has been provided to the member, the entire council~~WDC~~, and to the ~~Olympic Consortium Board~~OCB. An unexcused absence from three (3) consecutively scheduled council~~WDC~~ meetings may be deemed as being good cause for removing a member ~~from the WDC~~.

3.0 OFFICERS

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

4.0 ELECTIONS

4.01 Elections: The Chairperson and Vice Chairperson shall be elected by a majority vote for a two (2) year term beginning on January 1 and ending on December 31 of the second year. The Chairperson and Vice Chairperson can serve for two or more consecutive two-year terms.

~~4.02~~ Process: The Chairperson shall appoint a three-member Nominating Committee. Elections shall be held at the first regular meeting of the fourth (4th) calendar quarter, from a list of candidates~~slate~~ presented by the Nominating Committee and nominations from the floor. Nominees must be active members who have consented to serve.

~~4.024.03~~ All elections shall be by secret ballot unless dispensed with by a majority vote of the members present.

~~4.02-14.03.1~~ Any Council member may audit the ballot.

~~4.034.04~~ Nominating Committee: Shall consist of three (3) WDC members appointed by the WDC Chairperson. The WDC Chairperson shall designate the committee Chairperson.

~~4.044.05~~ Removal: The Chairperson and/or Vice Chairperson may be removed from office by a two-thirds (2/3) majority vote of the Council provided that seven (7) days' notice of the pending action has been provided to the Council.

5.0 REPRESENTATION

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

6.0 COMPENSATION

Members of the Council shall serve without compensation. Reimbursement for expenses incurred while conducting official Council business shall be provided for in accordance with an agreement between the ~~Workforce Development Council~~Council~~OWDC~~ and the ~~Olympic Consortium Board~~OCB.

7.0 MEETINGS

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

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

~~7.027.03~~ Minutes: Minutes of all meetings shall be promptly recorded and posted to the Olympic Workforce Development Council webpage at least five (5) days prior to the next scheduled meeting.

~~7.03~~ Attendance: Records of attendance, reports and the names of motion makers will be included in the minutes.

7.04

8.0 QUORUM

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

9.0 VOTING

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

9.01 Balloting: Voting shall be conducted by voice. The Chairperson may call for a hand count as needed.

9.02 Conflict of Interest: No member shall engage in any activity, including participation in the selection, award, or administration of a subgrant or contract supported by WIOA funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when: 1) the individual, 2) any member of the individual's immediate family, 3) the individual's partner, or 4) an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm or organization selected for award.

No member shall cast a vote on, nor participate in, any decision-making capacity on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member. If a matter arises which places a member in a conflict-of-interest situation or a potential conflict of interest situation, that member will notify the Chairperson and abstain from voting.

- 9.03 When a quorum is not present: If the meeting is a regular meeting, consistent with Section ~~2-017.01~~, and a quorum is not present, the attending council members may meet, and voting shall take place electronically. When issues are decided by electronic vote, a ballot is sent to the voting members stating exactly what is to be voted on and a clearly designated place for the member to mark a vote.

10.0 WORKFORCE DEVELOPMENT COUNCIL COMMITTEES

10.01 Committees~~Standing Committees shall be:~~

- 10.01.1 Executive Committee: It shall consist of the current and immediate past Chairperson and current Vice Chairperson, and four (4) to six (6) members elected by the Council. The term shall be consistent with ~~8-01 below~~4.01. If a member leaves the Committee, the Chair may appoint a replacement member to fulfill the term of the exiting member. Most of the Executive Committee members shall be from the business community.

~~10.01.2 — Youth Committee: It shall consist of WDC members and community members appointed by the WDC Chairperson in accordance with WIOA. The WDC Chairperson shall designate the committee Chairperson.~~

~~10.01.3~~10.01.2 Ad Hoc or Standing Committees, and/or Workgroups: ~~From time to time, the Council~~ WDC Chairperson, ~~or Council by majority vote,~~ may establish ad hoc or standing committees, and/or Workgroups, as deemed necessary. Committee members may include non-Council members who have special knowledge to be of assistance to the Council; however, the Chairperson of a committee shall be an appointed Council member. ~~membership shall consist of Workforce Development Council members and may include ad hoc community members appointed by the WDC Chairperson. The WDC Chairperson shall appoint a Workforce Development Council member as Chairperson of the ad hoc committee.~~

11.0 WORKFORCE DEVELOPMENT COUNCIL EXECUTIVE DIRECTOR & STAFF

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

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

~~10.02~~ ~~11.02~~ Although the administrative executive director assigned to the OCB and Council OWDC shall remain employees of Kitsap County; the Workforce Development Council shall have authority to the selection and performance review of the assigned administrative executive director.

~~11.012.0~~ **AMENDMENT OF BY-LAWS**

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

~~12.013.0~~ **PARLIAMENTARY AUTHORITY**

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

Adopted by the Olympic Workforce Development Council ~~xx~~, 2022.

Marilyn Hoppen _____
Olympic Workforce Development Council, Chairperson

Consortium Agreement

Pursuant to the
Workforce Innovation and Opportunity Act of 2014
Between

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

May 2015

Amended August 2022

Table of Contents

CHARTER	3
ARTICLE I Purpose	3
ARTICLE II Membership	3
ARTICLE III Service Area	4
ARTICLE IV Consortium Board	4
ARTICLE V WDC Appointments	4
ARTICLE VI Grant Recipient & Administrative Staff	5
ARTICLE VII Allocation of Funds	65
ARTICLE VIII Liability	76
ARTICLE IX Hold Harmless & Insurance Requirements	76
ARTICLE X Duration & Renewal of Agreement	7
ARTICLE XI Certification of Authority	7
BOARD OF COUNTY COMMISSIONERS KITSAP COUNTY, WASHINGTON	98
BOARD OF COUNTY COMMISSIONERS CLALLAM COUNTY, WASHINGTON	109
BOARD OF COUNTY COMMISSIONERS JEFFERSON COUNTY, WASHINGTON	1110

CHARTER

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

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

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

WHEREAS WIOA requires redesignation of the three (3) county area and renewal and amendment of the original WIA Consortium Agreement;

THEREFORE, the Parties jointly establish a WIOA Consortium to be governed by the following articles:

ARTICLE I

The Parties hereby establish a Consortium pursuant to the WIOA to replace the WIA Consortium established in 2000.

PURPOSE - The purpose of the Consortium shall be:

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

ARTICLE II

MEMBERSHIP - This organization shall be named the Olympic Consortium Board (OCB) and shall consist of the following parties:

Clallam County
Clallam County Courthouse
223 East 4th
Port Angeles, WA 98362

Jefferson County
Jefferson County Courthouse
1820 Jefferson St.
Port Townsend, WA 98368

Kitsap County
Kitsap County Courthouse
614 Division St.
Port Orchard, WA 98366

ARTICLE III

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

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

The Parties shall take all steps necessary to ensure that the three-county area is designated a Workforce Development Area (“Area”) pursuant to WIOA.

ARTICLE IV

~~**POWERS, FUNCTIONS, AND RESPONSIBILITIES** – The Consortium shall exercise those powers, functions and responsibilities necessary for planning, establishing, and operating a workforce development system.~~

ARTICLE IV

CONSORTIUM BOARD – The Consortium Board (“Board”) shall constitute the executive body of the Consortium. The Board shall exercise all executive powers, functions, and responsibilities necessary to govern the Consortium. The Board may establish rules and procedures (By-Laws) as it deems necessary.

- A. **Membership** – The Board shall be composed of three (3) elected Commissioners from each of the three (3) aforementioned counties, for a total of nine (9) members.
- B. **Voting** – Each member of the Board shall have one (1) vote. All decisions of the Board shall be made by no less than a majority vote of a quorum at a meeting where a quorum is present.
- C. **Quorum** – A quorum shall consist of a total of no less than three (3) of the nine members, provided that at least one (1) member from each county is present. Any business affecting a member county must be approved by the board of commissioners of the county affected.
- D. **Chair, Vice Chair, and Second Vice Chair** – The Board shall elect a Chair, a Vice Chair, and a Second Vice Chair by a majority vote, at a meeting where a quorum is present, for a term of service not to exceed one (1) year. Officers of the Board shall be comprised of one (1) elected member from each county, and officers shall rotate annually through ascension.
- E. **Meetings** – The Board shall meet at such times and places as may be designated by the Chair. In the absence of Chair, the Vice Chair shall preside over meetings. In the absence of the Chair and Vice Chair, the Second Vice Chair shall preside over meetings. In the absence of the Chair,

Vice Chair, and Second Vice Chair, a Chair pro-tempore shall be elected by a majority of the members present to preside for that meeting only.

F. Duties

a. Establish by-laws in conjunction with the WDC consistent with the state policy for WDC outlined in WIOA Section 107© and 20 DRF 679.310.

a-b. In partnership with WDC, perform all functions outlined in WIOA Section 107(d) and 20 CFR 679.310

E.G. **WDC Agreement** – The Board shall enter into an agreement with the WDC establishing respective roles of the board and the WDC.

ARTICLE VI

- A. **WDC Appointments** – The WDC shall be appointed to fixed and staggered terms by the Board, utilizing nomination and appointment procedures established by the WIOA, the State of Washington, and by the Board.
- B. **Consensus and Voting on Appointments** – The business representatives on the WDC shall be recommended for appointment by the Board member in whose County the business member is employed. Non-business representatives on the WDC may be recommended by any Board member. Taken as a whole, WDC membership shall reasonably reflect the respective populations of the three (3) counties. The Board shall reach consensus on each WDC appointment. If consensus cannot be reached on a given nominee, a second nominee shall be considered. If the Board cannot reach consensus on the appointment of the second nominee for a given position, the Board shall vote on the appointment.
- C. **Resignation** – Any WDC member may resign by submitting written notice to the WDC Chair, and to the Board. Members shall offer their resignations when they retire or otherwise leave a position of optimum policy making authority in the sector they were appointed to represent.
- D. **Removal** – The WDC may request the Board to remove a WDC member, with, or without cause, by a majority vote provided that fifteen calendar days (15) days’ notice of the pending action has been provided to the member, the WDC, and to the Board. An Unexcused absence from three (3) consecutively scheduled WDC meetings may be deemed as being good cause for removing a member from the WDC.

ARTICLE VII

GRANT RECIPIENT AND ADMINISTRATIVE STAFF – ~~The Kitsap County Board of Commissioners is hereby designated as the grant recipient and administrative entity for the WDC and Consortium and shall exercise those duties and responsibility assigned by the federal government, the State of Washington, the Board, and the WDC. This will include, but is not limited to:~~ Kitsap County shall be the designated grant recipient for the Consortium and the WDC. As such, Kitsap County shall:

- ~~A. Receipt and disbursal of funds in accordance with grant agreements and contracts with the State of Washington, the U. S. Department of Labor, and other fund sources.~~
- ~~B. Acquisitions, dispositions, and management of property in accordance with WIOA.~~
- ~~C. Execution of grants, subgrants, contracts, and other necessary agreements as authorized.~~
- ~~D. Employment of administrative staff.~~

~~Development of procedures for program planning, fiscal management, evaluating program performance, initiating any necessary corrective action for subgrantees and subcontractors, determining whether there is a need to reallocate resources, and modifying grants, consistent with goals and policies developed by the WDC and Board.~~

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

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

- A. Hiring – Although the administrative executive director assigned to the Board and the WDC shall remain employees of Kitsap County; the WDC shall have authority to the selection and performance review of the assigned administrative executive director.
- B. Responsibilities – The administrative executive director and staff shall be responsible for developing procedures for program planning, fiscal management, evaluating program performance, initiating necessary corrective action for subgrantees and subcontractors, determining whether there is need to reallocate resources, and modifying grants. The administrative executive director and staff shall perform its duties consistent with goals and policies developed by the Board and the WDC.
- A.C. Conflict of Interest – The administrative executive director and staff avoid conflict of interest by not being the service provider and following the conflict-of-interest policies on all

issues where any potential conflict could arise. These is no evident conflict of interest between these two roles.

ARTICLE VII

ALLOCATION OF FUNDS – All funds granted to the Consortium shall be allocated and expended among participating counties for programs and services for which they are intended according to State and Federal formula, approved plans, grants, and all pertinent laws and regulations.

ARTICLE ~~VIII~~X

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

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

ARTICLE IX

HOLD HARMLESS AND INSURANCE REQUIREMENTS

- A. Each county agrees to be responsible and assume liability for its own wrongful and/or negligent acts of omissions, or those of its officers, agents, or employees, to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other counties harmless from any such liability.
- B. In the case of negligence of more than one county, damages allowed shall be levied in proportion to the percentage of negligence attributable to each county. Each county shall maintain insurance in some manner of at least \$2,000,000 for general comprehensive liability.

ARTICLE X

DURATION AND RENEWAL OF AGREEMENT

- A. The agreement shall take effect upon the date of its execution and shall remain in effect indefinitely, or until amended or terminated.
- B. This agreement may be amended from time to time upon the affirmative vote of not less than a majority of members present, provided there must be a minimum of two (2) Board members from each county present at a meeting duly called pursuant hereto.
- C. Any party hereto shall have the right to withdraw from the Consortium effective July 1st of any year, provided that the remaining members of the Consortium shall have received written notification of that party's intent to withdraw by December 15th of the preceding year.

ARTICLE XII

CERTIFICATION OF AUTHORITY – Parties, by signature, certify that they possess full legal authority, as provided by State and local statues charters, or ordinances, to enter into this agreement and to establish the Consortium.

We, the undersigned, do hereby ratify this agreement and the terms and conditions wherein.

Effective this _____ day of _____ 2022

BOARD OF COUNTY COMMISSIONERS KITSAP
COUNTY, WASHINGTON

Approved As to Form

Approved this 27 day of July, 2015

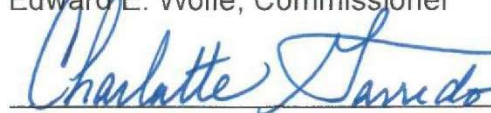


Rob _____

Legal Counsel-Kitsap County



Edward E. Wolfe, Commissioner




Charlotte Garrido, Commissioner

BOARD OF COUNTY COMMISSIONERS
CLALLAM COUNTY, WASHINGTON

Approved this t<!r! day of , 2015

Approved As to Form



Legal Counsel—Clallam County

Excused Absence
Jim McEntire, Chair



Mike Chapman, Commissioner



Bill Peach, Commissioner

BOARD OF COUNTY COMMISSIONERS
JEFFERSON COUNTY, WASHINGTON

Approvz day of Jdflf- , 2015

Approved As to Form /

David Almy t5-}tr;

Legal Counsel—Jefferson County

DavidS_____

fttt!SfD l/-:6561/tF

Phil Johnson, Commissioner

Kathleen Kier

Kathleen Kier, Comm1ss1oner

Chart of Responsibilities

Olympic Consortium Board (OCB)	OCB Chairperson	In Partnership OCB/OWDC	Olympic Workforce Development Council (OWDC)
Identify the Chairperson of the OCB	Preside meetings of the Board	Develop and maintain the 4-year Local Plan	Elect Chairperson and Vice Chairperson
Establish by-laws consistent with state policy for local workforce development council outline in WIOA Section (d) and 20 CFR 679.10	Call for vote on all motions properly presented and seconded	Lead employer engagement efforts	Create standing committees and/or workgroups and appoint members
	Enforce the procedural rules of the Board during meetings	Collaborate with education representatives to develop and implement career pathways	Direct the activities of the standing committees and/or workgroups
	Participate in deliberations of the Board	Identify and promote proven and promising practices	Authority to the selection and performance review of assigned administrative executive director
	Vote in all matters before the Board	Develop and implement using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, staff, and job seekers	Determine occupations in-demand for our region
	Ensure the functions of the Board are carried out to the best of his or her abilities	Conduct program oversight	Establish local policies and procedures
	Execute on behalf of the Board any documents and papers duly authorized by the Board that may require signature	Negotiate local performance accountability measures	

	Increase collaboration with OWDC	Negotiate methods for funding the infrastructure costs of one-stop centers in region	Att. 2.c.iv.
	Create, appoint, and discharge Board committees unless otherwise provided in OCB by-laws	Select and monitor one-stop operators and service providers	
		Ensure adequate availability of career and training services, maximizing consumer choice	
		Coordinate workforce activities with education and training providers	
		Develop, implement, and monitor WIOA budget	
		Assess and enact accessibility for individuals with disabilities	
		Certify one-stop centers in accordance with 20 CFR 678.800	



2023 Olympic Consortium Budget Summary

- The 2023 Olympic Consortium budget is composed of three programs in the Kitsap County Budget: 19131 WIOA Admin, 19132 WIOA Direct Program Services, and 1921 Non-WIOA Revenue and Expenditures.
- Compared to the 2022 budget, the Olympic Consortium experienced a 9 % reduction in federal WIOA funding.

19131 WIOA Admin

- This cost center receives the federal Workforce Innovation & Opportunity Act (WIOA) revenue for Administrative, Adult, Dislocated Worker, Youth, and Economic Security for All programs.
- Additionally, any general funds received from the county are budgeted under the 19131 cost center.
- This cost center pays for the staff's admin salaries and benefits, expenses not directly tied to program services, and traditional expenses of county government.

19132 WIOA Direct Program

- This cost center pays for staff's salaries and benefits when time is charged to WIOA programs, expenses directly tied to program services, and contracts for direct services.

1921 Non-WIOA State Economic Security for All

- This cost center receives the State funded Economic Security for All grant revenue.
- This cost center pays for the staff's salaries and benefits when time is charged to the grant, expenses directly tied to the program services, and contracts for direct services.

1921 Employment & Training - 2023 County Budget

Account Title	Account #	2023 Request	2022 Request	2021 Request	2021 Actual	2020 Actual
Miscellaneous revenue	3690.9	\$ 436,241.00	\$ -	\$ -	-	-
		\$ -	\$ -	\$ -	-	-
Revenue total		\$ 436,241.00	\$ -	\$ -	\$ -	\$ -
Regular Salaries	5101	\$ 29,589.00	\$ -	\$ -	-	-
Longevity Pay	5103	\$ 141.00	\$ -	\$ -	-	-
Industrial Insurance	5201	\$ 273.00	\$ -	\$ -	-	-
Social Security	5202	\$ 2,274.00	\$ -	\$ -	-	-
PERS Retirement	5203	\$ 3,047.00	\$ -	\$ -	-	-
WA State Family Leave	5209	\$ 43.00	\$ -	\$ -	-	-
Benefit Bucket	5229	\$ 4,521.00	\$ -	\$ -	-	-
Salaries and Benefits total		\$ 39,888.00	\$ -	\$ -	\$ -	\$ -
Office Supplies	5311	\$ 100.00	\$ -	\$ -	-	-
Small Computer Equipment	5353	\$ -	\$ -	\$ -	-	-
Supplies total		\$ 100.00	\$ -	\$ -	\$ -	\$ -
Management Consulting	5415	\$ -	\$ -	\$ -	-	-
Other Prof Services	5419	\$ -	\$ -	\$ -	-	-
Telephone	5421	\$ -	\$ -	\$ -	-	-
Mileage	5431	\$ 125.00	\$ -	\$ -	-	-
Travel	5432	\$ -	\$ -	\$ -	-	-
Advertising	5441	\$ -	\$ -	\$ -	-	-
Operating Rentals	5451	\$ -	\$ -	\$ -	-	-
Electricity	5474	\$ -	\$ -	\$ -	-	-
Dues/Subscriptions	5492	\$ -	\$ -	\$ -	-	-
Registration & Tuition	5497	\$ -	\$ -	\$ -	-	-
Other Miscellaneous	5499	\$ -	\$ -	\$ -	-	-
Services total		\$ 125.00	\$ -	\$ -	\$ -	\$ -
Misc Intergovernment	5519	\$ 371,290.00	\$ -	\$ -	-	-
I/G Pymts Fed, State, Local	5520	\$ -	\$ -	\$ -	-	-
Intergovernmental total		\$ 371,290.00	\$ -	\$ -	\$ -	\$ -
I/F IS Service Charges	5912	\$ -	\$ -	\$ -	-	-
I/F IS Projects	5922	\$ -	\$ -	\$ -	-	-
Interfund total		\$ -	\$ -	\$ -	\$ -	\$ -
IS Computer Fleet	6971.5164	\$ -	\$ -	\$ -	-	-
		\$ -	\$ -	\$ -	-	-
Operating Transfers total		\$ -	\$ -	\$ -	\$ -	\$ -
Expense total		\$ 411,403.00	\$ -	\$ -	\$ -	\$ -
Variance		\$ 24,838.00	\$ -	\$ -	\$ -	\$ -

19131 WIA Admin - 2023 County Budget

Account Title	Account #	2023 Request	2022 Request	2021 Request	2021 Actual	2020 Actual
WIOA Adult	3330.17258	\$ 687,167.00	\$ 810,000.00	\$ 963,485.00	662,540.44	780,721.71
WIOA Youth	3330.17259	\$ 691,315.00	\$ 1,160,000.00	\$ 966,180.00	933,262.98	813,092.03
WIOA National Emerg Grant	3330.17277	\$ -	\$ -	\$ 676,500.00	374,203.63	-
WIOA Dislocated Worker	3330.17278	\$ 630,876.00	\$ 765,000.00	\$ 1,004,777.00	492,261.34	712,974.88
WIOA EcSA	3330.17259	\$ 238,296.00				
WIOA ACP	3330.1744	\$ 223,262.00	\$ 305,000.00	\$ 316,378.00	241,640.44	238,855.91
GA & O Transfer In (IS charges)	4970.9701	\$ -	\$ 45,635.00	\$ 68,313.00	68,313.00	75,562.00
Revenue total		\$ 2,470,916.00	\$ 3,085,635.00	\$ 3,995,633.00	\$ 2,772,221.83	\$ 2,621,206.53
Beginning Fund Balance	3081	\$ -	\$ -	\$ -		
Budget total		\$ 2,470,916.00	\$ 3,085,635.00	\$ 3,995,633.00	\$ 2,772,221.83	\$ 2,621,206.53
Regular Salaries	5101	\$ 157,922.00	\$ 155,552.00	\$ 143,430.00	115,627.93	126,947.17
Overtime Pay	5102	\$ -	\$ -	\$ -	2,146.07	701.21
Longevity Pay	5103	\$ 1,103.00	\$ 1,159.00	\$ 922.00	1,049.01	903.68
Annual Leave Payout	5106	\$ -	\$ -	\$ -	6,499.21	-
Out of Class Pay	5110	\$ -	\$ -	\$ -	420.05	-
Industrial Insurance	5201	\$ 1,547.00	\$ 1,638.00	\$ 1,461.00	1,070.38	1,193.79
Social Security	5202	\$ 12,166.00	\$ 11,988.00	\$ 11,043.00	9,296.10	9,434.57
PERS Retirement	5203	\$ 16,300.00	\$ 16,063.00	\$ 17,172.00	13,936.94	16,555.26
WA State Family Leave	5209	\$ 231.00	\$ 228.00	\$ 210.00	213.39	206.53
Deferred Compensation	5224	\$ -	\$ -	\$ -	-	670.75
Benefit Bucket	5229	\$ 25,619.00	\$ 26,082.00	\$ 24,433.00	24,082.06	21,255.60
Salaries and Benefits total		\$ 214,888.00	\$ 212,710.00	\$ 198,671.00	\$ 174,341.14	\$ 177,868.56
Office Supplies	5311	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	668.22	5,490.49
Small Tools	5351	\$ -	\$ -	\$ -	-	-
Computer Software	5352	\$ 500.00	\$ 500.00	\$ 500.00	-	95.45
Small Computer Equipment	5353	\$ 1,000.00	\$ 1,000.00	\$ 1,100.00	-	108.99
Trackable Tools	5357	\$ -	\$ -	\$ -	1,778.74	-
Supplies total		\$ 2,500.00	\$ 3,000.00	\$ 3,100.00	\$ 2,446.96	\$ 5,694.93
Other Prof Services	5419	\$ -	\$ -	\$ -	-	-
Telephone	5421	\$ -	\$ -	\$ 1,000.00	-	-
Postage	5425	\$ 100.00	\$ 100.00	\$ 100.00	29.58	33.70
Mileage	5431	\$ 4,000.00	\$ 3,000.00	\$ 3,000.00	189.11	729.76
Travel	5432	\$ 7,000.00	\$ 5,000.00	\$ 5,000.00	3,489.04	34.40
Per Diem	5433	\$ 3,000.00	\$ 1,000.00	\$ 1,000.00	-	-
Non-Employee Mileage	5438	\$ 1,000.00	\$ 500.00	\$ 500.00	-	-
Non-Employee Travel	5439	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	-	-
Advertising	5441	\$ 500.00	\$ 500.00	\$ 600.00	935.95	-
Operating Rentals	5451	\$ 500.00	\$ 500.00	\$ 1,000.00	2,471.68	1,481.73
Court Costs	5491	\$ -	\$ -	\$ -	-	195.00
Dues/Subscriptions	5492	\$ 12,500.00	\$ 4,000.00	\$ 12,000.00	4,946.57	13,641.95
Registration & Tuition	5497	\$ 9,000.00	\$ 4,000.00	\$ 6,000.00	11,876.97	200.00
Other Miscellaneous	5499	\$ 8,224.00	\$ 8,224.00	\$ 19,349.00	1,076.40	1,196.00
Services total		\$ 47,824.00	\$ 27,824.00	\$ 50,549.00	\$ 25,015.30	\$ 17,512.54
I/F IS Service Charges	5912	\$ 35,000.00	\$ 31,944.00	\$ 13,686.00	13,686.00	10,775.04
I/F IS Prog Maint	5913	\$ 12,500.00	\$ 11,362.00	\$ 5,991.00	5,991.00	4,959.00
I/F IS Projects	5922	\$ 3,995.00	\$ 3,632.00	\$ 1,442.00	1,442.04	687.96
I/F Insurance Services	5961	\$ 3,800.00	\$ 3,470.00	\$ 1,930.00	1,930.00	2,093.88
Indirect Cost Allocation	5996	\$ 44,500.00	\$ 40,471.00	\$ 85,101.00	85,101.00	94,826.00
Interfund total		\$ 99,795.00	\$ 90,879.00	\$ 108,150.00	\$ 108,150.04	\$ 113,341.88
IS Computer Fleet	6971.5164	\$ -	\$ -	\$ -	-	-
Operating Transfers total		\$ -	\$ -	\$ -	\$ -	\$ -
Expense total		\$ 365,007.00	\$ 334,413.00	\$ 360,470.00	\$ 309,953.44	\$ 314,417.91
Ending Fund Balance	5081	\$ -	\$ -	\$ -		
Budget total		\$ 365,007.00	\$ 334,413.00	\$ 360,470.00	\$ 309,953.44	\$ 314,417.91
Variance		\$ 2,105,909.00	\$ 2,751,222.00	\$ 3,635,163.00	\$ 2,462,268.39	\$ 2,306,788.62
		\$ -	\$ (21,219.00)	\$ -	\$ -	\$ -

19132 WIOA Direct Program - 2023 County Budget

Account Title	Account #	2023 Request	2022 Request	2021 Request	2021 Actual	2020 Actual
Miscellaneous revenue	3690.9	\$ -	\$ -	\$ -	-	-
Revenue total		\$ -	\$ -	\$ -	\$ -	\$ -
Regular Salaries	5101	\$ 193,121.00	\$ 187,219.00	\$ 170,404.00	152,311.08	154,132.46
Longevity Pay	5103	\$ 986.00	\$ 875.00	\$ 530.00	680.99	523.30
Annual Leave Payout	5106	\$ -	\$ -	\$ -	5,709.91	-
Out of Class Pay	5110	\$ -	\$ -	\$ -	980.15	-
Industrial Insurance	5201	\$ 1,820.00	\$ 2,002.00	\$ 1,786.00	1,495.06	1,617.20
Social Security	5202	\$ 14,849.00	\$ 14,389.00	\$ 13,076.00	11,724.45	11,293.16
PERS Retirement	5203	\$ 19,896.00	\$ 19,280.00	\$ 20,334.00	18,088.55	19,945.85
WA State Family Leave	5209	\$ 283.00	\$ 275.00	\$ 250.00	253.78	226.20
Deferred Compensation	5224	\$ -	\$ -	\$ -	-	739.98
Benefit Bucket	5229	\$ 30,140.00	\$ 31,878.00	\$ 29,863.00	24,271.56	27,125.13
Salaries and Benefits total		\$ 261,095.00	\$ 255,918.00	\$ 236,243.00	\$ 215,515.53	\$ 215,603.28
Office Supplies	5311	\$ 500.00	\$ 1,000.00	\$ 500.00	-	-
Small Computer Equipment	5353	\$ -	\$ -	\$ -	-	-
Supplies total		\$ 500.00	\$ 1,000.00	\$ 500.00	\$ -	\$ -
Management Consulting	5415	\$ 304,736.00	\$ 380,000.00	\$ 429,151.00	313,937.41	404,191.52
Other Prof Services	5419	\$ -	\$ -	\$ 44,840.00	(385.97)	4,100.00
Telephone	5421	\$ -	\$ -	\$ 800.00	-	-
Mileage	5431	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	154.56	164.74
Travel	5432	\$ 1,000.00	\$ 100.00	\$ 100.00	-	-
Advertising	5441	\$ 300.00	\$ 300.00	\$ 300.00	-	229.81
Operating Rentals	5451	\$ 21,600.00	\$ -	\$ 200,000.00	21,600.00	52,090.96
Electricity	5474	\$ 4,200.00	\$ -	\$ 5,000.00	4,375.43	4,468.70
Dues/Subscriptions	5492	\$ 500.00	\$ 500.00	\$ 500.00	418.56	-
Registration & Tuition	5497	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	-	195.00
Other Miscellaneous	5499	\$ 6,000.00	\$ 7,623.00	\$ 1,000.00	23.00	941.76
Services total		\$ 342,336.00	\$ 390,523.00	\$ 683,691.00	\$ 340,122.99	\$ 466,382.49
Misc Intergovernment	5519	\$ 1,501,978.00	\$ 2,125,000.00	\$ 2,714,729.00	1,906,629.87	1,624,802.85
I/G Pymts Fed, State, Local	5520	\$ -	\$ -	\$ -	-	-
Intergovernmental total		\$ 1,501,978.00	\$ 2,125,000.00	\$ 2,714,729.00	\$ 1,906,629.87	\$ 1,624,802.85
I/F IS Service Charges	5912	\$ -	\$ -	\$ -	-	-
I/F IS Projects	5922	\$ -	\$ -	\$ -	-	-
Interfund total		\$ -	\$ -	\$ -	\$ -	\$ -
IS Computer Fleet	6971.5164	\$ -	\$ -	\$ -	-	-
Operating Transfers total		\$ -	\$ -	\$ -	\$ -	\$ -
Expense total		\$ 2,105,909.00	\$ 2,772,441.00	\$ 3,635,163.00	\$ 2,462,268.39	\$ 2,306,788.62
Variance		\$ (2,105,909.00)	\$ (2,772,441.00)	\$ (3,635,163.00)	\$ (2,462,268.39)	\$ (2,306,788.62)



The Olympic Workforce Development Council (OWDC) staff have been informed one of our required Workforce Innovation & Opportunity Act (WIOA) partners for Title V of the Older Americans Act, requested to withdraw from the WorkSource Clallam IFA due to elimination of their state contract to provide services in our region. The FTE and costs associated with the partner have been reallocated to OWDC staff and NOT our remaining partners. As such there will be NO INCREASE to your agency's costs as a partner.

The modified 2022-2025 MOU/IFA summary of changes are as follows:

- **MOU Section 3-Partners and Programs (pgs.5-6)**
 - Removal of program partner Goodwill of the Olympics.
 - Removal of Title V of the Older Americans Act program partner Goodwill of the Olympics.
- **IFA-Clallam Budget and Cost Allocation (pg.30)**
 - Reallocate Goodwill of the Olympics .25 FTE to Olympic WDC increasing from .25 FTE to .50 FTE.
- **Attachment D-Service Matrix (pg.36)**
 - Removal of program partner Goodwill of the Olympics from Service Matrix.

If approved by board, the Chairperson is requested to visit the [Partner Modification to MOU/IFA \(cognitofirms.com\)](#) and sign document.

Olympic Consortium One-Stop Memorandum of Understanding and Infrastructure Funding Agreement

January 1,2022 to December 31,2025



Memorandum of Understanding and Infrastructure Sharing Agreement

Table of Contents

<u>1. Purpose of MOU</u>	4	Formatted: No underline, Font color: Auto
<u>2. Strategic Development</u>	4	Formatted: No underline, Font color: Auto
<u>3. Partners and Programs</u>	5	Formatted: No underline, Font color: Auto
<u>4. Partner Responsibilities and Goals</u>	7	Formatted: No underline, Font color: Auto
<u>5. Referral Process</u>	8	Formatted: No underline, Font color: Auto
<u>6. Increased and Maximized Access</u>	9	Formatted: No underline, Font color: Auto
<u>7. Data Sharing and Confidentiality</u>	10	Formatted: No underline, Font color: Auto
<u>8. Disputes</u>	10	Formatted: No underline, Font color: Auto
<u>9. Complaints</u>	10	Formatted: No underline, Font color: Auto
<u>10. Non-Discrimination and Equal Opportunity (Attachment B)</u>	10	Formatted: No underline, Font color: Auto
<u>11. Indemnification</u>	11	Formatted: No underline, Font color: Auto
<u>12. Duration and Modification</u>	11	Formatted: No underline, Font color: Auto
<u>13. Cancellation of Agreement</u>	11	Formatted: No underline, Font color: Auto
<u>14. General Provisions</u>	12	Formatted: No underline, Font color: Auto
<u>15. Operating Budget / Infrastructure Funding Agreement (IFA) (Attachment A) ²</u>	12	Formatted: No underline, Font color: Auto
<u>16. Authority and Signature</u>	12	Formatted: No underline, Font color: Auto
<u>17. Signatures, Counterparts and Delivery</u>	13	Formatted: No underline, Font color: Auto
<u>Attachments</u>	13	Formatted: No underline, Font color: Auto
<u>Memorandum of Understanding Signatures</u>	14	Formatted: No underline, Font color: Auto
<u>ATTACHMENT A – Infrastructure Funding Agreement Framework</u>	36	Formatted: No underline, Font color: Auto
<u>ATTACHMENT B - Equal Opportunity</u>	44	Formatted: No underline, Font color: Auto
<u>ATTACHMENT C - Definitions</u>	45	Formatted: No underline, Font color: Auto
<u>ATTACHMENT D - Service Matrix</u>	48	Formatted: No underline, Font color: Auto
<u>ATTACHMENT E - One-Stop Operator Agreement</u>	38	Formatted: No underline, Font color: Auto
<u>1. Purpose of MOU</u>	4	Formatted: No underline, Font color: Auto
<u>2. Strategic Development</u>	4	Formatted: No underline, Font color: Auto
<u>3. Partners and Programs</u>	5	Formatted: No underline, Font color: Auto
<u>4. Partner Responsibilities and Goals</u>	7	Formatted: No underline, Font color: Auto
<u>5. Referral Process</u>	8	Formatted: No underline, Font color: Auto

<u>6. Increased and Maximized Access</u>	<u>9</u>	Formatted: No underline, Font color: Auto
<u>7. Data Sharing and Confidentiality</u>	<u>10</u>	Formatted: No underline, Font color: Auto
<u>8. Disputes.....</u>	<u>10</u>	Formatted: No underline, Font color: Auto
<u>9. Complaints.....</u>	<u>10</u>	Formatted: No underline, Font color: Auto
<u>10. Non-Discrimination and Equal Opportunity (Attachment B)</u>	<u>10</u>	Formatted: No underline, Font color: Auto
<u>11. Indemnification.....</u>	<u>11</u>	Formatted: No underline, Font color: Auto
<u>12. Duration and Modification</u>	<u>11</u>	Formatted: No underline, Font color: Auto
<u>13. Cancellation of Agreement.....</u>	<u>11</u>	Formatted: No underline, Font color: Auto
<u>14. General Provisions.....</u>	<u>12</u>	Formatted: No underline, Font color: Auto
<u>16. Authority and Signature</u>	<u>12</u>	Formatted: No underline, Font color: Auto
<u>17. Signatures, Counterparts and Delivery.....</u>	<u>13</u>	Formatted: No underline, Font color: Auto
<u>Attachments.....</u>	<u>13</u>	Formatted: No underline, Font color: Auto
<u>Memorandum of Understanding Signatures</u>	<u>14</u>	Formatted: No underline, Font color: Auto
<u>ATTACHMENT A – Infrastructure Funding Agreement Framework.....</u>	<u>15</u>	Formatted: No underline, Font color: Auto
<u>ATTACHMENT B – Equal Opportunity</u>	<u>21</u>	Formatted: No underline, Font color: Auto
<u>ATTACHMENT C – Definitions</u>	<u>22</u>	Formatted: No underline, Font color: Auto
<u>ATTACHMENT D – Service Matrix</u>	<u>25</u>	Formatted: No underline, Font color: Auto

Memorandum of Understanding (MOU)

1. Purpose of MOU

This Memorandum of Understanding (MOU) between the Olympic Consortium Board (OCB), the Olympic Workforce Development Council (OWDC), and WorkSource Partners, regarding WorkSource Kitsap and WorkSource Clallam, is implemented to establish a cooperative working relationship between the partners and to define roles and responsibilities in achieving objectives of the Workforce Innovation and Opportunity Act of 2014 (WIOA).

This MOU also creates a framework for providing services to employers, employees, jobseekers, and others requiring workforce services. This MOU defines the parameters within which education, workforce, social services, and other partner entities operating in Workforce Development Area (WDA1) to create a seamless, customer-focused workforce system that aligns service delivery across the board and enhances access to program services. By realizing One-Stop opportunities together, partners build community-benefitting bridges, rather than programmatic silos. These partnerships will reduce administrative burden and costs and increase customer access and performance outcomes.

This MOU is developed to confirm the understanding of the parties regarding the operation and management of the WorkSource Clallam and WorkSource Kitsap One-Stop centers in the Olympic Consortium. The OWDC provides local oversight of workforce programming for Olympic Consortium. The implementation of WIOA and the American Job Center (AJC) Network creates the opportunity for the OWDC to assure compliance with the mandates of the law, while the partners work together to support infrastructure and service delivery strategies. WorkSource Clallam and WorkSource Kitsap are the AJCs for the region. The term AJC is a national brand for all federally funded workforce system sites across the country.

2. Strategic Development

The signatories to this MOU will work together and use their resources to realize the OWDC's strategic vision, mission, principles, and objectives described here.

Mission

To convene, lead, and support a vibrant group of collaborators and partners to work as a single seamless team to 1) train, place, and advance jobseekers and workers; and 2) to fill the needs of employers and industry sectors.

Vision

An integrated workforce system supports a strong regional economy by creating workforce and business solutions that meet the needs of workers, jobseekers, and businesses.

Principles

- Integrated - Think and act as an integrated system of partners that share common goals with services delivered by various organizations with the best capabilities for a seamless customer experience.
- Accountable - Committed to high quality customer service with regular program performance review based on shared data and actions that enhance system outcomes.
- Universal Access - Meet the needs of customers by ensuring universal access to programs, services, and activities for all eligible individuals.
- Continuous Improvement - Create a delivery system that utilizes feedback from employers and job seekers to challenge the status quo and innovates to drive measurable improvements.
- Partnership - Align goals, resources, and initiatives with economic development, business, labor and education partners.
- Regional Strategy - Work with counterparts to address broader workforce needs of the regional economy and leverage resources to provide a higher quality and level of services.
- High Quality - Adhering to an excellent standard.
- Excellent Standard – Tangible outcomes/performance.

Objectives

The Olympic Consortium Workforce Development Area serves the three-county region of Clallam, Jefferson, and Kitsap Counties. The OWDC and all staff are dedicated to the development of a workforce system that supports business, industry, and all levels of employers and job seekers. The Olympic Consortium is a hub for gathering and disseminating information about the area's labor market and business' employment needs.

The One-Stop delivery system develops partnerships via WorkSource Clallam and WorkSource Kitsap and provides services to achieve objectives that foster demand-driven skills attainment, enable upward mobility for our citizens and align, coordinate, and integrate programs and services. These objectives will be accomplished by ensuring access to a system that provides:

- A full range of services for all customers seeking employment;
- Building basic educational or occupational skills;
- Earning a postsecondary certification or degree;
- Guidance on how to make career choices;
- Paths for hiring skilled workers.

3. Partners and Programs

The following list outlines the federally required WIOA partners of WorkSource Clallam and WorkSource Kitsap.

- AARP Foundation
- Department of Labor & Industries¹
- Department of Services for the Blind
- Department of Social & Health Services -Community Services Division/TANF
- Department of Social and Health Services, Division of Vocational Rehabilitation

¹ Not a required partner

- Employment Security Department
 - ~~Goodwill of the Olympics and Rainier Region~~
 - Kitsap Community Resources
 - Olympic College
 - Olympic Educational Service District 114
 - Olympic Workforce Development Council
 - Olympic Consortium Board
 - Peninsula College

Formatted: Space Before: 3.95 pt, Line spacing: Exactly 13.4 pt

Mandatory One Stop Program	Administrative Agency
WIOA Title III – Wagner-Peyser	Washington State Employment Security Department (ES)
WIOA Title II-Adult Education and Family Literacy Act	Olympic College and Peninsula College
WIOA Title IV – Rehabilitation Act, as amended	Washington State Department of Social and Health Services, Division of Vocational Rehabilitation.
Title V of the Older Americans Act	Goodwill of the Olympics and Rainier Region and AARP Foundation
Postsecondary Carl Perkins Career & Technical Education	Olympic College and Peninsula College
Trade Adjustment Assistance	Washington State Employment Security Department (ES)
Veterans Employment & Training	Washington State Employment Security Department (ES)
Community Services Block Grant Employment & Training Activities	Kitsap Community Resources and Olympic Community Action Programs
Unemployment Compensation	Washington State Employment Security Department (ES)
WIOA Title I Adult, Youth & Dislocated Workers (including those funded by WIOA Title I Statewide Activities reserved or Governors), Dislocated Worker grants, Rapid Response Additional Assistance grants.	Olympic Workforce Development Council and Olympic Consortium Board
Temporary Assistance for Needy Families (TANF)	Washington State Department of Social and Health Services, Community Services Division

Compliance

All Parties to this agreement shall provide service delivery in compliance with the laws, as applicable:

- Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016),
- Title VI of the Civil Rights Act of 1964 (Public Law 88-352),
- Section 504 of the Rehabilitation Act of 1973, as amended,
- The Americans with Disabilities Act of 1990 (Public Law 101-336),
- The Jobs for Veterans Act (Public Law 1107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor,
- Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements; Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188,
- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR part 99),
- Confidentiality requirements governing the protection and use of personal information held by the VOCATIONAL REHABILITATION (VR) agency (34 CFR 361.38),
- The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603),
- Certification regarding lobbying (31 U.S.C. Section 1352), 29 CFR Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450,
- Debarment and suspension requirements (E.O.12549 and 12689) and 2 CFR part 180 and as adopted by the U.S. Department of Labor at 29 CFR part 2998 and by the U.S. Department of Education as 2 CFR 3485,
- Priority and Special Populations, 20 CFR §680.600 Chapter V, Part 680 Subpart E; OWDC Policy(s) 5100POL,
- Priority of Service for Veterans and Eligible Spouses, WorkSource System Policy 1009 (Rev.3); OWDC Policy(s) 5100POL & 5110POL
- Buy American Provision for each party that receives funds made available under Title I or II of WIOA or under the Wagner-Peyser Act (29 U.S.C. Section 49, et seq.) certifies that it will comply with Section 8301 through 8303 of Title 41 of the United States Code and as references in WIOA Section 502 and 20 CFR 683.200(f),
- Salary compensation and Bonus Limitations, each party certifies that, when operating grants funded by the U.S. Department of Labor, it complies with TEGL 05-06, Implementing the Salary and Bonus Limitations in Public Law 1009-234, and TEGL 17-15,
- All amendments to each, and
- All requirements imposed by the regulations issued pursuant to these acts.

4. Partner Responsibilities and Goals

Overview

The One-Stop Partners of the MOU agree to participate in joint planning, plan development, and modification of activities to accomplish the following:

- Accessibility of the partner's applicable services to customers through the One-Stop delivery system.

- Participation in the operation of the One-Stop system, consistent with the terms of the MOU and requirements of authorized laws.
- All partners and staff are adequately trained because of their participation in staff development activities.
- Continuous partnership building; requiring inclusivity.
- Continuous planning in response to state and federal requirements.
- Responsiveness to local and economic conditions, based on employer needs.
- As authorized, utilizing the Efforts to Outcomes (ETO) system or its successor, to maintain customer records and service delivery history and to ensure that service documentation is captured in support of shared system and program performance measures.
- All partners and staff are required to respectfully adhere to the organizational structure established by the One-Stop Operator and approved by the OWDC.
- The WorkSource Clallam and WorkSource Kitsap Partners, based on the specific needs of the communities within the region, agree to make the career, support, follow up and training services required by WIOA available to job seeker and businesses using Human Centered Design (HCD) tools.

Delivery Goals

The Parties to this MOU will work together to achieve the following service delivery goals.

- Goal 1: Enable businesses and employers to easily identify and hire skilled workers and access other human resource assistance.
- Goal 2: Prepare job seekers with skills and credentials necessary to secure and advance employment with a sustaining wage.
- Goal 3: Clallam WorkSource and Kitsap WorkSource staff are skilled, collaborative and engaged to better serve customers.

5. Referral Process

The One-Stop operator is responsible for assuring that effective, customer-friendly referrals occur in the WorkSource system. Each party to this MOU agrees to comply with the following referral procedure to achieve a seamless, efficient and customer focused services:

- Customers seeking services shall be assessed for interests and needs and will be provided information on the full range of services available through the local WorkSource system;
- Customer referrals to staff at WorkSource centers, affiliate sites or partners of the system shall be facilitated by phone, written or electronic means;
- Customer referral information will be recorded in ETO/WIT, if entity has access and agency approval, to assure that customer needs and expectations are readily accessible (viewable) by other partner staff and to ensure that the referral is maintained as part of the customer's permanent services history. Documentation will include:
- Identified customer needs/basis for referral (what factors prompted the staff person to initiate the referral, customer circumstances/needs)
- Date of referral
- Agency acceptance of referral/date of planned meeting with customer
- Referral outcome and/or next steps to identified by the customer and the receiving agency staff person

6. Increased and Maximized Access

WorkSource Partners agree that meeting WIOA's mandate for increased access to the region's workforce services, particularly for individuals with barriers to employment must be a priority. This necessarily includes, at a minimum, outreach to the following groups of individuals with barriers to employment:

- Displaced homemakers
- Low-income individuals
- Native Americans, including Indians, Alaska Natives and Native Hawaiians as those terms are defined in section 3
- Individuals age 55 and older
- Individuals with disabilities, including youth who are individuals with disabilities, and Individuals with vision loss
- Returning citizen (ex-offenders)
- Homeless individuals
- Youth who are in or have aged out of the foster care system
- English language learners, a group that is often referred to as Limited English Proficiency (LEP), individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- Eligible migrant and seasonal farmworkers
- Single parents, including single pregnant women
- Long-term unemployed individuals
- Individuals within two years of exhausting lifetime eligibility under Part A of title IV of the Social Security Act
- Any other groups identified by the Governor
- The OWDC and Partners shall meet federal requirements for physical accessibility at Clallam WorkSource and Kitsap WorkSource. The OWDC and Partners shall co-locate services where possible and use appropriate referrals. The OWDC and Partners shall support and participate in the following strategies to increase access for those with barriers to employment:
 - Identify connection sites to provide greater access to services at a site that the citizens of Clallam, Jefferson, and Kitsap counties already frequent – libraries, community centers, etc.
 - An Accessibility Subcommittee, locally known as Barrier and Access Solutions Committee (BASC) created by the OWDC to gather input from a broad spectrum of populations with barriers to employment and identify physical and programmatic barriers; recommend expansions to services to improve access for all jobseekers from all backgrounds; ensure more job seekers can connect to services and become employed; evaluate accessibility issues in the regional WorkSource System; and review WorkSource Partner recommendations for improvements to access
- Increase use of technology to remove barriers for job seekers and allow for seamless, universal, and remote access to education, training, and other workforce development services. While technology cannot fix all barrier access problems, in many cases it will help staff to improve accessibility. The OWDC anticipates continued growth in this area.
- Co-enroll job seekers as part of an integrated service delivery strategy that leverages more resources to help job seekers reach their career goals. This strategy can be especially effective at meeting the needs of populations with barriers to employment. WorkSource Clallam and WorkSource Kitsap Partners will use this strategy as appropriate.

7. Data Sharing and Confidentiality

WorkSource Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Partners further agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all these requirements.

Partners agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including PII from educational records. Partners will respect and abide by the confidentiality policies and legal requirements of all the other partners. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals. Also, the appropriate data sharing agreements and required certifications will be signed by authorized individuals. No language in this agreement supersedes existing data sharing agreements and the requirements thereof

8. Disputes

The parties agree to engage in good faith negotiations to reach an agreement on the terms of the MOU and IFA. The WorkSource System will function by consensus under the direction of the OWDC. When consensus cannot be reached, the parties to the dispute will adhere to the [OWDC policy 1400POL Dispute Resolution](#). MOU signatories will be notified of any updates. If any part of this MOU is found to be null and void or is otherwise stricken, the rest of this MOU shall remain in force.

Per WIOA Section 121(h)5 and 20 CFR 678.725-7506, local disputes related to funding of one-stop infrastructure costs are exempt from this policy and will instead be addressed through application of the state one-stop funding mechanism determined by the Governor and subject to a state-level appeals process established by the Governor, as described in [WorkSource System Policy 1024 Rev2: Infrastructure Funding Agreements and State Funding Mechanism](#).

9. Complaints

The WorkSource Clallam and WorkSource Kitsap Partners agree to be responsive to customer concerns and complaints and act when appropriate in accordance with the [OWDC policy 1100POL Complaint and Grievance](#).

10. Non-Discrimination and Equal Opportunity (Attachment B)

Partners shall not unlawfully discriminate, harass, or allow harassment. The Partners agree to comply with the provisions of 29 CFR Part 38.35 and related, applicable local, state, and federal nondiscrimination regulations, rules, and ordinances. Each partner will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination based on disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

11. Indemnification

The parties recognize that the partnership consists of various levels of government, not for-profit, and for-profit entities. To the extent allowable under Washington State law, each party to this Agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No party assumes any responsibility to any other party, state or non-state, for the consequences of any act or omission of any third party.

12. Duration and Modification

This MOU commences on January 1, 2022 and shall remain in effect until December 31, 2025. WorkSource partners will convene bi-annually to ensure appropriate funding and delivery of services.

Generally, amendment or modification of the MOU only requires the parties to review and agree to the elements of the MOU that changed. Non-substantive changes to the MOU, such as a minor revision to the budget or adjustments made due to the annual reconciliation of the budget, do not require renewal of the MOU. Because this MOU is likely to undergo changes, those that do not change the intent of the document will be considered minor revisions.

Substantial changes, such as the removal or addition of a required partner organization or a change due to the election of a new Chief Elected Official, will require renewal of the MOU (20 CFR 678.500(b)(6), (d), and (e); 34 CFR 361.500 (b)(6), (d), and (e); and 34 CFR 463.500 (b)(6), (d), and (e)). Renewal of the MOU requires all parties to review and agree to all elements of the MOU and re-sign the MOU.

Oral amendments or modifications shall have no effect. If any provision of this MOU is held invalid, the remainder of the MOU shall not be affected.

The IFA commences on July 1, 2022 and shall remain in effect until June 30, 2023. The IFA must be agreed to by all partners no later than March 31 of each year for the subsequent program year, outlining how each will contribute to infrastructure costs of the one-stop system. WorkSource Partners will convene bi-annually to ensure continued equitable benefit of the one-stop partner programs.

13. Cancellation of Agreement

The Agreement may be amended at any time in writing and by mutual consent of the Olympic Workforce Development Council, Chief Local Elected Officials, and the Agencies. Each Agency may cancel its participation upon sixty (60) days written notice to the other Agencies. In the event an Agency determines that funds are unavailable to carry out the activities set forth in this Agreement, the Agency shall terminate this Agreement by notifying all other Agencies in writing immediately and the Agreements shall terminate upon the delivery of such written notification. The same process shall also be followed when the cancellation is for cause. If a core mandatory partner were to cancel this agreement, pursuant to this section, the OWDC will engage in negotiations, document those negotiations, and then if no resolution is reached, engage the Governor's Office to intercede. This MOU does not conflict with the IFA Operating Budget (Attachment A) Agreement Modification language.

14. General Provisions

It is understood by the Partners that each should be able to fulfill its responsibilities under the MOU in accordance with the provisions of law and regulations that govern their activities. Nothing in this MOU shall supersede, negate, or otherwise render ineffective any such provisions or operating procedures. All parties to the MOU agree to adhere to applicable federal and state laws for delivery of services. No part of this agreement shall take precedence over or supersede federal laws, state laws, or collective bargaining agreements.

15. Operating Budget / Infrastructure Funding Agreement (IFA) (Attachment A) ²

Formatted: Font color: Accent 1

Formatted: Heading 1, Indent: Left: 0.83", Hanging: 0.5", Right: 0", Tab stops: Not at 1.33" + 1.33"

The WorkSource Clallam and WorkSource Kitsap System operating budget consists of the following:

- Non-personnel infrastructure costs necessary for the general operation of the One-Stop center, including but not limited to:
 - Applicable facility cost (such as rent)
 - Costs of utilities and maintenance
 - Equipment (including physical modifications to the center for access, assessment-related product, and assistive technology for individuals with disabilities)
 - Technology to facilitate access to the One-Stop center, including technology used for the center's planning and outreach activities
 - Common identifier costs as costs of One-Stop Infrastructure².
 - Additional Costs:
 - Other Costs to be determined via negotiations with the WorkSource partners. One example of a common identifier is the cost of signage for "American Job Centers (AJC)." Or One-Stop centers as per (WIOA sec. 121 (h)(4) and 20 CFR 678.700).

16. Authority and Signature

The individuals signed below have the authority to commit the Partner they represent to the terms of this MOU and do commit by signing. The undersigned agencies bind themselves to the faithful performance of this MOU.

² See budget sheets [page 30](#) & [page 31](#)

17. Signatures, Counterparts and Delivery

The parties agree that this MOU may be executed in multiple counterparts, each of which is deemed an original and all of which constitute only one agreement, and that electronic signature, or e-signature of this MOU shall be the same as execution of an original ink signature; and that E-mail, electronic, or facsimile delivery of a signed copy of this MOU shall be the same as delivery of and original. It is recognized that some entities only use ink signatures.

Attachments

Attachment A. Infrastructure Funding Agreement and One-stop Operating Budget

Attachment B. Equal Opportunity Guidance

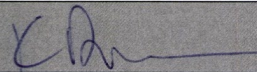
Attachment C. Definitions

Attachment D. Service Matrix

Attachment E. One-Stop Operator Agreement

Memorandum of Understanding Signatures

By signing below, partners certify that they agree with the MOU and have authority to bind their agency to the terms of the MOU as indicated below. Each signatory will have individual page attached to this document as allowed. By signing their signature to the MOU, the partners also commit themselves to the terms and condition of Attachments A, B, and C.

Authorized Signatory	Partner	Date
Commissioner Kate Dean	Olympic Consortium Board Chair	
	Commissioner	3/29/22
signature	title	date

Formatted: Heading 1, Indent: Left: 0"



Partner Modification to MOU/IFA

ACTION REQUESTED: Due by August 15th MOU/IFA Modification approval.

[2022-2025 MOU/IFA](#)

Click the link above to review the document.

Signature

Date
8/1/2022

Name
Marty Cavalluzzi

Partner Agency
Olympic College

Field Code Changed



Partner Modification to MOU/IFA

ACTION REQUESTED: Due by August 15th MOU/IFA Modification approval.

[2022-2025 MOU/IFA](#)

Click the link above to review the document.

Signature

Date

8/10/2022

Name

Jeff Allen (on behalf of Aaron Leavell, OESD Superintendent)

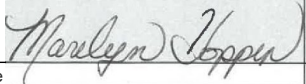
Partner Agency

Olympic ESD 114

14 | a

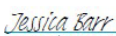
Memorandum of Understanding Signatures

By signing below, partners certify that they agree with the MOU and have authority to bind their agency to the terms of the MOU as indicated below. Each signatory will have individual page attached to this document as allowed. By signing their signature to the MOU, the partners also commit themselves to the terms and condition of Attachments A, B, and C.

Authorized Signatory	Partner	Date
Marilyn Hoppen	Olympic Workforce Development Council Chair Kitsap Bank SVP, Human Resources Director	3-4-22
 signature	title	date

Memorandum of Understanding Signatures

By signing below, partners certify that they agree with the MOU and have authority to bind their agency to the terms of the MOU as indicated below. Each signatory will have individual page attached to this document as allowed. By signing their signature to the MOU, the partners also commit themselves to the terms and condition of Attachments A, B, and C.

Authorized Signatory	Partner	Date
Jessica Barr	Washington State Employment Security Department	
 Jessica Barr <small>Jessica Barr (Dec 21, 2021 08:52 PST)</small>	Regional Director	Dec 21, 2021
Signature	Title	Date

Memorandum of Understanding Signatures

By signing below, partners certify that they agree with the MOU and have authority to bind their agency to the terms of the MOU as indicated below. Each signatory will have individual page attached to this document as allowed. By signing their signature to the MOU, the partners also commit themselves to the terms and condition of Attachments A, B, and C.

Authorized Signatory	Partner	Date
Demetrios Antzoulatos	AARP Foundation	
	Demetrios Antzoulatos VP Finance, Grants, and Operations AARP Foundation	
signature	title	date

DocuSigned by:
 Signature: 
 623F409E96E1430...

Agency: AARP Foundation

Date: 11/29/2021


Memorandum of Understanding Signatures

By signing below, partners certify that they agree with the MOU and have authority to bind their agency to the terms of the MOU as indicated below. Each signatory will have individual page attached to this document as allowed. By signing their signature to the MOU, the partners also commit themselves to the terms and condition of Attachments A, B, and C.

Authorized Signatory	Partner	Date
Amanda Hunt	Department of Labor and Industries	
<i>Amanda Hunt</i>	Insurance Services Field Liaison- Manager	12/22/2021
signature	title	date

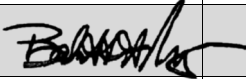
Memorandum of Understanding Signatures

By signing below, partners certify that they agree with the MOU and have authority to bind their agency to the terms of the MOU as indicated below. Each signatory will have individual page attached to this document as allowed. By signing their signature to the MOU, the partners also commit themselves to the terms and condition of Attachments A, B, and C.

Authorized Signatory	Partner	Date
Lisa Wheeler	Department of Services for the Blind	
Lisa Wheeler  <small>Lisa Wheeler (Dec 13, 2021, 13:00 PST)</small>	Assistant Director of Vocational Rehabilitation & Workforce	Dec 13, 2021
Signature	Title	Date

Memorandum of Understanding Signatures


By signing below, partners certify that they agree with the MOU and have authority to bind their agency to the terms of the MOU as indicated below. Each signatory will have individual page attached to this document as allowed. By signing their signature to the MOU, the partners also commit themselves to the terms and condition of Attachments A, B, and C.

Authorized Signatory	Partner	Date
Babs Roberts	Department of Social & Health Services Community Services Division/TANE	
	Director, Community Services Division	2/9/2022
signature	title	date

Formatted: Line spacing: single, Tab stops: 0.91", Left

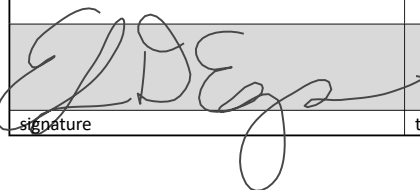
Memorandum of Understanding Signatures

By signing below, partners certify that they agree with the MOU and have authority to bind their agency to the terms of the MOU as indicated below. Each signatory will have individual page attached to this document as allowed. By signing their signature to the MOU, the partners also commit themselves to the terms and condition of Attachments A, B, and C.

Authorized Signatory	Partner	Date
Lawrence Lim	Department of Social and Health Services, Division of Vocational Rehabilitation DVR	
	Contracts Specialist	3/2/2022
signature	title	date


Memorandum of Understanding Signatures

By signing below, partners certify that they agree with the MOU and have authority to bind their agency to the terms of the MOU as indicated below. Each signatory will have individual page attached to this document as allowed. By signing their signature to the MOU, the partners also commit themselves to the terms and condition of Attachments A, B, and C.

Authorized Signatory	Partner	Date
Eu-Wanda Eagans	Goodwill of the Olympics and Rainier Region	
	Senior Vice President of Workforce Development	1/27/22
signature	title	date

Memorandum of Understanding Signatures

By signing below, partners certify that they agree with the MOU and have authority to bind their agency to the terms of the MOU as indicated below. Each signatory will have individual page attached to this document as allowed. By signing their signature to the MOU, the partners also commit themselves to the terms and condition of Attachments A, B, and C.


Authorized Signatory	Partner	Date
Dr. Martin Cavalluzzi	Olympic College	
	President	12/8/2021
signature	title	date

~~AT 12/1/21~~

~~MC 12/6/21~~

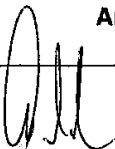
Memorandum of Understanding Signatures

~~By signing below, partners certify that they agree with the MOU and have authority to bind their agency to the terms of the MOU as indicated below. Each signatory will have individual page attached to this document as allowed. By signing their signature to the MOU, the partners also commit themselves to the terms and condition of Attachments A, B, and C.~~

Authorized Signatory	Partner	Date
Dr. Luke Robins	Peninsula College	
 <small>Luke Robins (Dec 14, 2021 07:46 PST)</small>	President	Dec 14, 2021
Signature	Title	Date

Memorandum of Understanding Signatures

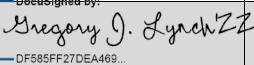
By signing below, partners certify that they agree with the MOU and have authority to bind their agency to the terms of the MOU as indicated below. Each signatory will have individual page attached to this document as allowed. By signing their signature to the MOU, the partners also commit themselves to the terms and condition of Attachments A, B, and C.

Authorized Signatory	Partner	Date
 <p>Anthony Ives</p>	<p>Kitsap Community Resources</p>	
	<p>Executive Director</p>	<p>2/28/22</p>
signature	title	date

DocuSign Envelope ID: B7C2DD49-6E24-4A5B-ADEE-56A12E2B28F7

Memorandum of Understanding Signatures

By signing below, partners certify that they agree with the MOU and have authority to bind their agency to the terms of the MOU as indicated below. Each signatory will have individual page attached to this document as allowed. By signing their signature to the MOU, the partners also commit themselves to the terms and condition of Attachments A, B, and C.

Authorized Signatory	Partner	Date
Gregory J. Lynch	Olympic Educational Service District 114	
<small>DocuSigned by:</small>  <small>DF585FF27DEA469...</small>	Superintendent	2/1/2022
<small>signature</small>	<small>title</small>	<small>date</small>

Formatted: Normal, Indent: Left: 0.07", Space Before: 3.9 pt

Formatted: Normal, Indent: Left: 0.07", Right: 0", Space Before: 3.9 pt

Formatted: Normal, Indent: Left: 0.07", Space Before: 3.9 pt

Formatted: Normal, Indent: Left: 0.07", Space Before: 3.9 pt

Formatted: Normal, Indent: Left: 0.07", Space Before: 3.9 pt, Line spacing: single

Formatted: Normal, Left, Indent: Left: 0.07", Right: 0", Space Before: 3.9 pt, Line spacing: single

Formatted: Normal, Left, Indent: Left: 0.07", Right: 0", Space Before: 3.9 pt, Line spacing: single

Formatted: Normal, Indent: Left: 0.07", Space Before: 3.9 pt

Formatted: Normal, Indent: Left: 0.07", Space Before: 3.9 pt

Formatted: Normal, Indent: Left: 0.07", First line: 0", Space Before: 3.9 pt, Line spacing: single

Formatted: Normal, Indent: Left: 0.07", Space Before: 3.9 pt

Formatted: Normal, Indent: Left: 0.07", Space Before: 3.9 pt, Line spacing: single



Partner Modification to MOU/IFA

ACTION REQUESTED: Due by August 15th MOU/IFA Modification approval.

[2022-2025 MOU/IFA](#)

Click the link above to review the document.

Signature

Date
8/10/2022

Suzanne Ames

Name
Suzanne Ames

Partner Agency
Peninsula College



Partner Modification to MOU/IFA

ACTION REQUESTED: Due by August 15th MOU/IFA Modification approval.

[2022-2025 MOU/IFA](#)

Click the link above to review the document.

Signature

Date
8/11/2022

Name
Anthony Ives

Partner Agency
Kitsap Community Resources



Partner Modification to MOU/IFA

ACTION REQUESTED: Due by August 15th MOU/IFA Modification approval.

[2022-2025 MOU/IFA](#)

Click the link above to review the document.

Signature

Date
8/11/2022

Jessica Barr

Name
Jessica Barr

Partner Agency
Employment Security Department



Partner Modification to MOU/IFA

ACTION REQUESTED: Due by August 15th MOU/IFA Modification approval.

[2022-2025 MOU/IFA](#)

Click the link above to review the document.

Signature

Date
8/11/2022

Lisa Wheeler

Name
Lisa Wheeler

Partner Agency
Department of Services for the Blind



Partner Modification to MOU/IFA

ACTION REQUESTED: Due by August 15th MOU/IFA Modification approval.

[2022-2025 MOU/IFA](#)

Click the link above to review the document.

Signature

Date
8/12/2022

Nicke Gbehan Heard

Name

Nicke Gbehan Heard

Partner Agency

Department of Social and Health Services, Division
of Vocational Rehabilitation DVR



Partner Modification to MOU/IFA

ACTION REQUESTED: Due by August 15th MOU/IFA Modification approval.

[2022-2025 MOU/IFA](#)

Click the link above to review the document.

Signature

Date
8/18/2022

Marilyn Hoppen

Name
Marilyn Hoppen

Partner Agency
Olympic Workforce Development Council



Partner Modification to MOU/IFA

ACTION REQUESTED: Due by August 15th MOU/IFA Modification approval.

[2022-2025 MOU/IFA](#)

Click the link above to review the document.

Signature

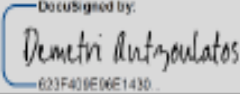
Date
8/18/2022

Babette A Roberts

Name
Babette Roberts

Partner Agency
DSHS



Authorized Signatory	Partner	Date
Demetrios Antzoulatos	AARP Foundation	
 DocuSigned by: Demetri Antzoulatos 623F409ED0E1430	Demetrios Antzoulatos VP Finance, Grants, and Operations AARP Foundation	8/26/2022
signature	title	date



Authorized Signatory	Partner	Date
Amanda Hunt	Department of Labor and Industries	
<i>Amanda Hunt</i>	Insurance Services Field Liaison Manager	08/17/2022
signature	title	date

Inišals.	DS	
TS	DS	Tina Schulz
ml	DS	Monica Hunsacker
SN	DS	Susan Lathrop
KS	DS	Kris8n Schu9e
JA	DS	Jeff Allen

Formatted: Heading 1

Formatted: Heading 1, Space Before: 0 pt

ATTACHMENT A – Infrastructure Funding Agreement Framework

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

Statement of Purpose

The purpose of this attachment to the Memorandum of Understanding (MOU) is to establish the terms and conditions under which the partnership will share resources in performance of One-Stop Services at WorkSource Clallam and WorkSource Kitsap. Through this agreement, the partners have identified those costs related to the operation and maintenance of the One-Stop Service Delivery System that are mutually beneficial and agreed upon as shared costs. Partners are listed in the MOU above, and all notices regarding this Agreement shall be given to the following:

Period of Performance

The partners deem this IFA shall be effective July 1, 2022 – June 30, 2023, regardless of the date signed by all partners, and must be agreed to by all partners no later than March 31 of each year for the subsequent program year, outlining how each will contribute to infrastructure costs of the one-stop system.

Agreement Management

The Olympic Workforce Development Council has been identified as the Agreement Manager; the Employment Security Department is identified as Fiscal Lead.

Sharing of Partnership Costs

In compliance with the Workforce Innovation and Opportunity Act, the Operating Budget consists of non-personnel infrastructure costs as described in Attachment A-1, and other costs consisting of the non-cash contributions of staff responsible for delivering career services and any allowable, allocable other costs identified by the partners as necessary for the operation of Clallam WorkSource and Kitsap WorkSource.

In the event estimated costs exceed, or are less than actual costs, partners are still responsible for their shares of costs based upon the cost allocation methodology outlined in Attachment A-1.

Cost Allocation Methodology & Cost Reconciliation

FTE will be utilized as the allocation bases to determine overall partner contributions. This will be done in an effort:

- a. To remedy the imbalance of non-physically represented partners, and
- b. To comply with the requirement of partners' contributions having to be in proportion to the partners' use of the one-stop center(s) and relative benefit received.

Formatted: Heading 1, Indent: Left: 0", Space Before: 0 pt

The one-stop infrastructure operating budget for each program partner will be compared monthly to actual costs incurred. This reconciliation will be achieved by the Fiscal Lead, Employment Security Department, generating a monthly IFA billing report from the state's financial reporting system. Those actual expenditures are exported to the estimated IFA line-item budget to show each program partners' monthly contribution amount, expended to date amount, and remaining budget amount. Upon 6 months of reconciliation of the actual costs incurred, changes to the IFA resulting in increased or decreased contributions of more than 10% will require a fully signed amended MOU. The IFA will be adjusted accordingly to ensure it reflects the cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the one-stop center and relative benefit received. The Agreement Manager is required to ensure all required program partners are contributing to the infrastructure costs of the comprehensive WorkSource as agreed to in their MOU.

The partners agree performance and operation, as well as the cost allocation methodology, of this Operating Budget and IFA will be reviewed by the Agreement Manager and one-stop program partners bi-annually, or at the request of a partner.

Billing and Payment

Beginning on February 1, 2022, the fiscal lead, Employment Security Department (ESD), will invoice all one-stop partners for the previous months for each partner's allocation costs. Payments shall be made to ESD on a monthly cycle moving forward. ESD must receive payment no later than thirty (30) calendar days after receipt of invoice at the following address:

Employment Security Department
Attention: Specialized Accounting, Lori Nielsen
PO Box 9046, MS 6000
Olympia WA 98507
FSDSpecializedAccounting@ESD.WA.GOV

Agreement Modification or Modifications³

The partners recognize that modification may, and likely will be, necessary during the period of the IFA. Partners to the IFA will undertake modification thereof collaboratively. Except for the reallocation of costs as outlined in Attachment A-1 that do not result in an increase in any partner's cost, any modifications to this Agreement, to be valid, must be in writing and signed by all the affected partners. Oral modification shall have no effect. If any provision of the agreement is held invalid, the remainder of the agreement shall not be affected. Modifications must be fully executed by all partners within 30 days.

³ Attachment D-Definition of Minor Modification

Facility Alterations or Modifications

Should any of the partners wish to make physical alterations or modifications to the facility, request for such shall be made to the facility owner, through the leaseholder if appropriate, detailing the requested alteration and/or modification. The request shall be subject to the approval of the facility owner and/or leaseholder. If approved, the cost of such alterations and/or modifications shall be the sole responsibility of the requesting partner, unless otherwise agreed. Upon termination, expiration of this Agreement, or a partner's withdrawal from the agreement, the premises shall be returned to its normal condition, solely at the expense of the partner who made the original alteration/modification, unless other arrangements are agreed to between the partner and the building owner/leaseholder.

Disputes

In the event disputes should arise regarding the terms and conditions, the performance, or administration of this Agreement which cannot be resolved informally, the following procedure will be conducted:

- Each party to this agreement shall select an individual to participate in a dispute resolution panel.
- These individuals shall select, by a simple majority vote, a person not a party to this Agreement who will chair the dispute resolution panel.
- The panel shall hear the facts of the dispute and render a decision by simple majority vote.

This process shall be invoked before proceeding to any lawsuit or civil action.

If the local workforce board fails to reach consensus with all the partners on the amount that each partner will contribute to the one-stop delivery system's infrastructure costs, the State Funding Mechanism (SFM) process in Section 4.b of the below policy is triggered as a "fail-safe" mechanism, though the application of capped levels of funding under the SFM may restrict the amount available for infrastructure funding in each local area. The local area shall be subject to the SFM for the program year for which consensus was not met and for any subsequent program year that all partners do not reach such agreement. [WorkSource System Policy 1024 Rev2: Infrastructure Funding Agreements and State Funding Mechanism.](#)

These steps do not supersede or replace language in WIOA or regulations.

Assurances

- This agreement will be interpreted under Washington State Law or Federal Law as applicable.
- Each partner warrants it will comply with all Federal, State and/or local laws and regulations applicable to this Agreement.
- It is understood and agreed by the partners that employees receiving compensation for work performed under this Agreement are employees of the partner agency that compensates, supervises, trains, and provides benefits and other support to that

employee.

- All press releases, brochures, printed material, reports, and newsletters related to services will recognize the partnership as the funding source and be approved by the Agreement Manager prior to release.
- All partners may use areas designated as common areas within the partnership facility. Each partner will share in the cost and/or provide other resources (such as staffing) for the common space as noted in Attachment A-1. The partnership and building owner/leaseholder will maintain these areas in good condition and in compliance with the applicable provisions of Americans with Disabilities Act, and the regulations issued there under.

Indemnification

The parties recognize that the partnership consists of various levels of government, not for-profit, and for-profit entities. To the extent allowable under Washington State law, each party to this Agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No party assumes any responsibility to any other party, state or non-state, for the consequences of any act or omission of any third party.

Use and Disclosure Information

Each party to this Agreement shall use any private and confidential information, provided, or owned by any other party, solely for the purpose for which the information was disclosed. No party shall disclose or misuse any private or confidential information under this Agreement unless the disclosure is authorized by law. The misuse or unauthorized release of private and confidential information shall subject the party, its employees, or agents to a civil penalty of five thousand dollars and other applicable sanctions under state and federal law. (RCW 50.13) Private and confidential information may only be shared in a manner consistent with contractual confidentiality agreements. This IFA does not supersede such agreements.

Termination

Reference to funds identified in support of this IFA is contingent upon receipt of those funds by the partners. Any partner may withdraw from this IFA if funding is either eliminated or reduced such that the partner can no longer continue its participation in this IFA. Such withdrawal shall be effective upon written notification to the Agreement Manager of the lack of funding, or upon the vacating of the premises by the partner, whichever is later. Such written notice of their withdrawal to the Agreement Manager shall be given at least 60 calendar days prior to the effective date of withdrawal. Upon the withdrawal of any partner, the costs and resources associated with this agreement shall be reallocated by the Agreement Manager among the remaining partners. This agreement shall be modified in writing only if the amount of the partner's costs changes. This agreement may be terminated at any time upon written agreement of all the parties hereto.

Clallam Budget and Cost Allocation

SEQUIM OI 3580		ESD BREAKDOWN								OLYMPIC WDC BREAKDOWN					OTHER PARTNER BREAKDOWN				
Clallam Estimated Infrastructure Budget (Sequim) Attachment A		CPP	TAA	Veterans	Wagner Peyser (Title III)	UI	RESEA	WorkFirst (TANF)	Olympic WDC	ESD Adult	ESD DW	One Stop	Olympic Educational Services District 114	DSHS Division of Vocational Rehabilitation	Dept of Labor & Industries	AARP	Dept of Services for Blind	Peninsula College	
									(WIOA Title IB)	(WIOA Title IB)	(WIOA Title IB)	Operator (Title IB)	(WIOA Title IB Youth)	(WIOA Title IV)	(WIOA Title V)	(WIOA Title IV)	(WIOA Title II)		
FTEs	16.65	1.92	0.1	1	2.45	0.6	0.55	1.28	0.5	1.5	1.5	0.5	3	0.5	0.25	0.25	0.25	0.5	
Percentage of Costs	100.0%	11.5%	0.6%	6.0%	14.7%	3.6%	3.3%	7.7%	3.0%	9.0%	9.0%	3.0%	18.0%	3.0%	1.5%	1.5%	1.5%	3.0%	
Estimated Infrastructure Costs																			
Supplies/Materials	5,000	577	30	300	736	180	165	384	150	450	450	150	901	150	75	75	75	150	
Janitorial Supplies	10,000	1,153	60	601	1,471	360	330	769	300	901	901	300	1,802	300	150	150	150	300	
IT Supplies	200	23	1	12	29	7	7	15	6	18	18	6	36	6	3	3	3	6	
Phones (2 Shared Phones)	720	83	4	43	106	26	24	55	22	65	65	22	130	22	11	11	11	22	
Postage	100	12	1	6	15	4	3	8	3	9	9	3	18	3	2	2	2	3	
Data & Document Destruction (Shredding)	300	35	2	18	44	11	10	23	9	27	27	9	54	9	5	5	5	9	
Rent	222,748	25,686	1,338	13,378	32,777	8,027	7,358	17,124	6,689	20,067	20,067	6,689	40,135	6,689	3,345	3,345	3,345	6,689	
Publications/Training Materials	1,000	115	6	60	147	36	33	77	30	90	90	30	180	30	15	15	15	30	
Interpreter	500	58	3	30	74	18	17	38	15	45	45	15	90	15	8	8	8	15	
Printer Usage (5 Units - General Use)	1,800	208	11	108	265	65	59	138	54	162	162	54	324	54	27	27	27	54	
Printer Usage (1 Unit - Staff)	360	46	2	24	59	14	13	31	12	36	36	12	72	-	-	-	-	-	
Printer Lease (5 Units - General Use)	4,680	540	28	281	689	169	155	360	141	422	422	141	843	141	70	70	70	141	
Printer Lease (1 Unit - Staff)	936	121	6	63	154	38	35	80	31	94	94	31	188	-	-	-	-	-	
Janitorial	24,175	2,788	145	1,452	3,557	871	799	1,858	726	2,178	2,178	726	4,356	726	363	363	363	726	
Subtotal Estimated Infrastructure Costs	272,519	31,443	1,638	16,377	40,123	9,826	9,007	20,962	8,188	24,565	24,565	8,188	49,130	8,145	4,072	4,072	4,072	8,145	

Formatted: Indent: Left: -0.7", Space Before: 0 pt

Formatted: Space Before: 1.55 pt

SEQUIM OI 3580	ESD BREAKDOWN								OLYMPIC WDC BREAKDOWN					OTHER PARTNER BREAKDOWN					
Clallam Estimated Infrastructure Budget (Sequim) Attachment A	CPP	TAA	Veterans	Wagner Peysner (Title III)	UI	RESEA	WorkFirst (TANF)	Olympic WDC (WIOA Title IB)	ESD Adult (WIOA Title IB)	ESD DW (WIOA Title IB)	One Stop Operator (Title IB)	Olympic Educational Services District 114 (WIOA Title IB Youth)	DSHS Division of Vocational Rehabilitation (WIOA Title IV)	Dept of Labor & Industries	AARP Foundation (WIOA Title V)	Dept of Services for Blind (WIOA Title IV)	Goodwill of the Olympics (WIOA Title V)	Peninsula College (WIOA Title II)	
	FTEs	16.65	1.92	0.1	1	2.45	0.6	0.55	1.28	0.25	1.5	1.5	0.5	3	0.5	0.25	0.25	0.25	0.25
Percentage of Costs	100.0%	11.5%	0.6%	6.0%	14.7%	3.6%	3.3%	7.7%	1.5%	9.0%	9.0%	3.0%	18.0%	3.0%	1.5%	1.5%	1.5%	1.5%	3.0%
Estimated Infrastructure Costs																			
Supplies/Materials	5,000	577	30	300	736	180	165	384	75	450	450	150	901	150	75	75	75	75	150
Janitorial Supplies	10,000	1,153	60	601	1,471	360	330	769	150	901	901	300	1,802	300	150	150	150	150	300
IT Supplies	200	23	1	12	29	7	7	15	3	18	18	6	36	6	3	3	3	3	6
Phones (2 Shared Phones)	720	83	4	43	106	26	24	55	11	65	65	22	130	22	11	11	11	11	22
Postage	100	12	1	6	15	4	3	8	2	9	9	3	18	3	2	2	2	2	3
Data & Document Destruction (Shredding)	300	35	2	18	44	11	10	23	5	27	27	9	54	9	5	5	5	5	9
Rent	222,748	25,686	1,338	13,378	32,777	8,027	7,358	17,124	3,345	20,067	20,067	6,689	40,135	6,689	3,345	3,345	3,345	3,345	6,689
Publications/Training Materials	1,000	115	6	60	147	36	33	77	15	90	90	30	180	30	15	15	15	15	30
Interpreter	500	58	3	30	74	18	17	38	8	45	45	15	90	15	8	8	8	8	15
Printer Usage (5 Units - General Use)	1,800	208	11	108	265	65	59	138	27	162	162	54	324	54	27	27	27	27	54
Printer Usage (1 Unit - Staff)	360	47	2	25	60	15	14	31	6	37	37	12	74	-	-	-	-	-	-
Printer Lease (5 Units - General Use)	4,680	540	28	281	689	169	155	360	70	422	422	141	843	141	70	70	70	70	141
Printer Lease (1 Unit - Staff)	936	123	6	64	157	38	35	82	16	96	96	32	192	-	-	-	-	-	-
Janitorial	24,175	2,788	145	1,452	3,557	871	799	1,858	363	2,178	2,178	726	4,356	726	363	363	363	363	726
Subtotal Estimated Infrastructure Costs	272,519	31,446	1,638	16,378	40,126	9,827	9,008	20,964	4,095	24,567	24,567	8,189	49,134	8,145	4,072	4,072	4,072	4,072	8,145

Kitsap Budget and Cost Allocation

SILVERDALE OI 3552		ESD BREAKDOWN							OLYMPIC WDC BREAKDOWN					OTHER PARTNER BREAKDOWN				
Kitsap Infrastructure Budget (Silverdale) Attachment A		CPP	TAA	Veterans	Wagner Peysers (Title III)	UI	RESEA	WorkFirst (TANF)	Olympic WDC	ESD Adult	ESD DW	One Stop	Olympic Educational Services	DSHS Division of Vocational Rehabilitation (WIOA Title IV)	Dept of Labor & Industries	Olympic College (WIOA Title II)	AARP Foundation (WIOA Title V)	Dept of Services for Blind (WIOA Title IV)
									(WIOA Title IB)	(WIOA Title IB)	(WIOA Title IB)	(Title IB)	(WIOA Title IB Youth)					
Estimated FTEs	30.75	2.41	0.05	3	4.44	0.96	1.74	2.4	3	1.5	1.5	0.5	5	2	1	0.5	0.5	0.25
Percentage of Costs	100.0%	7.8%	0.2%	9.8%	14.4%	3.1%	5.7%	7.8%	9.8%	4.9%	4.9%	1.6%	16.3%	6.5%	3.3%	1.6%	1.6%	0.8%
Estimated Infrastructure Costs																		
Supplies/Materials	8,000	627	13	780	1,155	250	453	624	780	390	390	130	1,301	520	260	130	130	65
Janitorial Supplies	15,000	1,176	24	1,463	2,166	468	849	1,171	1,463	732	732	244	2,439	976	488	244	244	122
IT Supplies	200	16	0	20	29	6	11	16	20	10	10	3	33	13	7	3	3	2
Phones (3 Shared Phones)	1,080	85	2	105	156	34	61	84	105	53	53	18	176	70	35	18	18	9
Postage	100	8	0	10	14	3	6	8	10	5	5	2	16	7	3	2	2	1
Data & Document Destruction (Shredding)	300	24	0	29	43	9	17	23	29	15	15	5	49	20	10	5	5	2
Garbage	3,540	277	6	345	511	111	200	276	345	173	173	58	576	230	115	58	58	29
Rent	366,444	28,720	596	35,751	52,911	11,440	20,735	28,601	35,751	17,875	17,875	5,958	59,584	23,834	11,917	5,958	5,958	2,979
Publications/Training Materials	1,500	118	2	146	217	47	85	117	146	73	73	24	244	98	49	24	24	12
Interpreter	1,500	118	2	146	217	47	85	117	146	73	73	24	244	98	49	24	24	12
Printer Usage (5 Units - General Use)	1,800	141	3	176	260	56	102	140	176	88	88	29	293	117	59	29	29	15
Printer Usage (2 Units - Staff)	720	65	1	82	121	26	47	65	82	41	41	14	136	-	-	-	-	-
Printer Lease (5 Units - General Use)	4,680	367	8	457	676	146	265	365	457	228	228	76	761	304	152	76	76	38
Printer Lease (2 Units - Staff)	1,872	170	4	212	314	68	123	170	212	106	106	35	353	-	-	-	-	-
Subtotal Estimated Infrastructure Costs	406,736	31,910	662	39,722	58,790	12,711	23,039	31,778	39,722	19,861	19,861	6,620	66,204	26,286	13,143	6,571	6,571	3,286

Formatted: Indent: Left: -0.8"

SILVERDALE OI 3552		ESD BREAKDOWN								OLYMPIC WDC BREAKDOWN					OTHER PARTNER BREAKDOWN				
Kitsap Infrastructure Budget (Silverdale) Attachment A		CPP	TAA	Veterans	Wagner Peyser (Title III)	UI	RESEA	WorkFirst (TANF)	Olympic	ESD	ESD DW	One Stop	Olympic	DSHS Division of Vocational Rehabilitation (WIOA Title IV)	Dept of Labor & Industries	Olympic College (WIOA Title II)	AARP Foundation (WIOA Title V)	Dept of Services for Blind (WIOA Title IV)	
									WDC (WIOA Title IB)	Adult (WIOA Title IB)	(WIOA Title IB)	Operator (Title IB)	District 114 (WIOA Title IB Youth)						
Estimated FTEs	30.75	2.41	0.05	3	4.44	0.96	1.74	2.4	3	1.5	1.5	0.5	5	2	1	0.5	0.5	0.25	
Percentage of Costs	100.0%	7.8%	0.2%	9.8%	14.4%	3.1%	5.7%	7.8%	9.8%	4.9%	4.9%	1.6%	16.3%	6.5%	3.3%	1.6%	1.6%	0.8%	
Estimated Infrastructure Costs																			
Supplies/Materials	8,000	627	13	780	1,155	250	453	624	780	390	390	130	1,301	520	260	130	130	65	
Janitorial Supplies	15,000	1,176	24	1,463	2,166	468	849	1,171	1,463	732	732	244	2,439	976	488	244	244	122	
IT Supplies	200	16	0	20	29	6	11	16	20	10	10	3	33	13	7	3	3	2	
Phones (3 Shared Phones)	1,080	85	2	105	156	34	61	84	105	53	53	18	176	70	35	18	18	9	
Postage	100	8	0	10	14	3	6	8	10	5	5	2	16	7	3	2	2	1	
Data & Document Destruction (Shredding)	300	24	0	29	43	9	17	23	29	15	15	5	49	20	10	5	5	2	
Garbage	3,540	277	6	345	511	111	200	276	345	173	173	58	576	230	115	58	58	29	
Rent	366,444	28,720	596	35,751	52,911	11,440	20,735	28,601	35,751	17,875	17,875	5,958	59,584	23,834	11,917	5,958	5,958	2,979	
Publications/Training Materials	1,500	118	2	146	217	47	85	117	146	73	73	24	244	98	49	24	24	12	
Interpreter	1,500	118	2	146	217	47	85	117	146	73	73	24	244	98	49	24	24	12	
Printer Usage (5 Units - General Use)	1,800	141	3	176	260	56	102	140	176	88	88	29	293	117	59	29	29	15	
Printer Usage (2 Units - Staff)	720	65	1	82	121	26	47	65	82	41	41	14	136	-	-	-	-	-	
Printer Lease (5 Units - General Use)	4,680	367	8	457	676	146	265	365	457	228	228	76	761	304	152	76	76	38	
Printer Lease (2 Units - Staff)	1,872	170	4	212	314	68	123	170	212	106	106	35	353	-	-	-	-	-	
Subtotal Estimated Infrastructure Costs	406,736	31,910	662	39,722	58,790	12,711	23,039	31,778	39,722	19,861	19,861	6,620	66,204	26,286	13,143	6,571	6,571	3,286	

TANF-Temporary Assistance for Needy Families
CPP-Claimant Placement Program
LVER-Local Veteran Employment Representatives
TAA-Trade Adjustment Act
DVOP-Disabled Veterans' Outreach Program

RESEA-Reemployment Service & Eligibility Assessment

ATTACHMENT B - Equal Opportunity



EMPLOYMENT SECURITY DEPARTMENT
PO Box 9046 Olympia, WA 98507-9046

EQUAL OPPORTUNITY IS THE LAW
29 CFR Part 38.35

"It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas: Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW., Room N-4123, Washington, DC 20210 or electronically as directed on the CRC Web site at www.dol.gov/crc.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

ATTACHMENT C - Definitions

DEFINITIONS

- **Agreement Manager** - The Olympic Workforce Development Council has been designated by the partnership to act as the agreement manager.
- **Cost Allocation** - As described in 2 CFR 200.4, "allocation" is the process of assigning a cost, or a group of costs, to one or more cost objective(s), in reasonable proportion to the benefit provided or other equitable relationship. Descriptions of the legally allowable operational costs associated with the maintenance of the One-Stop Service Delivery System are found in WIOA sec. 121(h)(4), sec. 121(i)(1) et seq., and sec. 134(c)(2); see 29 CFR 678.700 et seq. and "Operational Costs" below.
- **Cost Allocation Method** - The methodology according to which costs associated with the maintenance of the One-Stop Delivery System, including infrastructure costs of one-stop centers, are shared among partner programs. The base(s) used to allocate costs, as agreed upon by the partners. The partners have chosen to allocate costs based on the percent of total space occupied by each partner and the percent of FTE provided on-site by each partner. These costs must be shared among one-stop partner programs based on each program's proportionate use of and relative benefit received from the One-Stop Delivery System. The contribution of each one-stop partner program must adhere to the program's authorizing statute, as well as all other applicable legal requirements, including the Federal Cost Principles that require that costs must be allowable, reasonable, necessary, and allocable (see 2 CFR Part 200, Subpart E, and "Federal Cost Principles" below). Cost allocation methodologies agreed upon by local workforce development boards and one-stop partner programs may include allocation in the aggregate, on an activity basis, on an item of cost basis, or on a combination basis. Consistent with Federal Cost Principles, the allocation methods utilized must be both efficient to use and consistently applied over time. Partner program contributions for administrative costs may not exceed the amount available for administrative costs under the authorizing statute of the partner program.
- **Cost Allocation Base** - An allocation method uses one or more "bases" for assigning costs. Bases may include actual cost of square footage for partners on site, proportionate share of infrastructure costs, FTE, etc.
- **Cost Allocation Plan** - The written documentation of the cost allocation methodologies agreed to by the partnership. The cost allocation plan is included in Attachment A to the MOU and is incorporated herein by reference.
- **Career Services** - Career services, as identified in sec. 134(c)(2) of WIOA, consist of three types: Basic Career Services, Individualized Career Services, and Follow-up Services. Although these services are described in Title I of WIOA, the definitions of these services will be generalized to all partners participating in the local Workforce System. For example, case management is an individualized career services for programs funded with Title I WIOA resources, but case management delivered by another required WorkSource Partner may count as a career service for the purpose of developing system budgets and cost sharing agreements.
- **Cash Contribution** - cash funds provided to the local workforce development board or its designee by one-stop partners, either directly or by interagency transfer (29 CFR 678.720 (c)(1)).

- **Common Areas or Common Spaces** - Space within a center or affiliate that is shared by/available to all the staff who are present at the facility (e.g. a common breakroom, meeting room, hallways, restrooms, etc.)
- **Customer Space** - The portion of a WorkSource Center of Affiliate that is used by any customer from any program (e.g. resource rooms, workshop or classroom spaces, a greeting space, etc.)
- **Fiscal Lead - The Employment Security Department has been designated by the partnership to be responsible for all fiscal activities related to the operation of this Operating Budget and Infrastructure Sharing Agreement (IFA).**
- **Infrastructure Costs** - Non-personnel costs that are necessary for the general operation of the one-stop center, including, but not limited to:
 - Rental of the facilities;
 - Utilities and maintenance;
 - Equipment (including assessment-related and assistive technology for individuals with disabilities); and
 - Technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities. This may include costs associated with the development and use of the common identifier (i.e., AJC signage) and supplies.
- **Infrastructure Cost Funding** – May be in the form of (1) cash, non-cash, and third-party in-kind contributions; (2) funding from philanthropic organizations or other private entities; or (3) other alternative financing options, as described in WIOA Sec. 121(c)(2)(A)(ii). Cash funds may be provided to the local board or its designee by one-stop partners, either directly or by an interagency transfer, or by a third party. Non-cash funds are expenditures incurred by one-stop partner programs on behalf of the one-stop center; and non-cash contributions or goods or services contributed by a partner program and used by the one-stop center. Third-party in-kind contributions may consist of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with one-stop operations, by a non-one-stop partner to: support the one-stop center in general; or support the proportionate share of one-stop infrastructure costs of a specific partner. Non-cash and third-party in-kind contributions must be valued consistent with 2 CFR 200.306 to ensure they are fairly evaluated and meet the partners' proportionate share and relative benefit. Partners must fairly value contributions on a periodic and annual basis.
- **Minor Modifications** - Non-substantive changes to the MOU that do not change the intent of the document. Minor modifications may include, but are not limited to, revisions to the infrastructure budget of 10% or less of the total, adjustments to the budget resulting from reconciliation, updates to the main text or attachments that provide clarifications without changing the original intent, etc. Minor modification to the MOU/IFA may be made with the written consent of all parties to the agreement and do not require new signatures.
- **Proportional Share** - Proportional share is the share of each partner program's infrastructure costs based upon its proportional use of the one-stop centers and relative benefit received from that use. The concept of proportional share is used by Federal Cost Principles in the Uniform Guidance (2 CFR part 200) and is to be construed in a manner consistent with the partner programs' authorizing statutes and regulations.
- **Proportional Use** - For the purpose of this joint policy guidance, "proportionate use" refers to a partner program contributing its fair share of the costs proportionate to: (1) the use of the one-stop center by customers that may include reportable individuals and participants in its program at that one-stop center; (2) the amount of square footage occupied by the partner program in the one-stop center; or (3) another allocation base consistent with the Uniform Guidance.

- **Relative Benefit** - In determining the proportionate share, the “relative benefit” received from participating in the one-stop delivery system is another step in the cost allocation process and does not require partners to conduct an exact or absolute measurement of benefit, but instead to measure a partner’s benefit using reasonable methods.
- **Reportable Customer** - Customers who are recorded in a state-management information system or customers who are recorded through a locally approved process that documents participation in a service or activity offered by the local one-stop service delivery system.
- **State Funding Mechanism** - Although the local one-stop operating budget contains different cost components, failure by only one of the required partner programs to reach consensus in a local area with respect to the infrastructure costs in the IFA will trigger implementation of the SFM. A failure by required partners to reach consensus on additional costs does not trigger the SFM. If the Local WDB and required one-stop partners fail to reach consensus on funding infrastructure costs under the LFM, as outlined above, this will trigger the SFM. Even if all required partners *except one* agree on the terms of the IFA, consensus is not reached, and the SFM is triggered.

ATTACHMENT D - Service Matrix

Olympic Consortium Partnership Understandings										
	DSHS DVR	ESD	OESD 114	AARP Foundation and GWO	PC	KCR	DSHS TANF	OC	DSB	L & I
Core Services	Core	Core	Core	Core	Core	Core	Core	Core	Core	Core
Outreach, intake and orientation to the information, services, programs, tools and resources available through the One-Stop System	X	X	X	X	X	X	X	X		X
Initial assessment of skill level(s), aptitudes, abilities and supportive service needs	X	X	X	X	X	X	X	X		X
Self-help job search and placement assistance	X	X	X	X	X	X	X	X		X
Access to employment opportunity and labor market information	X	X	X	X	X	X	X	X		X
Performance information and program costs for eligible providers of training services	X	X	X		X	X	X	X		
Information on the overall performance of the One-Stop System	X	X	X	X		X	X	X		X
Information on the availability of supportive services and referral to such, as appropriate	X	X	X	X	X	X	X	X		X
Information on unemployment insurance claim filing	X	X				X	X	X		X
Determination of potential eligibility for mandatory Partner Organization services and programs, and referral(s)	X	X				X	X	X		X
Information and assistance in applying for financial aid for training and education programs;	X	X	X	X	X	X	X	X		X
Access to the core services and information about the governing rules and programs of mandatory Partner Organizations.	X	X				X	X	X		X

Intensive Services	Intensive	Intensive	Intensive	Intensive	Intensive	Intensive	Intensive	Intensive	Intensive	Intensive
Comprehensive and specialized assessments of skill levels	X	X	X		X	X	X	X		X ⁴
Development of an individual employability development plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals	X	X	X	X		X	X	X		X
Referral to training services	X	X	X	X		X	X	X		X
Group counseling	X	X				X	X	X		X
Literacy activities related to work readiness	X	X			X	X	X	X		
Individual counseling and career planning	X	X	X		X	X	X	X		X
Case management for participants seeking training services	X	X	X			X	X	X		X
Individual job search, referral and placement assistance	X	X	X	X	X	X	X	X		X
Work experience and internships	X	X	X	X	X	X	X	X		
Short-term prevocational services (i.e. development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills and professional conduct) to prepare individuals for unsubsidized employment or training	X	X	X	X	X	X	X	X		
Post-employment follow-up services and support	X	X	X			X	X	X		X
Out of the area job search assistance/relocation assistance	X	X	X			X	X	X		
Training Services	Training	Training	Training	Training	Training	Training	Training	Training	Training	Training
Occupational Skills Training through Individual Training Accounts (ITAs)		X					X	X	X	
On-the-Job Training (OJT)	X	X	X	X			X	X	X	
Programs that combine workplace training with related instruction which may include cooperative education	X		X	X	X		X	X	X	
Training programs operated by the private sector	X	X					X	X	X	

⁴ Except for L&I customers in Plan Services per Manual

Skill upgrading and retraining	X	X	X	X	X		X	X	X	
Entrepreneurial training	X				X		X	X	X	
Adult education and literacy activities provided in combination with the training services described above	X		X		X		X	X	X	
Customized Training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training	X				X		X	X	X	
Business Services	Business	Business	Business	Business	Business	Business	Business	Business	Business	Business
Conduct outreach regarding One-Stop System Services and products	X		X	X			X	X	X	
Conduct on-site Rapid Response activities regarding closures and downsizings as part of the Olympic Workforce Development Council-led Rapid Response team					X					
Develop On-the-Job Training (OJT) Contracts	X	X	X						X	
Provide information and services related to Unemployment Insurance taxes and claims	X									
Provide disability assistance technology and assist with disability accommodations	X	X	X		X				X	
Provide customized recruitment and job applicant screening, assessment, and referral services	X		X	X					X	
Develop customized training opportunities to meet specific employer and/or industry cluster needs	X	X						X	X	

ATTACHMENT E- One-Stop Operator Agreement

KC-390-18 WA ESD - One Stop Operator Fully Ex

<https://www.kitsapgov.com/hs/OWDCDocuments/KC-390-18%20%20WA%20ESD%20-%20One%20Stop%20Operator%20Fully%20Executed.pdf>

KC-390-18C WA ESD Fully Ex

<https://www.kitsapgov.com/hs/OWDCDocuments/KC-390-18-C%20WA%20ESD%20Fully%20Ex.pdf>

Formatted: Font color: Accent 1

Formatted: Heading 2, Indent: Left: 0", Space Before: 0 pt

OCB Meeting (3rd Fridays)
 OWDC Meeting (2nd Tuesday or Thursday)
 OCB - OWDC Combined Meeting (TBD)
 Exec OWDC Meeting (4th Tuesdays)

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

2023

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

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

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

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

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

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

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

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

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

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

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

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

Success Stories

Kitsap Community Resources, submitted by Anjalee Blackwell. WIOA team is proud to highlight our partnership with Nexus Electric and the success of the Kitsap Builders Association (KBA) apprenticeship opportunity.

WIOA team played an instrumental role in providing wrap-around services for a client to complete a 6-week internship with KBA and then directly participate in WIOA OJT for 12 weeks. The client received employment support to secure a full-time position with Nexus Electric following her 12 weeks of OJT. This collaborative partnership was successful in helping create an economic impact for our client.

Employment Security Department, submitted by Mike Robinson

HEADLINE: WS Kitsap Customer changes field to General Manager making \$25,000 more per year than he was before.

Staff worked with a customer through RESEA - It allowed discussion regarding a possible career change. He had worked installing cable TV, which is pretty non-existent, contemplated training or a career change to work at Wendy's Gen. Mgr. \$75,000 per year. Staff provided LMI guidance, workforce information, conducted basic assessment, developed an employment plan and career guidance moving from Cable tv installation to Customer Relations Manager from \$50k annually to \$75k.

HEADLINE: WS Clallam Staff Assist Displaced Homemaker, gets two job offers in one day!

After a divorce, and a move across country, participant has never worked at a job before. She was offered a Caregiving position at our hiring event in WS Clallam and offered a position at FedEx as a package handler in the same day! Staff provided Career vocational counseling, utilized the World of Work Inventory (WOWI) helping customer understand skills and work preference leading to a Parttime job earning \$21.00 as a working adult who previously was a homemaker.

HEADLINE: WS Kitsap Customer was living in his truck, started as an operations manager position \$75,000 per year

Staff worked with this customer through Reemployment Services and Eligibility Assessment RESEA. Resources and advice were given of how to navigate possible employment and address what his needs were. This customer was in a position of homelessness, sleeping in his truck and wasn't wanting the prospective employer to find out. He was renting an apartment from his last employer, but when his roommate moved out, he could no longer afford the \$1700 rent, he explained this to the employer, and they decided to lay him off. We discussed resources, I gave him a local resource guide and 211 number to call for very specific resources so that he could get clean clothing, we discussed what he would do when he got the interview and when he secured employment. He was pretty sure at the time that he was a great fit for the position. It seemed to be helpful to address his concerns and identify resources and for him to decide what

next steps to take to make him successful. Following up with customer, he is excited about his success, and stated very happy in his new position.

HEADLINE: WS Kitsap Single Mom, low income Completes CDL and lands job at DOD w/support of WIOA & EcSA

Impacted by COVID-19 massage therapist laid off. Divorced/single parent/low income. Through WIOA Adult funding completed her CDL and used her connections through training to land a job at the Department of Defense Waste Mgmt. and Recycling. Was earning \$15,880/year now earning \$60,382/yr. While waiting for security clearance and background checks in between job offer, customer was eligible and enrolled into EcSA program covering transportation and energy assistance. This allowed time until they started the new position.

HEADLINE: WS Clallam Homeless Post 9/11 Air Force veteran starts \$22.50/Hr. job less than 60 days after separation from active Duty.

JVSG staff assisted with 30 y/o Post 9/11 Global War on Terrorism Air Force veteran, separated from Active-Duty Military 04/11/2022, Homeless and receiving Public Assistance. Referred to VA SSVF and HUD/VASH housing program representatives, VA Medical/Mental health services, and DAV Service Officer for VA Compensation application assistance. Enrolled into DVOP services and received Intensive Career Services (ICS); which included developing an Individual Employment Plan (IEP), Resume/Cover Letter, interview technique counseling, and job leads. Veteran seeking Security Guard type work, referred to federal, state, and local law enforcement, as well as several private security firms. Veteran applied for open position with Peninsula College and received interview. Veteran was successful and offered position in Security Dept. at rate of \$22.50/hour full time w benefits.



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	78	228	243	93.83%	150	117	113	103.54%	11	20	605,514	1,090,676	55.52%
DW	40	111	192	57.81%	71	57	126	45.24%	1	19	382,905	1,109,687	34.51%
Youth	105	155	153	101.31%	50	35	26	134.62%			666,919	695,500	95.89%
Total	223	494	588	84.01%	271	209	265	78.87%	12	39	1,655,338	2,895,863	57.16%

Formula Services

Program	Individualized	Support	Training
Adult	228	84	143
Youth	155	128	112
DW	112	29	60
Total	495	241	315

National Disaster DW

Program	Current	Enrollments	Enroll Targets	Enroll %age	Exits	Exit Emp	Employ Targets	Exit %age	Actual Expenditure	Expend Targets	Expend %age
DR DWG	0	34	27	125.93%	34	31	12	258.33%	270,067	340,723	79.26%
ER DWG	0	25	36	69.44%	25	9	30	30.00%	150,663	336,498	44.77%
Total	0	59	63	93.65%	59	40	42	95.24%	420,730	677,221	62.13%

NDWG Services

Program	Enrollments	Individualized	Support	Training
DR DWG	34	34	2	5
ER DWG	25	25	10	12
Total	59	59	12	17




Economic Security for All

Current	Enrollment	Enroll Target	Enroll %age	Exits	Exit to Employment	Target Employ	Exit %age	Actual Expenditures	Target Expend	Expend %age
23	23	22	104.55%			5		108,845	127,810	85.16%

EcSA Services

Program	Enroll	Individualized	Support	Training
EcSA	23	23	6	5

Olympic Consortium Board Meeting (4th Friday)
Exec OWDC Meeting (4th Tuesdays)
OWDC Full Meeting (2nd Tuesday)

 10 a.m. to 12:00 p.m. Zoom until further notice
 10 a.m. to 12:00 p.m. Zoom until further notice
 9:00 a.m. to 1:30 p.m. Zoom from 9 to 11:30 until further notice

2022

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

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

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

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

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

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

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

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

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

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

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



**Jefferson County
Commissioners**

Kate Dean
Vice Chair

Greg Brotherton

David Sullivan

**Clallam County
Commissioners**

Randy Johnson
First Vice Chair

Mark Ozias

Bill Peach

**Kitsap County
Commissioners**

Charlotte Garrido
Second Vice Chair

Robert Gelder

Edward Wolfe

OWDC Director

William Dowling

Program Analyst

Luci Bench

OLYMPIC CONSORTIUM BOARD

DATE: Friday, October 28, 2022

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: Via [ZOOM](#)

AMENDED AGENDA

1. CALL TO ORDER

2. PRESENTATION

- a. Digital Equity Navigator Program – Dr. Tamara R. Meredith

3. ACTION ITEMS

- a. Approval of October 28, agenda
- b. Approval of Sept 23, meeting minutes (Att. 3.b. p. 2-4)
- c. Approval of Youth Incentive Policy (5580POL) (Att. 3.c. p. 5-8)
- d. **OWDC Member Appointment Letters (Att. 3.d. p. 11-20)**
- e. **OWDC New Member Application (Att. 3.e. p. 21-29)**

4. DISCUSSION ITEMS

- a. West Sound Stem Network –Dr. Kareen Borders and Deborah Welsh
- b. Introduction of One-Stop Operator – Career Path Services
- c. OWDC Director Report Out – Bill
- d. Participant Success Stories

5. UPDATES

- a. PY22 Q1 Performance Reports (Att. 5.a p. 9)
- b. Calendar (Att. 5.b. p. 10)

6. PUBLIC COMMENT

7. GOOD OF THE ORDER

8. ADJOURN

NEXT MEETING: January 20, 2023, via ZOOM

Meeting Notes
OLYMPIC CONSORTIUM BOARD
Via Zoom
Friday, September 23, 2022

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

1. CALL TO ORDER – Commissioner Dean called to order at 10:00 AM

2. ACTION ITEMS

a. Approval of agenda

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

b. Approval of meeting minutes from July 22, 2022, meeting minutes

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

c. Approval of By-Laws

OCB By-Laws

- Requested to add the following language to Section 6.02- *the Workforce Development Council in collaboration with the Consortium Board shall have authority in the selection and performance review of the assigned administrative executive director.*

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

OWDC By-Laws

- Requested to add the following language to Section 11.02-*the Council in collaboration with the OCB shall have authority in the selection and performance review of the assigned administrative executive director.*

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

Consortium Agreement

- Requested to add list of duties to Article IV F. Duties
- Requested to add the following language to Article VI A. Hiring-*the WDC in collaboration with the Board shall have authority in the selection and performance review of the assigned administrative executive director.*

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

- d. Approval of the OWDC Adoption of 2023 WIOA Budget
MOTION: Commissioner Johnson moved to approve. Commissioner Garrido second. Motion carried.
- e. Approval of 2022-2025 MOU/IFA Revision
MOTION: Commissioner Johnson moved to approve. Commissioner Garrido second. Motion carried.

3. DISCUSSION ITEMS

- a. OWDC Director Report Out
 Workforce Impact Fund presented to the Workforce Training and Education Coordinating Board (WTB). WTB felt the funds requested was too high due to budgetary restrictions and asked committee to work with Employment Security Department on new proposal. The new proposal submitted to governors' office to increase the Economic Security for All by \$13.2 million. The increase will assist individuals in the 200%+ poverty level and allow for local boards to hire business navigators for additional business outreach, and apprenticeships. Staff looking to showcase OWDC at a future Commissioners Corner. Working with subrecipients to focus on 3 topics-Community partners, businesses, and participants. Will be able to use as marketing materials. Met with new Peninsula College President, Dr. Suzy Ames. Looking to add presence at Clallam WorkSource and presence at the college. Collaborating with KEDA, Clallam EDC, and Team Jefferson on WWU workforce study to determine programs in the Olympic Peninsula region that will meet our future workforce needs. Bill will send commissioners updates on this work.
- b. 2023 Calendar
 The OWDC voted to have their bi-monthly meetings the 2nd Thursday of the month. OCB meeting was moved from the 4th Friday to the 3rd Friday. There is a time conflict for Commissioner Dean, but she will inform us if we need to present a new meeting time to the board. Commissioners had no issues with the twice a year combined OCB/OWDC meeting.
- c. Participant Success Stories
 See attached success stories.

4. UPDATES

- a. PY21 Q4 Performance Reports
- Discussed no questions.
- b. 2022 Calendar
- Shared, no discussion

5. GOOD OF THE ORDER

Commissioner Dean shared the following items:

- Beginning July 1, 2023, all trainees performing work limited to journey level electricians must be registered apprentices. Looking to pilot program with Peninsula College and possibly OWDC to draft a bill or provide amendments to existing one.
- Issues surrounding several state program policies that have a negative impact on rural low-income communities. Will be in contact with OWDC to gather data.
- Inflation Reduction Act of 2022 creates new program to guarantee loans to projects to retool, repower, repurpose, or replace energy infrastructure. Issue is job vacancies for engineers, project managers and there have been no applicants. Concern rising due to the 5–10-year funding timeframe.
- West Sound Stem Network (WSSN) opens new facility on the Olympic Peninsula. Request to have WSSN present at next OCB meeting.
- Bill to research OCB an open public meeting and the need to build “Public Comment” into our agendas.

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

NEXT MEETING: Friday October 28, 2022, via ZOOM

OCB Policy Adoption Summary

5580POL Youth Incentive Payments

New policy allowing fund allocation in the form of Incentives for recognized achievements or milestones to In-School and Out-of-School Youth who are enrolled in WIOA.

5580POL Youth Incentive Payments

Effective Date: 11/01/2022

Approved by TBD

Last Modified: 10/10/2022

To ensure Olympic Workforce Development Council (OWDC) policy compliance, this policy provides clarification and guidance of Workforce Innovation and Opportunity Act (WIOA) Title I-B Youth funds for incentive payments.

1. Incentive payments to WIOA Title I Youth participants are permitted for recognition and achievement directly tied to training or education activities and work experiences.

Subrecipients must ensure the incentive payments are:

- a. Awarded in recognition and achievement directly tied to training activities or work experiences;
- b. Tied to participant goals expressly determined in the Individual Participant Plan;
- c. Outlined in a written, local policy prior to the start date of training programs or work experiences that might provide incentive payments;
- d. Aligned with other WIOA Title I program policies; and
- e. Provided in accordance with the requirements and cost principles in 20 CFR part 200.

2. Recognized achievement or milestones of program training, education, or work experience may include improvements marked by acquisition of a credential or other successful outcomes. All incentive payments are contingent on fund availability. Participant may receive up to \$500 in incentives per program year, depending on funding availability. Acceptable achievements or milestones include:

- a. Earning the state GED or a High School Diploma
 - i. Passed all four tests of the GED or achieved a High School Diploma earning \$200, or
 - ii. Passed an individual GED test, earning \$50 each
- b. Completed and passed the first quarter of post-secondary education, earning \$100
- c. Earned an industry-recognized credential, earning \$100
- d. Obtained unsubsidized employment and remained employed for three months, earning \$100
- e. Completed successful work experience (WEX), earning \$100

3. Internal controls must be established to safeguard any cash or other forms of payment used to award incentive payments, such as gift cards or gift certificates.

- a. The following are NOT allowable incentive payments methods.
 - 1. Entertainment costs, such as:
 - 2. Food, movie, or sporting event tickets
 - 3. Other venues whose sole purpose is entertainment
 - ii. Recruitment purposes
 - iii. Returning eligibility documentation to the case manager.
- 4. Total amount of incentive payments in any single program year may not exceed the total line-item budget expenditure, if any, cited in the subrecipients contract. Exceptions to any incentive payment line-item budget expenditure in the subrecipient contract, are not permitted.**
- 5. Documentation and Data Entry Requirements.**
 - a. Full WIOA Registration – a full WIOA Title I eligibility determination and enrollment in to a WIOA Title I program is required to receive an incentive payment.
 - b. Justification – Subrecipients must document the justification for each participant who receives an incentive payment. This justification must include:
 - i. The business case for the incentive payment’s contribution to the participant’s success, and
 - ii. How the incentive payment was calculated.
 - c. Data entry requirements – information regarding the incentive payment must be entered into statewide case management system (i.e., ETO).
 - i. **Acceptable service records include:**
 - 1. Tutoring, study skills training, instruction, and dropout prevention
 - 2. Alternative secondary school services or dropout recovery services
 - 3. Paid and unpaid work experience
 - 4. Occupational skills training
 - 5. Education offered concurrently with workforce preparation and training for a specific occupation
 - 6. Financial literacy education
 - 7. Entrepreneurial skills training
 - 8. Post-secondary preparation and transition activities
 - ii. Expenditure records of incentives payments must be uploaded to corresponding service recorded in the system

- iii. Justification and amount of incentive is required to be added to applicable service recorded in case management system (ETO)
- iv. Documentation of achievement prior to dispensing the incentive to participant. Documentation may include:
 1. Proof of diploma/GED from official institution website or institution correspondence
 2. Quarter grade printout
 3. Pay Stubs, timesheets, or supervisor letter of documented attendance
- v. All documentation must be the final signed and dated forms, purchase orders, receipts, etc.

References

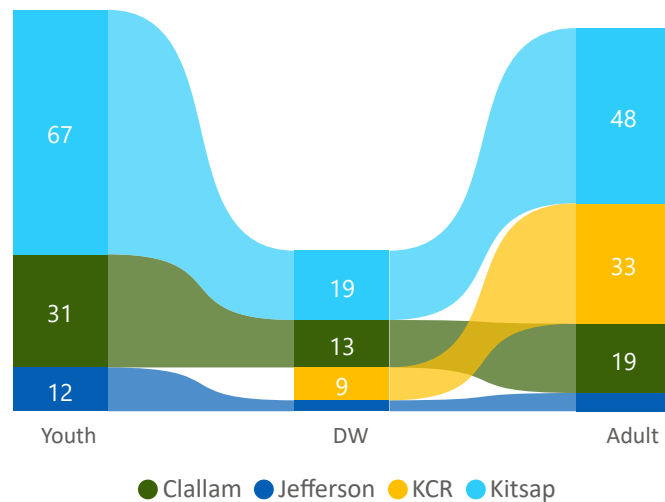
Incentive Payments to WIOA Title I Participants, Worksource System Policy 5621 (Rev3)
OMB Uniform Guidance, 2 CFR 200.456 – Participant Support Costs
OWDC Records and Documentation Retention Policy, 1600POL
OWDC Case Note Policy, 5210POL
Primary Indicators of performance under WIOA, 20 CFR sec. 677.155(a)(1)(v)
WIOA Final Regulations, 20 CFR 681.640, Are incentive payments to youth permitted?
WIOA Final Regulations, 20 CFR 683.200(b)(2) – Allowable Costs and Cot Principles
Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service Guidance on Services, Training and Employment Guidance Letter (TEGL) 19-16
Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance, Training and Employment Guidance Letter (TEGL) 21-16, Change 1

WIOA Formula Performance Report

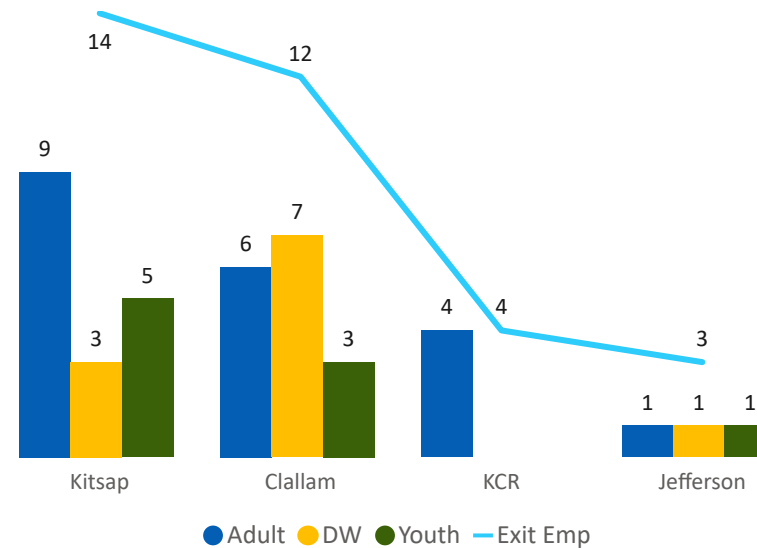
Last Refresh Date

Office	Program	Current	Enrollments	Enroll Targets	Enroll %age	Exits	Exit to Employ	Exit Employ Targets	Exit Employ %age	Self Emp	Self Emp Targets
Clallam	Adult	10	16	13	123.08%	6	6	2	300.00%		0
Jefferson	Adult	4	5	8	62.50%	1	1	2	50.00%		0
KCR	Adult	29	33	33	100.00%	4	4	8	50.00%		1
Kitsap	Adult	38	47	37	127.03%	9	7	4	175.00%		0
Clallam	DW	6	13	16	81.25%	7	3	2	150.00%	2	0
Jefferson	DW	2	3	7	42.86%	1	1	2	50.00%		0
KCR	DW	9	9	7	128.57%			2			1
Kitsap	DW	15	18	24	75.00%	3	2	7	28.57%		0
Clallam	Youth	27	30	32	93.75%	3	3		Infinity		
Jefferson	Youth	11	12	11	109.09%	1	1		Infinity		
Kitsap	Youth	62	67	66	101.52%	5	5	0	Infinity		
Total		213	253	254	99.61%	40	33	29	113.79%	2	2

Enrollments



Exits



*Update with program expenditures will be made available for review in Nov 2023

OCB Meeting (3rd Fridays)

OWDC Meeting (2nd Tuesday or Thursday)

OCB - OWDC Combined Meeting (TBD)

Exec OWDC Meeting (4th Tuesdays)

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

2023

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

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

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

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

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

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

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

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

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

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

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

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

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 Manager
Port Townsend Paper Corporation

Chuck Moe, Field Rep Northwest Laborers-
Employers Training

COUNCIL MEMBERS

Dr. Kareen Borders, South Kitsap School District

Nicole Brickman, Human Resources Director
YMCA

Dr. Marty Cavalluzzi, President Olympic College

Lisa Donlon, General Manager Windermere
Commercial

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

Kevin Gallacci, General Manager Clallam Transit
System

Nicholas Gianacacos, Program Manager General
Dynamics NASSCO

Rusty Grable, Business Rep & Organizer
Machinist Union District 160

Michell Graff, Manager Kitsap Community
Resources

Neal Holm, Electrician and Membership
Development IBEW 46

Ashley Jackson, Data Analysis Specialist Naval
Base Kitsap

Peter Johnson, Human Resource Manager
McKinley Paper Company

Heidi Lamprecht, Co-Founder Paella House
Franchisees and Training

Gina Lindal, Administrator Department of Social
and Health Services

Greg Lynch, Superintendent Olympic
Educational Service District #114

Colleen McAleer, Executive Director Clallam
Economic Development Co.

Snell Morgan, Jamestown S'Klallam Tribe

Matt Murphy, President/CEO South Kitsap
Chamber of Commerce

Gillian Niuman, Human Resources Rep People
Support Services

Allison Plute, Human Resources Director
Jamestown S'Klallam Tribe

LeAnne Raines, Supervisor Department of
Vocational Rehabilitation

Jeff Randal, Secretary, District 1 Jefferson PUD

Anna Reyes-Potts, General Mgr. & Business
Development TMF, Inc.

Dr. Luke Robins, President Peninsula College

Daniel Stegier, CEO/President Lumber Trades,
Inc.



October 30th, 2022

Colleen McAleer
Clallam County Economic Development Council
439 Marine Dr,
Port Angeles, WA 98363

Dear Ms. McAleer,

I am pleased to announce your re-appointment to the Olympic Workforce Development Council. Your re-appointment was confirmed for a new term beginning November 1, 2022, continuing through November 1, 2025.

The Olympic Workforce Development Council is dedicated to the development of an innovative workforce system supporting a strong economy and community within Clallam, Jefferson, and Kitsap Counties. In conjunction with local businesses, training and education providers, and industry leaders, we strive to support an inclusive and diverse workforce. The challenges and responsibilities of individuals serving on the Workforce Development Council are genuine, and it is with appreciation that we acknowledge your commitment.

I look forward to working with you and all Workforce Development Council members as we continue to assist job seekers overcome barriers and assist employers meet their business needs.

Sincerely,

Kate Dean, Chair
Olympic Consortium Board

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 Manager
Port Townsend Paper Corporation

Chuck Moe, Field Rep Northwest Laborers-
Employers Training

COUNCIL MEMBERS

Dr. Kareen Borders, South Kitsap School District

Nicole Brickman, Human Resources Director
YMCA

Dr. Marty Cavalluzzi, President Olympic College

Lisa Donlon, General Manager Windermere
Commercial

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

Kevin Gallacci, General Manager Clallam Transit
System

Nicholas Gianacacos, Program Manager General
Dynamics NASSCO

Rusty Grable, Business Rep & Organizer
Machinist Union District 160

Michell Graff, Manager Kitsap Community
Resources

Neal Holm, Electrician and Membership
Development IBEW 46

Ashley Jackson, Data Analysis Specialist Naval
Base Kitsap

Peter Johnson, Human Resource Manager
McKinley Paper Company

Heidi Lamprecht, Co-Founder Paella House
Franchisees and Training

Gina Lindal, Administrator Department of Social
and Health Services

Greg Lynch, Superintendent Olympic
Educational Service District #114

Colleen McAleer, Executive Director Clallam
Economic Development Co.

Snell Morgan, Jamestown S'Klallam Tribe

Matt Murphy, President/CEO South Kitsap
Chamber of Commerce

Gillian Niuman, Human Resources Rep People
Support Services

Allison Plute, Human Resources Director
Jamestown S'Klallam Tribe

LeAnne Raines, Supervisor Department of
Vocational Rehabilitation

Jeff Randal, Secretary, District 1 Jefferson PUD

Anna Reyes-Potts, General Mgr. & Business
Development TMF, Inc.

Dr. Luke Robins, President Peninsula College

Daniel Stegier, CEO/President Lumber Trades,
Inc.



October 30th, 2022

Danny Steiger
Lumber Traders, Inc.
3111 East Hwy 101
Port Angeles, WA 98362

Dear Mr Steiger,

I am pleased to announce your re-appointment to the Olympic Workforce Development Council. Your re-appointment was confirmed for a new term beginning November 1, 2022, continuing through November 1, 2025.

The Olympic Workforce Development Council is dedicated to the development of an innovative workforce system supporting a strong economy and community within Clallam, Jefferson, and Kitsap Counties. In conjunction with local businesses, training and education providers, and industry leaders, we strive to support an inclusive and diverse workforce. The challenges and responsibilities of individuals serving on the Workforce Development Council are genuine, and it is with appreciation that we acknowledge your commitment.

I look forward to working with you and all Workforce Development Council members as we continue to assist job seekers overcome barriers and assist employers meet their business needs.

Sincerely,

Kate Dean, Chair
Olympic Consortium Board

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 Manager
Port Townsend Paper Corporation

Chuck Moe, Field Rep Northwest Laborers-
Employers Training

COUNCIL MEMBERS

Dr. Kareen Borders, South Kitsap School District

Nicole Brickman, Human Resources Director
YMCA

Dr. Marty Cavalluzzi, President Olympic College

Lisa Donlon, General Manager Windermere
Commercial

Gregory Drunkert, CEO/President Pacific
Mobility Group, Inc.

Kevin Gallacci, General Manager Clallam Transit
System

Nicholas Gianacakos, Program Manager General
Dynamics NASSCO

Rusty Grable, Business Rep & Organizer
Machinist Union District 160

Michell Graff, Manager Kitsap Community
Resources

Neal Holm, Electrician and Membership
Development IBEW 46

Ashley Jackson, Data Analysis Specialist Naval
Base Kitsap

Peter Johnson, Human Resource Manager
McKinley Paper Company

Heidi Lamprecht, Co-Founder Paella House
Franchisees and Training

Gina Lindal, Administrator Department of Social
and Health Services

Greg Lynch, Superintendent Olympic
Educational Service District #114

Colleen McAleer, Executive Director Clallam
Economic Development Co.

Snell Morgan, Jamestown S'Klallam Tribe

Matt Murphy, President/CEO South Kitsap
Chamber of Commerce

Gillian Niuman, Human Resources Rep People
Support Services

Allison Plute, Human Resources Director
Jamestown S'Klallam Tribe

LeAnne Raines, Supervisor Department of
Vocational Rehabilitation

Jeff Randal, Secretary, District 1 Jefferson PUD

Anna Reyes-Potts, General Mgr. & Business
Development TMF, Inc.

Dr. Luke Robins, President Peninsula College

Daniel Stegier, CEO/President Lumber Trades,
Inc.



April 21, 2022

Ms. Gina Lindal, Administrator
Bremerton Community Services Office,
Department of Social and Health Services
4710 Auto Center Boulevard
Bremerton, WA 98528

Dear Ms. Lindal,

I am pleased to announce your re-appointment to the Olympic Workforce Development Council. Your re-appointment was confirmed for a new term beginning May 1st, 2022, continuing through May 1, 2025.

The Olympic Workforce Development Council is dedicated to the development of an innovative workforce system supporting a strong economy and community within Clallam, Jefferson, and Kitsap Counties. In conjunction with local businesses, training and education providers, and industry leaders, we strive to support an inclusive and diverse workforce. The challenges and responsibilities of individuals serving on the Workforce Development Council are genuine, and it is with appreciation that we acknowledge your commitment.

I look forward to working with you and all Workforce Development Council members as we continue to assist job seekers overcome barriers and assist employers meet their business needs.

Sincerely,

Kate Dean, Chair
Olympic Consortium Board

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 Manager
Port Townsend Paper Corporation

Chuck Moe, Field Rep Northwest Laborers-
Employers Training

COUNCIL MEMBERS

Dr. Kareen Borders, South Kitsap School District

Nicole Brickman, Human Resources Director
YMCA

Dr. Marty Cavalluzzi, President Olympic College

Lisa Donlon, General Manager Windermere
Commercial

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

Kevin Gallacci, General Manager Clallam Transit
System

Nicholas Gianacacos, Program Manager General
Dynamics NASSCO

Rusty Grable, Business Rep & Organizer
Machinist Union District 160

Michell Graff, Manager Kitsap Community
Resources

Neal Holm, Electrician and Membership
Development IBEW 46

Ashley Jackson, Data Analysis Specialist Naval
Base Kitsap

Peter Johnson, Human Resource Manager
McKinley Paper Company

Heidi Lamprecht, Co-Founder Paella House
Franchisees and Training

Gina Lindal, Administrator Department of Social
and Health Services

Greg Lynch, Superintendent Olympic
Educational Service District #114

Colleen McAleer, Executive Director Clallam
Economic Development Co.

Snell Morgan, Jamestown S'Klallam Tribe

Matt Murphy, President/CEO South Kitsap
Chamber of Commerce

Gillian Niuman, Human Resources Rep People
Support Services

Allison Plute, Human Resources Director
Jamestown S'Klallam Tribe

LeAnne Raines, Supervisor Department of
Vocational Rehabilitation

Jeff Randal, Secretary, District 1 Jefferson PUD

Anna Reyes-Potts, General Mgr. & Business
Development TMF, Inc.

Dr. Luke Robins, President Peninsula College

Daniel Stegier, CEO/President Lumber Trades,
Inc.



October 30th, 2022

Mr. Gregory Dronkert
Pacific Mobility Group, Inc
7869 NE Day Rd. W Suite 206
Bainbridge Island, WA 98110

Dear Mr. Dronkert,

I am pleased to announce your re-appointment to the Olympic Workforce Development Council. Your re-appointment was confirmed for a new term beginning November 1, 2022, continuing through November 1, 2025.

The Olympic Workforce Development Council is dedicated to the development of an innovative workforce system supporting a strong economy and community within Clallam, Jefferson, and Kitsap Counties. In conjunction with local businesses, training and education providers, and industry leaders, we strive to support an inclusive and diverse workforce. The challenges and responsibilities of individuals serving on the Workforce Development Council are genuine, and it is with appreciation that we acknowledge your commitment.

I look forward to working with you and all Workforce Development Council members as we continue to assist job seekers overcome barriers and assist employers meet their business needs.

Sincerely,

Kate Dean, Chair
Olympic Consortium Board

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 Manager
Port Townsend Paper Corporation

Chuck Moe, Field Rep Northwest Laborers-
Employers Training

COUNCIL MEMBERS

Dr. Kareen Borders, South Kitsap School District

Nicole Brickman, Human Resources Director
YMCA

Dr. Marty Cavalluzzi, President Olympic College

Lisa Donlon, General Manager Windermere
Commercial

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

Kevin Gallacci, General Manager Clallam Transit
System

Nicholas Gianacacos, Program Manager General
Dynamics NASSCO

Rusty Grable, Business Rep & Organizer
Machinist Union District 160

Michell Graff, Manager Kitsap Community
Resources

Neal Holm, Electrician and Membership
Development IBEW 46

Ashley Jackson, Data Analysis Specialist Naval
Base Kitsap

Peter Johnson, Human Resource Manager
McKinley Paper Company

Heidi Lamprecht, Co-Founder Paella House
Franchisees and Training

Gina Lindal, Administrator Department of Social
and Health Services

Greg Lynch, Superintendent Olympic
Educational Service District #114

Colleen McAleer, Executive Director Clallam
Economic Development Co.

Snell Morgan, Jamestown S'Klallam Tribe

Matt Murphy, President/CEO South Kitsap
Chamber of Commerce

Gillian Niuman, Human Resources Rep People
Support Services

Allison Plute, Human Resources Director
Jamestown S'Klallam Tribe

LeAnne Raines, Supervisor Department of
Vocational Rehabilitation

Jeff Randal, Secretary, District 1 Jefferson PUD

Anna Reyes-Potts, General Mgr. & Business
Development TMF, Inc.

Dr. Luke Robins, President Peninsula College

Daniel Stegier, CEO/President Lumber Trades,
Inc.



April 21, 2022

Mr. Jeff Randal
Jefferson County PUD
310 Four Corners Rd
Port Townsend WA 98368

Dear Mr. Randall,

I am pleased to announce your re-appointment to the Olympic Workforce Development Council. Your re-appointment was confirmed for a new term beginning September 1, 2022, continuing through September 1, 2025.

The Olympic Workforce Development Council is dedicated to the development of an innovative workforce system supporting a strong economy and community within Clallam, Jefferson, and Kitsap Counties. In conjunction with local businesses, training and education providers, and industry leaders, we strive to support an inclusive and diverse workforce. The challenges and responsibilities of individuals serving on the Workforce Development Council are genuine, and it is with appreciation that we acknowledge your commitment.

I look forward to working with you and all Workforce Development Council members as we continue to assist job seekers overcome barriers and assist employers meet their business needs.

Sincerely,

Kate Dean, Chair
Olympic Consortium Board

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 Manager
Port Townsend Paper Corporation

Chuck Moe, Field Rep Northwest Laborers-
Employers Training

COUNCIL MEMBERS

Dr. Kareen Borders, South Kitsap School District

Nicole Brickman, Human Resources Director
YMCA

Dr. Marty Cavalluzzi, President Olympic College

Lisa Donlon, General Manager Windermere
Commercial

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

Kevin Gallacci, General Manager Clallam Transit
System

Nicholas Gianacacos, Program Manager General
Dynamics NASSCO

Rusty Grable, Business Rep & Organizer
Machinist Union District 160

Michell Graff, Manager Kitsap Community
Resources

Neal Holm, Electrician and Membership
Development IBEW 46

Ashley Jackson, Data Analysis Specialist Naval
Base Kitsap

Peter Johnson, Human Resource Manager
McKinley Paper Company

Heidi Lamprecht, Co-Founder Paella House
Franchisees and Training

Gina Lindal, Administrator Department of Social
and Health Services

Greg Lynch, Superintendent Olympic
Educational Service District #114

Colleen McAleer, Executive Director Clallam
Economic Development Co.

Snell Morgan, Jamestown S'Klallam Tribe

Matt Murphy, President/CEO South Kitsap
Chamber of Commerce

Gillian Niuman, Human Resources Rep People
Support Services

Allison Plute, Human Resources Director
Jamestown S'Klallam Tribe

LeAnne Raines, Supervisor Department of
Vocational Rehabilitation

Jeff Randal, Secretary, District 1 Jefferson PUD

Anna Reyes-Potts, General Mgr. & Business
Development TMF, Inc.

Dr. Luke Robins, President Peninsula College

Daniel Stegier, CEO/President Lumber Trades,
Inc.



April 21, 2022

Ms. Jessica Barr
Employment Security Department

Dear Ms. Barr,

I am pleased to announce your re-appointment to the Olympic Workforce Development Council. Your re-appointment was confirmed for a new term beginning May 1st, 2022, continuing through May 1, 2025.

The Olympic Workforce Development Council is dedicated to the development of an innovative workforce system supporting a strong economy and community within Clallam, Jefferson, and Kitsap Counties. In conjunction with local businesses, training and education providers, and industry leaders, we strive to support an inclusive and diverse workforce. The challenges and responsibilities of individuals serving on the Workforce Development Council are genuine, and it is with appreciation that we acknowledge your commitment.

I look forward to working with you and all Workforce Development Council members as we continue to assist job seekers overcome barriers and assist employers meet their business needs.

Sincerely,

Kate Dean, Chair
Olympic Consortium Board

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 Manager
Port Townsend Paper Corporation

Chuck Moe, Field Rep Northwest Laborers-
Employers Training

COUNCIL MEMBERS

Dr. Kareen Borders, South Kitsap School District

Nicole Brickman, Human Resources Director
YMCA

Dr. Marty Cavalluzzi, President Olympic College

Lisa Donlon, General Manager Windermere
Commercial

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

Kevin Gallacci, General Manager Clallam Transit
System

Nicholas Gianacacos, Program Manager General
Dynamics NASSCO

Rusty Grable, Business Rep & Organizer
Machinist Union District 160

Michell Graff, Manager Kitsap Community
Resources

Neal Holm, Electrician and Membership
Development IBEW 46

Ashley Jackson, Data Analysis Specialist Naval
Base Kitsap

Peter Johnson, Human Resource Manager
McKinley Paper Company

Heidi Lamprecht, Co-Founder Paella House
Franchisees and Training

Gina Lindal, Administrator Department of Social
and Health Services

Greg Lynch, Superintendent Olympic
Educational Service District #114

Colleen McAleer, Executive Director Clallam
Economic Development Co.

Snell Morgan, Jamestown S'Klallam Tribe

Matt Murphy, President/CEO South Kitsap
Chamber of Commerce

Gillian Niuman, Human Resources Rep People
Support Services

Allison Plute, Human Resources Director
Jamestown S'Klallam Tribe

LeAnne Raines, Supervisor Department of
Vocational Rehabilitation

Jeff Randal, Secretary, District 1 Jefferson PUD

Anna Reyes-Potts, General Mgr. & Business
Development TMF, Inc.

Dr. Luke Robins, President Peninsula College

Daniel Stegier, CEO/President Lumber Trades,
Inc.



April 21, 2022

Ms. Marilyn Hoppen,
Senior Vice President Human Resources
Kitsap Bank
PO Box 9
Port Orchard, WA 98366

Dear Ms. Hoppen,

I am pleased to announce your re-appointment to the Olympic Workforce Development Council. Your re-appointment was confirmed for a new term beginning May 1st, 2022, continuing through May 1, 2025.

The Olympic Workforce Development Council is dedicated to the development of an innovative workforce system supporting a strong economy and community within Clallam, Jefferson, and Kitsap Counties. In conjunction with local businesses, training and education providers, and industry leaders, we strive to support an inclusive and diverse workforce. The challenges and responsibilities of individuals serving on the Workforce Development Council are genuine, and it is with appreciation that we acknowledge your commitment.

I look forward to working with you and all Workforce Development Council members as we continue to assist job seekers overcome barriers and assist employers meet their business needs.

Sincerely,

Kate Dean, Chair
Olympic Consortium Board

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 Manager
Port Townsend Paper Corporation

Chuck Moe, Field Rep Northwest Laborers-
Employers Training

COUNCIL MEMBERS

Dr. Kareen Borders, South Kitsap School District

Nicole Brickman, Human Resources Director
YMCA

Dr. Marty Cavalluzzi, President Olympic College

Lisa Donlon, General Manager Windermere
Commercial

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

Kevin Gallacci, General Manager Clallam Transit
System

Nicholas Gianacacos, Program Manager General
Dynamics NASSCO

Rusty Grable, Business Rep & Organizer
Machinist Union District 160

Michell Graff, Manager Kitsap Community
Resources

Neal Holm, Electrician and Membership
Development IBEW 46

Ashley Jackson, Data Analysis Specialist Naval
Base Kitsap

Peter Johnson, Human Resource Manager
McKinley Paper Company

Heidi Lamprecht, Co-Founder Paella House
Franchisees and Training

Gina Lindal, Administrator Department of Social
and Health Services

Greg Lynch, Superintendent Olympic
Educational Service District #114

Colleen McAleer, Executive Director Clallam
Economic Development Co.

Snell Morgan, Jamestown S'Klallam Tribe

Matt Murphy, President/CEO South Kitsap
Chamber of Commerce

Gillian Niuman, Human Resources Rep People
Support Services

Allison Plute, Human Resources Director
Jamestown S'Klallam Tribe

LeAnne Raines, Supervisor Department of
Vocational Rehabilitation

Jeff Randal, Secretary, District 1 Jefferson PUD

Anna Reyes-Potts, General Mgr. & Business
Development TMF, Inc.

Dr. Luke Robins, President Peninsula College

Daniel Stegier, CEO/President Lumber Trades,
Inc.



April 21, 2022

Ms. Nicole Brickman
YMCA of Pierce and Kitsap Counties
4717 S 19th St Ste 201
Tacoma, WA 98405

Dear Ms. Brickman,

I am pleased to announce your re-appointment to the Olympic Workforce Development Council. Your re-appointment was confirmed for a new term beginning September 1, 2022, continuing through September 1, 2025.

The Olympic Workforce Development Council is dedicated to the development of an innovative workforce system supporting a strong economy and community within Clallam, Jefferson, and Kitsap Counties. In conjunction with local businesses, training and education providers, and industry leaders, we strive to support an inclusive and diverse workforce. The challenges and responsibilities of individuals serving on the Workforce Development Council are genuine, and it is with appreciation that we acknowledge your commitment.

I look forward to working with you and all Workforce Development Council members as we continue to assist job seekers overcome barriers and assist employers meet their business needs.

Sincerely,

Kate Dean, Chair
Olympic Consortium Board

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 Manager
Port Townsend Paper Corporation

Chuck Moe, Field Rep Northwest Laborers-
Employers Training

COUNCIL MEMBERS

Dr. Kareen Borders, South Kitsap School District

Nicole Brickman, Human Resources Director
YMCA

Dr. Marty Cavalluzzi, President Olympic College

Lisa Donlon, General Manager Windermere
Commercial

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

Kevin Gallacci, General Manager Clallam Transit
System

Nicholas Gianacacos, Program Manager General
Dynamics NASSCO

Rusty Grable, Business Rep & Organizer
Machinist Union District 160

Michell Graff, Manager Kitsap Community
Resources

Neal Holm, Electrician and Membership
Development IBEW 46

Ashley Jackson, Data Analysis Specialist Naval
Base Kitsap

Peter Johnson, Human Resource Manager
McKinley Paper Company

Heidi Lamprecht, Co-Founder Paella House
Franchisees and Training

Gina Lindal, Administrator Department of Social
and Health Services

Greg Lynch, Superintendent Olympic
Educational Service District #114

Colleen McAleer, Executive Director Clallam
Economic Development Co.

Snell Morgan, Jamestown S'Klallam Tribe

Matt Murphy, President/CEO South Kitsap
Chamber of Commerce

Gillian Niuman, Human Resources Rep People
Support Services

Allison Plute, Human Resources Director
Jamestown S'Klallam Tribe

LeAnne Raines, Supervisor Department of
Vocational Rehabilitation

Jeff Randal, Secretary, District 1 Jefferson PUD

Anna Reyes-Potts, General Mgr. & Business
Development TMF, Inc.

Dr. Luke Robins, President Peninsula College

Daniel Stegier, CEO/President Lumber Trades,
Inc.



October 30th, 2022

Peter Johnson
McKinley Paper Company Washington Mill
1902 Marine Drive
Port Angeles WA, 98363

Dear Mr Johnson,

I am pleased to announce your re-appointment to the Olympic Workforce Development Council. Your re-appointment was confirmed for a new term beginning November 1, 2022, continuing through November 1, 2025.

The Olympic Workforce Development Council is dedicated to the development of an innovative workforce system supporting a strong economy and community within Clallam, Jefferson, and Kitsap Counties. In conjunction with local businesses, training and education providers, and industry leaders, we strive to support an inclusive and diverse workforce. The challenges and responsibilities of individuals serving on the Workforce Development Council are genuine, and it is with appreciation that we acknowledge your commitment.

I look forward to working with you and all Workforce Development Council members as we continue to assist job seekers overcome barriers and assist employers meet their business needs.

Sincerely,

Kate Dean, Chair
Olympic Consortium Board

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 Manager
Port Townsend Paper Corporation

Chuck Moe, Field Rep Northwest Laborers-
Employers Training

COUNCIL MEMBERS

Dr. Kareen Borders, South Kitsap School District

Nicole Brickman, Human Resources Director
YMCA

Dr. Marty Cavalluzzi, President Olympic College

Lisa Donlon, General Manager Windermere
Commercial

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

Kevin Gallacci, General Manager Clallam Transit
System

Nicholas Gianacacos, Program Manager General
Dynamics NASSCO

Rusty Grable, Business Rep & Organizer
Machinist Union District 160

Michell Graff, Manager Kitsap Community
Resources

Neal Holm, Electrician and Membership
Development IBEW 46

Ashley Jackson, Data Analysis Specialist Naval
Base Kitsap

Peter Johnson, Human Resource Manager
McKinley Paper Company

Heidi Lamprecht, Co-Founder Paella House
Franchisees and Training

Gina Lindal, Administrator Department of Social
and Health Services

Greg Lynch, Superintendent Olympic
Educational Service District #114

Colleen McAleer, Executive Director Clallam
Economic Development Co.

Snell Morgan, Jamestown S'Klallam Tribe

Matt Murphy, President/CEO South Kitsap
Chamber of Commerce

Gillian Niuman, Human Resources Rep People
Support Services

Allison Plute, Human Resources Director
Jamestown S'Klallam Tribe

LeAnne Raines, Supervisor Department of
Vocational Rehabilitation

Jeff Randal, Secretary, District 1 Jefferson PUD

Anna Reyes-Potts, General Mgr. & Business
Development TMF, Inc.

Dr. Luke Robins, President Peninsula College

Daniel Stegier, CEO/President Lumber Trades,
Inc.



October 30th, 2022

Neil Holm
IBEW
11871 Silverdale Way NW, Suite 111
Silverdale, WA 98383

Dear Mr Holm,

I am pleased to announce your re-appointment to the Olympic Workforce Development Council. Your re-appointment was confirmed for a new term beginning December 1, 2022, continuing through December 1, 2025.

The Olympic Workforce Development Council is dedicated to the development of an innovative workforce system supporting a strong economy and community within Clallam, Jefferson, and Kitsap Counties. In conjunction with local businesses, training and education providers, and industry leaders, we strive to support an inclusive and diverse workforce. The challenges and responsibilities of individuals serving on the Workforce Development Council are genuine, and it is with appreciation that we acknowledge your commitment.

I look forward to working with you and all Workforce Development Council members as we continue to assist job seekers overcome barriers and assist employers meet their business needs.

Sincerely,

Kate Dean, Chair
Olympic Consortium Board

Application for Appointment to Kitsap County Advisory Groups

Name

Aaron Leavell

Preferred gender pronouns

He/Him/His

Please type other preference here

Address You Reside At

4285 NW Golf Club Hill Rd, Bremerton, Washington 98312

Mailing Address (if different from place of residence)**Primary Phone**

(360) 536-6217

Work Phone

(360) 478-6890

Primary Email

aleavell@oesd114.org

Work Email**Occupation**

Superintendent

Employer

Olympic Educational Service District 114

Business Address

105 National Ave N, Bremerton, Washington 98312

Advisory group for which I would like to be considered:

Olympic Workforce Development Council

Why are you applying for this appointment?

The previous Superintendent of the OESD 114 was seated on this board and I would like to replace him so we continue to have a seat at the table and bring a regional educational lens to the council as it pertains to students and the workforce.

What personal interests prompted you to apply for this appointment?

I have an interest in seeing our youth in the region be prepared for careers in the workforce and to see a thriving economy in our area.

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

*Not Kitsap County specific groups but experiences: Bremerton Rotary Board (former President), Washington Association of School Administrators (Immediate Past-President), Pay It Forward Scholarship committee, West Sound STEM Network Executive Leadership Team, Association of Educational Service Districts network, West Sound Technical Skills Center Superintendent Advisory Council, Bremerton Backpack Brigade (Honorary Board Member).

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

BA, MA, Ed.D. degrees in Educational Leadership and Policy Studies, Superintendent 10 years in public education system, CTE/STEM program administration

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

Service clubs, Economic Development, city councils and school board meetings

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

Name

Susan Lathrop

Email

slathrop@oesd114.org

Phone

(360) 478-6880

What is your relationship to this person?

Colleague

Name2

Kareen Borders

Email2

borders@skschools.org

Phone2

(253) 370-6883

What is your relationship to this person?

Colleague on West Sound STEM

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

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

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

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

Signature

Date
10/21/2022

A handwritten signature in black ink, consisting of a stylized lowercase 'a' followed by a long horizontal line that ends in a small loop.

Application for Appointment to Kitsap County Advisory Groups

Name

Anthony Ives

Preferred gender pronouns

Please type other preference here

Address You Reside At

1725 Vista Rama Drive E, Port Orchard, Washington 98366

Mailing Address (if different from place of residence)

PO Box 91, Bremerton, Washington 98337

Primary Phone

(707) 227-9932

Work Phone

Primary Email

aives@kcr.org

Work Email

aives@kcr.org

Occupation

Executive Director

Employer

Kitsap Community Resources

Business Address

845 8th Ave, Bremerton, Washington 98337

Advisory group for which I would like to be considered:

Olympic Workforce Development Council

Why are you applying for this appointment?

KCR usually has a representative on this Council. KCR is involved with housing and housing services, employment and training, and other valuable community services.

What personal interests prompted you to apply for this appointment?

Economic development in Kitsap County is important to me. As such, employment development is part of the equation.

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

I do not have experience serving on Kitsap County boards.

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

Boards: Key Peninsula Community Services board (Secretary), Amigos de Honduras (Treasurer), former Director of Latin America Development (Heavy Earth Resources), Rotary University District Scholarship Committee Chair, Board Member Washington State Community Action Programs, Leadership Kitsap class 2022-23.

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

Scholarship and education, Rotary, soccer,

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

Name

William Dowling Bill

Email

wdowling@kitsap.gov

Phone

(360) 516-1024

What is your relationship to this person?

Associate

Name2

Charlotte Garrido

Email2

cgarrido@kitsap.gov

Phone2

(360) 337-7181

What is your relationship to this person?

Friend & business associate

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

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

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

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

Signature

Date
10/24/2022

Anthony J. Fres

Application for Appointment to Kitsap County Advisory Groups

Name

Megan Mason-Todd

Preferred gender pronouns

She/Her/Hers

Please type other preference here

Address You Reside At

2516 NE Mary Court, Poulsbo, Washington 98370

Mailing Address (if different from place of residence)**Primary Phone**

(360) 328-9954

Work Phone**Primary Email**

meganseth@aol.com

Work Email

mmason-todd@skookum.org

Occupation

Workforce Development Director

Employer

Skookum Contract Services

Business Address

4525 Auto Center Way, Bremerton, Washington 98312

Advisory group for which I would like to be considered:

Olympic Workforce Development Council

Why are you applying for this appointment?

I am interesting in supporting the Workforce Development initiatives in Clallam, Jefferson and Kitsap Counties.

What personal interests prompted you to apply for this appointment?

I have worked in the disability support field for the last 8 years. I can bring a unique perspective of how to engage people with disabilities into the Workforce development systems.

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

Washington Governors Committee of Disability Issues and Employment (GCDE) and Chair of the Accessibility Committee and Membership for GCDE

Source America/Federal AbilityOne - Workforce Development task force and Veterans Support task force

Skookum Tuition Assistance Committee

Skookum Community Support Committee

Skookum Accessibility Committee

Skookum Corporate Compliance Committee

Skookum Diversity Equity and Inclusion Committee

Member of Community Employment Alliance - an advocacy group which advocates for people with

disabilities at the Washington State legislative level

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

Education:

MA - Student Development Administration from Seattle Univ

BA - Sociology from Western Washington University

Certified in Dependable Strengths

Certified 200hour Yoga instructor

Background:

14 years of Career/Educational Advising and teaching in the Washington State Community College system.

8 years at Skookum Contract Services working in the Vocational and Workforce Development departments

4 years on the Washington Governors Committee of Disability Issues and Employment (GCDE)

Skills/Strengths:

Understanding and implementing the America with Disabilities Act (ADA)

Accommodations in the Workplace

Career Advising/Counseling

Servant Leadership

Mentorship and empowering others

Critical and creative thinking, problem-solving

Networking and sharing resources

Teaching/Training and curriculum development

Organizational strategy and change management

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

DEI, Sustainable farming/farmers markets, Parks and recreation, Higher education and trades education pathways, Health and wellness, Community accessibility,

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

Name

Rob Ziegler

Email

robert.ziegler@skookum.org

Phone

(206) 310-4431

What is your relationship to this person?

Supervisor

Name2

Amanda Smith

Email2

Amanda.smith@skookum.org

Phone2

(360) 689-3563

What is your relationship to this person?

Co-worker

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

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

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

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

Signature

Date

10/31/2022

Megan Mason-Todd