



Kitsap County Commissioners

Charlotte Garrido - *Chair*

Katie Walters

Christine Rolfes

Jefferson County Commissioners

Kate Dean – *Vice Chair*

Greg Brotherton

Heidi Eisenhour

Clallam County Commissioners

Randy Johnson

Mark Ozias

Mike French

OWDC Director

William Dowling

Program Analyst

Luci Bench

OLYMPIC CONSORTIUM BOARD

DATE: Friday, January 19, 2023

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: Via [Zoom](#) Meeting ID: 985 6084 0008 | Passcode: 560497

AGENDA

1. CALL TO ORDER

- a. Welcome Commissioner Brotherton to Board

2. ACTION ITEMS

- a. Approval of January 19, 2024, agenda
- b. Approval of November 17, 2023, meeting minutes (Att. 2.b., pg. 2-6)
- c. Approval of OWDC Appointment Alex Lewis (Att. 2.c., pg.7)
- d. Election Commissioner Brotherton to Olympic Consortium Board
- e. Nomination of 2024 Olympic Consortium Board Chair

3. DISCUSSION ITEMS

- a. Strategic Workforce Development Plan Project Update
- b. OWDC Director Report Out – Bill
- c. Success Stories (Att. 3.c., pg. 8-9)
- d. Performance Reports (Att. 3.d., pg. 10-11)

4. UPDATES

- a. 2024 Calendar (Att. 4.a., pg. 12)

5. [PUBLIC COMMENT](#)

6. GOOD OF THE ORDER

7. ADJOURN

NEXT MEETING: March 22nd, 2024

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

OCB ACTION
ITEMS:

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

2. OCB

a. APPROVAL of November 17, 2023, Agenda

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

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

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

c. APPROVAL of Appointment Letters (Att.)

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

CONSENT AGENDA:

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

4. APPROVAL of OWDC Consent Agenda (Att.)

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

DISCUSSION ITEMS:

5. Veteran's Recognition

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

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

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

6. SWDP Work Group Report Out

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

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

a. Economic Landscape

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

b. Sector Strategies

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

c. Service Delivery

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

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

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

7. 2024 Calendar (Att.)

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

8. OWDC Director Report Out – Bill Dowling

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

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

9. One-Stop Operator Report Out – Ed Looby

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

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

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

COMMITTEE DEBRIEF:

10. Business and Economic Development Packet

None

11. Youth Packet (Att.)

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

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

12. Operations Packet (Att.)

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

13. Public Comment: None

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

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



Olympic Consortium

614 Division St. MS-23, Port Orchard, WA 98366

February 1, 2024

Kitsap County Commissioners

Charlotte Garrido - *Chair*

Katie Walters

Christine Rolfes

Jefferson County Commissioners

Kate Dean – *Vice Chair*

Greg Brotherton

Heidi Eisenhour

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Mark Ozias

Mike French

OWDC Director

William Dowling

Program Analyst

Luci Bench

Alex Lewis, HR Director
North Olympic Healthcare Network
240 W Front St,
Port Angeles, Washington 98362

Dear Alex,

I am pleased to announce your appointment to the Olympic Workforce Development Council. Your appointment was confirmed for a term beginning February 1, 2024, continuing through February 1, 2027.

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,

Charlotte Garrido, Chair
Olympic Consortium Board

WIOA Title IB Success Stories

January 19, 2024

Submitted by Emily Manson, WIOA Youth Service Coordinator

One young adult came to our program having dropped out of high school. She had moved here from another state so was unfamiliar with the area. This young adult had never worked before and had been out of school for several years. She struggled with homelessness and other barriers but was ready to get started on a career pathway so that she could start creating stability in her life. The program assisted her by getting her engaged with the GED preparation program at Kitsap Community Resources. With their support she was able to study for and eventually attain her GED. However, she was still unsure about a career pathway, but was interested in either social services or medical careers. The program established an internship in a social service agency, where she was able to gain more experience and knowledge about potential career pathways. Eventually, this young adult decided to enroll in college to pursue medical careers. She also co-enrolled with the Federal ECSA program and KCR's adult WIOA program. The programs collaborated to provide support to ensure that she had financial aid, acquired the books and schools supplies that she needed, understood the enrollment process, and navigated setting out an educational path. She is now enrolled full time in college and works part time on campus. She earned her driver's license and has stable housing.

Submitted by Jamie Carr, Kitsap Community Resource Program Manager

Individual came to KCR South Kitsap for employment support after getting fired from 3 jobs within 6 months and struggling to understand DVR and DSHS paperwork to get the support needed to enter the workforce. Our KCR case manager was able to explain the processes and review the required documents for the participant to clearly understand the expectations of what is required by the other programs to have those services provided. Rachel was able to get the "car started" (individuals own words) and get the barrier to employment to seem like an achievable task. Participant was encouraged to apply for WIOA and is now a DVR co-enrollment. The KCR case manager was able to brainstorm with the participant on accommodations on the job and how to communicate those needs. Working with DVR to acknowledge the gaps in information about the process that had been causing a distance with the program. This partnership has identified accommodations that are needed to provide the participant the tools to succeed. This has changed how the participant reacts to situations that are unfamiliar and even had the confidence to apply to the local school district, which turned into an interview the following week. The participant came to visit the Program Manager and expressed a deep appreciation for the work KCR SK has provided and the help change the perspective to move forward with her employment goals. This participant would also bring in clothes and other items to our Northwest Hospitality Closet and had thanked us for providing a place where she can also give back in small ways to say thank you.

Submitted by Deb Kaiser, ESD QUEST Navigator

Individual who was terminated after an injured at work, has a family of 2, and wife retired with the only income was her SSI. He was denied UI benefits and was served an eviction notice. After back surgery, he was unable to do previous work, so began training for supervisory electrician. Enrolled in EcSA and QUEST, Adult on 12/5/23. Training paid by other for union training, WIOA assisted with supportive services and incentives. The participant continued looking for work and received an offer letter on Friday and started the new job on Monday, full-time at \$35/hour.

Submitted by Evan Salveson, ESD WIOA Case Manager

Individual was enrolled into state EcSA and its incentive program 3/9/2023. She was a dislocated worker qualifying as a displaced homemaker as she went through a sudden divorce and was forced to start over in life. She moved to Clallam County from Michigan where she'd lived her entire life, to stay with her sister. The client had never worked before as she had been a stay-at-home wife/mom her entire life (she is 52). She took at part-time job at FedEx but it was very hard on her body and she knew she wanted more for herself. With a lot of help from not only her WIOA Case Manager but through much help and from the LEX team at WorkSource Clallam, the client landed full-time employment. She was hired by WA State Department of Corrections as a Fiscal Technician 2 making \$4,106/month. She loves her job and speaks very highly of her assigned mentor. She is now saving to get her own place and is very thankful for everything that WIOA and the entire WorkSource Kitsap and Clallam team has done for her.

Individual enrolled into state EcSA and its incentives program on 2/7/2023. Client was working a very part-time job and really struggling financially to make ends meet. DVR paid for her to take a medical reception online course and state EcSA helped with necessary support services to help client find more stable and more fulfilling work. With a lot of hard work and perseverance the client gained full-time employment as of December 18, 2023 with Chi Franciscan (Tacoma) as a Patient Care Companion making \$22.61/hour. Support services and incentives allowed client to catch up enough to make finding full-time employment a reality and client loves her new job. Long term she wants to save up enough to buy a small lot for her trailer.

Submitted by Kim McArdle, ESD WIOA Case Manager

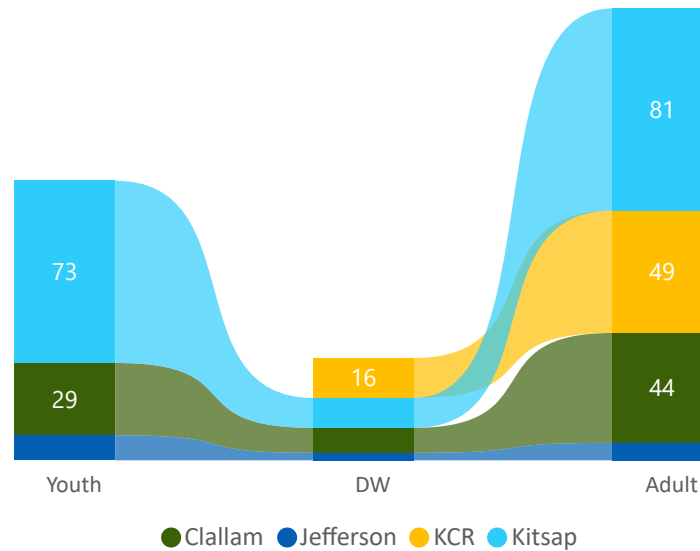
Individual enrolled in the Peninsula College CDS classes to earn his CDL A. When he arrived, he had his own excavation business. He put all funds back into the business and was taking no salary. His business was losing money hiring contracted drivers to deliver their equipment to job sites. He completed his CDL A training and is now earning 120,000.00 Annually.

WIOA Formula Performance Report

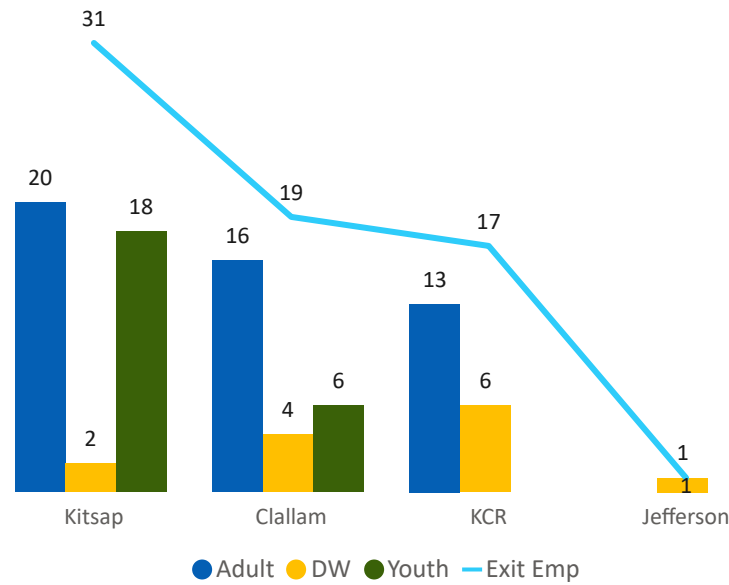
01/02/2024

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

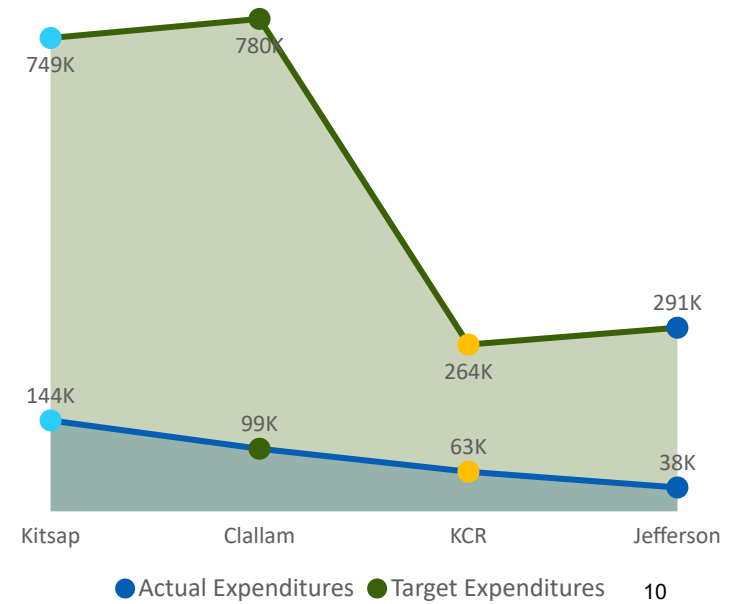
Enrollments



Exits



Expenditures v. Targets





Performance Reports

Adult, Dislocated Worker & Youth

Program	Current	Enrollments	Enroll Targets	% PE	Exits	Exit to Employment	Employ Targets	% ExitEmp	Self Emp	Self Emp Targets	Actual Expenditure	Target Expen	%Expend
Adult	132	181	127	142.52%	49	39	27	144.44%	3	1	126,366	152,070	83.10%
DW	28	41	33	124.24%	13	11	13	84.62%	2	1	104,466	255,081	40.95%
Youth	88	112	109	102.75%	24	18	10	180.00%			112,503	102,060	110.23%
Total	248	334	269	124.16%	86	68	50	136.00%	5	2	343,335	509,211	67.42%

Formula Services

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

State Economic Security for All

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

State EcSA Services

Enroll	Individualized	Support	Training	Incentives
73	72	44	52	48

Federal Economic Security for All

Current	Enrollment	Enroll Target	Enroll %age	Exits	Exit to Employment	Target Employ	Exit %age	Actual Expenditures	Target Expend	Expend %age
34	66	64	103.13%	32	23	17	135.29%	340,910	316,823	107.60%

EcSA Services

Enroll	Individualized	Support	Training
66	66	26	21



QUEST

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



QUEST Services

Enroll	Individualized	Support	Training
34	34	13	26

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

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

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

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

2024

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

February						
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25	26	27	28	29	30	

March						
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24	25	26	27	28	29	30
31						

April 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
28	29	30				

May						
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26	27	28				

June						
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30						

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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28	29	30	31			

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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29	30					

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

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

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



Clallam County Commissioners

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Mike French

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Greg Brotherton

Kate Dean

Heidi Eisenhour

OWDC Director

William Dowling

Program Analyst

Luci Bench

OLYMPIC CONSORTIUM BOARD

DATE: Monday March 11, 2024

TIME: 8:00 a.m. – 9:00 p.m.

LOCATION: Via [Zoom](#) Meeting ID: 985 6084 0008 | Passcode: 560497

AGENDA

1. CALL TO ORDER

2. ACTION ITEMS

- a. Approval of March 11, 2024, agenda
- b. Approval of January 19, 2024, meeting minutes (Att. 2.b., pgs. 2-4)
- c. Appointment of New OWDC Members
 - James Fetzer, General Manager, Clallam Transit
 - Molly Probst, Chief Human Resources Officer, Jefferson Healthcare
 - Felix Salazar, Instructor, Pacific NW Ironworkers Apprenticeship
- d. Re-Appointment of OWDC members
 - Monica Blackwood, West Sound Workforce
 - Kareen Borders, West Sound STEM Network
- e. Approve OWDC Committee changes (Att. 2.e., pg. 5)

3. DISCUSSION ITEMS

- a. Marketing, WIOA Adult, DW, and Youth RFP Update
- b. Strategic Workforce Development Plan Update
- c. Director Report Out – Bill
- d. [PUBLIC COMMENT](#)
- e. 2024 Calendar (Att.3.e., pg. 6)

4. GOOD OF THE ORDER

5. ADJOURN

NEXT MEETING: Joint OCB & OWDC Hybrid Friday, May 17, 2024

Meeting Notes
OLYMPIC CONSORTIUM BOARD
Via Zoom
Friday, January 19, 2024

ATTENDEES – Commissioner Randy Johnson, Commissioner Greg Brotherton and Commissioner Charlotte Garrido, Jessica Bar, and Doug Washburn.
Staff: Bill Dowling, Alissa Durkin, and Luci Bench

1. **Call to Order:** Commissioner Garrido called to order at 10:02AM
2. **Action Items:**
 - a. Approval of January 19 agenda
MOTION: Commissioner Brotherton moved to approve. Commissioner Johnson seconded. Motion carried.
 - b. Approval of November 17 meeting minutes
MOTION: Commissioner Johnson moved to approve. Commissioner Brotherton seconded. Motion carried.
 - c. Approval of OWDC Appointment Alex Lewis
MOTION: Commissioner Johnson moved to approve. Commissioner Brotherton seconded. Motion carried.
 - d. Election Commissioner Brotherton to OCB
MOTION: Commissioner Johnson moved to approve. Commissioner Garrido seconded. Motion carried.
 - e. Nomination of 2024 Olympic Consortium Board Chair
Commissioner Garrido requested nomination. Brotherton nominated Commissioner Johnson for OCB Chair, Commissioner Garrido Second. Motion carried.
3. **DISCUSSION ITEMS**
 - a. Strategic Workforce Development Plan Project Update
 - Luci presented the work done in the past seven months with the Olympic Workforce Development Council to create a four-year plan. At the OWDC meeting on January 11, council members were asked to assist with the writing of the plan. In the next month and a half, the draft plan will be completed. Discussed how much time the commissioners would need to review the plan, commissioners agreed two-weeks would be enough time for board members to review the plan.
 - b. OWDC Director Report Out
 - Economic Security for All grant has been codified HB2230 and will go before legislation next week to make a permanent. This state grant focuses on poverty

population and the funds allow for milestone incentives to encourage training completion and employment obtainment. This round is more robust. WIOA reauthorization funding is on the table and something that will be required is 50-75% of WIOA funds for training and not the case manage piece that WWA and WDAs of the state believe is incredibly important to ensure participants successfully entering the workforce into self-sufficient wage positions. Commissioners requested marketing materials to help advertise the grants and OWDC's work. Discussion on data collection of Return On Investment (ROI), further information will be provided as it is defined for implementation. OWDC subrecipient OESD 114 recently obtained space at a new housing development in Bremerton. Exciting news to help homeless youth in Kitsap County.

c. Success Stories

- Shared success stories.
- Self-Sufficiency Climb-Commissioner Garrido requested Bill develop resources conveying the stories with data so commissioners can share out within their counties.

d. Performance Reports

- Shared. Expenditures are lagged and not current. All enrollments have surpassed targets, the first time since pre-pandemic. Discussion on QUEST, a national dislocated worker grant. Individuals whose employment was negatively effected by the pandemic are eligible to receive case management and training funds to re-enter the workforce.

4. UPDATES

a. 2024 Calendar

- Provided, no comments.

5. GOOD OF THE ORDER

- a. Commissioner Johnson and Brotherton shared information on the Recompete Grant. Appx. Clallam and Jefferson county's application was one out of 22 in the nation that was accepted and moved on to phase 2 of the application process, which will be due April 25th. The grant proposal includes eight projects, one of which is to identify the 24-54 aged population and why they aren't engaging in the workforce. The grant is potentially \$50 million that would be invested in the two counties infrastructure.
- b. Staff shared KEDA/OWDC Roundtable event yesterday. The event brought education providers and business together to identify gaps and begin troubleshooting and problem solving. The event was a huge success! Great discussions on gaps in the workforce, skills that our missing, and issue that

employers are experiencing. Commissioners noted the struggle their HRs were experiencing and on the constant attrition. Call to action going forward to further the conversation and work towards solutions.

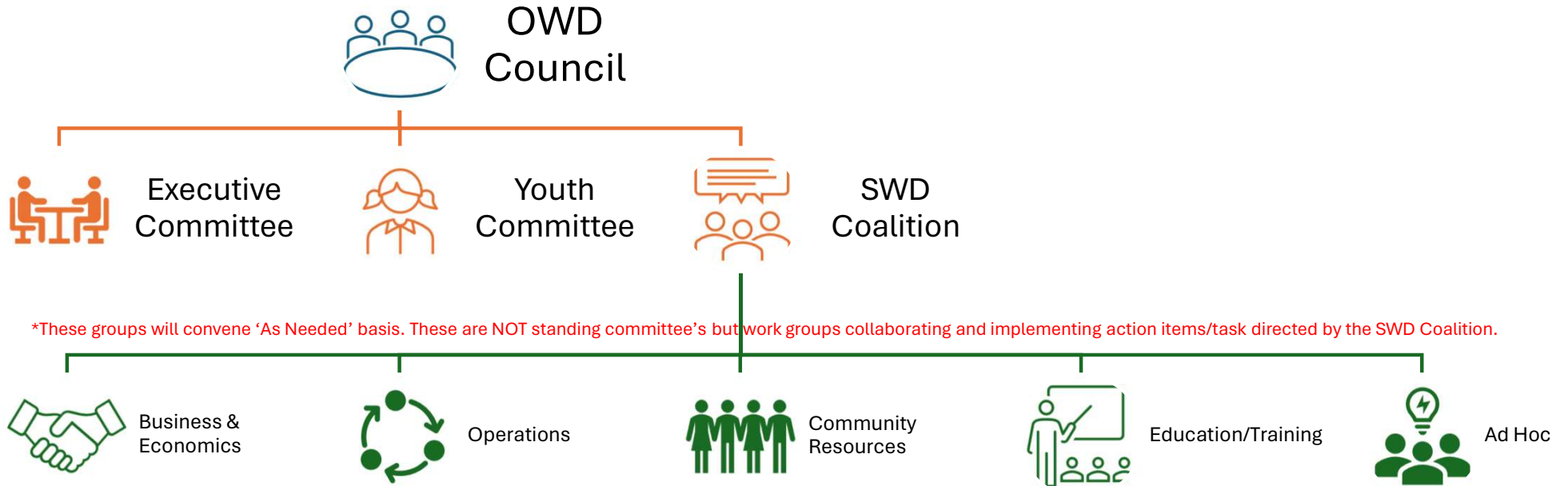
- c. Published Marketing and Brand RFP. Commissioner Garrido requested one of the objectives is to develop a plan of alternate ways to get our voice out into the community (What is the OCB and what can we do).

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

NEXT MEETING: Friday March 15, 2024.



Committee Structure



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

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

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

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

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

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

2024

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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28	29	30	31			

February						
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March						
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31						

April 2022						
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September						
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29	30					

October						
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December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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29	30	31				



Olympic Consortium Board & Olympic Workforce Development Council



Olympic Consortium Board

Clallam County Commissioner

Randy Johnson - Chair

Kitsap County Commissioner

Charlotte Garrido - Vice Chair

Jefferson County Commissioner

Greg Brotherton

OWDC Executive Committee

Chair - Marilyn Hoppen, *SVP Human Resources*

Kitsap Bank

Vice Chair - Monica Blackwood, *CEO/President*

West Sound Workforce

Jessica Barr, *Regional Director Washington State*

Employment Security Dept.

Cordi Fitzpatrick, *Human Resources Director*

Security Services Northwest

Chuck Moe, *Field Rep Northwest Laborers-*

Employers Training

Staff

Bill Dowling, OWDC Director

Alissa Durkin, OWDC Program Supervisor

Luci Bench, OWDC Program Analyst

Edward Looby, One-Stop Operator

Doug Washburn, Kitsap County Human

Service Director

MEETING AGENDA

DATE: May 17, 2024

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: In-Person: Village Greens Community Center, Kingston

Virtual: [ZOOM](#)

Meeting ID 812 7949 6224

Passcode: 320777

ACTION ITEMS:

1. Call to Order – 10:00 a.m. and Welcome
2. **OWDC – Marilyn Hoppen**
 - a. Approval of May 17 Agenda
 - b. March 14 OWDC Meeting Minutes (Att. 2.b., p. 3-6)
 - c. Approval of 2024-2025 Olympic Consortium IFA (Att. 2.c., p. 7-9)
 - d. Approval of OWDC Strategic Workforce Development Strategic 4-year Plan (Att. 2.d., p. 10)
 - e. SWD Coalition Chair Nomination and Appointment
3. **OCB – Commissioner Johnson**
 - a. March 11 OCB Meeting Minutes (Att. 3.a., p. 11-12)
 - b. Approval of 2024-2025 Olympic Consortium IFA (Att. 2.c., p. 7-9)
 - c. Approval of OWDC Strategic Workforce Development Strategic 4-year Plan (Att. 2.d., p. 10)
4. **OWDC/OCB Executive Session**
 - a. Affirm approval of WIOA Title I Youth RFP Apparent Successful Bidder (ASB) (Att. 4.a., p. 13)
 - b. Approval of WIOA Title I Adult & DW RFP ASB

DISCUSSION ITEMS:

5. JobsEQ Wilson Cox – Presentation on new Labor Market Tool
6. BC Design Haus – Creative Marketing Agency Survey
7. OWDC Director Report Out
 - a. National H.G. Weisman Awardee Bill Dowling (Att. 7.a., p. 14-15)
 - b. Olympic Consortium Recognition for Performance (Att. 7.a., p. 16)
8. One-Stop Operator Report Out – Ed Looby
9. PY23 Performance Reports (Att. 9, p. 17-18)

COMMITTEE DEBRIEF:

10. Executive Meeting Minutes April 26 (Att. 10, p. 19-23)
11. SWD Coalition April Kick-off Meeting (Att. 11, p. 24-26)

12. 2024 Calendar (Att. 12, p. 27)
13. [Public Comment](#)
14. Adjourn

Next Meeting: OCB Friday, July 19 ZOOM
OWDC Thursday, July 11 Hybrid

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)
MEETING MINUTES
March 14, 2024**

ACTION ITEMS:

1. CALL TO ORDER The Olympic Workforce Development Council (OWDC) meeting was held virtually via Zoom and in-person at WorkSource Clallam March 14, 2024. Marilyn Hoppen, Chair, called the meeting to order at 10:05 a.m.

2. APPROVAL of March 14 Agenda

Motion: Tony Ives moved to approve the agenda as presented. Jim Fetzer seconded the motion. **Motion carried unanimously.**

3. APPROVAL OF MINUTES January 11 Meeting (Att.)

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

4. APPROVAL OF Selected Awardee of Marketing RFP (Att.)

Motion: Jim Fetzer moved to approve the selected awardee of marketing RFP as presented. Alex Lewis seconded the motion. **Motion carried unanimously.**

5. APPROVAL OF 2024-2028 OWDC Strategic Workforce Development Plan (Att.)

Motion: Danny Steiger moved to approve the 2024-2028 OWDC strategic workforce development plan as presented. Zeke Hill seconded the motion. **Motion carried unanimously.**

DISCUSSION ITEMS

6. Welcome New Members

New members introduced Alex Lewis, James Fetzer, Molly Probst, Felix Salazar, and Wendy Fox of Olympic College is replacing Terry Cox.

7. Request for Participation in the RFP Review Process

Alissa discussed the RFPs currently open – Youth focused RFP closing April 3rd will start reviewing April 8th. Alissa will provide instructions and reviewers will use Cognito forms during the process, three or four volunteers needed. Adult focused RFP closing April 17th and would start review process on April 19th. Interested council members asked to contact Alissa directly.

8. Strategic Workforce Development Coalition

Luci discussed the committee structure and upcoming changes to create a strategic task force. The business and economic and operation's committees have been dissolved. Commissioners approved the dissolution of the two committees and the creation of the SWD coalition.

- a. Luci also discussed the SWD Coalition objectives, kicking off April 12, with an in-person meeting at Village Green in Kingston. Interested members should email Luci directly.
- b. A council member will need to be nominated to Chair to lead the coalition. Nominations should be emailed to Bill.

Motion: Tony Ives moved to approve affirming the Executive Committee's decision to approve the restructuring and forming a SWD Coalition. Alex Lewis seconded the motion.
Motion carried unanimously.

9. OWDC Director Report Out – Bill Dowling

Bill shared, updates on the current legislation section HB 2230 is being signed by the governor today, placing EcSA permanently in the legislation adding a budgetary supplement for more than \$25 million as a regular program. Some changes made to the law for greater flexibility and assistance to those above the 200% poverty level. Also seeing an increase in positive numbers and shared success stories, including highlights from the NW School of Wooden Boatbuilding. Committing resources of funding to new programs and additional opportunities for apprenticeships and CTEs. Bill is attending the National Association for Workforce Development as a speaker this year and Commissioner Garrido will also be in attendance.

10. One-Stop Operator Report Out – Ed Looby

Ed shared that had EO walkthrough Clallam and Kitsap Community Resources overall pleased with outcome. Positive partner coordination and a new free phone program has started, also coordinating with Puget Sound Energy for energy assistance with the goal of exposing individuals to availability of services. AARP has a new director and will be meeting in April to discuss having someone on site periodically to meet with seniors and to staff front desks at both locations. Will provide updates on data and positive responses. Ed is cataloging adaptive aids for disability access with the goal of training staff to better serve the community, includes software training. BFET Grant awarded to ESD-Individuals who qualify for Snap could qualify of BFET. WorkSource held 5 hiring events, 137 participants, and 34 interviews. CIA interview session on 4/21.

COMMITTEE DEBRIEF

11. Executive Committee Report (Att.)

Bill reported, the committee approved several motions. Two policy revisions – community reinvestment policy – added clarifying wording regarding participant eligibility giving the ability to receive up to two incentives in a month as part of requirements for the state EcSA. Dispute resolution policy revised, state policy states, that a plan needs to be in place and would establish a panel to hear dispute, also defined what a “panel” looked like and added clarifying language, also discussed the April 26th meeting to award youth RFP contract.

12. Youth Committee Report (Att.)

Jeff Allen shared discussion around “what was the worst job you ever had” recognizing the importance of work ethics and the responsibility of having a job.

- a. Pathways update – working with business partners and youth experiences, in many cases this is their first job experience. Jeff also called out to those who may be interested in WIOA to learn more about the program. Pathways staff co-enrolling participants into EcSA and WIOA programs, and strategically working to leverage services to benefit participants.
- b. Jeff also shared the 2023 Healthy Youth Survey <https://www.askhys.net/> data results, shared survey highlights, and explained how to create a fact sheet to view county specific trends and data covering a variety of topics. Jeff discussed Adverse Childhood Experiences (ACEs) and the different factors connecting those experiences to negative outcomes later in life. Jeff also discussed the cross tabulation of the data from the Healthy Youth Survey with the Hope Survey; made up of goals, pathways and agency, ultimately, those with higher levels of hope have better outcomes. Students with lower levels of hope have higher levels of suicidal ideation.
- c. The Evergreen Right Start project collaboration between, Bremerton Housing Authority, Kitsap Community Resources, and Kitsap Mental Health has initiated the purchase of new 30-unit complex that will provide permanent supportive housing for youth. Jeff is hoping it will be ready by June 2024. On-site partners will be available to provide support. Late April ribbon cutting and being recognized as a model throughout the state. Currently, working on policy and enrollment policies. Will provide more updates in the next meeting.
- d. West Sound Technical Skill Center received \$45 million to rebuild the facility in Bremerton, 11 high schools currently utilize the skill center for various technical skill and pathways development. Every student enrolled at the skill center is participating in mock interviews over the next two days in preparation for entry

into the workforce.

13. 2024 Calendar (Att.)

14. Public Comment: None

NEXT MEETING: The next joint OCB & OWDC meeting is May 17, 2024, Hybrid with in-person still TBD.

ADJOURNMENT: There being no further business to come before the Council, the meeting was adjourned at 11:09 a.m.

Olympic Consortium One-Stop Centers

Infrastructure Funding Agreement

July 1, 2024 – June 30, 2025

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

Period of Performance

The partners deem this IFA shall be effective July 1, 2024 – June 30, 2025, regardless of the date signed by all partners. The IFA outlines how each partner will contribute to the infrastructure costs of the one-stop system.

Changes to IFA

The 2024-2025 IFA changes are as follows:

- Kitsap IFA
 - Increase in operations costs=\$232.00
 - Primarily attributed to the line-item expenditure, Phone Lines (shared).
 - Reduction in FTEs=1.1

- Clallam IFA
 - Increase in operations costs=\$3,560
 - Primarily attributed to the line-item expenditure, Janitorial.
 - *Our current janitorial contract expires December 31, 2024; therefore, we are accounting for potential increases in the cost of services with a new vendor.*
 - Increase in FTEs=.47

SEQUIM OI 3580	ESD BREAKDOWN								OLYMPIC WDC BREAKDOWN					OTHER PARTNER BREAKDOWN					
Clallam Estimated Infrastructure Budget (Sequim)	CPP	Veterans	Wagner Peyser (Title III)	UI	RESEA	WorkFirst (TANF)	BFET	ESD Commerce (EcSA) Business Services	Olympic WDC (WIOA Title IB)	ESD Adult (WIOA Title IB)	ESD DW (WIOA Title IB)	Olympic Educational Services District 114 (WIOA Title IB Youth)	DAV (Disabled American Vets)	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)	Peninsula College (WIOA Title II)	
	FTEs	15.47	1.40	1.00	2.05	0.47	0.66	1.39	1.00	0.25	1.50	1.50	1.00	0.50	0.50	0.25	0.25	0.25	0.50
Percentage of Costs	100.00%	9.05%	6.46%	13.25%	3.04%	4.27%	8.99%	6.46%	1.62%	9.70%	9.70%	6.46%	3.23%	3.23%	1.62%	1.62%	1.62%	3.23%	
FTE's for Staff only items	12.97	1.40	1.00	2.05	0.47	0.66	1.39	1.00	-	1.50	1.50	1.00	-	-	-	-	-	-	
Percentage of Costs for Staff only items	100.00%	10.79%	7.71%	15.81%	3.62%	5.09%	10.72%	7.71%	0.00%	11.57%	11.57%	7.71%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Estimated Infrastructure Costs																			
Computer - Public Use (33)	9,108	824	589	1,207	277	389	818	589	589	147	883	883	589	294	294	147	147	147	294
Data/Document Destruction	200	18	13	27	6	9	18	13	13	3	19	19	13	6	6	3	3	3	6
Interpreter Services	300	27	19	40	9	13	27	19	19	5	29	29	19	10	10	5	5	5	10
Janitorial Services	28,810	2,607	1,862	3,818	875	1,229	2,589	1,862	1,862	466	2,793	2,793	1,862	931	931	466	466	466	931
Janitorial Supplies	2,000	181	129	265	61	85	180	129	129	32	194	194	129	65	65	32	32	32	65
Phone Service Shared Lines (5)	840	76	54	111	26	36	75	54	54	14	81	81	54	27	27	14	14	14	27
Postage	50	5	3	7	2	2	4	3	3	1	5	5	3	2	2	1	1	1	2
Printer Lease - Public Use (1)	948	86	61	126	29	40	85	61	61	15	92	92	61	31	31	15	15	15	31
Printer Lease - Staff (5)	4,740	512	365	749	172	241	508	365	365	-	548	548	365	-	-	-	-	-	-
Printer Usage - Public Use	300	27	19	40	9	13	27	19	19	5	29	29	19	10	10	5	5	5	10
Printer Usage - Staff	1,500	162	116	237	54	76	161	116	116	-	173	173	116	-	-	-	-	-	-
Publications/Training Material	1,000	90	65	133	30	43	90	65	65	16	97	97	65	32	32	16	16	16	32
Rent	222,748	20,158	14,399	29,517	6,767	9,503	20,014	14,399	14,399	3,600	21,598	21,598	14,399	7,199	7,199	3,600	3,600	3,600	7,199
Supplies	1,000	90	65	133	30	43	90	65	65	16	97	97	65	32	32	16	16	16	32
Subtotal Estimated Infrastructure Costs	273,544	24,864	17,760	36,408	8,347	11,722	24,686	17,760	17,760	4,320	26,640	26,640	17,760	8,639	8,639	4,320	4,320	4,320	8,639
Total Estimated Costs by Partners	273,544	24,864	17,760	36,408	8,347	11,722	24,686	17,760	17,760	4,320	26,640	26,640	17,760	8,639	8,639	4,320	4,320	4,320	8,639

Below is the pricing per unit, per month:

- Computers (general use) 23.00
- Computers (staff use) 117.95
- Phones 14.00
- Printers 79.00

The base .25 FTE will be assigned to those who are non-physically represented partners

**As of 04/05/2024*

SILVERDALE OI 3552	ESD BREAKDOWN							OLYMPIC WDC BREAKDOWN							OTHER PARTNER BREAKDOWN				
Kitsap Infrastructure Budget (Silverdale)	CPP	Veterans	Wagner Peyster (Title III)	UI	RESEA	WorkFirst (TANF)	ESD Commerce (EcSA) Business Service	ESD EcSA (state)	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 Rehabilitatio n (WIOA Title IV)	Dept of Labor & Industries	Olympic College (WIOA Title II)	AARP Foundati on (WIOA Title V)	Dept of Services for Blind (WIOA Title IV)	
	Estimated FTEs	33.15	3.29	2.00	4.05	0.86	1.55	2.15	1.00	1.00	3.00	1.50	1.50	1.00	4.00	4.00	1.00	0.50	0.50
Percentage of Costs	100.0%	9.92%	6.03%	12.22%	2.59%	4.68%	6.49%	3.02%	3.02%	9.05%	4.52%	4.52%	3.02%	12.07%	12.07%	3.02%	1.51%	1.51%	0.75%
FTE's for Staff only items	24.90	3.29	2.00	4.05	0.86	1.55	2.15	1.00	1.00	1.00	1.50	1.50	1.00	4.00	-	-	-	-	-
Percentage of Costs for Staff only items	100.0%	13.21%	8.03%	16.27%	3.45%	6.22%	8.63%	4.02%	4.02%	4.02%	6.02%	6.02%	4.02%	16.06%	0.00%	0.00%	0.00%	0.00%	0.00%
Estimated Infrastructure Costs																			
Computers - Public Use (45)	12,420	1,233	749	1,517	322	581	806	375	375	1,124	562	562	375	1,499	1,499	375	187	187	94
Data & Document Destruction (Shredding)	200	20	12	24	5	9	13	6	6	18	9	9	6	24	24	6	3	3	2
Interpreter	1,000	99	60	122	26	47	65	30	30	90	45	45	30	121	121	30	15	15	8
Phones - Shared (9)	1,512	150	91	185	39	71	98	46	46	137	68	68	46	182	182	46	23	23	11
Postage	100	10	6	12	3	5	6	3	3	9	5	5	3	12	12	3	2	2	1
Printer Lease - Public Use (1)	948	94	57	116	25	44	61	29	29	86	43	43	29	114	114	29	14	14	7
Printer Lease - Staff Use (6)	5,688	752	457	925	196	354	491	228	228	228	343	343	228	914	-	-	-	-	-
Printer Usage - Public Use	2,500	248	151	305	65	117	162	75	75	226	113	113	75	302	302	75	38	38	19
Printer Usage - Staff Use	2,000	264	161	325	69	124	173	80	80	80	120	120	80	321	-	-	-	-	-
Publications/Training Materials	1,500	149	90	183	39	70	97	45	45	136	68	68	45	181	181	45	23	23	11
Rent	366,444	36,368	22,108	44,769	9,507	17,134	23,766	11,054	11,054	33,162	16,581	16,581	11,054	44,216	44,216	11,054	5,527	5,527	2,764
Supplies/Materials	2,000	198	121	244	52	94	130	60	60	181	90	90	60	241	241	60	30	30	15
Subtotal Estimated Infrastructure Costs	396,312	39,585	24,064	48,729	10,347	18,650	25,869	12,032	12,032	35,478	18,048	18,048	12,032	48,128	46,893	11,723	5,862	5,862	2,931
Total Estimated Costs by Partners	396,312	39,585	24,064	48,729	10,347	18,650	25,869	12,032	12,032	35,478	18,048	18,048	12,032	48,128	46,893	11,723	5,862	5,862	2,931

Below is the pricing, per unit, per month:

Computers (public use) 23.00
 Computers (staff use) 117.95
 Phones 14.00
 Printers 79.00

The base .25 FTE will be assigned to those who are non-physically represented partners

****As of 04/04/2024***

SWDP WTB Comment & Action Summary

Revision can be viewed <https://www.kitsap.gov/hs/OWDCDocuments/SWD%202024-2028%204-Year%20Plan%20WTB%20Comment%20R2.pdf> or by clicking [SWD Plan WTB Comments R2](#).

Section II – Regional Component of Plan

3. Regional Service Strategies: **Minor Update Suggested**

“Suggest expanding on Unite Us and Job Hub concepts and how those will expand engagement, access, assist in overcoming barriers.”

- Pg. 12 & 37 – did not end up contracting with Unite Us, instead inserted information about our referral process we’ve implemented.
- Pg. 41 – defined Job Hub concept.

Section III – Local Component of Plan

1. Vision, Goals, and Strategies: **Meets Expectations**

“Plan does a good job of including impressive local mission, vision, values, and much of this aligns with those of the state. Great job on page 10-11 describing work done to get to current state. The 10 regional goals are highly strategic and address targeted populations and efforts to improve services and outcomes (p. 36-37).”

5. Coordination of Transportation/Other Support Services: **Needs further detail**

- Pg. 40 added partners who provide transportation assistance.

8. One-Stop System: System Design and Services: **Needs Further Detail**

“I would have liked to see attempts to quantify the effectiveness – as in how many events focus on labor trends with participation of employers, community colleges, and service provider staff.”

“Recommend spelling out that WIOA services are delivered at and through the public workforce system, aka the one-stop system.”

- Pg. 49-50 added appropriate language to address these items.

10. Technology and Innovation: **Needs Further Detail**

- Pg. 11 Needs Assessment Section. Pg. 19 Technology Literacy. Pg. 28 under Maritime. Pg. 34 Challenges and Opportunities. Pg. 43 Education Coordination. Pg. 49 One-stop System

Area of Concern – Board Composition (Att. E). WIOA Law requires >50% business members.

- Staff are actively involved in recruitment efforts.

“Overall Impression – the deep dive into the economic and demographic data of the area is impressive.”

“Overall, reviewer was impressed with this plan and the work that went into informing the ‘current state’ of the Local Workforce Area. Detailed data and labor market information. Expectations of continued stakeholdering is impressive. Would have liked to see more examples of partnerships, collaborations and naming the actual local partnerships by name.”

Meeting Notes
OLYMPIC CONSORTIUM BOARD
Via Zoom
Monday, March 11, 2024

ATTENDEES – Commissioner Randy Johnson, Commissioner Greg Brotherton and Commissioner Charlotte Garrido, and Doug Washburn.

Staff: Bill Dowling, Alissa Durkin, and Luci Bench

1. Call to Order: Commissioner Johnson called to order at 8:25AM

2. Action Items:

a. Approval of March 11 agenda

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

b. Approval of January 19 meeting minutes

MOTION: Commissioner Brotherton moved to approve. Commissioner Brotherton seconded. Motion carried.

c. Approval of OWDC New Member Appointments

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

d. Approval of Re-Appointment of OWDC Members

MOTION to Reappoint Monica Blackwood. Commissioner Brotherton moved to approve. Commissioner Garrido seconded. Motion carried.

MOTION to Reappoint Karen Borders. Commissioner Brotherton moved to approve. Commissioner Johnson second. Motion carried.

e. Approval of OWDC committee Structure.

As part of the Strategic Workforce Development 4-year Plan, a taskforce or actionable committee has been requested. The work the Business/Economics' and Operations Committee has been doing would be better suited to join forces and work together toward the goals outlined in our strategic plan.

MOTION to dissolve the Business/Economic and Operations committee and create the Strategic Workforce Development (SWP) Coalition. Commissioner Brotherton moved to approve. Commissioner Garrido second. Motion carried.

3. DISCUSSION ITEMS

a. Current OWDC Request for Proposals

- Alissa reported out: Marketing RFP received two proposals, which are currently under evaluation, due by COB today. Executive committee will affirm selected bidder on Marcy 12th.

- Youth RFP closes on April 3, this round additional focus on trauma services and connecting with mental health providers was requested.
 - Adult and Dislocated Worker closes on April 17, this round requires a focus on alignment with strategic plan and quality jobs.
- b. Strategic Workforce Development Plan Project Update
- The council reviewed the plan, only a few grammatical corrections. The plan has gone to public comment starting on March 1st to March 31st. Pending any changes or corrections noted in the public comment period, local draft due to Workforce Training and Education Coordination Board (WTB) on April 17th. Final, signed plan due to (WTB) on May 17th after joint meeting.
- c. OWDC Director Report Out
- HB2230 Economic Security for All grant has passed into law. Increase in business services funds, and the ability to serve participants below 200% FPL with funds from above 200% FPL, which was not allowable previously.
 - Met and toured Boat Building school in Port Townsend, followed by QUEST Business Navigator who then conducted a WIOA Orientation. Over 25 students have completed intake and will be enrolled and get assistance with tuition and support services. There is also discussion on On-The-Job training, cost, setting up, paperwork, and availability to all businesses.
- d. Public Comment
- None at this time.
- a. 2024 Calendar
- Provided, no comments.

4. GOOD OF THE ORDER

- a. None at this time.

ADJOURN: Commissioner Johnson adjourned the meeting at 8:41 AM.

NEXT MEETING: Joint Board and Council meeting Friday May 17 2024.



WIOA YOUTH RFP PROPOSAL REVIEW & SCORING

SCORING CRITERIA	POSSIBLE POINTS
Experience & Past Performance	17
Service Delivery	26
Partnerships	17
Equity	14
Organizational Structure	6
Administrative Controls & Cash Management	5
Budget & Performance Objectives	15
TOTAL POSSIBLE POINTS	100

REVIEW OF PROPOSAL SUBMITTED BY: Olympic Educational School District #114

Total Program Expenditures
\$397,522.00

Total Participant Expenditures
\$132,478.00

Total Expenditures \$530,000.00	% Program Expenditures 75.00%	% Participant Expenditures 25.00%
---	---	---

Projected Enrollments
128

Projected Placements
34

SCORES:

Experience & Past Experience
100%

Organizational Structure
100%

Service Delivery
97%

Administrative Controls & Cash Management
100%

Partnership
66%

Budget & Performance Objectives
93%

Equity
86%

Total
92%

To review the entire Proposal Review: [WIOA Youth RFP Proposal Review](#)

News & Press: Press Release



Email to a Friend

BILL DOWLING RECEIVES NATIONAL H.G. WEISMAN AWARD

Wednesday, April 3, 2024 (2 Comments)

Posted by: Julia Clark

[Share](#) | [Facebook](#) | [X](#) | [Email](#) | [LinkedIn](#)

West Plains, MO, April 3, 2024 - The National Association of Workforce Development Professionals (NAWDP) announced today that Bill Dowling is the 2024 recipient of the H.G. Weisman Award. Dowling, Director of the Olympic Workforce Council, will be recognized at an award ceremony at NAWDP's 40th Annual Conference on May 20, 2024, in San Antonio, TX.

The H.G. Weisman Award is granted, at the discretion of the NAWDP Board Chair, for exceptional services to NAWDP and the field of workforce development. Dowling has extensive experience in the Workforce and Economic Development arena. "I am deeply humbled to receive the H.G. Weisman Award from NAWDP," said Dowling, "Over my past 25 years in the public Workforce System, one of my greatest honors has been to be a both a member and serve on the NAWDP Board of Directors. For those of us lucky enough to work as a Workforce Development Professional, we know what a true privilege it is to be able to assist our jobseekers and businesses, changing lives each and every day. It is the life I chose and do not have one day of regret in this marvelous journey."

Dowling began working as the Director of the Olympic Consortium Workforce Development Area, which serves the three-county region of Clallam, Jefferson, and Kitsap Counties in December of 2021. Previous to his relocation to Washington, Bill has served in a variety of different positions in Workforce and Economic Development such as, the Director of the Division of Employment and Training for the State of Colorado, the Director of Workforce Development for the City of Springfield, MO, as well as the Missouri Career Center Functional Leader and the Executive Director of the Ozark Region Workforce Investment Board, the Director of Workforce Development at Chinatown Service Center, and a Program Coordinator for Goodwill Industries of Southern California, both located in Los Angeles, CA.



“Bill’s passion for workforce is contagious,” said NAWDP Board Chair Dana Keller, “His contributions to different areas of workforce across the U.S. have made a great impact on many lives.”

The H.G. Weisman award is presented in honor of the late Hank Weisman, who was among a group of workforce leaders who were instrumental in the founding of the National Job Training Partnership, an “organization of organizations” which later was called the Partnership for Training and Employment Careers before

developing into the membership professional development organization we now know as NAWDP.

About NAWDP

NAWDP provides education, resources, and certification credibility to individuals seeking to thrive as thought leaders and innovators in the workforce development industry. As the leading advocate for workforce development professionals, NAWDP builds relationships and connections with other industry-leading organizations to challenge and collaborate for the advancement of the industry. NAWDP is the heartbeat of workforce development. For more information on NAWDP’s programs, CWDP Certification, and membership go to www.nawdp.org.



STATE OF WASHINGTON
EMPLOYMENT SECURITY DEPARTMENT

PO Box 9046 • Olympia WA 98507-9046

April 18th, 2024

Bill Dowling
Director
Olympic Workforce Development Council
Via e-mail

Dear Bill,

It is important to take a moment to recognize your positive performance on the outcomes shown below from your WIOA Title I grants and discretionary contracts. Please feel free to share this with your board and entire team, as you see fit, in appreciation of the hard work and dedication they put into finding solutions and support for the communities served by your LWDB.

The Olympic Consortium Workforce Development Council quarter ending December 31st, 2023 (June 30th, 2023 for employment outcomes):

Outcome	Target	Actual
WIOA Adult Enrollments	144	189
WIOA DW Enrollments	47	43
WIOA Youth Enrollments	109	112
WIOA Youth Employment Placements	20	19
Federal EcSA Enrollments	64	66
Federal EcSA Employment Above Self-Sufficiency Wage	23	23
State EcSA Enrollments	56	73

Congratulations on exceeding your enrollment targets for the second quarter in a row in the QUEST program! Your region's efforts to find more effective ways to connect with Dislocated Workers is admirable, with exceeding the QUEST enrollment target and hitting 92% of the Dislocated Worker program enrollment target highlighting the progress made towards that goal. Additionally, your area's recent focus on working closely with customers to find the right pathway for them is exemplary- we are thrilled to see the level of training occurring with case managers to support informed customer choice. We recognize the great strides and effort your area is making in improving service delivery and are excited to see how those efforts progress. Keep up the great work! If we could offer additional technical service in any area of grant administration, training, policy guidance, or others, please just let us know. Our goal is to support your local success.

We are always looking for successful practices to share with the rest of the workforce development system. If you would like to share any tools or practices with your peers across the state, please send them to ESDGPWorkforceInitiatives@esd.wa.gov. Also, let us know in that message if you would be willing to present during the next quarterly peer-to-peer teleconference. By sharing your successes, you can help the entire state continue to pursue and achieve excellence.

If you would like more information, please let me know. Congratulations again on your success, and thank you for serving Washington's employers, workers, jobseekers, and youth.

Sincerely,

Tim Probst
Grants Director
Washington State Employment Security Department



Performance Reports Program Year 2023

5/2/2024
Last Updated

Clallam	Jefferson	KCR	Kitsap
---------	-----------	-----	--------

Program	Enroll ments	Enroll Targets	Enroll %age	Exit	Place ments	Placement Targets	Placement %age	Post-Secondary	Expenditures	Expenditure Targets	Expenditures %age
Adult	280	182	153.85%	117	93	75	124.00%	2	365,122	538,884	67.76%
DW	55	72	76.39%	29	23	52	44.23%	1	364,041	697,150	52.22%
QUEST	66	33	200.00%	15	11	23	47.83%		214,164	353,257	60.63%
State EcSA	134	28	478.57%	40	33	17	194.12%		275,228	193,139	142.50%
State EcSA Above 200	2	8	25.00%			8				73,770	

Program	Enroll ments	Enroll Targets	Enroll %age	Exit	Place ments	Placement Targets	Placement %age	Post-Secondary	Post-Secondary Target	Expenditures	Expenditure Targets	Expenditures %age
Youth	120	116	103.45%	36	27	17	158.82%	5		314,528	307,270	102.36%
EcSA	74	64	115.63%	35	34	32	106.25%		27	448,229	660,478	67.86%

759
Job Seekers Served

184
Unsubsidized Employment

16
Self-Employed

74%
Placed into Employment

244
Credential Earned

\$48,540
Average Annual Wage

Clallam	Jefferson	KCR	Kitsap
---------	-----------	-----	--------

Program	Enrollments	Enroll Targets	Enroll %age	Exit	Place ments	Placement Targets	Placement %age	Post-Secondary	Expenditures	Expenditure Targets	Expenditures %age
DW	12	10	● 120.00%	7	7	8	87.50%		112,663	253,004	◆ 44.53%
Adult	58	33	● 175.76%	26	22	9	● 244.44%		114,902	186,336	◆ 61.66%
Youth	32	30	● 106.67%	9	7	4	● 175.00%	1	133,753	127,019	● 105.30%

Clallam	Jefferson	KCR	Kitsap
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Program	Enrollments	Enroll Targets	Enroll %age	Exit	Place ments	Placement Targets	Placement %age	Post-Secondary	Expenditures	Expenditure Targets	Expenditures %age
DW	4	5	◆ 80.00%	1	1	3	◆ 33.33%		27,694	83,600	◆ 33.13%
Adult	33	5	● 660.00%	2	2	5	▲ 40.00%		38,968	91,122	◆ 42.76%
Youth	10	11	● 90.91%	2	2	2	● 100.00%		32,800	37,651	▲ 87.12%

Clallam	Jefferson	KCR	Kitsap
---------	-----------	-----	--------

Program	Enrollments	Enroll Targets	Enroll %age	Exit	Place ments	Placement Targets	Placement %age	Post-Secondary	Expenditures	Expenditure Targets	Expenditures %age
DW	23	28	◆ 82.14%	15	12	17	◆ 70.59%	1	70,730	102,056	◆ 69.31%
Adult	66	64	● 103.13%	39	32	38	▲ 84.21%	2	106,962	100,484	● 106.45%

Clallam	Jefferson	KCR	Kitsap
---------	-----------	-----	--------

Program	Enrollments	Enroll Targets	Enroll %age	Exit	Place ments	Placement Targets	Placement %age	Post-Secondary	Expenditures	Expenditure Targets	Expenditures %age
DW	16	29	◆ 55.17%	6	3	24	◆ 12.50%		152,953	258,491	◆ 59.17%
Adult	123	80	● 153.75%	50	37	23	● 160.87%		104,290	160,942	◆ 64.80%
Youth	78	75	● 104.00%	25	18	11	● 163.64%	4	147,975	142,600	● 103.77%

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL
(OWDC) EXECUTIVE COMMITTEE SPECIAL
MEETING SUMMARY
APRIL 26, 2024**

ATTENDANCE: Jessica Barr, Chuck Moe,
Staff: Bill Dowling, Alissa Durkin

The Olympic Workforce Development Council's (OWDC) Executive Committee Special meeting was held on Friday, April 26, 2024, via Zoom.

APPROVAL OF SUMMARY

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

ACTION: Jessica Barr moved to approve the Agenda Motion was seconded by Chuck Moe. Motion carried unanimously.

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

ACTION: Chuck Moe moved to approve the March 12, 2024, Executive Committee Minutes. Motion was seconded by Jessica Barr. Motion carried unanimously.

WIOA Title I Youth RFP Selected Awardee, Olympic Educational Service District #114, was approved as follows:

ACTION: Jessica Barr moved to approve the WIOA Title I Youth RFP selected awardee as presented. Motion was seconded by Chuck Moe. Motion carried unanimously.

The 2024-2025 Olympic Consortium Infrastructure Funding Agreement was approved as follows:

ACTION: Chuck Moe moved to approve the 2024-2025 Olympic Consortium IFA as presented. Motion was seconded by Jessica Barr. Motion carried unanimously.

DISCUSSION

May 14th OWDC Executive Committee Meeting-CANCELLED

- The Committee Members have decided to cancel the OWDC Executive Committee meeting scheduled for May 14th due to the OWDC/OCB joint meeting on the 17th.

Adjourned at 10:15 am

Next Meeting: TBD



2024-2025 Olympic Consortium IFA & WIOA Youth RFP Selected Awardee

ACTION REQUESTED: 2024-2025 Infrastructure Funding Agreement Approval & WIOA Youth RFP selected awardee

- Please review the provided Infrastructure Funding Agreements for WorkSource Clallam and WorkSource Kitsap, which outlines each partners contribution to the operating costs of the one-stop centers.
- Please review the scoring provided by the evaluator for the WIOA Youth RFP to indicate your agreement with the selected awardee.
- Please indicate your approval and agreement by signing and dating below.

[IFA Summary](#)

[2024-2025 WorkSource Clallam IFA](#)

[2024-2025 WorkSource Kitsap IFA](#)

WIOA Youth RFP selected awardee

Signature

Date

5/6/2024

Marilyn Hoppen

Name

Marilyn

First

Hoppen

Last

Partner Agency

Olympic Workforce Development Council

Contact Email

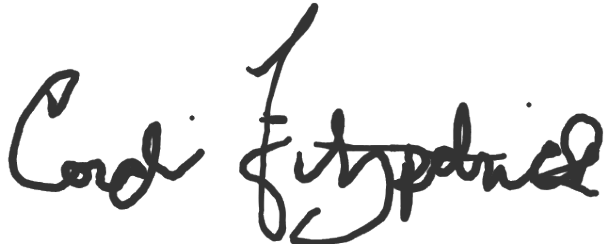
mhoppen@kitsapbank.com

WIOA Youth RFP selected awardee

Signature

Date

4/29/2024

A handwritten signature in black ink that reads "Cordi Fitzpatrick". The signature is written in a cursive style with a large initial 'C' and 'F'.

Name

Cordi Fitzpatrick

Partner Agency

Olympica Workforce Development Council

Contact Email

cordi@ssnwhq.com



Kick Off meeting-04/12/24

Action Items

1. SWDC Chair Nomination- Chairperson must be a OWDC Business voting member.
 - a. No floor nominations
 - b. Individuals may reach out to Luci Bench if they would like to nominate themselves.

2. Meeting Cadence
 - a. Most individuals opted for the coalition meetings to occur during the off months of the OWDC meetings.
 - b. The coalition meetings will take place on the third Friday via a hybrid format.

Discussions

1. Initiative Ideation

- a. Gina Lindal
 - i. Job Fairs
 1. Better coordination.
 2. Job fairs should be industry specific with increased participation from businesses.
 3. Look into the “why” less qualified job seekers.

- b. Mike Robinson
 - i. Making this coalition sustainable
 1. Commitment and structure-expand beyond those council members that are always participating, members and non-members.
 2. Increase awareness of what WorkSource is and why it’s there with education and training community.
 - ii. Focus on young adults that are slipping through the cracks.
 1. Lack the financial resources for post-secondary education or family support for participating in running start.
 2. Reshape high school and beyond plans. Workforce should be imbedded into those plans and tailored to suit the needs and circumstances of regions with lower-income demographics.
 - iii. Individuals who stopped looking for work.
 1. Outreach to mental health providers, EDC’s.

- c. Monica Blackwood
 - i. Job Fairs



Strategic Workforce Development Coalition



1. Individuals are scared. Loss ability to navigate themselves, get overwhelmed and retreat.
 2. We should encompass every element of getting into the Workforce.
 3. Job Fairs should be focused on specific demographic, create a comfortable space, second chance friendly.
- ii. Monthly podcasts
- d. Bill Dowling
- i. Non-traditional pre-apprenticeships.
- e. Michael Refuerzo
- i. Job Fairs
 1. Early childhood development.
 2. College level graduates and high schooler transitioning out.
 3. Start with large-scale job fair and move down to job fairs specifically tailored (demographic or sectors).
 4. What business will support this moving forward?
- f. Jeff Allen
- i. 7 Generational Thinking
 1. Present moment and future moment, gaps to fill.
 2. Work we do now and carry that 7 generations forward-how can we do that?
 3. Career path awareness and exploration.
 - a. Middle school preparation, High School career launch with colleges and employers with meaningful paid work experience.
 4. Immigration influx, increase participation in workforce.
 - a. Gina Lindal added that DVR has these groups on their case loads and will send developed resources to these groups.
- g. Chuck Moe
- i. Field trip every year to an industry sector to gain hands-on experience.
 - ii. Focus on trades.
 1. 12th graders sign up for apprenticeship program.
- h. Danessa Gray
- i. Young adults are vocal about their needs and expectations within the workplace.
 - ii. Educate employers about the evolving needs and expectations of young adults in the workforce, consider implementing trainings.





Strategic Workforce Development Coalition

- i. Megan Mason-Todd
 - i. Individuals with Disabilities in the workforce
 - 1. Skookum hosts quarterly event, 60-minute networking session with how to employers can accommodate individuals with disabilities.
 - 2. Vet Tribe
 - a. Meet once a month to discuss vets re-entering the workforce.
 - j. Danny Steiger
 - i. Quality NOT Quantity
 - 1. Linking job fairs with education and training institutions.
 - k. Frank Portello
 - i. Partner with regional libraries to host career day events.
 - l. Jessica Barr
 - i. Skill Based.
 - 1. What assessments are being used.
 - 2. Employers need to be looking at skills not degrees.
 - m. Wendy Fox
 - i. Continuing Based education
 - 1. Working with employers to determine the specific skill set they require of their employees, OC assisting with providing the education/training.
2. Next Steps
- a. How will we ensure the long-term sustainability and success of this coalition?
 - i. community platform for continual ideation-MURAL?
 - b. Job Fair
 - i. Event end of May in each county
 - 1. Focused on demographics then specifically tailor it down to industry/sectors.
 - 2. Work with our community partners to coordinate the fair.
 - 3. Monica and Megan volunteered to drive the event. Updates will be posted on selected community platform.
 - ii. Development of resource tool.

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

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

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

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

2024

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

February						
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March						
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31						

April 2022						
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July						
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August						
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September						
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29	30					

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

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

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: July 19, 2024

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: Via [Zoom](#) Meeting ID: 985 6084 0008 | Passcode: 560497

Clallam County Commissioners

Randy Johnson - *Chair*

Mark Ozias

Mike French

Kitsap County Commissioners

Charlotte Garrido - *Vice Chair*

Katie Walters

Christine Rolfes

Jefferson County Commissioners

Greg Brotherton

Kate Dean

Heidi Eisenhour

OWDC Director

William Dowling

Program Analyst

Luci Bench

AGENDA

1. CALL TO ORDER

2. ACTION ITEMS

- a. Approval of July 19, 2024, agenda
- b. Appointment of New OWDC Members
 - James Davis, Kitsap Economic Development Alliance (Att. 2.b.i., pg. 2-4)
 - Micheal Refuerzo, Lead Engineer, Maritime Cyber Engineering Advisor (Att. 2.b.ii, pgs. 5-7)

3. DISCUSSION ITEMS

- a. McKinley Paper Mill Layoff and OWDC Rapid Response
- b. OWDC 4-Year Strategic Plan Washington Training and Education Coordination Board Approval (Att. 3.b., pg. 8)
- c. SWD Coalition Women Focused Event June 7th YMCA (Att. 3.c., pg. 9)
- d. Commerce Reinvestment BIPOC Small Business Grant (Att. 3.d., pg. 10)
- e. Success Stories (Att. 3.e., pg. 11-14)
- f. OWDC Director Report Out – Bill

4. GOOD OF THE ORDER

- a. [PUBLIC COMMENT](#)
- b. 2024 Calendar (Att. 4.b., pg. 15)

5. ADJOURN

NEXT MEETING: Friday, September 20, 2024

Application for Appointment to Kitsap County Advisory Groups

Name

James Davis

Preferred gender pronouns

He/Him/His

Please type other preference here

Address You Reside At

[REDACTED]

Mailing Address (if different from place of residence)

Washington 98383

Primary Phone

[REDACTED]

Work Phone**Primary Email**

davis@kitsapeda.org

Work Email

davis@kitsapeda.org

Occupation

Economic Development

Employer

Kitsap Economic Development Alliance

Business Address

2021 NW MYHRE PL STE 100, SILVERDALE, Washington 98383-8572

Advisory group for which I would like to be considered:

Olympic Workforce Development Council

Why are you applying for this appointment?

Kitsap county has unique challenges facing it's residents which will require thoughtful and pragmatic planning to address over the next few years. I am deeply committed to advancing work force opportunities in Kitsap County and strategically addressing the challenges ahead to advance opportunities.

What personal interests prompted you to apply for this appointment?

On my heart is the desire that everyone have an opportunity to succeed. Life is short, and if there someone who is capable and willing to change their station in life I would like to contribute to their success. Additionally, I have a passion for entrepreneurship. Small businesses employ the majority of Americans, and a hallmark of a successful small business community is its ability attract and retain skilled talent.

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

I have volunteered on the OWDC, and business advisory group for the last two years. I have also been a part of the Kitsap County Housing Task Force, The Kitsap County Broadband Action Team. Additionally, I was involved in the Kitsap Community Health Assessment Planning and the Bremerton Ferry Summit.

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

As a career economic developer, I have had the privilege to have been involved in many conversations around the topic of workforce development. These range from convening a skilled trades summit for trades companies looking to develop new talent, to administration of childcare development task force, navigator

for WIOA programs training in entrepreneurship, and advancement of new training and collegiate coursework to address the specific needs of the community. Additionally, I have pursued additional coursework with the International Economic Development Council, and continue to seek opportunities to advance both my economic development and workforce development skillsets. I hold a BA from St. Martin's University, and have also taken curricula in project management from the University of Washington.

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

I am focused on small business development and strategic talent development and attraction.

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

Name

Joyce Oswald

Email

oswaldj2@wwu.edu

Phone

(360) 410-2529

What is your relationship to this person?

SBDC Advisor and strategic community collaborator

Name2

Carol Kowalski

Email2

CKowalski@kitsapbank.com

Phone2

(360) 895-6428

What is your relationship to this person?

Kitsap Bank and strategic community collaborator

BY SIGNING THIS APPLICATION:

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

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


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

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

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

Signature

Date
7/12/2024

A handwritten signature in black ink that reads "James D." followed by a period. The letters are cursive and somewhat stylized.

Application for Appointment to Kitsap County Advisory Groups

Name

Michael Refuerzo

Preferred gender pronouns

Please type other preference here

Address You Reside At

[REDACTED]

Mailing Address (if different from place of residence)

Primary Phone

[REDACTED]

Work Phone

Primary Email

refuerzo_michael@bah.com

Work Email

refuerzo_michael@bah.com

Occupation

Maritime Cyber Engineer Advisor

Employer

Booz Allen Hamilton

Business Address

400 Warren Ave, Bremerton, Washington 98311

Advisory group for which I would like to be considered:

SWDC

Why are you applying for this appointment?

To support the growth and development, from the industry side, of programs that support the next generation of workers to support the growing needs of our region.

What personal interests prompted you to apply for this appointment?

I have long since been an advocate for personal development and now that I am in a position professional to support from a "big business" stance, I want to continue this effort in a meaningful way.

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

I do not support any other Kitsap County boards, commissions, committees, councils or task forces.

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

I have served as the Chief Program Officer for a non-profit called Boots to Books and I have been authorized by my company, Booz Allen Hamilton, to support this effort if allowed an appointment.

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

I am interested in supporting early outreach to youths, early adult, and college students to help support the long-term growth of the community. I am also interested in supporting efforts for work placement for post-covid job seekers.

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

Name

Joe Reck

Email

reck_joseph@bah.com

Phone

(360) 440-8960

What is your relationship to this person?

Coworker

Name2

Riley Hack

Email2

hack_riley@bah.com

Phone2

(303) 246-6439

What is your relationship to this person?

Job Lead

BY SIGNING THIS APPLICATION:

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

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

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

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

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

Signature

Date
6/10/2024

A handwritten signature in black ink, appearing to read "John A. Brown". The signature is written in a cursive style with a large initial "J" and a distinct "A".



STATE OF WASHINGTON
WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD

128 - 10th Avenue, S.W. • PO Box 43105 • Olympia, WA 98504-3105
Phone: (360) 709-4600 • Fax: (360) 586-5862 • Web: www.wtb.wa.gov • Email: workforce@wtb.wa.gov

June 28, 2024

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

Subject: Workforce Development Area's 2024-2028 Local Plan Approval and Local Board Certification

Dear William Dowling;

Thank you for your timely submission of the Olympic Workforce Development Council – Olympic Consortium Strategic Workforce Development Plan 2024-2028. We congratulate you, your staff, your Board, and your partners for a successful local planning process. Your plan has been reviewed and approved.

We recognize the enormous body of work you have undertaken in creating this truly meaningful local plan, working together with partners and stakeholders to design and implement a local strategy while also aligning with *2024-2028 Talent and Prosperity for All*.

State Workforce Board staff and the Certification Committee used your plan submission to follow the Local Board Certification criteria as outlined in [WIOA Policy 5614](#)-Local Workforce Development Board Certification, which was recommended for certification and confirmed by the State Workforce Board, as delegated by the Governor, at the June 20, 2024, Board meeting.

Workforce Board staff will be in touch in the coming weeks to discuss technical assistance opportunities and resources with your staff.

Please share this news with your Board members and Chief Locally Elected Officials and convey our appreciation for the continued collaboration.

Sincerely,

Eleni Papadakis, Executive Director
Workforce Training and Education Coordinating Board

Cc: John Aultman on behalf of Governor Jay Inslee

Cc: wdowling@kitsap.org



Women's

Employment Workshop

Friday, June 7, 2024 11am—1pm

Haselwood YMCA 3909 NW Randall Way, Silverdale

Keynote Speaker: Vicki Collins, M.S. Ed



Vicki holds a Master of Science degree in Education, Curriculum and Instruction, as well as over 25 years of serving as a trainer and mentor to adults and young people amongst many other amazing accomplishments in the community.

Join us in empowering women and gender expansive individuals along their professional journey! This event provides support, resources, and opportunities for women looking to re-enter the workforce. Whether you're returning after a career break, seeking new skills, or simply eager to excel, we're here to help you thrive!

Reserve your seat today!

To sign-up scan the QR code below:



Strategic Workforce Development Coalition



Business Appearance



Educational Assistance



Financial Aid



Mock Interviews



Clothing Closet



Resume Assistance



Entrepreneurship & Branding



SKOOKUM



WEST SOUND
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OLYMPIC COLLEGE

Commerce Reinvestment Funds (CRF) Grant Opportunity

Supporting Black, Latino, and Indigenous-Owned Small Businesses

In Clallam, Jefferson, and Kitsap Counties

Grant Amount: Up to \$5,000

Purpose: Our initiative aims to bolster your business and workforce through various means, including:

- Reimbursing the wages of a new employee.
- Providing your current employees with short-term certifications.
- Reskilling or upskill training.
- Purchasing equipment and other eligible assets to facilitate business growth and expansion.

Our Commitment: The Olympic Workforce Development Council (OWDC) is dedicated to fostering diversity, equity, access, and inclusion in the local business community. We believe that investing in the growth and development of underrepresented entrepreneurs is crucial for economic empowerment and sustainability.

Eligibility:

- Small Business (fewer than 50 employees).
- Priority is given to workforce development activities for self-attested Black, Latino, and Indigenous business owners and operators, and their employees.
- Business must be licensed in Clallam, Jefferson, or Kitsap County.
- The proposed project must support worker development, skill enhancement, business growth, and economic mobility.

Eligible Projects Include:

Employee Development

Asset Purchases that Lead to NEW Hires or Business Sustainability and Growth

Note: Funds cannot be used for working capital, land and building acquisition, or relieving existing debt.

For application: <https://www.cognitofrms.com/KitsapCounty1/CRFGrantApplication>



Stories of Success

Submitted By Betsy Davis, Executive Director, Northwest School of Wooden Boatbuilding.

I really appreciate you taking the time to visit the Boat School today. Since I was talking about how great it has been to collaborate with Work Source over the last two months (our first time!) I thought I'd repeat that in email and copy the people who have been making it happen!

I know that you and Bill already know each other. I'm also copying the make-it-happen people Deb Kaiser and John Hjorten. Deb and John – Una is the Project Coordinator for the Recompete coalition, and helping spread the word about effective work amongst the various partners on the coalition.

It all started when Deb Kaiser sent out an email to Jefferson County maritime employers asking if we'd like to meet with her to learn about opportunities. I raised my hand, and then whoosh! I got to meet with Deb, and Deb and John came out for a visit too. We all kept talking and they have moved the dial on so many things for the Boat School. One big area has been working with our students – they did an information session for our students and then interested students have met one-on-one with WorkSource staff. I believe that WorkSource has provided over \$70,000 of support to our students, including tuition, purchasing books, tools, shoes, vouchers for car repair, vouchers for food, etc.

And then BEYOND THAT, WorkSource is underwriting some Work Experience positions. The most exciting is supporting our Prothero Internship program - extending one of our current interns (the one you met) through the end of July when the boat launches that he's working on, and authorizing another Systems Internship for mid-June through the end of September. These are such GREAT ways for a student to get additional experience – similar to an apprenticeship where they work on more complex projects more independently, yet still under the guidance of an instructor. It's a fabulous way to provide our graduates even more experience so they will hit the ground running as they become employed. WorkSource is also underwriting a Digital Media Coordinator from May through the end of September. It's another win-win. Not only is WorkSource funding the position, they also found the individual that we selected!!!! The individual (Eric) is able to adapt his graphics skills to a new kind of enterprise, and while he's learning, he's also helping spread the word about the school's programs.

Since the Boat School has been going through several changes as it grows, we have lots of employee training needs. WorkSource is helping with that too through it's On-the-Job Training program. Our Facilities Manager has moved into the Operations Manager role which includes handling financial transactions for the school. Our new Student Services Coordinator is also on a steep learning curve, which is being supported by WorkSource through the end of September. We're on the verge of hiring our new Administrative Assistant who will also be doing On-the-Job Training through the end of September. (WorkSource supports the training of these employees by reimbursing 50% of the base salary.) There are a few other conversations in the works. We'll see if anything additional emerges.

OK - I just want to say I've REALLY appreciated the high impact results from this collaboration. I am willing to publicly share my enthusiasm for the impact the WorkSource staff has had on the students past and future at the Boat School and you all can feel free to pass it along as well.

Thanks all!

Submitted by Matt Hogg, EcSA Navigator, WorkSource Kitsap county

I have been able to achieve my goal of being a nail tech and my dream of having my own business thanks to WIOA. During the Covid-19 pandemic I lost my job, and having 2 children it was difficult for me to find a new job since I did not have anyone to take care of them during work hours or when they did not have classes. Trying to find a job I could do, I realized that my community had a need for nail maintenance. I did the research and came across WorkSource and they directed me to the WIOA program, Matt Hogg was assigned as my case manager. Through Mr. Hogg, WIOA helped me receive unemployment benefits while training, a large percentage of the training cost was paid, I learned about financial basics that means stocks, retirement, HAS, ETFs, Federal Reserve and much more. I received several incentives and that helped me a lot in my process of achieving my goals, During this program I have not only received financial aid but also business guidance, support services to succeed in the labor market. For all this and much more I am grateful to the WIOA program.

The WIOA was a timely and indispensable resource on my journey to self sufficiency and earning a more livable wage. When I entered the program, I was a displaced homemaker, single mom and full-time student working a part time job in housekeeping. I wanted to work more hours but didn't have access to childcare because of the cost. I fell behind on rent and bills and was close to losing my housing. My mental health was suffering, and I was overwhelmed. During my time in the program, I've secured a full-time position at a job with good benefits which has allowed me to focus on excelling in my schooling. I've made the dean's list each quarter and was invited to join their honor society as a student who is performing within the top 10% of the student body at TCC. I'll be done with my degree requirements this fall and will be graduating with honors. I was able to secure childcare through a subsidy program which covers the time I need to both work and go to school. The incentives have been great for not only motivation, but as a way to catch up financially while transitioning into a better job. Garni Churan has been the best cheerleader. Knowing I have her for accountability, and as a positive person who speaks life into my dreams and goals has helped me in a way that I'm finding difficult to put into words. She's communicative, has a glowing personality, and sincerely cares about my success. I'm welling up with tears just thinking about it. I'm externally grateful for her, and for the WIOA program.

Submitted by Mike Robinson, WorkSource Administrator

Please see the [great article](#) (Attached) highlighting WorkSource Kitsap's Re-entry services/resource event last month. A special thank you to ESD staff Jeff Flood, Kathy Money, and Matt Hogg for

conceptualizing and bringing the event together in collaboration with WorkSource teams and community-based organizations.

While we all strive to serve customers from WIOA Special Barrier Populations, ESD has a strategic goal to serve more justice and reentry impacted customers. This event was one part of the plan. Additionally, we have deployed staff to serve individuals at the Kitsap County Jail.

Additionally, ESD staff from WorkSource Clallam's Labor Exchange Team and WIOA AD/DW have partnered with WA DOC at Olympic Corrections Center by providing in-person and remote orientation services with the goal of connecting those who release into Clallam, Jefferson, and Kitsap counties to be aware of WDA1 WorkSource services and direct others releasing throughout the state connect with local WorkSource centers.

Those with criminal backgrounds seek help in getting jobs

By Elisha Meyer Kitsap News Group • June 4, 2024 1:30 am



Elisha Meyer/Kitsap News Group Mharie Collins, left, gathers information on resources available to her for her job hunt.

State and county organizations gathered with employers May 29 to give the justice-involved residents of Kitsap a fairer shot in their job searches.

WorkSource Kitsap in Silverdale hosted its first Re-entry/Justice Involved Resource Fair, pooling the resources of agencies invested in re-entry with employers seeking applicants. Booths and documents were made available to job-seekers who have a criminal background or are returning home from incarceration.

“I’m trying to get as many resources as I can to make sure I don’t end up back there,” Mharie Collins said. “Just the fact that it is on my record and can follow me around is very intimidating and stuff like that.”

Matt Hogg added: “I imagine there’s many barriers involved and a lot of doors slammed in their faces. That’s one of the big reasons we are having this event.”

Kathy Money said the struggles justice-involved people have with finding work remain impossible to navigate alone, and many applicants go from job to job just to get by. Above all, it is perception that remains a commanding influence among employers. “People never think that it could just be something light,” Money said. “They’re always going to think the worst, which is hard to break.”

Background checks are the primary hurdle to overcome for a prior convict. While not required for all jobs, they often present what Money called the face value of an offense or mark on their records instead of its true nature. Case in point, not all crimes are equal. “When people do background checks, I don’t think employers are prepared to understand what they’re seeing. The willingness of an employer to listen to what the situation is is crucial,” she said.

Resources like Civil Survival do what they can to help applicants prepare for their job search by resolving past court issues and any unresolved debts, but the obstacles remain aplenty.

Community organizer Cory Walster said, “We hired up to six or seven attorneys now that are able to directly represent people to get their records taken care of, but another problem is some of those third-party background checks that are online.”

Money said she advises prospective employees to keep city and state job positions in mind, knowing they could provide a more permanent solution to what could become a long-term problem. “If you can get in with a state or government agency, you’re probably getting a good job with benefits, and things you are looking for so you can take care of yourself and your family,” she said.

2024 Meetings

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

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

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

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

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

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

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

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

OCB Meeting (3rd Fridays) 10am-12pm
 January 19
 March 15
 July 19
 September 20

OCB - OWDC Joint Meeting 9am-12pm
 May 17
 November 15

SWD Coalition Meeting (3rd Friday) 9-10:30am
 April 12
 June 21
 August 16
 October 18
 December 20

OWDC Meeting (2nd Thursday) 10am-12pm
 January 11
 March 14
 July 11
 September 12

Executive Meeting (2nd Tuesdays) 10am-12pm
 January 9
 March 12
 May 14
 July 9
 September 10
 November 12



Clallam County Commissioners

Randy Johnson - *Chair*

Mark Ozias

Mike French

Kitsap County Commissioners

Charlotte Garrido - *Vice Chair*

Katie Walters

Christine Rolfes

Jefferson County Commissioners

Greg Brotherton

Kate Dean

Heidi Eisenhour

OWDC Director

William Dowling

Program Analyst

Luci Bench

OLYMPIC CONSORTIUM BOARD

DATE: Friday September 20, 2024

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: Virtually via [ZOOM link](#)

Meeting ID: 985 6084 0008

Passcode: 560497

AGENDA

1. CALL TO ORDER

2. ACTION ITEMS

- a. Approval of September 20 Agenda
- b. Approval of July OCB Meeting Minutes (Att. 2.b. pg. 2-3)
- c. Approval of 2025 Olympic Consortium Budget (Att. 2.c. pg. 4-7)

3. DISCUSSION ITEMS

- a. CRF Small Business Grant
- b. SWD Coalition Business Workshops
- c. OWDC Director Report Out – Bill

4. GOOD OF THE ORDER

- a. [PUBLIC COMMENT](#)
- b. 2024 Calendar (Att. 4.b., pg. 8)

5. ADJOURN

NEXT MEETING: Joint OWDC and OCB Meeting November 15th
Location TBD

Meeting Notes
OLYMPIC CONSORTIUM BOARD
Via Zoom
Friday July 19, 2024

ATTENDEES – Commissioner Randy Johnson, Commissioner Greg Brotherton and Commissioner Charlotte Garrido
Staff: Bill Dowling, Sonja Miles, Alissa Durkin, and Luci Bench

1. **Call to Order:** Commissioner Johnson called to order at 10:03AM

2. **Action Items:**

a. Approval of July 19 agenda

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

b. Approval of New OWD Council Member Appointments

James Davis, Kitsap Economic Development Alliance
Michael Refuerzo, Boos, Allen, Hamilton

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

3. **DISCUSSION ITEMS**

a. McKinley Paper Layoff and Rapid Response Event

- On June 24th, McKinley Paper reported layoff of 193 employees, with contractor impacted estimated 418 individuals will be affected. Termination scheduled for August 24, production to stop on August 5th. Alissa, OWDC Rapid Response Coordinator, working with McKinley Human Resources, local labor 115, WorkSource Clallam, and unions to assist impacted employees. Rapid Response event scheduled for August 12 4-7pm and August 13th, 12-4 in-person. The event will include representatives from Washington Labor Council 115, Employment Security Development Unemployment Insurance Benefits, Washington Health Exchange, WorkSource Clallam, Basic Food Employment & Training (BFET), WIOA Dislocated Worker, and Peninsula College Worker Retraining. Community service organizations, DSHS, DVR, OlyCap, Financial institutions will be present as well to provide resources for impacted employees. WSDOT, ferries, Small Business Development Council have reached out to take part in Job Fairs. There is a job fair today at Vern Furton from 2-5, WS Clallam Job Fair scheduled for August 21st from 10-2.

Commissioner Brotherton noted Port Townsend Paper jobs and should be considered a resource for placement.

Commissioner Johnson pointed out the comparable wages, average wage \$87k, will be hard to replace in the community. There are similar jobs in the community, but the wages will be difficult to match.

- b. OWDC 4-Year Strategic Workforce Development Plan Certified
 - Washington Training and Education Coordination Board and Governors office certified in a letter our local strategic plan. Luci thanked the board for their continued support and approval.
- c. SWD Coalition Women Focused Event
 - On June 7th, members of the SWD Coalition held an event at the YMCA focused on empowering women to enter or re-enter the workforce. The event was incredible successful and work is already started to replicate in Clallam this fall.
- d. Commerce Reinvestment BIPOC Small Business Grant
 - New opportunity available to BIPOC small business owners to apply for \$5,000 of Commerce Reinvestment Business Services funds. Businesses can use the funds for employee development or asset purchases. Scheduled to award 5 businesses at the end of September.
- e. Success Stories
 - Bill shared several success stories included in the packet. Betsy Davis with the Northwest School of Wooden Boatbuilding, Matt Hogg, State EcSA Navigator, participant success, and Mike Robinson, WorkSource Administrator, shared a great article highlighting Re-entry service/resource event in June.
- f. Public Comment
 - None at this time.
- a. 2024 Calendar
 - Provided, no comments.

4. GOOD OF THE ORDER

- a. None at this time.

ADJOURN: Commissioner Johnson adjourned the meeting at 10:40 AM.

NEXT MEETING: Friday September 20th, 2024.

2025 Olympic Consortium Budget Summary

- The 2025 Olympic Consortium budget is comprised of three programs in the Kitsap County budget: 19131 WIOA Admin, 19132 WIOA Direct Program Services, 1921 Non-WIOA Revenue and Expenditures.
- Compared to the 2024 budget, the Olympic Consortium experienced \$219,000 increase in federal WIOA funding and \$2 million in Department of Commerce Community Reinvestment Funding.

19131 WIOA Admin

- This cost center receives the federal Workforce Innovation and Opportunity Act (WIOA) revenue for Administrative, Adult, Dislocated Worker, Youth, and Economic Security for All.
- 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 the 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 (EcSA) and Community Reinvestment Fund grant

- This cost center receives the State funded Economic Security for All and Community Reinvestment Fund 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.

19131 WIA Admin - 2025 County Budget

Account Title	Account #	2025 Request	2024 Request	2023 Request	2022 Request
WIA Adult	3330.17258	\$ 1,104,469.00	\$ 586,000.00	\$ 690,000.00	\$ 810,000.00
WIA Youth	3330.17259	\$ 737,259.00	\$ 589,000.00	\$ 930,000.00	\$ 1,160,000.00
Federal EcSA	3330.17277	\$ 209,548.00	\$ -	\$ -	\$ -
WIA Dislocated Worker	3330.17278	\$ 987,013.00	\$ 577,000.00	\$ 631,000.00	\$ 765,000.00
QUEST DWG	3330.17277	\$ 263,155.00			
WIA ACP	3330.1744	\$ -	\$ 195,000.00	\$ 225,000.00	\$ 305,000.00
GA & O Transfer In (IS charges)	4970.9701	\$ -	\$ 16,254.00	\$ 11,403.00	\$ 45,635.00
Revenue total		\$ 3,301,444.00	\$ 1,963,254.00	\$ 2,487,403.00	\$ 3,085,635.00
Regular Salaries	5101	\$ 157,784.00	\$ 157,784.00	\$ 157,922.00	\$ 155,552.00
Longevity Pay	5103	\$ 1,133.00	\$ 1,133.00	\$ 1,103.00	\$ 1,159.00
Industrial Insurance	5201	\$ 1,776.00	\$ 1,776.00	\$ 1,696.00	\$ 1,638.00
Social Security	5202	\$ 12,157.00	\$ 12,157.00	\$ 12,165.00	\$ 11,988.00
PERS Retirement	5203	\$ 16,511.00	\$ 14,747.00	\$ 16,300.00	\$ 16,063.00
WA State Family Leave	5209	\$ 344.00	\$ 344.00	\$ 232.00	\$ 228.00
Benefit Bucket	5229	\$ 23,184.00	\$ 23,184.00	\$ 24,633.00	\$ 26,082.00
Salaries and Benefits total		\$ 212,889.00	\$ 211,125.00	\$ 214,051.00	\$ 212,710.00
Office Supplies	5311	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00
Small Tools	5351	\$ -	\$ -	\$ -	\$ -
Computer Software	5352	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Small Computer Equipment	5353	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Supplies total		\$ 1,000.00	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00
Other Prof Services	5419	\$ -	\$ -	\$ -	\$ -
Telephone	5421	\$ -	\$ -	\$ -	\$ -
Postage	5425	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Mileage	5431	\$ 1,000.00	\$ 5,000.00	\$ 4,000.00	\$ 3,000.00
Travel	5432	\$ 1,000.00	\$ 1,000.00	\$ 7,000.00	\$ 5,000.00
Per Diem	5433	\$ 500.00	\$ 5,000.00	\$ 3,000.00	\$ 1,000.00
Non-Employee Mileage	5438	\$ 700.00	\$ 2,000.00	\$ 1,000.00	\$ 500.00
Non-Employee Travel	5439	\$ 700.00	\$ 4,000.00	\$ 2,000.00	\$ 1,000.00
Advertising	5441		\$ 500.00	\$ 500.00	\$ 500.00
Operating Rentals	5451	\$ -	\$ -	\$ 500.00	\$ 500.00
Dues/Subscriptions	5492		\$ 13,000.00	\$ 12,500.00	\$ 4,000.00
Registration & Tuition	5497		\$ 10,000.00	\$ 9,000.00	\$ 4,000.00
Other Miscellaneous	5499		\$ 31,426.00	\$ 10,726.00	\$ 8,224.00
Services total		\$ 4,000.00	\$ 72,026.00	\$ 50,326.00	\$ 27,824.00
I/F IS Service Charges	5912	\$ 13,540.00	\$ 12,892.00	\$ 13,747.00	\$ 31,944.00
I/F IS Prog Maint	5913	\$ 12,500.00	\$ 11,658.00	\$ 11,663.00	\$ 11,362.00
I/F IS Projects	5922	\$ 1,500.00	\$ 1,215.00	\$ 1,039.00	\$ 3,632.00
I/F Insurance Services	5961	\$ 6,000.00	\$ 5,214.00	\$ 4,378.00	\$ 3,470.00
Indirect Cost Allocation	5996	\$ 40,000.00	\$ 38,169.00	\$ 30,021.00	\$ 40,471.00
Interfund total		\$ 73,540.00	\$ 69,148.00	\$ 60,848.00	\$ 90,879.00
Expense total		\$ 291,429.00	\$ 354,799.00	\$ 327,725.00	\$ 334,413.00
Variance		\$ 3,010,015.00	\$ 1,608,455.00	\$ 2,159,678.00	\$ 2,751,222.00
		\$ -	\$ -	\$ -	\$ (21,219.00)

19132 WIA Direct Program - 2025 County Budget

Account Title	Account #	2025 Request	2024 Request	2023 Request	2022 Request
Miscellaneous revenue	3690.9	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
Revenue total		\$ -	\$ -	\$ -	\$ -
Regular Salaries	5101	\$ 200,441.00	\$ 200,441.00	\$ 193,122.00	\$ 187,219.00
Longevity Pay	5103	\$ 1,031.00	\$ 1,031.00	\$ 986.00	\$ 875.00
Industrial Insurance	5201	\$ 2,220.00	\$ 2,220.00	\$ 1,995.00	\$ 2,002.00
Social Security	5202	\$ 15,413.00	\$ 15,413.00	\$ 14,849.00	\$ 14,389.00
PERS Retirement	5203	\$ 20,933.00	\$ 18,697.00	\$ 19,896.00	\$ 19,280.00
WA State Family Leave	5209	\$ 437.00	\$ 437.00	\$ 283.00	\$ 275.00
Benefit Bucket	5229	\$ 28,980.00	\$ 28,980.00	\$ 28,980.00	\$ 31,878.00
Salaries and Benefits total		\$ 269,455.00	\$ 267,219.00	\$ 260,111.00	\$ 255,918.00
Office Supplies	5311	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 1,000.00
Small Computer Equipment	5353	\$ 2,500.00	\$ -	\$ -	\$ -
Supplies total		\$ 3,500.00	\$ 500.00	\$ 500.00	\$ 1,000.00
Management Consulting	5415	\$ 120,000.00	\$ 110,000.00	\$ 300,000.00	\$ 380,000.00
Other Prof Services	5419	\$ 25,015.00	\$ 1,000.00	\$ -	\$ -
Telephone	5421	\$ -	\$ -	\$ -	\$ -
Mileage	5431	\$ 4,000.00	\$ 5,000.00	\$ 2,000.00	\$ 1,000.00
Travel	5432	\$ 6,000.00	\$ 4,000.00	\$ 1,000.00	\$ 100.00
Advertising	5441	\$ 2,500.00	\$ 3,000.00	\$ 300.00	\$ 300.00
Operating Rentals	5451	\$ -	\$ 156,000.00	\$ 21,600.00	\$ -
Electricity	5474	\$ -	\$ -	\$ 4,200.00	\$ -
Dues/Subscriptions	5492	\$ 12,000.00	\$ 500.00	\$ 500.00	\$ 500.00
Registration & Tuition	5497	\$ 5,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,000.00
Other Miscellaneous	5499	\$ 3,500.00	\$ 9,236.00	\$ 6,978.00	\$ 7,623.00
Services total		\$ 178,015.00	\$ 290,736.00	\$ 338,578.00	\$ 390,523.00
Misc Intergovernment	5519	\$ 2,559,045.00	\$ 1,050,000.00	\$ 1,560,489.00	\$ 2,125,000.00
I/G Pymts Fed, State, Local	5520	\$ -	\$ -	\$ -	\$ -
Intergovernmental total		\$ 2,559,045.00	\$ 1,050,000.00	\$ 1,560,489.00	\$ 2,125,000.00
Expense total		\$ 3,010,015.00	\$ 1,608,455.00	\$ 2,159,678.00	\$ 2,772,441.00
Variance		\$ (3,010,015.00)	\$ (1,608,455.00)	\$ (2,159,678.00)	\$ (2,772,441.00)

1921 Employment & Training - 2025 County Budget

Account Title	Account #	2025 Request	2024 Request	2023 Request	2022 Request
Miscellaneous revenue	3690.90	\$ 2,549,310.00	\$ 587,124.00	\$ 989,652.00	\$ 670,000.00
		\$ -	\$ -	\$ -	\$ -
Revenue total		\$ 2,549,310.00	\$ 587,124.00	\$ 989,652.00	\$ 670,000.00
Regular Salaries	5101	\$ 30,641.00	\$ 30,641.00	\$ 29,588.00	\$ -
Longevity Pay	5103	\$ 147.00	\$ 147.00	\$ 141.00	\$ -
Industrial Insurance	5201	\$ 333.00	\$ 333.00	\$ 299.00	\$ -
Social Security	5202	\$ 2,355.00	\$ 2,355.00	\$ 2,274.00	\$ -
PERS Retirement	5203	\$ 3,199.00	\$ 2,857.00	\$ 3,047.00	\$ -
WA State Family Leave	5209	\$ 67.00	\$ 67.00	\$ 43.00	\$ -
Deferred Compensation	5224	\$ -	\$ -	\$ -	\$ -
Benefit Bucket	5229	\$ 4,347.00	\$ 4,347.00	\$ 3,999.00	\$ -
Salaries and Benefits total		\$ 41,089.00	\$ 40,747.00	\$ 39,391.00	\$ -
Office Supplies	5311	\$ 1,000.00	\$ 500.00	\$ 187.00	\$ -
Small Computer Equipment	5353	\$ 2,500.00	\$ -	\$ -	\$ -
Supplies total		\$ 3,500.00	\$ 500.00	\$ 187.00	\$ -
Management Consulting	5415	\$ -	\$ -	\$ -	\$ 670,000.00
Other Prof Services	5419	\$ -	\$ -	\$ -	\$ -
Mileage	5431	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -
Travel	5432	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -
Advertising	5441	\$ 500.00	\$ -	\$ -	\$ -
Dues/Subscriptions	5492	\$ 2,000.00			
Operating Rentals	5451	\$ -	\$ -	\$ -	\$ -
Registration & Tuition	5497	\$ 5,000.00	\$ -	\$ -	\$ -
Other Miscellaneous	5499	\$ 3,500.00	\$ -	\$ -	\$ -
Services total		\$ 13,000.00	\$ 2,000.00	\$ -	\$ 670,000.00
Misc Intergovernment	5519	\$ 2,477,332.00	\$ 543,877.00	\$ 950,074.00	\$ -
I/G Pymts Fed, State, Local	5520	\$ -	\$ -	\$ -	\$ -
Intergovernmental total		\$ 2,477,332.00	\$ 543,877.00	\$ 950,074.00	\$ -
I/F IS Service Charges	5912	\$ -	\$ -	\$ -	\$ -
I/F IS Projects	5922	\$ -	\$ -	\$ -	\$ -
Interfund total		\$ -	\$ -	\$ -	\$ -
Expense total		\$ 2,534,921.00	\$ 587,124.00	\$ 989,652.00	\$ 670,000.00
Variance		\$ 14,389.00	\$ -	\$ -	\$ -

2024 Meetings

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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June						
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July						
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August						
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September						
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October						
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November						
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December						
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OCB Meeting (3rd Fridays) 10am-12pm
 January 19
 March 15
 July 19
 September 20

OCB - OWDC Joint Meeting 9am-12pm
 May 17
 November 15

SWD Coalition Meeting (3rd Friday) 9-10:30am
 April 12
 June 21
 August 16
 October 18
 December 20

OWDC Meeting (2nd Thursday) 10am-12pm
 January 11
 March 14
 July 11
 September 12

Executive Meeting (2nd Tuesdays) 10am-12pm
 January 9
 March 12
 May 14
 July 9
 September 10
 November 12



Olympic Consortium Board & Olympic Workforce Development Council



Olympic Consortium Board

Clallam County Commissioner

Randy Johnson - Chair

Kitsap County Commissioner

Charlotte Garrido - Vice Chair

Jefferson County Commissioner

Greg Brotherton

OWDC Executive Committee

Chair - Marilyn Hoppen, *SVP Human Resources*

Kitsap Bank

Vice Chair - Monica Blackwood, *CEO/President*

West Sound Workforce

Jessica Barr, *Regional Director Washington State*

Employment Security Dept.

Cordi Fitzpatrick, *Human Resources Director*

Security Services Northwest

Chuck Moe, *Field Rep Northwest Laborers-*

Employers Training

Staff

Bill Dowling, OWDC Director

Alissa Durkin, OWDC Program Supervisor

Luci Bench, OWDC Program Analyst

Edward Looby, One-Stop Operator

Doug Washburn, Kitsap County Human

Service Director

MEETING AGENDA

DATE: November 15, 2024

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: Field Arts & Events Hall

219 N. Oak St., Port Angeles, WA 98362

[Microsoft TEAMS](#) | 1-253-617-4979 PIN 574124637

ACTION ITEMS:

1. Call to Order – 10:00 a.m. and Welcome (Field Hall - Steve)
2. **OWDC – Marilyn Hoppen**
 - a. Approval of November 15 Agenda
 - b. Approval Sept. 12 OWDC Meeting Minutes (Att. 2.b., p. 2-4)
 - c. Approval of Policy Updates 3100 & 1500 (Att. 2.c., p. 5-9)
 - d. Approval of 2025 Calendar (Att. 2.d., p. 10-11)
3. **OCB – Commissioner Johnson**
 - a. Approval of Sept. 20 OCB Meeting Minutes (Att. 3.a., p. 12-13)
 - b. Nominations of 2025 Olympic Consortium Board Chair
 - i. Affirm OCB 2025 Chair
 - c. Approval of 2025 Calendar (Att. 2.d., p. 10-11)
 - d. Reappointment of OWDC Members (Att. 3.d., p. 14-18)
4. Recognition and Appreciation of Service – Charlotte Garrido

DISCUSSION ITEMS:

5. Veterans Spotlight – Alissa Durkin
6. Workforce Development Year in Review (Att. 6, p. 19-28)
7. OWDC Director Report Out – Bill Dowling
8. One-Stop Operator Report Out – Ed Looby (Att. 8, p. 29-32)
9. PY23-24 Performance Reports (Att. 9, p. 33-39)

COMMITTEE DEBRIEF:

10. Youth Committee Report (Att. 10, p. 40-43)
11. SWD Coalition Report (Att. 11, p. 44-50)
12. [Public Comment](#)
13. Good of the Order
14. 2024 Calendar (Att. 14, p. 51)
15. Adjourn – Tour Field Hall

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL
MEETING MINUTES
September 12, 2024**

ACTION ITEMS:

OWDC quorum for today's meeting was affirmed and recorded at 10:06 a.m.

1. **CALL TO ORDER** The Olympic Workforce Development Council (OWDC) meeting was held virtually via Zoom and in-person at Jefferson County Library September 12, 2024. Marilyn Hoppen, Chair, called the meeting to order at 10:06 a.m.

2. **APPROVAL of September 12 Agenda**

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

3. **APPROVAL OF MINUTES July 11 Meeting (Att.)**

Motion: Gina Lindal moved to approve the minutes as presented. Monica Blackwood seconded the motion. **Motion carried unanimously.**

4. **APPROVAL OF 2025 Olympic Consortium Budget**

Motion: Jeff Allen moved to approve the 2025 Consortium Budget as presented. Monica Blackwood seconded the motion. **Motion carried unanimously.**

5. **APPROVAL OF EcSA Program Eligibility and Guidance Policy (Att.)**

Motion: Alex Lewis moved to approve the EcSA Program Eligibility and Guidance policy as presented. Jim Fetzer seconded the motion. **Motion carried unanimously.**

DISCUSSION ITEMS:

6. **Evergreen Bright Start Supportive Housing Project - Jill Stanton (Att.)**

Jill shared an overview of the Evergreen Bright Start project, 30-unit apartment complex in Bremerton, housing young adults aged 18 – 24, providing support for housing and other barriers. 24-units will be for residents, 6 will house the onsite support services. Other partners will provide onsite services including, mental healthcare, life skills training, and more providing a holistic approach in stabilizing housing. Jill discussed 4 focused areas for all initiatives and this project grew from a lack of housing and working with partners in meeting the needs of young adults, as well as the guiding principles for all initiatives. Bremerton Housing Authority recognized that housing authorities need to be involved in all continuums of housing for successful outcomes. There has been a positive response from the community. Additional support services will be offered:

- Case management, moving assistance, working with different partners to support various aspects of services.

BHA is working to get all permit requirements completed.

- Able to leverage funding, building purchase was fully funded

- Final stages of making upgrades required when transitioning residential properties to commercial properties.

7. Community Reinvestment Funds (CRF) Small Business Grant

Luci discussed the commerce reinvestment funds (CRF) that allows a portion to be used for business services. OWD staff created an application for BIPOC small business grants for the Clallam, Jefferson, and Kitsap Counties for assistance with skills development, equipment. Completed the internal review and currently under external review, 25 applications being reviewed. 5 small businesses will be awarded up to \$50,000 starting in October.

8. Business Workshop Ideation

Luci discussed during the SWD coalition meeting and discussion on creating workshops to work with businesses to enhance skills and support different operational needs. Discussed with the members about being involved in the process and establishing partnerships to offer workshops and resources.

- Ideas offered on remote working conditions, hiring differently abled persons, and changes in educational pathways, i.e. certifications over degrees.

9. OWDC Director Report Out – Bill Dowling

Bill shared, updates on performance numbers. WWA working with the state \$12million ask. WWA conference taking place in Tacoma in November, will be focused on workforce populations. WIOA reauthorization has not happened and a restrictive bill passed but it does not appear to be moving forward successfully. Currently, working on budget and looking to bring on additional staffing in the local area and managing \$6 million and need to bring on additional staff support. OWDC and ESD discussed during the commerce meeting on how CRF has been used, co-enrollments, and discussed the Wooden Boat School program participants and will be graduating Friday, September 13.

10. One-Stop Operator Report Out – Ed Looby

Ed shared the attached report out.

COMMITTEE DEBRIEF

11. Youth Committee Report (Att.)

Jeff Allen shared that the committee shared their collective excitement for the Evergreen Bright Start Supportive Housing Project. Pathways update – Increase in young adults in need. Kitsap County since June has seen a dozen enrollments and seeing non-eligible for WIOA services coming in for assistance. Labor markets getting tighter and young adults are struggling in finding employment. EcSA and DVR co-enrollments are increasing as well and shared a WIOA success story.

Jeff also shared that some EcSA participants that have lost state aid and have been able to leverage funding to support those individuals in the WIOA program.

The Evergreen Right Start project is a collaboration between, Bremerton Housing Authority, Kitsap Community Resources, and Kitsap Mental Health has initiated the purchase of new 30-unit complex that will provide permanent supportive housing for youth. Jeff is hoping it will be ready by June 2024. On-site partners will be available to provide support. Late April ribbon cutting and being recognized as a model throughout the state. Currently, working on policy and enrollment policies. Will provide more updates in the next meeting.

West Sound Stem supportive worksite tours visited St. Michaels to help youth recognize the different opportunities available and see firsthand. Stem-Like Me project, starting in middle school given students experience different career pathways. Expanding starting age and pathways. Career Connect builder grants, different organizations to collaborate together to create career launch programs and career exploration pathways. Career connect website, applications due October 13th.

12. SWD Coalition Report

Molly Propst – Brasfield shared takeaways from the meeting. Revisited previous conversations and highlighted the resource tool kit and could be shared with employers and Chambers of Commerce. Discussed pushing out surveys or using existing surveys and the results, discussed streamlining survey results and turning them into actionable steps, in addition to focusing on inclusivity. Discussed leveraging advisory groups and the information provided through those groups, and reeducation of businesses, candidate needs, and college programs.

- Discussed the first women’s employment workshop event and the upcoming workshop is taking place in October due to the first events success. The upcoming Women’s workshop will be held at The Hub in Port Angeles, 10:30 – 1p.m and will include a leading change panel discussion.

13. 2024 Calendar (Att.)

14. Public Comment: None

NEXT MEETING: The next joint OWDC & OCB meeting is November 15, 2024, TBD

ADJOURNMENT: There being no further business to come before the Council, the meeting was adjourned at 11: 36 a.m.

3100POL Allowable Costs, Classification of Costs and Prior Approval Policy

Updates to existing policy from July 2015. Updated language and added Allowable Costs Section.

1500POL Fraud

Updates to existing policy from March 2016. Updated Report Submission contacts and references.

2025

January						
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February						
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April						
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May						
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June						
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July						
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August						
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September						
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October						
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November						
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December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
28	29	30	31			

- Olympic Consortium Board Meetings** 3rd Friday Bi-Monthly 10am-12pm
- Olympic Workforce Development Council** 2nd Thursday Bi-Monthly 10am-12pm
- OCB - OWDC Joint Meetings** Spring & Fall 9am-12pm

- Executive Meeting** Last Tuesday Bi-Monthly 10am-12pm
- Youth Committee** Follows OWDC Meetings 9am-10am
- SWD Coalition Meetings** 3rd Friday Bi-Monthly 9-10:30am

Olympic Consortium Board Meetings	
3rd Friday Bi-Monthly	10am-12pm
January 17, 2025	
May 18, 2025	
July 18, 2025	
November 21, 2025	

Olympic Workforce Development Council	
Youth Committee	9am-10am
2nd Thursday Bi-Monthly	10am-12pm
January 9, 2025	
May 8, 2025	
July 10, 2025	
November 13, 2025	

OCB - OWDC Joint Meetings	
Spring & Fall - Friday	10am-12pm
March 21, 2025	
September 19, 2025	

Executive Meeting	
Last Tuesday Bi-Monthly	10am-12pm
February 25, 2025	
April 29, 2025	
June 24, 2025	
August 26, 2025	
October 28, 2025	

SWD Coalition Meeting	
3rd Friday Bi-Monthly	9-10:30am
February 21, 2025	
April 18, 2025	
June 20, 2025	
August 15, 2025	
October 17, 2025	

Meeting Notes
OLYMPIC CONSORTIUM BOARD
Via Zoom
Friday September 20, 2024

ATTENDEES – Commissioner Randy Johnson, Commissioner Greg Brotherton and Commissioner Charlotte Garrido

Staff: Bill Dowling, Alissa Durkin, and Doug Washburn

1. **Call to Order:** Commissioner Johnson called to order at 10:03AM
2. **Action Items:**
 - a. Approval of September 20th agenda
MOTION: Commissioner Brotherton moved to approve. Commissioner Garrido seconded. Motion carried.
 - b. Approval of July 19th meeting minutes
MOTION: Commissioner Brotherton moved to approve. Commissioner Garrido seconded. Motion carried.
 - c. Approval of 2025 Olympic Consortium Budget
MOTION: Commissioner Brotherton moved to approve. Commissioner Garrido seconded. Motion carried.
DISCUSSION: A request was made for additional information, specifically:
 - A summary of what makes up the budgeted amounts for certain accounting titles within the budget.
 - A comparison of actual budget costs from the previous year to the 2025 estimated budget, including a narrative to explain the differences and trends.
3. **DISCUSSION ITEMS**
 - a. CRF Small Business Grant
 - OWDC staff and subgrantee ESD successfully implemented and facilitated a Commerce Reinvestment Fund Small Business Grant awarded to five Black, tribal, and Latine business owners in our region. OWDC received over 30 applications, which were evaluated by council and community members to select the top 5. Each awardee will receive up to \$10,000 in funding for employee development or asset purchases for their business.
 - b. SWD Coalition Women Focused Event
 - The next Women’s Empowerment Workshop, focused on women looking to enter or re-enter the workforce will be on Friday, October 11th at The Hub in Port Angeles. Free Child Care.
 - c. OWDC Director Report Out

- Bill shared WWAs decision package for the 2025-2025 biennium.
 - ESD and Commerce requested a combined \$74 million in poverty reduction resources for the EcSA grant.
 - ESD requested \$24.4 million per biennium through Below 200% FPL, Over 200% FPL, Business Navigators, and ESD Admin costs line-items.
 - Commerce requested \$50 million per biennium to continue Community Reinvestment Fund grant with Matched Savings Accounts, Incentives, and Business Services line-items.
 - OWDC staff executed a Rapid Response event aimed at supporting the 419 impacted workers of the McKinley Paper Company closure. The event featured a range of services, including details about unemployment insurance, health benefits, job search assistance, workforce development services, training and education, and other support services. OWDC staff remain committed to ensuring that all affected individuals receive the necessary assistance to secure sustainable employment.
 - WWA Conference will be held November 12-14th at the Marriott in Tacoma.
 - Please let Bill know if you or someone is interested in attending.
- d. Public Comment
- None
- e. 2024 Calendar
- Provided, no comments.

4. GOOD OF THE ORDER

- a. None

ADJOURN: Commissioner Johnson adjourned the meeting at 10:40 AM.

NEXT MEETING: Friday, November 15th Joint OWDC/OCB In-person. Location TBD