



# Strategic Workforce Development Coalition

## Meeting Agenda

Chair – Molly Propst, *Human Resources Executive, Jefferson Healthcare*

### COUNCIL MEMBERS

Alex Lewis, *North Olympic Healthcare Network*

Chuck Moe, *NW Laborers*

Cordi Fitzpatrick, *Security Services NW*

Danny Steiger, *Lumber Trades, Inc.*

Gina Lindal, *Dept. of Social & Health Services*

Jeff Allen, *Olympic Educational Service District #114*

Jessica Bar, *Employment Security Department*

Marilyn Hoppen, *Kitsap Bank*

Megan Mason-Todd, *Skookum*

Monica Blackwood, *West Sound Workforce*

Nicole Brickman, *YMCA*

### CONTRIBUTING MEMBERS

Danessa Gray, *Olympic College*

Deanna Kennedy, *Western Washington*

Ezekiel Hill, *Dept. of Social & Health Services*

Joe Morrison, *Kitsap Economic Development Alliance*

Kristal Thomas, *Express Employment Professionals*

Marty Reep, *Navy Lab Keyport*

Mike Robinson, *Employment Security Dept.*

Phillip Godinez, *Kitsap Community Resources*

Wendy Fox, *Olympic College*

### STAFF

Bill Dowling

Alissa Durkin

Luci Bench

**DATE:** June 21, 2024

**TIME:** 9:00 a.m. – 10:00p.m.

**LOCATION:** Virtually: [Microsoft Teams](#)

In-Person: Jefferson County Library - Humphrey Room  
620 Cedar Ave, Port Hadlock, WA

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### ACTION ITEMS:

1. Call to Order – 9:00 a.m. and Welcome
2. Approval of April 12, 2024 Meeting Notes (Att. 2, pgs. 2-4)

### DISCUSSION ITEM:

3. Women Focus Employment Event June 7<sup>th</sup> – Frank Portello (Att. 3, pg. 5)
4. Educators connecting with Businesses
  - a. Olympic College, Wendy Fox
  - b. Panel Question Discussion (Att. 4.b., pg. 6)
5. Good of the Order
6. OWDC 2024 Calendar (Att. 6, pg. 7)
7. Adjourn

Next Meeting: Hybrid August 16<sup>th</sup>, 2024



## 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

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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. 12<sup>th</sup> 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

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- 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.

# 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  
— WORKFORCE —



A proud partner of the AmericanJobCenter network



OLYMPIC COLLEGE

1. **How do you identify the current and future needs of businesses and industries when designing educational programs?**
  - This question aims to understand the methods and tools used for market research and industry analysis. It also explores the partnerships and collaborations with businesses to stay updated on workforce trends.
  
2. **Can you provide 3 key elements in the process of developing a new program from initial concept to implementation? (are businesses engaged at this point?)**
  - This question helps to elucidate the steps involved in program creation, including curriculum development, resource allocation, and stakeholder involvement.
  
3. **How do you ensure that the programs remain relevant and up-to-date with evolving industry standards and technological advancements? Who have you worked with?**
  - This seeks to understand the mechanisms for continuous improvement, such as feedback loops, advisory boards, and industry certifications.
  
4. **What strategies do you employ to integrate practical, hands-on experience with theoretical learning in your programs?**
  - This question focuses on the balance between academic knowledge and practical skills, including internships, co-op programs, lab work, and real-world projects.
  
5. **How do you measure the success and impact of your programs on both students and the business community?**
  - This aims to uncover the metrics and evaluation methods used to assess program effectiveness, student outcomes, and alignment with business needs.

# 2024 Meetings

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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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



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Wendy Fox, *Olympic College*

## STAFF

Bill Dowling

Alissa Durkin

Luci Bench

## Meeting Agenda

**DATE:** August 16, 2024

**TIME:** 9:00 a.m. – 10:30p.m.

**LOCATION:** Virtually: [Microsoft Teams](#)

In-Person: WorkSource Clallam, 810 West Brackett Rd.

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### ACTION ITEMS:

1. Call to Order – 9:00 a.m. and Welcome
2. Approval of June 7, 2024 Meeting Minutes (Att. 2, pgs. 2-3)

### DISCUSSION ITEM:

3. Business Discussion – Training and Education Opportunities July 22, 2024 Meeting Notes (Att. 3, pgs. 4-7)
  - a. Resource Tool Kit
  - b. Business Survey – OWDC Marketing (Att. 3.b., pgs. 8-9)
  - c. Employer Education Workshop
4. Good of the Order
  - a. Looking forward December 20<sup>th</sup> meeting
5. OWDC 2024 Calendar (Att. 5, pg. 10)
6. Adjourn

Next Meeting: Hybrid October 18, 2024 - Kitsap





## Strategic Workforce Development Coalition

### Meeting Minutes

June 21, 2024

#### ATTENDEES:

IN-PERSON: Wendy Fox, Danessa Gray, Una Wirkebau, Frank Portello, Ed Looby, Marilyn Hoppen, Bill Dowling, and Luci Bench

VIRTUAL: Cordi Fitzpatrick, Jessica Barr, Molly Propst, Michael Refuerzo, Gina Lindal, Cindy Brooks, Mike Robinson, Chuck Moe, John Hjorten, Deanna Kennedy, Marty Reep, Renee Lafreniere, Phillip Godinez, Colleen McAleer, Doug Washburn and Alissa Durkin.

#### ACTION ITEMS

1. Call to Order: 9:02am
2. Approval of April 12 Meeting Notes

**MOTION:** Marilyn Hoppen moved to approve April 12 meeting notes as presented. Jessica Barr seconded the motion. **Motion carried unanimously.**

#### DISCUSSION ITEMS:

3. Women Focus Employment Event June 7<sup>th</sup> – Frank Portello reported out the Coalitions first event! Hosted at the Silverdale Haselwood YMCA, provided by OWD council member Nicole Brickman. The event focused on providing employment resources, strategies, and empowering women who are entering, re-entering the workforce, it included resources for updating resumes, financial literacy, educational support, mock interviews, entrepreneurship, business attire, and professional appearance. There were 11 booths and approximately 20 women in attendance. Monica Blackwood presented our keynote speaker, at the event, Vicki Collins. Molly Propst successfully wrapped up the purpose of the event. Survey requests were all positive.
  - a. Una asked about follow-up after the event with the events participants, which hadn't been addressed and will be an item of discussion for the event coordinators.
  - b. Bill asked about duplication of the event in Clallam or Jefferson County. Una volunteered to lead the coordination of the same type of event in September (TBD).
  - c. Attendees also suggested events focused on different populations and having an event out in Forks or Neah Bay perhaps with the tribes. Further outreach to tribal partners will be conducted to see if options are available to host events.
4. Educators connecting with Businesses – Wendy Fox reported out the work Olympic College (OC) is doing to build programs centered on business needs. The OC Workforce Development team has advisory committees that include industry business members to help drive the discussion and provide feedback on what programs are needed. OC also

conducts need assessment surveys with businesses. The process to stand up a new program can take a year to develop and operationalize. Deanne Kennedy with Western Washington University (WWU) shared commonalities. WWU has advisory committees with industry business members, and periodic internal and external needs assessments on skills needed in specific industries and whether WWU has courses to address the skill gaps. WWU also engages industry professionals as guest lecturers and conducts a five-year review.

- a. Panel Questions and Discussion:
  - Michael Refuerzo asked about extending partnerships with local industry to support program development not just advisory members. Renee offered that OC provides internal professional development so faculty engage in industry practices.
  - Discussion on programs that are great examples of work already being conducted in this space, i.e., Naval Shipyard Apprenticeships, Poulsbo campus healthcare initiative.
  - Bill notes the On-the-Job training, Work Experiences, and Incumbent Worker training options available through WorkSource.
  - Both OC and WWU have metrics available through their websites and really work hard to provide current
- b. Molly brought up the great partnership that was taking place and the excitement of the coalition further building upon better service our businesses.
- c. Cordi asked if there are discussions or educational opportunities for businesses to learn how to handle employees or candidates with mental health barriers. Opportunities for the coalition to provide resource guide to small businesses who don't have Employee Assistance Programs. Colleen furthered the discussion with data/statistics from DSHS about employee's mental health. Una offered that subject is part of the Recompete grant and she would like to see how the coalition (OWDC) can partner. Ed brought up the need to help employers understand struggling populations. Luci will send out a survey to see if there is interest from coalition members to further this specific topic.
5. Good of the Order – Frank asked if there were business members who would benefit from job training discussion in order to do develop On-the-job, work experiences, internships, or apprenticeships. Potential part of a smaller business group discussion.
6. Calendar – reviewed, Luci asked for volunteers to host the August 16 coalition meeting. Thank you to Jefferson County Library for hosting today's meeting.

Adjourn: 10:17am

Next meeting: Hybrid Augst 16<sup>th</sup>, location TBD.



## Strategic Workforce Development Coalition

### Business – Training & Education

#### Survey Results

On-the-job Training Work Experience Or Incumbent Worker	5
Mental Health Employer Education	3
Employer Training Options	1

#### Mental Health Resources for Employers – July 11<sup>th</sup> OWDC Meeting

- Sonja Muir, DVR Business Specialist – Ppt available

#### Proposed Focus for this group–

- What resources or organizations are available to help me (as an employer) write a job description?
- Using the job description, what training and education resources are available to
  - Upskill or re-skill current employees
  - New Hire training and development

#### Employee or Position Job Descriptions and Available Training Opportunities

- [Education Design Lab \(eddesignlab.org\)](http://eddesignlab.org) – Bill

#### July 22<sup>nd</sup>, 2024 Meeting Notes

- Reviewed Mental Health Presentation, uploaded to TEAMS files
- Brief introduction on purpose of the group's discussion (see above in Proposed Focus).
- Review of Education Design Lab; free website where anyone can build a job description.
  - Attendees offered several different job description builders. Action item listed below.
- Discussion on using job description builders and then what?
  - Survey business on need? Bill mentioned using OWDC's marketing group to push a Business Needs Assessment, with a focus on today's topic. Action item below.
    - Partner with local Economic Development Councils
    - What data has already been collected?
    - Use the current attendees (maybe include the coalition) to survey need, pain points: added in chat and included below.



## Strategic Workforce Development Coalition

### Business – Training & Education

- Often, we hear that a business has a need yesterday. What resources are available to them?
- Discussion about educating employees are the resources that are available as well as the training and education opportunities. Work for the coalition?
- Building a resource tool
  - Job Description Builders
  - Education and Training Options
  - Internships

#### **ACTION ITEMS:**

- Build an Employer Resource Tool Kit
  - See TEAMS, Luci's created a Word doc with job description builder, training, and Internship links.
  - ALL – add links
- Survey Concept – Bill will look into options with OWDC Marketing firm
- Employer Education Workshop
  - See TEAMS

#### **Meeting Chat:**

##### Refuerzo, Michael

Here are some positions we are looking to grow.

- Software Developer
- Mechanical Engineer
- Electrical Engineer
- Project Management
- Mechanic (Focus of undersea and surface vessels)
- Building Manager (Facility Mgmt)
- IT (Focus on Tier 1 to Tier 3 support)
- Cybersecurity (Focus on ISSM level skills)

##### Robinson, Michael

Lack of awareness in WorkSource services: **WorkSource business services**

WorkSource is a partnership of organizations, including the Employment Security Department, that is committed to developing a workforce with the skills your business needs.

Our business solutions professionals can help you make connections to grow and sustain your business, including:

- Workforce planning.
- Labor market data.



## Strategic Workforce Development Coalition

### Business – Training & Education

- Online recruitment tools at WorkSourceWA.com.
- Staffing resources, including job fairs and hiring events.
- Tax incentives.
- Worker training.
- Layoff aversion and/or assistance.

WorkSource services are free to employers thanks to careful stewardship of public funding and leveraged resources. Please take time to watch this video on [WorkSourceWA.com and WorkSource services](#).

[Login to your WorkSource Employer Account](#) | [Post a job](#) | [Watch the WorkSourceWA.com video](#) | [Talk to a WorkSource Business Solutions Professional](#) | [WorkSource frequently asked questions](#)

#### Employer incentives

- [Worker Opportunity Tax Credit \(WOTC\)](#)
- [Incentives for hiring veterans](#)
- [Federal bonding](#)
- [On the job training \(OJT\)](#)

#### Staffing resources

- [Advertise your jobs for free](#)
- [Search for talent](#)
- [Hire a veteran](#)
- [Contact a business solutions professional](#)
- [Find information on the H-2A agricultural program](#)

#### Thomas, Kristal I.

- Positions extremely hard to fill for us because the candidates do not have the skill are: Construction/Carpentry/Woodworking, Mechanics, HVAC, Tech Savvy Office Assistants with high customer service, Sales.
- Kitsap Internship Programs I know of: Coffee Oasis, Kitsap Regional Library, Olympic College, Workforce Ready Initiative

#### Robinson, Michael

#### [Bridging Washington State's Skills Gap - Washington Workforce Portal](#)

#### Bridging Washington State's Skills Gap

Washington Workforce Portal is helping bridge the skills gap every day by connecting students to work-based learning opportunity from our state's employers. Connect today!

#### Thomas, Kristal I.

Action Item: Resource Page for Training Programs and Internship Opportunities

#### Refuerzo, Michael

1. Get you (Luci) a list of the job positions or skills we are looking to fill within the next few years.



*Strategic Workforce Development Coalition*

**Business – Training & Education**

Thomas, Kristal I.

Love the idea of a resource fair/workshop for businesses on this topic. Maybe partnering with Chambers and KEDA



# SWD Coalition Business Survey

**Business Name**

**Date**

**Name**

**How effective do you find your current training programs for new employees?**

- Very Effective
- Effective
- Neutral
- Ineffective
- Very Ineffective

**Which areas do you believe require the most improvement in your current employee training programs?**

- Technical Skills
- Soft Skills (e.g., communication, teamwork)
- Leadership and Management
- Compliance and Safety
- Industry-Specific Knowledge
- Other

*Select all that apply.*

**How often do you think upskilling programs should be conducted for current employees?**

- Monthly
- Quarterly
- Biannually
- Annually
- As Needed

**What types of training methods do you prefer for new employees?**

- In-person Workshops
- Online Courses
- On-the-Job Training
- Mentorship Programs
- Self-Paced Learning Modules
- Other

**How satisfied are you with the current upskilling opportunities provided to your employees?**

- Very Satisfied    Satisfied    Neutral    Dissatisfied    Very Dissatisfied

**What is on your organizations 'wish list' for training and education opportunities?**

*i.e., Leadership Development, Trauma Informed Care, Technical Skills Training, Compliance Training, Diversity and Inclusion Training, etc.*

**Comments**

Submit



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

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

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

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

# 2024

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## STAFF

Bill Dowling

Alissa Durkin

Luci Bench

## Meeting Agenda

**DATE:** October 18th, 2024

**TIME:** 9:00 a.m. – 10:30p.m.

**LOCATION:** Virtually: [Microsoft Teams](#)

In-Person: WorkSource Kitsap

3120 NW Randall Way, Silverdale

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## ACTION ITEMS:

1. Welcome and Call to Order – 9:00 a.m.
2. Approval of August 15th, 2024 Meeting Minutes (Att. 2, pgs. 2-3)

## DISCUSSION ITEM:

3. Empowering Women’s Event | Port Angeles – Oct 11<sup>th</sup> (Att. 3, pgs. 4)
4. Commerce Reinvestment Fund Grant Awardees
5. Washington Workforce Association

John Glynn, Strategic Initiatives Manager

6. Local OWDC Business Resource Tool Kit (Att. 6, pgs. 5-7)
7. Good of the Order
8. OWDC 2024 Calendar (Att. 8, pg. 8)
9. Adjourn

Next Meeting: Virtual December 20, 2024



# Strategic Workforce Development Coalition

Meeting Minutes  
August 16, 2024

## ATTENDEES:

IN-PERSON: Molly Propst, Marty Reep, Deborah Welsh, Una Wirkebau, and Luci Bench

VIRTUAL: Danessa Gray, Wendy Fox, Cindy Brooks, Monica Blackwood, Jeff Allen, Wendy Fox, Mike Robinson, Martin Cavalluzzi, Ed Looby, Zeke Hill, Frank Portello, Michael Refuerzo, Colleen McAleer, Deanna Kennedy, and Alissa Durkin.

## ACTION ITEMS

1. Call to Order: 9:05am
2. Approval of June 21 meeting minutes.

**MOTION:** Jeff Allen moved to approve June 21 meeting notes as presented. Marty Reep seconded the motion. **Motion carried unanimously.**

## DISCUSSION ITEMS:

3. Business Discussion – Training and Education Opportunities 2024 Meeting Notes: reviewed survey results. Jeff Allen shared that there is training programs already engaged with Olympic College (OC). OESD is already partnering with employers to weaver certificates/credential earnings into their youth services. Wendy added that OC has a Business Survey currently open that is capturing this data. Kitsap Economic Development Alliance has already conducted a business survey. Una shared that Peninsula College (PC) is working on a business survey.

**ACTION ITEM:** if possible, gather all the data for multiple entities and aggregate instead of developing and issuing a new survey to removed duplicating the work and over surveying businesses.

Mike Robinson explained there is a difference between K-12 and Adult Job Seekers education and training opportunities. He proposed a clear understanding of Work Experiences (WEX) and On-the-Job (OTJ) training.

Suggestion to survey the top 20 businesses and ask what they need for training, but the targeted 'population' is medium to small businesses. Possible avenue would be through OC's Advisory groups who have industry leader members.

Further discussion on current trainings, education, and the infrastructure already in place and what employers need in their job seekers.

- a. Resource Tool Kit: Reviewed work conducted on July 22<sup>nd</sup>. Add description of links.
- b. Business Survey: based on previous discussion, suggested to compare the questions across all the surveys already conducted.

- 
- c. Employer Education Workshop: great opportunity to provide training and education opportunities to employers, as well as resources within the current system, and the defined OJT/WEX/Internships. WorkSource is hosting a business training later this year, more information to come.
  - 4. Good of the Order – Una and Luci requested volunteers to assist with a Clallam/Jefferson Women’s Empowerment event for October 12<sup>th</sup>.  
Marty Reep has been contacted by a Victoria Bergasgel about a Maritime school. She would like to connect with individuals who would be interested.
  - 5. Calendar – October 18<sup>th</sup> meeting with by hybrid, in-person will be in Kitsap location TBD. Suggested to cancel the December 20<sup>th</sup> meeting but after further discussion, we’ll still hold the meeting but it will be only virtual no in-person.

Adjourn: 10:17am

Next meeting: Hybrid October 18<sup>th</sup>, location TBD.

# Women's Employment Workshop

Free  
CHILD CARE  
PROVIDED



Join us in empowering women and gender-expansive individuals on their professional journeys! This free event offers support, resources, and opportunities! Whether you're newly entering or returning to the workforce, join us to gain the tools, new skills, and inspiration.

October 11, 2024 | 10:30 am -1:00 pm  
The Hub | 117 N Lincoln St, Port Angeles

## Women Leading Change Panel:

- Dr. Suzy Ames  
President Peninsula College
- Betsy Davis  
Executive Director NWSWBB
- Layla Rawls  
Executive Director Ginger's Closet
- Mayor Dexter  
City of Port Angeles



Register Here!

<https://www.cognitofrms.com/KitsapCounty1/SWDCoalitionWomensWorkshop>

## Come For:



Business Personal  
Appearance



Free Clothing Closet



Educational Assistance  
& Financial Aid



Mock Interviews



Resume Assistance &  
Job Coaching



Entrepreneurship &  
Brand Coaching

**WORKSource**

A proud partner of the American Job Center network

**NOPRC** North Olympic Peninsula  
Recompete Coalition  
CONNECTING PEOPLE AND RESOURCES ON LAND AND SEA

**Ginger's Closet**  
& DISASTER RELIEF  
NON-PROFIT THRIFT STORE  
-EST. 1955-  
Forks, Washington



**PENINSULA COLLEGE**



**Olympic**  
WORKFORCE DEVELOPMENT COUNCIL  
SERVING CLALLAM, JEFFERSON, & KITSAP COUNTIES



## Job Description Builders

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### Education Design Lab

[Education Design Lab \(eddesignlab.org\)](http://eddesignlab.org)

Easy step by step job description builder based on job title and industry. Add and remove required competencies (required and preferred) specific your organizations need. Creates a ready to use job posting.



### [Career One Stop](#)

Job Description Writer sponsored by the U.S. Department of Labor. Walks the user through a step-by-step process of building a meaningful description based on occupation.



### [O\\*Net OnLine](#)

Online search engine to find job descriptions and definitions to help students, job seekers, businesses and workforce development professional. Includes finding job descriptions based on skills and a crosswalk for Military member to understand what civilian jobs relate to the position they held in the military.



### [National Fund for Workforce Solutions](#)

Job design builder, helping businesses create the right type of position based on the task components. Includes research for healthcare businesses and employees.



### U.S. Bureau of Labor of Statistics [Occupational Handbook](#)

Information about the nature of work, working conditions, training and education, earnings, and job outlook for hundreds of occupations. Include dynamic search engine to locate occupational job summary, education, a pay information.

## Education and Training Options

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### [Washington State Library](#)

Resource library of online education and training opportunities to upskill or reskill.



### [Northstar Digital Literacy](#)

Self-directed assessment and learning tool that covers a variety of technology to improve skills on a number of common computer topics.

## Business Resource Tool Kit



Google now provides online professional job training from job specific skills to certificate programs. Earn credential in high-growth fields from Cybersecurity, data analytics, project management, and IT support.



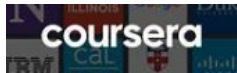
### [GCF Global](#)

For almost 20 years, the GCFGlobal.org program has helped millions around the world learn the essential skills they need to live and work in the 21st century by offering self-paced online courses. E-Learning, career Coaching, and stackable credentials.



### [Olympics & Rainier Region Goodwill](#)

Offering vocational school training and education, as well as programs and career support services. Includes financial education, digital skills, General Education Diploma (GED), and career readiness education and development.



### [Coursera](#)

Over 7,000 online courses to learn project specific skills, program certificates, or flexible learning options.



### [LinkedIn Learning](#)

Online educational platform that offers a wide range of video courses taught by industry experts. Features over 16,000 courses. Local WorkSource and Libraries offer licenses at no cost.



### [Express Pros Express Learn](#)

Educational program featuring a variety of flexible courses in high-demand fields. Completely free for Express Associate, follow link for more information.



### [The Open University](#)

Offering a wide range of courses and qualification sin various subjects, from undergraduate to postgraduate level. Based out of the U.K., Open University distance learning options globally.



### [Udemy Online Courses](#)

Online learning platform that offers over 130,000 individual online courses and can be a great option if you're interest in a one-off course in a specific subject or skill set. Offers both paid and free courses.



### [Alison](#)

Free online courses with certificates and diplomas for in-demand fields.

# Business Resource Tool Kit

## **Many Major Universities offer free online classes – examples:**

Harvard University <https://pll.harvard.edu/catalog/free>

Stanford University <https://online.stanford.edu/free-courses>

## Other Helpful Resources

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### [Washington Workforce Association Business Services](#)

Business resources to avoid workforce reductions and employe separations. Links to Layoff Aversion Programs and list of business and employee benefits.



Kitsap Economic Development Alliance Business Resources: [Business Resources | KEDA \(kitsapeda.org\)](#)



EDC Team Jefferson [Discover Resources \(edcteamjefferson.org\)](#)



Clallam Economic Development Council [Clallam Economic Development Council - Business Support & Growth](#)



### [Job Accommodation Network \(JAN\)](#)

JAN provides free and confidential consultation for employers of all sizes and types (e.g., private, federal, state, or local government, etc.). This consultation includes practical guidance on workplace accommodation solutions, accommodation process strategies, and the employment provisions (Title I) of the Americans with Disabilities Act (ADA) and related legislation.

## Internships

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Contact WDA1 ESD WIOA offers Paid Work Experiences and On-The-Job Trainings Email: [OlympicWIOA@esd.wa.gov](mailto:OlympicWIOA@esd.wa.gov) for additional assistance

[Association of Washington Business \(AWB\)](#)



# 2024 Meetings

May						
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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



# Strategic Workforce Development Coalition

Chair – Molly Propst, *Human Resources Executive, Jefferson Healthcare*

## COUNCIL MEMBERS

Alex Lewis, *North Olympic Healthcare Network*

Chuck Moe, *NW Laborers*

Cordi Fitzpatrick, *Security Services NW*

Danny Steiger, *Lumber Trades, Inc.*

Gina Lindal, *Dept. of Social & Health Services*

Jeff Allen, *Olympic Educational Service District #114*

Jessica Bar, *Employment Security Department*

Marilyn Hoppen, *Kitsap Bank*

Megan Mason-Todd, *Skookum*

Monica Blackwood, *West Sound Workforce*

Nicole Brickman, *YMCA*

Michael Refuerzo, *Booz Allen*

## CONTRIBUTING MEMBERS

Danessa Gray, *Olympic College*

Deanna Kennedy, *Western Washington*

Ezekiel Hill, *Dept. of Social & Health Services*

Joe Morrison, *Kitsap Economic Development Alliance*

Kristal Thomas, *Express Employment Professionals*

Marty Reep, *Navy Lab Keyport*

Mike Robinson, *Employment Security Dept.*

Phillip Godinez, *Kitsap Community Resources*

Wendy Fox, *Olympic College*

## STAFF

Bill Dowling

Alissa Durkin

Luci Bench

## Meeting Agenda

**DATE:** December 20th, 2024

**TIME:** 9:00 a.m. – 10:00 a.m.

**LOCATION:** Microsoft TEAMS

Meeting ID: 269 185 957 352

Passcode: gnibe2

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### ACTION ITEMS:

1. Welcome and Call to Order – 9:00 a.m.
2. Approval of October 18 2024 Meeting Minutes (Att. 2, pgs. 2)

### DISCUSSION ITEM:

3. Employer Training Event
4. Commerce Reinvestment Fund Grant Awardees
  - a. Phase I and Phase II - 10 Awardees
  - b. Phase III January 2025
5. AI in Workforce Development (Att. 5, pg. 3-7)
6. Good of the Order
7. OWDC 2025 Calendar (Att. 7, pg. 8-9)
8. Adjourn

Next Meeting: Hybrid February 21, 2025



## Strategic Workforce Development Coalition

### Meeting Minutes

October 18, 2024

#### ATTENDEES:

IN-PERSON: Molly Propst, Deborah Welsh, Una Wirkebau, Kystal Thomas, Frank Portello, Bill Dowling and Luci Bench

VIRTUAL: John Glynn, Cordi Fitzpatrick, Danessa Gray, Gina Lindal, Marilyn Hopkins, Mike Robinson, Ed Looby, Danny Steiger, Megan Mason-Todd, Phillip Godinez, Marty Reep, Kati Johnson, and Alissa Durkin.

#### ACTION ITEMS

1. Call to Order: 9:09am
2. Approval of August 15<sup>th</sup> meeting minutes.  
**MOTION:** Mike Robinson moved to approve August 15 meeting notes as presented. Cordi Fitzpatrick seconded the motion. **Motion carried unanimously.**

#### DISCUSSION ITEMS:

3. Empowering Women's Event – Una Wirkebau shared the event success! Estimated 45 people in attendance, which includes local businesses, education, childcare, mock interviews and clothing closet. Panel discussion very well received, and panelist met one-on-one with attendees after the presentation. Looking forward to holding another event in the beginning of 2025.
4. Commerce Reinvestment Fund Grant Awardees – Internal and external evaluations of the application completed, and the top five were identified. On October 1<sup>st</sup> Frank Portello and Luci Bench presented each of the five winners a certificate, answered questions, and gave them the contact information. Work with each of the businesses has begun to purchase the items.
5. Business Support & The Public workforce System – John Glynn, Strategic Initiatives Manager, WWA. PowerPoint provided. Further discussion included: how to education businesses about justice involved job seekers, workshops, shared work, rapid response, CRF, partnering with CBO's, Workforce Job matching and how to combined skill transfers and education.
6. Business Tool Kit – discussion and suggested additions or resources to locate and integrate: Coffee Oasis 2021 Resource Tools, KEDA is developing a links and resources, reach out to other EDC's, add a CBO section.
7. Good of the Order – none at this time.
8. Calendar – reviewed, no discussion.

Adjourn: 10:28am

Next meeting: December 20<sup>th</sup>, Virtually via TEAMS



## Strategic Workforce Development Coalition

### AI in Workforce Development

December 20, 2024

Using AI in workforce planning for **Clallam, Jefferson, and Kitsap Counties** can provide actionable insights tailored to the unique characteristics of these regions. Here's how it applies:

#### 1. Analyzing Local Labor Market Trends

AI can help identify patterns in job postings, industry growth, and workforce demographics across the three counties:

- **Real-Time Job Market Insights:** AI tools can scrape online job boards, company websites, and industry data to identify in-demand roles and skills.
- **Sector-Specific Trends:**
  - In **Clallam County**, focus areas might include healthcare, forestry, and manufacturing.
  - **Jefferson County** could benefit from tracking tourism, marine trades, and renewable energy opportunities.
  - **Kitsap County** might prioritize defense, technology, and maritime industries.
- **Labor Participation and Demographics:** AI can analyze workforce participation rates, aging populations, and potential labor shortages.

The workforce participation rate in Clallam County is notably lower than the state and national averages, influenced by its demographic characteristics and economic landscape. As of recent analyses:

**Participation Rate:** Clallam County's labor force participation rate is approximately 43.0%, significantly below Washington state's average of 65%. This is largely attributed to a high retiree population, with individuals aged 65 and older comprising 30.5% of the county's population—nearly double the state average of 15.9%.

**Demographic Impact:** The working-age population (16–64 years) shows varied participation, with younger groups (20–44 years) maintaining participation rates above 73%, while rates drop sharply among individuals aged 55 and older.

- Clallam County's population is predominantly white (87.1%), with smaller but active participation among Hispanic, Asian, and Native populations. Notably, unemployment rates vary significantly among racial groups.

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### **Challenges and Opportunities:**

- **Aging Workforce:** The county faces challenges in replacing retiring workers, as younger populations are less represented, and attracting younger families is difficult due to housing affordability and limited amenities.
- **Economic Sectors:** Healthcare, government, and tourism are key industries that sustain employment in the region. Investments in skill development for these sectors, coupled with support for remote work options, could help boost participation.
- Strategies to address these issues could include targeted training programs for younger residents, initiatives to attract professionals and families, and support for aging workers to remain in the labor force. Leveraging local strengths, such as healthcare and maritime industries, while addressing barriers like housing and amenities, could improve workforce engagement.

Jefferson County, Washington, has a labor force participation rate of approximately **66%**, which is higher than both the state and national averages. This is indicative of a relatively engaged working-age population despite the county's significant proportion of older residents. Key points about the workforce in Jefferson County include:

#### **1. Demographics:**

- The county has a substantial aging population, with a median age of over 41 years. Older age groups influence workforce dynamics, particularly with many nearing or in retirement.

#### **2. Industries Driving Participation:**

- The largest sectors include manufacturing, health care, social assistance, education, retail trade, and construction. Manufacturing is a particularly strong industry, with significant investments in food and beverage production and machinery manufacturing.

#### **3. Barriers and Opportunities:**

- Challenges include housing affordability and limited amenities for families, which can deter younger professionals.
- Educational and skill development resources, such as dual-enrollment programs and technical training, support a robust and skilled workforce.

#### **4. Unemployment:**

- The unemployment rate in Jefferson County is relatively low, at around 2.9%, suggesting a healthy demand for labor but also potential constraints on growth due to a limited available labor pool.

This data highlights Jefferson County's engaged workforce but also underscores the importance of addressing infrastructure, housing, and family-focused amenities to sustain and grow its labor force

Kitsap County's workforce participation rate is approximately **61.8%**, slightly below Washington state's average but reflective of a robust labor market in a predominantly public-sector-driven economy. Here are the key points of analysis:

### **Workforce Participation and Demographics**

#### **1. Participation Rate:**

- Kitsap County's rate of 61.8% includes both employed individuals and those actively seeking work, indicating a moderate level of workforce engagement compared to the state average of 65%.

#### **2. Demographic Composition:**

- Residents aged 65 and older account for 18.4% of the population, higher than the state average of 15.9%, which lowers overall participation rates as this group transitions out of the labor force.
- The county's population is less diverse than the state overall, with white residents comprising 82.5% of the population, followed by smaller percentages of Asian, Black, and Hispanic residents.

### **Key Employment Sectors**

#### **1. Public Sector Dominance:**

- Naval Base Kitsap is the largest employer, accounting for approximately 60% of the workforce in the public sector, which employs a total of 48,829 workers. This dominance contributes significantly to workforce stability.

#### **2. Private Sector Growth:**

- The private sector employs 14,218 individuals, with notable sectors including healthcare, technology, and construction.

### **Challenges and Opportunities**

#### **1. Housing and Wages:**

- Housing affordability is a concern, with median housing costs requiring higher wages than many residents earn. This can impact workforce retention and attraction.

#### **2. Educational Attainment:**

- 
- About 34.4% of the population holds a bachelor's degree or higher, which aligns closely with state averages and supports the skilled labor demand of the public and private sectors.

### 3. Sectoral Dependence:

- The reliance on public sector employment presents both stability and risk, as shifts in federal funding or policy could significantly impact the local economy.

Overall, Kitsap County demonstrates a strong public sector-driven workforce with opportunities to bolster private sector growth and address demographic challenges related to aging and housing affordability. Strategic efforts to diversify the economy and improve amenities could enhance workforce participation and economic resilience.

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## 2. Forecasting Future Skill Demands

AI models use historical and current data to predict future skill needs:

- **Emerging Industries:** Predict which sectors (e.g., green energy, cybersecurity) are likely to grow in these counties based on state and federal investments.
  - **Skills Gap Analysis:** Highlight gaps between existing workforce skills and the competencies required for future job opportunities.
  - **Training Program Alignment:** Guide local training providers to focus on certifications or courses that align with predicted demands.
- 

## 3. Enhancing Workforce Development Programs

AI insights can improve the design and delivery of workforce programs:

- **Targeted Interventions:** Focus on reskilling programs for displaced workers in industries experiencing automation (e.g., traditional manufacturing).
  - **Youth Workforce Preparation:** Develop programs targeting high school and community college students in areas of projected growth, such as technology or healthcare.
  - **Equity and Inclusion:** Use AI to identify populations (e.g., veterans, rural residents) that might need tailored support to access new opportunities.
- 

## 4. Supporting Economic Development

AI-driven workforce insights help local governments and businesses make informed decisions:

- **Business Attraction and Retention:** Provide data to attract employers by showcasing a workforce aligned with their needs.
  - **Regional Collaboration:** Encourage partnerships across Clallam, Jefferson, and Kitsap Counties by identifying shared industry growth areas (e.g., maritime trades, technology).
  - **Infrastructure Planning:** Support decisions on transportation, broadband, and housing investments by analyzing workforce mobility and remote work trends.
- 

## 5. Tools and Platforms

Some AI-driven tools applicable to the counties include:

- **EMSI's Burning Glass:** For labor market analytics and skill forecasting.
  - **Lightcast:** To analyze local economic and workforce trends.
  - **AI Chatbots for Career Guidance:** Implement virtual assistants for job seekers in rural areas to navigate training and job opportunities.
  - **Customized Dashboards:** Create interactive dashboards for regional stakeholders to explore data trends in real-time.
- 

## Local Relevance

Given the mix of rural and urban environments in these counties:

- Clallam and Jefferson may use AI to address workforce challenges like low population density and aging demographics by focusing on remote work and healthcare training.
- Kitsap County, with its proximity to urban centers and naval bases, could emphasize technology training and collaboration with military-connected populations.

Using AI in this way ensures workforce strategies are data-driven, adaptable, and aligned with regional economic needs.



# 2025

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December						
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- 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

<b>Olympic Consortium Board Meetings</b>	
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<b>3rd Friday Bi-Monthly</b>	<b>10am-12pm</b>
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January 17, 2025  
 May 16, 2025  
 July 18, 2025  
 November 21, 2025

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

<b>OCB - OWDC Joint Meetings</b>	
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<b>Spring &amp; Fall - Friday</b>	<b>10am-12pm</b>
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March 21, 2025  
 September 19, 2025

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

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