



# 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:** August 16, 2024

**TIME:** 9:00 a.m. – 10:30p.m.

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

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

### 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 \(eddesignlab.org\)](https://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**

8/5/2024



**Name**

First

Last

**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 ☐ Compliance and Safety
- ☐ Soft Skills (e.g., communication, teamwork) ☐ Industry-Specific Knowledge
- ☐ Leadership and Management ☐ 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 ☐ Mentorship Programs
- ☐ Online Courses ☐ Self-Paced Learning Modules
- ☐ On-the-Job Training ☐ 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

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

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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March						
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31						

April 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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28	29	30				

May						
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26	27	28				

June						
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30						

July						
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28	29	30	31			

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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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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29	30	31				