



EXECUTIVE COMMITTEE

Chair - Marilyn Hoppen, *SVP Human Resources Kitsap Bank*
Vice Chair - Monica Blackwood, *CEO/President West Sound Workforce*
Jessica Barr, *Regional Director Washington State Employment Security Dept.*
Cordi Fitzpatrick, *Human Resources Director Security Services Northwest*
Chuck Moe, *Field Rep Northwest Laborers-Employers Training*

COUNCIL MEMBERS

Business Members

Alex Lewis, *North Olympic Healthcare Network Human Resources Director*
Daniel Steiger, *CEO/President Lumber Trades, Inc*
James Fetzter, *General Manager Clallam Transit*
Megan Mason-Todd, *Workforce Development Director Snookum*
Michael Refuerzo, *Lead Engineer, Booz Allen Hamilton*
Molly Propst, *HR Executive, Jefferson Healthcare*
Nicole Brickman, *Human Resources Director YMCA Kitsap*

Economic Development Members

Colleen McAleer, *Executive Director Clallam EDC*
Cindy Brooks, *Executive Director Team Jefferson EDC*
James Davis, *Economic Development Manager, Kitsap Economic Development Alliance*

Labor Members

Felix Salazar, *Iron Worker, Pacific NW Ironworkers Apprenticeship*
Neal Holm, *Electrician and Membership Development IBEW 46*

Post-Secondary Education Members

Dr. Suzy Ames, *Peninsula College President*
Dr. Marty Cavalluzzi, *President Olympic College*

Education K-12 Members

Aaron Leavell, *OESD #114 Superintendent*
Dr. Kareen Borders, *South Kitsap School District*

Public Service Members

Gina Lindal, *Administrator Department of Social and Health Services*

Community Based Members

Anthony Ives, *Executive Director Kitsap Community Resources*
Jeff Randal, *Secretary District 1 Jefferson PUD*

MEETING AGENDA

DATE: July 11, 2024

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: [ZOOM](#) | Meeting ID: 815 4431 5086 | Passcode: 411032

In-person: WorkSource Kitsap

3120 NW Randall Way, Room #113 Dyes Inlet, Silverdale

ACTION ITEMS:

1. Call to Order – 10:00 a.m. and Welcome
2. Approval of July 11 Agenda
3. Approval of May 17 Meeting Minutes (Att. 3, pg. 2-4)
4. Approval of Intergovernmental Agreement with Suquamish Indian Tribe (Att. 4, pgs. 5-9)
5. Approval of Policy (Att. 5, pg. 10) [All Policy Revisions](#)

DISCUSSION ITEMS:

6. Rapid Response/ McKinley Paper – Colleen and Alissa
7. Employee Mental Health Presentation
8. OWDC 4-Year Strategic Plan Approval (Att. 8, pg. 11)
9. OWDC Director Report Out – Bill Dowling
10. One-Stop Operator Report Out – Ed Looby

COMMITTEE DEBRIEF:

11. Youth Committee Report (Att. 11, pg. 12-15)
12. SWD Coalition Report (Att. 12, pg. 16-18)
13. 2024 Calendar (Att. 13, pg. 19)
14. [Public Comment](#)
15. Adjourn

Next Meeting: Thursday, September 12, 2024

**OLYMPIC CONSORTIUM BOARD (OCB)
& OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)
MEETING MINUTES
May 17, 2024**

ACTION ITEMS:

OWDC quorum for today's meeting was affirmed and recorded at 10:09 a.m.

1. **CALL TO ORDER** Olympic Workforce Development Council (OWDC) meeting was held virtually via Zoom and in-person at Village Greens Community Center, Kingston, May 17, 2024. Marilyn Hoppen, Chair, called the meeting to order at 10:09 a.m.

2. **OWDC APPROVAL** of May 17, Agenda

MOTION: Coleen McAlear moved to approve the agenda as presented. Jessica Barr seconded the motion. **Motion carried unanimously.**

3. **APPROVAL** of OWDC Minutes March 14, 2024 (Att.)

MOTION: Jessica Barr moved to approve the minutes as presented. Molly Propst seconded the motion. **Motion carried unanimously.**

4. **APPROVAL** of 2024-2025 Olympic Consortium IFA (Att.)

MOTION: Alex Lewis moved to approve the 2024-2025 Olympic Consortium IFA as presented. Molly Propst seconded the motion. **Motion carried unanimously.**

5. **APPROVAL** of OWDC Strategic Workforce Development Strategic 4-year Plan (Att.)

MOTION: Gina Lindal moved to approve the 4-year plan as presented. Cordi Fitzpatrick seconded the motion. **Motion carried unanimously.**

6. **SWD Coalition Chair Nomination and Appointment**

MOTION: Gina Lindal moved to approve the chair appointment of Molly Propst as presented. Cordi Fitzpatrick seconded the motion. **Motion carried unanimously.**

OCB

No quorum; will hold a special meeting in May for all action items.

OWDC/OCB Executive Session

7. **APPROVAL** of WIOA Title 1 Youth RFP ASB (Att.)

MOTION: Gina Lindal moved to approve the WIOA Title 1 Youth RFP as presented. Alex Lewis seconded the motion. **Motion carried unanimously.**

8. **APPROVAL** of WIOA Title 1 Adult & DW RFP ASB (Att.)

MOTION: Dr. Marti Cavalluzzi moved to approve the WIOA Title 1 Adult RFP as presented. Colleen McAlear seconded the motion. **Motion carried unanimously.**

DISCUSSION ITEMS:

9. **JobsEQ Wilson Cox**

Wilson Cox provided an overview of the JobsEQ platform which provides labor market data which is pulled from close to 100 different labor sources and includes a data set from job posting data. Wilson also provided an overview of the Tools page, available to pull data and reports on a variety of areas, including; demographics, industry focused, mapping, big-picture analytics, and 10-year forecasting at a granular level. Interested members can reach out to Luci, Cindy, or Colleen for more information and assistance with pulling data and reports.

10. BC Design Haus – Creative Marketing Agency Survey

Micheal Bednar discussed the survey going out to council members to gain insight on marketing aspects on the work being conducted in each county. Luci will collect email addresses of those interested in participating in the survey.

11. OWDC Director Report Out – Bill Dowling

Alissa provided the report out, recompetete process in Clallam and Jefferson counties through the EDC, \$50 million available for funding. Colleen discussed the recompetete process, there were 22 regions and there is not a guarantee that they will receive a reward. Entering the next phase requirements include a virtual site visit and the workforce will participate in that process. Colleen also shared that there are eight different project ideas focused on addressing ways to remove the barriers and improved support across the peninsula. Colleen also added they are going to work with an identified target population to get, ages 25 – 50. Colleen also discussed the need to move 2700 people between the two counties into the labor force and into good paying jobs. The goal would be to create good paying jobs, in the maritime and forest industry sectors. Government policy makers are also supporting the efforts and the EDC is in charge of the funding. 5-year program, the long-term vision would be to create sustainable jobs.

Alissa also shared that WA state has received an increase of \$3.6 million in WIOA funding. The allocation methodology will be distributed in a couple of weeks for review and will be shared at the next meeting. OWD has received another round of funding through the Department of Commerce Community Reinvestment Funds grant, \$1.2 million dollars, Individuals eligible for State EcSA, are qualified for CRF. Participants will receive \$1000 a month incentive if working to complete their established Career Plan goals. In addition, the additional funding will allow for participants to deposit earned income and/or incentives into an Individual Development Account where they will receive matching savings at a 2:1 ratio. Participants can deposit up to \$10,000 and OWDC will match up to \$20,000. The funding also provides opportunity to contract with by-and-for partners. Currently in the process in brainstorming on how to outreach to the tribal and other marginalized communities.

Marilyn shared that Bill Dowling received the National H.G. Weisman Award and additionally, received recognition from the Employment Security Department for program performance. Luci also discussed that the performance targets have been met to get individuals back to work or enrolled in school over the last year. \$140,000 funds have been distributed to participants to get back to work over the last 3-months.

12. One-Stop Operator Report Out – Ed Looby

Ed shared the Olympic Consortiums one-stop centers and affiliate sites semiannual reports. Ed briefly discussed some of the data reported including demographics, customer satisfaction. System administrators now meet every other week and discussed how the data from the reports will be used as a baseline for improvements. Ed has participated in a variety of training opportunities and continues to work with local partners to improve accessibility requirements. Looking to re-engage two partners, Department of Services for the Blind to use center as a home base in the Olympic peninsula and AARP; AARP would like to have orientations onsite for their Title 5 program work. The reports will be available with the meeting minutes and placed on the OWDC webpage.

13. PY23 Performance Reports (Att.)

Luci provided an overview of the performance reports. There is an interactive dashboard online, Luci pointed out significant increases in enrollments and expenditures are on track.

14. COMMITTEE DEBRIEF:

a. Executive Meeting Minutes April 26, 2024 (Att.)

Alissa shared the committee meeting to approve the youth RFP and 2024 IFA, there were no discussion items, it was a special meeting.

15. SWD Coalition April Kick-off Meeting

Luci discussed the new strategic workforce coalition meeting kicked off on April 12th – Monica Blackwood and Megan Mason-Todd will host the June 7th event at the YMCA and other members of the workgroup, Nicole and Frank will be supporting the 1st event as well. A women’s workshop with a keynote speaker – Vicki Collins. The event is still in development, for the coalition would like to duplicate the events. Next coalition meeting is June 21st, 8:30a – 10a and will be hybrid.

16. 2024 Calendar (Att.)

Public Comment: None

NEXT MEETING: The next council meeting is July 11, 2024, via Zoom and in-person.

ADJOURNMENT: There being no further business, the meeting adjourned at 11:33 a.m.

**INTERGOVERNMENTAL
AGREEMENT BETWEEN
Suquamish Indian Tribe of the Port Madison
Reservation AND
Kitsap County
July 2024**

THIS AGREEMENT is made and entered into by and between the Suquamish Indian Tribe of the Port Madison Reservation (Suquamish Tribe) a federally recognized Indian Tribe, and **OLYMPIC CONSORTIUM, through Kitsap County, its administrative entity**, with its principal offices at 614 Division Street, Port Orchard, Washington 98366, hereinafter "**CONSORTIUM.**"

IT IS THE PURPOSE OF THIS AGREEMENT that the Suquamish Tribe shall assist the Consortium with outreach and prioritize recruitment of participants from members of the Suquamish community, as well as individuals from Black, Latine, and Indigenous populations, for the State Economic Security for All (EcSA) and Community Reinvestment Funds (CRF) program.

THEREFORE, IT IS MUTUALLY AGREED THAT:

STATEMENT OF WORK

- The Suquamish Tribe shall develop and implement outreach plans to engage qualified members of the Suquamish community and Black, Latine, and Indigenous populations.
- The Suquamish Tribe shall organize and host informational sessions at cultural and other events to promote outreach of State EcSA and CRF programs.
- In collaboration with WorkSource Kitsap staff, the Suquamish Tribe shall develop culturally relevant and effective communication and engagement materials.
- The Suquamish Tribe shall identify and refer qualified individuals from the Suquamish community, as well as Black, Latine, and Indigenous populations, to WorkSource Kitsap staff for the State EcSA and CRF programs.
- The Suquamish Tribe shall promote EcSA and CRF programs to Tribal communities throughout the Olympic Consortium's three-county region: Clallam, Jefferson, and Kitsap Counties.

- The Suquamish Tribe shall submit quarterly narrative reports to the Consortium. These reports will detail outreach and recruitment activities, challenges encountered, and the number of referrals made to WorkSource Kitsap.

PERIOD OF PERFORMANCE

This Agreement shall commence on July 1, 2024, and continue through June 30, 2025, unless terminated sooner or extended by mutual agreement of the parties, as provided herein.

CONTRIBUTION OF FUNDS

The parties have determined that the cost of accomplishing the work herein will not exceed \$25,000.

RESPONSIBILITIES OF THE PARTIES

- The Suquamish Tribe shall provide the necessary resources and support to carry out the outreach and recruitment activities.
- The Consortium shall collaborate with the Suquamish Tribe to ensure alignment with community needs and program goals.
- Each party shall designate a representative to oversee and coordinate the implementation of this Agreement.
 - **KITSAP COUNTY:**
 - **Communication:** Alissa Durkin, Program Supervisor, adurkin@kitsap.gov
 - **Billing:** Alissa Durkin, Program Supervisor, adurkin@kitsap.gov
 - **SUQUAMISH TRIBE:**
 - **Communication:**
 - **Billing:**

BILLING PROCEDURES

Agreement payments to Suquamish Tribe shall be requested using an invoice form by the twentieth (20) calendar day after the end of each month. Alternatively, the total contribution of funds may be disbursed in full as an upfront payment.

The Consortium will make payments within thirty (30) days of receiving the invoice(s) to ensure that the activities or goods to be provided meet the specifications described in this Agreement.

All payments to be made by the Consortium under this Agreement shall be made to: Suquamish Indian Tribe of the Port Madison, City of Suquamish, County of Kitsap, state of Washington.

The Agreement shall not exceed the total amount indicated within the agreement.

AGREEMENT CHANGES, MODIFICATIONS AND AMENDMENTS

This Agreement shall not be changed, modified, or amended except by the express and unanimous written agreement of all parties.

ASSIGNMENT

The work to be provided under this Agreement, and any claim arising thereunder, will

not be assignable or delegable by any party in whole or in part, without the express prior written consent of all other parties, which consent will not be unreasonably withheld.

DISPUTES

Except as otherwise provided in this Agreement, when a dispute arises between the parties and it cannot be resolved by direct negotiations, the parties agree to participate in mediation in good faith. The mediator shall be chosen by agreement of the parties. If the parties cannot agree on a mediator, the parties shall use a mediation service that selects the mediator for the parties. Nothing in this Agreement shall be construed to limit the parties' choice of a mutually acceptable alternative resolution method such as a dispute hearing, a Dispute Resolution Board, or arbitration.

Limited Waiver of Sovereign Immunity. Each party hereby expressly grants a limited waiver of sovereign immunity to suit solely for the purposes of enforcing this Agreement in accordance with this Dispute section. Except for this limited waiver of sovereign immunity provided herein, nothing in this Agreement shall be construed as a general or specific waiver of either party's sovereign immunity, which immunities are expressly asserted. Nothing contained in this subsection shall be construed to create a contractual relationship with or a cause of action in favor of any third party against the Tribe or the County. This Limited Waiver applies only to the enforcement of any dispute resolution under this section, provide that such resolution as been secured in accordance with this Agreement.

INDEPENDENT CAPACITY

The employees or agents of any party engaged in the performance of this Agreement will continue to be employees or agents of that party and will not be considered for any purpose to be employees or agents of the other party.

RECORDS MAINTENANCE

Documentation Requirement: Both parties agree to maintain accurate and detailed records related to outreach and recruitment activities conducted under this Agreement. These records shall include, but not be limited to, individual demographics, outreach methods used, outcomes achieved, and any challenges encountered.

Retention Period: Records shall be retained by each party for a minimum of three (3) years following the completion of the outreach and recruitment activities, or as required by applicable laws and regulations.

Access and Review: Each party shall permit the other party and designated representatives, upon reasonable notice and during normal business hours, to inspect, review, and copy any records relevant to the outreach and recruitment activities covered by this Agreement.

Transfer of Records: Upon termination or expiration of this Agreement, each party shall transfer relevant records to the other party as requested, ensuring continuity of documentation for future reference or audits.

Amendment and Notification: Any changes or amendments to this records maintenance clause shall be mutually agreed upon in writing by both parties and incorporated into this Agreement. Each party agrees to promptly notify the other party of any changes that may affect record-keeping obligations.

SEVERABILITY

If any term or provision of this Agreement conflicts with or violates any local, state, or federal statute or law, it is considered modified to conform to that statute or law.

TERMINATION

Failure to Perform: This Agreement may be terminated, in whole or in part without limiting remedies, by either party to this Agreement if the other party materially fails to perform in accordance with this Agreement. In this event, the aggrieved party shall deliver ten (10) working days advance written notification to the other party specifying the performance failure and the intent to terminate.

Without cause: Either party to this Agreement may elect to terminate the Agreement without cause by delivering a thirty (30) day written notification of intent to terminate to the other party.

Funding: The Consortium may unilaterally terminate or negotiate modification of this Agreement at any time if its federal, or state grants are suspended, reduced, or terminated before or during the Agreement period, or if federal, or state grant terms and regulations change significantly. In the event of an Agreement termination initiated by either party for whatever reason, the Suquamish Tribe is only entitled to costs incurred prior to the time of Agreement termination.

WAIVER

A failure by either party to exercise its rights under this Agreement will not preclude that party from subsequent exercise of such rights and will not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement will be deemed to exist or to bind any of the parties hereto.

COUNTERPARTS

This Agreement may be executed in any number of counterparts or, if mutually agreeable to the undersigned authorized signatories for the Parties, through the exchange by facsimile or other electronic means of duly-signed duplicates hereof, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

WARRANTY OF AUTHORITY

Each person or Party subscribing to this Agreement expressly warrants that it has full authority to do so.

This Agreement is effective July 1, 2024

**FOR THE CONSORTIUM
KITSAP COUNTY BOARD OF
COMMISSIONERS, Its Administrative
Entity**

KATHERINE T. WALTERS, Chair

CHRISTINE ROLFES, Commissioner

CHARLOTTE GARRIDO, Commissioner

DATE

ATTEST

Dana Daniels, Clerk of the Board

SUQUAMISH TRIBE:

Leonard Forsman, Chairman

I attest that I have the authority to sign
this contract on behalf of Suquamish
Indian Tribe of the Port Madison.

DATE

Attachment B- Budget Summary

OWDC Policy Updates, June 2024

1. **1300POL Conflict of Interest (Rev3)**, Pg. 2-3
 - a. Added required political activities language.
2. **1600POL Records & Documentation Retention (Rev3)**, Pg. 4-5
 - a. Corrected 6-year retention requirements per WIOA Policy 5403.
3. **1601POL Protection of Personally Identifiable Information (PII) (Rev1)** , Pg. 6-7
 - a. There were a couple of revisions at the state level over several months, this policy includes all the missing elements.
4. **3110POL Stevens Amendment Language Requirement (Rev1)** , Pg. 8-9
 - a. Revision at the state level, which includes languages updates.
5. **3500POL Procurement (Rev1)**, Pg. 10-19
 - a. Addition of Non-Federal Sources.
6. **5130POL Youth Eligibility (Rev2)**, Pg. 20-21
 - a. One line addition on 4.g.iii. about additional assistance.
7. **5410ATT Lower Living Standard Income Level (LLSIL) (Rev4)**, Pg. 22
 - a. Update to LLSIL requires the update attached.
8. **5570POL Needs Related Payments (Rev1)**, Pg. 23-25
 - a. Policy hasn't been used nor updated to reflect state policy updates. Several additions to review.

To review all revision by policy: [OWDC Policy Updates June2024](#)



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



YOUTH COMMITTEE MEETING AGENDA

EXECUTIVE COMMITTEE

Chair - Marilyn Hoppen, *SVP Human Resources Kitsap Bank*
 Vice Chair - Monica Blackwood, *CEO/President West Sound Workforce*
 Jessica Barr, *Regional Director Washington State Employment Security Dept.*
 Cordi Fitzpatrick, *Human Resources Director Security Services Northwest*
 Chuck Moe, *Field Rep Northwest Laborers-Employers Training*

COUNCIL MEMBERS

Business Members

Nicholas Gianakos, *Program Manager General Dynamics NASSCO*
 Daniel Stegier, *CEO/President Lumber Trades, Inc*
 Gillian Niuaman, *Human Resources People Support Services*
 Nicole Brickman, *Human Resources Director YMCA Kitsap*
 Gregory Dronkert, *CEO/President Pacific Mobility Group, Inc.*
 Peter Johnson, *HR Manager McKinley Paper Company*
 Heidi Lamprecht, *Co-Founder Paella House Franchisees and Training*
 Matthew Murphy, *President/CEO South Kitsap Chamber of Commerce*
 Lisa Donlon, *General Manager Windermere Commercial*
 Megan Mason-Todd, *Workforce Development Director Snookum*

Economic Development Members

Colleen McAleer, *Executive Director Clallam Economic Development Co.*

Cindy Brooks, *Executive Director Team Jefferson EDS*

Labor Members

Rusty Grable, *Business Rep & Organizer Machinist Union District 160*

Neal Holm, *Electrician and Membership Development IBEW 46*

Business Members

Dr. Suzy Ames, *Peninsula College President*

Dr. Marty Cavalluzzi, *President Olympic College*

Education K-12 Members

Aaron Leavell, *OESD #114 Superintendent*

Dr. Kareen Borders, *South Kitsap School District*

Kevin Gallacci, *General Manager Clallam Transit System*

Public Service Members

Gina Lindal, *Administrator Department of Social and Health Services*

Community Based Members

Anthony Ives, *Executive Director Kitsap Community Resources*

Jeff Randal, *Secretary District 1 Jefferson PUD*

DATE: Thursday, July 11, 2024

TIME: 9:00 a.m. – 9:50 a.m.

LOCATION: In-person WorkSource Kitsap or [ZOOM](#)

ACTION ITEMS:

1. Call to Order – 9:02 a.m.
2. Approval of Agenda
3. Approval of Meeting Minutes from March 14, 2024 (Att. A)

DISCUSSION ITEMS:

4. Career Connected Learning updates
5. WIOA Youth Pathways to Success updates
6. Kitsap Open Doors updates
7. Youth Resource Round-Up (Att. B)
8. Good of the Order
9. Adjourn

Attachment A

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)
YOUTH COMMITTEE SUMMARY
March 14, 2024**

ATTENDANCE: Jeff Allen, Emily Manson, Dr. Kareen Borders, Tiffany Skidmore, Cindy Brooks, and Summer Evert

The Olympic Workforce Development Council's (OWDC) Youth Committee meeting was held on Thursday, March 14, 2024, Hybrid-WorkSource Clallam and ZOOM

APPROVAL OF SUMMARY:

The Youth Committee's January 11, 2024, Meeting Minutes and March 14, 2024, Agenda was reviewed and approved with no amendments.

DISCUSSION**1. CCL Update**

- a. West Sound STEM
 - i. Posted CCL Coordinator position
 - Position will be housed in either Port Townsend or Port Orchard and will work with CCL Manager
 - ii. Career Connect Counsel
 - Meet virtually quarterly-open invitation to all
 - Strategically developing agenda items with focus on CCL work. Participants include: CTEs, industries, counselors, higher-education institutions, OWDC, and ESD.
 - Looking statewide for opportunities and what others are doing.
 - iii. 3 upcoming events
 - CCW Spring Summit-2 day convening in Spokane
 - DEI Part 3-April 12th at Seven Cedars
 - L&I Apprenticeship Summit-turned in work plan

2. Pathways Update

- a. Submitting proposal for WIOA Youth RFP
- b. Co-enrolling participants into State EcSA for additional support and incentivizing completion of career plans
- c. 5 WEXs in Clallam
 - i. Automotive
 - ii. Food Bank
 - iii. Tribal Surveying
 - iv. Entry-level hospitality work
- d. Increase in outreach activities
- e. Many participants are high-level barrier youth, difficult to find good fit jobs

3. Youth Round-Up

- a. Reviewed information in packet.

4. Healthy Youth Survey

- a. 2023 for State, County, and local levels
- b. Surveyed 7,103 10th graders
- c. 43% highly hopeful
- d. 2/3 moderate or slightly little hope
 - i. Don't eat breakfast
 - ii. Don't feel safe at school
 - iii. Substance use
 - iv. Behavioral health

ADJOURN

There being no further business to come before the committee, the meeting was adjourned at 9:53 am.

Next Meeting: May 17, 2024, TBD

**Attachment B**

Youth Resource Round-Up

- The [WA 988 website is live!](#) Now, in addition to the call/text hotline, there's an option to chat online. Along with resources for specific demographics and language communities, and links to access providers.
 - o If it's not already in your phone – remember the [Crisis Text Hotline](#) (HOME to 741741) available on Whatsapp, online chat, phone call or text. This is a great resource if you're not feeling like it's a crisis but you're feeling down, need support, uncertain, etc.
- USDOL just published a [mental health resource page](#) – which collates all the federal resources related to this topic, especially as related to the workplace.



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*

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

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

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 7th – 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 16th, 2024



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 7th – 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 16th, location TBD.

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
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June						
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30						

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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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