

# **On-the-Job Training/Support Services Program**

## **Annual Accomplishments Report** *Federal Fiscal Year 2015* *(October 1, 2014 – September 30, 2015)*

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## **Background**

As required by Revised Code of Washington (RCW) 47.01.435 *Highway Construction Workforce Development – Reports* the Washington State Department of Transportation (WSDOT) in coordination with the Washington State Department Labor and Industries (L&I) is required to submit a report to the legislature annually which outlines progress related to highway transportation workforce development. This statute furthered Washington State’s commitment to the On the Job Training Support Services (OJT/SS) Program. This bill requires the WSDOT to expend federal funds received under 23 USC Section 140(b) to increase diversity in the highway construction workforce. To effectively utilize all available resources to deliver the most comprehensive services available, this statute is a collaborative effort between WSDOT, and L&I. WSDOT and L&I provide services to prepare individuals interested in entering the construction workforce. These services include pre-apprenticeship programs, pre-employment counseling, orientation to the programs, basic skills improvement classes, career counseling, remedial training, entry requirements, transportation assistance, child care, jobsite mentoring, retention services, and safety equipment and tools.

For Federal Fiscal Year (FFY) 2015, WSDOT received funds from FHWA for the OJT/SS program through an allocation formula in the amount of \$150,241.00.

## **Program Summary**

The primary goal of WSDOT’s OJT/SS program is to prepare minorities, women and other disadvantaged individuals in highway engineering, construction and construction related fields for employment with prime contractors, municipalities and the state government.

WSDOT’s Statement of Work (SOW) submitted to FHWA utilizes a pre-established foundation of successful relationships with pre-apprenticeship providers (e.g., Job Corps, SVI, ANEW, etc.) and assists WSDOT with our goal of establishing a pipeline of female and minority workers ready to enter the highway construction trades.

Outreach into the community through WSDOT hosted roundtable discussions, attending related meetings and trade shows and regular discussions with those involved with apprenticeship and the trades has identified some of the following barriers to pathways into the highway construction related trades for minorities and females:

- Education about opportunities in the trades
- Childcare issues/loss or reduction of daycare subsidy (when income increases)
- Assistance with safety gear and basic tools
- Transportation to training programs and jobs
- Jobsite retention and mentoring

In response to the needs of pre-apprenticeship and apprenticeship programs and those minorities and females that desire training in highway construction related trades, WSDOT’s OJT/SS program established the following goals to improve access to on-the-job training and supportive services that enable careers in the highway construction related trades.

## **Program Goals**

WSDOT has identified goals that are designed to have the greatest impact in the removal of the most common barriers to employment in the construction industry across the State of Washington. WSDOT and the Department of Labor expect to achieve the following goals during the FFY 2015 OJT/SS Program performance period:

1. The continued development and implementation of recruitment/referral services, pre-program intake assessments, assistance with job placements and related services to increase and support continued participation and maintain job retention for minorities and women on federal-aid highway construction projects.
2. Through the utilization of consultants and other partner organizations the provision of: basic math skills training, language improvement skills classes, safety vests, hardhats and related safety equipment, high school diploma/GED preparatory classes, and assistance with public transportation (such as bus fare).
3. Provide tuition assistance for highway-related construction pre-apprenticeship training programs through approved apprenticeship programs (i.e. ANEW/Apprenticeship Opportunities Program, Seattle Vocational Institute, etc.) designed to increase the overall participation of minorities and women in federal-aid highway construction projects. Partner with other community based organizations, community colleges and tribal entities to establish new pre-apprenticeship programs in eastern Washington and identified areas of need.
4. Consistent with the approval and direction from FHWA, continue to coordinate statewide outreach activities with various partners to establish an adult construction pre-apprenticeship program in various locations in Washington.
5. Marketing and promotion of the program by utilizing consultants, multiple media sources and different types of events/venues.
6. Contract out the OJT/SS program in order to deliver all services available through the program to all interested and available participants in Washington State. Establish a method for collecting more detailed metrics on any program supported by WSDOT funding to provide information on recruiting, training, program completion and job placement to compile accurate data on program effectiveness, barriers to program completion and employment, and employment statistics for program completers

## **ACCOMPLISHMENTS**

### **Program Goal #1**

The continued development and implementation of recruitment/referral services, pre-program intake assessments, assistance with job placements and related services to increase and support continued participation and maintain job retention for minorities and women on federal-aid highway construction projects.

*Results:*

Having newly filled the role of OJT/SS Coordinator, emphasis has been placed on understanding the previous program and its accomplishments, meeting key individuals and identifying resources to provide necessary services. Contact has been made with community colleges (Clover Park Tech, Spokane Community College) and service organizations (Goodwill) to determine how their resources and funding sources can be utilized to increase the number of pre-apprenticeship programs available that WSDOT can lend support to. The goal of this support is to create sustainable programs for the long term. Established programs such as ANEW, Tulalip Construction Training Center and SVI are continuing to be supported by WSDOT as each organization requests assistance.

The WSDOT OJT/SS program continues to build a network of training partners and community resources to assist females and minorities with overcoming barriers to entry into the trades. Instead of working to directly recruit and assist individuals, WSDOT is developing partnerships with organizations that are already recruiting, training and providing case management job seeking assistance. This collaborative approach will allow WSDOT to create a larger network of resources for individuals in need of assistance and increase awareness of career opportunities in the highway trades.

*Outcomes:*

- Spokane Community College founded the Skills Trade Preparation Program that began training the first class of students in September 2015.
- Discussion with Clover Park Tech is ongoing regarding how WSDOT can support their efforts to expand their current construction trade programs to include highway construction.
- Funding has been provided to students enrolled in the pre-apprenticeship programs at the SVI PACT Program and the Tulalip Construction Training Center.

Provided program guidance and general information to two individuals seeking information about entering the heavy highway construction field (Robert Schwartz and Marcell Montgomery). Attempts to follow up have not been responded to by either Schwartz or Montgomery.

**Program Goal #2**

Through the utilization of consultants and other partner organizations, the provision of: referral to driver's license reinstatement, basic math skills training, LEP classes, safety vests and related safety equipment, high school diploma/GED preparatory classes, and assistance with public transportation.

*Results:*

During the second quarter, no outreach in the area of referrals was made towards the goal of eliminating the barriers named in Goal 2. Discussions with stakeholders were centered on understanding current apprenticeship and pre-apprenticeship programs and needs, and creating partnerships to move forward with developing stronger programs that are available statewide. It has been determined that a more effective means of meeting this goal will be to work with programs in the community that are actively recruiting minorities and females, and already working to remove barriers such as listed in Goal 2. WSDOT will provide assistance in the form of tuition assistance, and assistance with supportive services to provide a more effective means of supporting training candidates. More outreach is needed to make organizations aware of the funding available through the FHWA OJT Program.

In August 2015, a contract was signed between Akana and WSDOT to provide services for females, minorities and socially and economically disadvantaged individuals in the Southwest area of the state. Akana is experienced in workforce development, and over the last 15 years has worked together with many apprenticeship training and pre-apprenticeship training programs, as well as several other types of support programs throughout the Northwest. Akana has partnered with Constructing Hope and the Pacific Northwest Carpenters Training Institute to provide pre-apprenticeship training for minorities, women and socially and economically disadvantaged individuals living in the Vancouver area. Other services being provided are outreach/recruitment, screening and case management, including hands on training with construction tools and materials. Following the pre-apprenticeship training, individuals receive job development assistance and support services.

**Program Goal #3**

Provide tuition assistance for highway-related construction pre-apprenticeship training programs designed to increase the overall participation of minorities and women in federal-aid highway construction projects. Partner with other community based organizations, community and technical colleges and tribal entities to establish new pre-apprenticeship programs in eastern Washington and other identified areas of need.

*Results:*

January, 2015 - **Tuition assistance in the amount of \$18,000** was provided to the Tulalip TERO Construction Training Center for pre-apprenticeship training to pay for Flagger, CPR/First Aid, Forklift and OSHA 10 certifications for nineteen students.

May 1, 2015 -Tuition assistance in the amount of \$1000 was provided to one female student located in the eastern part of Washington (Amy Allsup) to assist in paying part of the tuition costs associated with her training at the Western States Operating Engineers program. Allsup completed the program with an 87.95% combined grade total from all of her instructors. At the

time of her program completion she was on the call out list with the union waiting for her work assignment.

April 1, 2015 - Met with Matt Gordon of the New Market Skills Center to determine how to best support their ‘Try-A-Trade’ construction career day. WSDOT offered assistance to schools traveling to attend this CCD, but only one school, Mary M. Knight submitted information to request reimbursement of student busing costs to the Try-A-Trade event (\$225.00 paid).

June 15, 2015 - The Tulalip TERO Vocational Training Center had 13 students complete the program in the Vocational Training Program. In addition to graduating the program, five students also received their Construction Industry trades diploma. Six of these students are currently employed, with only one of the six being employed outside of construction. This one individual is actively seeking work in the construction field. Employment data on the other seven graduates is not available at this time.

August 2015 – **Provided tuition assistance in the amount of \$5,727.96** for three minority male students attending the SVI PACT program in Seattle. Shawn Austin has graduated and is applying for work with the Laborers as of October 9, 2015. Isreal Garcia is in his second quarter of the program. Jesse Batie and Shawn Austin have been referred to the Laborers and are not currently working.

September 2015 – Provided assistance to Spokane Community College’s Skills Trade Preparation Pre-Apprenticeship Program through purchasing three different books to create permanent classroom sets for use during training. The book purchase is as follows:

<b>Title</b>	<b>Number purchased</b>	<b>Cost each</b>	<b>Total cost</b>
Practical MS Office 2013	25	\$115.20	\$2,880.00
Professionalism Skills for Workplace Success	25	\$73.98	\$1,849.50
Basic Blueprint Reading & Sketching	25	\$116.10	\$2,902.50
		Tax	\$663.98
<b>Total</b>			<b>\$8,295.98</b>

September 2015 – **Provided tuition (\$19,000) assistance** to the Tulalip Tribe’s Construction Training Center’s Program to provide tuition assistance to pay for Flagger, CPR/First Aid, Forklift and OSHA 10 certifications. Graduation for this class will be held mid-December.

#### **Program Goal #4**

Consistent with the approval and direction from Federal Highway Administration (FHWA), the OJT program will continue to coordinate statewide outreach activities with various partners to establish an adult construction pre-apprenticeship program in Washington.

#### *Results:*

April 30, 2015 – Coordinated and established a meeting with WSDOT, Vancouver Housing Authority and other local Vancouver agencies to discuss the potential for a pre-apprenticeship program in the southwest Washington region. A follow up meeting was held on May 29 to discuss next steps. The awarding of the contract to Akana created a partnership between VHA, Akana and the Southwest Washington Workforce Development Council.

June 4, 2015 – Met with Brandon Koenes of Pierce County WorkSource to discuss partnering to establish/strengthen OJT programs in Pierce County. WorkSource has funding available for Pierce County residents, and we will meet to further discuss the best way to partner to utilize these funds and any funds from WSDOT. WSDOT will also resume support of the Pierce County Construction Career Day, to be held in November, 2015.

July 14, 2015 – Attended the Washington State Apprenticeship Training Council (WSATC) Meetings in Tumwater. These meetings provide updates on various state apprenticeship programs and an opportunity to connect with those providing pre-apprenticeship training in the state to create opportunities for partnerships.

July 28, 2015 – Met with the State Board of Community and Technical Colleges and various representatives from different technical and community colleges in the state to discuss a better coordination of existing state resources to more effectively deliver pre-apprenticeship training and discuss barriers that are typically faced by new apprentices and those that want to attend training.

August 26, 2015 – Attended a meeting with the Bureau of Labor and Industries in Oregon to discuss how ODOT's programs are implemented with BOLI in order to gain insight on how Oregon implements their FHWA programs. Met with Steve Sims and Larry Williams (BOLI) and Tim Wilson (Washington L&I). Gleaned some good ideas that can be used in WSDOT's program to bolster supportive services.

September 1; September 3; September 22, 2015 – Statewide Roundtable meetings held in Seattle, Spokane and Pasco (respectively for the listed dates). These meetings were held in order to gather information from pre-apprenticeship stakeholders in light of recent state funding for ESSB 5863 through the Transportation Package. Discussion has revealed needs in the program that are applicable to federally funded OJT/SS efforts. Supportive services and continued barrier removal are a critical need to newly trained apprentices as they enter the workforce if they are to remain employed as apprentices.

September 14, 2015 – Met with Cristeen Crouchet of Clover Park Technical College to discuss a partnership with CPTC to expand pre-apprenticeship training and supportive services in the Lakewood area. CPTC has a construction program that can be expanded to include highway

construction related trades. Further discussion is ongoing with her staff to discuss program design and partners (trades, union and non-union groups, etc). Follow up indicated that they are in the process of expanding their program to include highway construction.

September 16, 2015 – Met with Frances Rohr of the Nisqually TERO to hear her ideas on expanding a construction program held through the Northwest Indian College to include Highway construction workforce training for tribal members. Provided Rohr with basic information and contacts for expanding their current housing construction programs to include highway construction.

### **Program Goal #5**

Marketing and promotion of the program by utilizing consultants, multiple media sources and different types of events/venues.

#### *Results:*

February 3 – March 25, 2015 - Statewide Civil Rights Training - training was offered through OEO to contractors, project engineers and local agency engineers at various locations across the state. The training reviewed the services of the OJT, Title VI, EEO and DBE programs, and provided updates and overviews of all aspects of each program. 605 individuals attended the trainings.

March 10, 2015 - OEO staff participated in the Regional Contracting Forum in Seattle. This event provided the opportunity to network with organizations that are involved with programs that help disadvantaged individuals find work, and contractors that utilize apprentices for their job opportunities.

April 2, 2015 - Attended the Puyallup TERO & Juarez Group's tribal Business and Contractor Outreach event. The event was made up of individuals and organizations that provided education and opportunities to Native American owned businesses. WSDOT provided information about OJT and DBE opportunities within WSDOT programs.

April 10, 2015 – Attended the Eastern Washington Apprentice Coordinators meeting in Ritzville, WA. WSDOT had the opportunity to speak about the RFQ proposal to solicit a provider for OJT services in any area of Washington State. Learned of the pre-apprenticeship program that Spokane Community College is starting to support apprenticeship in the eastern region of the state. It was determined that WSDOT will be able to partner with SCC to provide financial support with training aspects of the program.

April 15 & 16, 2015 – Attended the Washington State Apprenticeship Coordinators and WSATC Council meeting. Had the opportunity to speak about the efforts of WSDOT to establish a sustainable pre-apprenticeship program in various areas of Washington State. This was an opportunity to meet other stakeholders and key players in apprenticeship in the state.



May 8, 2015 – Attended the 36<sup>th</sup> Annual Women in Trades Career Fair. WSDOT OEO had a booth present to provide information to women interested in learning more about apprenticeship training opportunities.

May 7, 2015 – Attended the Try-A-Trade Construction Career day event at the New Market Skills Center in Tumwater, WA. The event was attended by high school students from the southern Puget Sound area. **WSDOT provided \$225.00 to Mary M. Knight High School to cover costs associated with busing** to allow their students to attend the event.

May 27, 2015 – Attended Pizza, Pop & Power Tools, Spokane, WA. This is a daylong construction trades career day for eighth grade girls to teach them about opportunities in highway construction trades. In addition to providing manpower for the event, **WSDOT contributed \$499.42 for the purchase of personal protective equipment.** The event was attended at capacity, with over 200 girls from all over the Inland Northwest in attendance.

August, 2015 - The OJT/SS newsletter was published and distributed mid-August 2015. The newsletter contained information about programs supported by WSDOT, upcoming events and related information.

July-September 2015 - Construction Career Day events were planned for October for Seattle, Spokane, the Tri-Cities and Pierce County (November).

WSDOT again provided support to four Construction Career Days offered in King County, Spokane, Tri-Cities area and Pierce County providing a **total of \$11,580.69 to support all four events.** The CCD Program is a workforce development tool that introduces high school students to the transportation construction industry and non-traditional career pathways. Through these programs, WSDOT is able to reach thousands of youths who may not consider the construction industry as a career pathway.

- Tri-Cities CCD – October 6, 2015
- King County CCD– Oct 9, 2015
- Spokane CCD – October 21 & 22, 2015
- Pierce County Career Day – November 9, 2015

Ongoing - Updated current OJT marketing materials. Website revisions have been started, adding a form process to more accurately track requests for OJT funding and the ability to gather information to determine results of the program. Updates include revision of existing brochure (completed April, 2015), creating an updated OJT poster and creating an OJT newsletter, with first anticipated delivery August 2015.

### **Program Goal #6**

Contract out the OJT/SS program in order to deliver all services available through the program to all interested and available participants in Washington State. Establish a method for collecting more detailed metrics on any program supported by WSDOT funding to compile accurate data

on program effectiveness, barriers to program completion and employment, and employment statistics for program completers.

April, 2015- Developed and posted a Request for Qualification (RFQ) to solicit proposals to develop a program designed to create pre-apprenticeship opportunities in varied areas of the state. Two firms responded, and Cooper – Zietz (dba Akana), a Native American owned business, was awarded the contract.

In August 2015, a contract was signed between **Akana and WSDOT for \$100,000 for one year** to provide services for females, minorities and socially and economically disadvantaged individuals in the Southwest area of the state. Akana is experienced in workforce development, and over the last 15 years has worked together with many apprenticeship training and pre-apprenticeship training programs, as well as several other types of support programs throughout the Northwest. Akana has partnered with Constructing Hope and the Pacific Northwest Carpenters Training Institute to provide pre-apprenticeship training for minorities, women and socially and economically disadvantaged individuals living in the Vancouver area. Other services being provided are outreach/recruitment, screening and case management, including hands on training with construction tools and materials. Following the pre-apprenticeship training, individuals receive job development assistance and support services.

Currently, two minority males are enrolled in the program that began on September 8, 2015. The students received First Aid/CPR, Flaggers, Confined Space and OSHA 10 certifications.

On October 5, 2015, the students began trade specific training with the Pacific NW Carpenters. This training emphasizes Bridge Anatomy training for Carpenters. This training will grant these students “Direct Entry” and are placed as second term on the “Out of Work” Lists instead of the “Eligible List” for work opportunities. This will give them higher priority for available jobs. They will also start work as an apprentice at a higher than average starting apprentice pay.

Since the start of this class, two additional recruiting sessions have been held (September 14 and 28) and additional sessions are planned for October, November and December.