

**MOTION**  
**OF THE PORT OF SEATTLE COMMISSION**  
**INCREASING WORKFORCE DEVELOPMENT AND**  
**CAREER OPPORTUNITIES ACTIVITIES,**  
**AS AMENDED**

**ADOPTED**  
**JULY 1, 2014**

**TEXT OF MOTION**

The Port Commission of the Port of Seattle hereby directs the Chief Executive Officer to develop plans and policies as described in the statement of policy direction below to complete a strategic plan and implementing policies to improve upon and expand current workforce development efforts in port-related sectors, develop new partnerships with regional stakeholders, and establish contracts with service providers as necessary to deliver on the plan for formal consideration by the Port Commission.

**STATEMENT IN SUPPORT OF THE MOTION**

The Commission of the Port of Seattle believes that workforce development is critical to achieving the Port's primary mission to serve as an economic development agency generating quality, family-wage jobs and economic growth for the region and increasing operational efficiency and economic mobility.

The Port has been directly engaged in workforce development efforts and initiatives for over 20 years, including helping to create the non-profit organization Port Jobs and the Apprenticeship Opportunities Project. In the last six months, staff has collaborated with the Port Commission, industry and workforce development experts, and community stakeholders to identify options to enhance these workforce efforts and do so in a manner consistent with Port policy and applicable legal requirements.

Our over-arching workforce development objective is to ensure that the maritime, aviation, airport, and related sectors have access to workers who have the necessary skills to provide safe and efficient maritime and aviation services, and that the workers have opportunities to acquire the skills and education they need to secure increasingly complex and better compensated jobs.

**STATEMENT OF POLICY DIRECTION**

The Commission directs the CEO to (1) complete a strategic plan to improve upon and expand current Port funded and/or Port sponsored workforce development efforts in port-related sectors, (2) complete policies necessary to implement the strategic plan, (3) develop new partnerships with regional stakeholders, and (4) establish contracts with service providers as necessary to deliver on the plan.

For purposes of this motion, workforce development is defined as education, training, job matching, and related services that both help connect local workers to careers, and that help ensure area companies have access to the skilled workforce they need to thrive and grow.

The plan should focus on achieving the following goals:

- Identify the current and future workforce demands of port-related industries
- Support the development of a supply of qualified candidates in alignment with port-related industry demand
- Ensure that all members of the community we serve have access to quality jobs in port-related industries, and increase opportunities for career advancement
- Work to make all jobs at Port-owned facilities quality jobs
- Integrate our efforts with regional stakeholders, and use our influence to increase the capacity and efficiency of the regional workforce development system

The plan should include, but not be limited to, identifying:

- Education, job placement assistance, training, coaching, navigation assistance, and skills needs of workers to acquire jobs and advance in their careers
- Current and future labor and skills needs of employers
- Gaps in training and education offerings
- Recommendations for expanding current offerings and adding new education and training opportunities, which would include on-site community college courses
- Additional funding sources and partnership opportunities
- Any changes to Port policies needed to implement the strategic plan

The Commission directs the CEO to assign the appropriate staff in the Office of Social Responsibility to finish the strategic plan and associated policy, budget, and requests for proposal (RFPs) on an aggressive timeline in 2014, as follows:

- June
  - National solicitation for workforce development consulting services issued; review and selection process underway
  - Complete Legal Department review of potential legal and financial risks associated with engaging in expanded workforce development efforts
  - Initial 2015 workforce development budget plans submitted to Commission
- July/August
  - Execute a contract with a selected consultant; consultant to begin work with OSR and other port staff
  - Implications of Legal review translated into RFP and policy guidance and communicated to Commission
  - OSR and Central Procurement Office finalize RFP(s) for expanded services; current contracts extended if needed to ensure no interruption of ongoing workforce development services

- September
  - Policy resolution drafted for Commission review, as required by legal and financial regulatory context
  - Budget proposals refined
  - RFP(s) published
- October
  - Evaluation of proposals received in response to RFP(s)
  - Commission approval of policy resolution necessary to enable implementation of the workforce development plan, per the legal and finance context
- November
  - Commission approval of 2015 workforce development budget, as a part of the overall Port budget
  - Negotiation of contracts for services based on proposals received
- December
  - Commission approval to award workforce development contract(s) so that work on those contracts can begin in 2015