



**Center of Excellence – HSEM**

**Advisory Committee Meeting Minutes**

**May 21, 2018**

**10:00 a.m. to 1:30 p.m.**

**Location:** Aronson Security Group - 600 Oakesdale Ave SW Ste 100, Renton, WA 98057

**Attendance:** **Rich Axtell, Ginger Bonnell** (new Board member; Emergency Management Coordinator for Bellevue School District), **Claudia Coles** (new Board member; Policy & External Affairs Advisor for Washington State Dept. of Agriculture), **Marvin Ferreira, Dan Guerrero, Doug James** (new Board member; Director of Safety and Security for Bellevue School District), **Chris Johnson, Alisha King, Darren Linker** (new Board member; Program Director for Occupational Health and Safety program at Pierce College and Edmonds CC), **Denise Mack, Curry Mayer, Tommi Robison** (new Board member; Director of Strategic Development for Aronson Security Group), **Catherine Robinson** (new Board member; CERT Courses and Leadership Instructor at Redmond High School), and **Jamye Wisecup**

**Center Staff:** Nancy Aird, Linda Crerar, Kellie Hale, and Shane Moore, Ryann Leonard

Chris Johnson, the CoE-HSEM's Advisory Board Chair, welcomed everyone and called the meeting to order.

Introduction of Board members and Center staff.

Recognition of past Board members: Jeff Kaliner (Clark County Skills Center), Patrick Knouff (City of Olympia EM), Mindi Mattson (City of Renton EM), Bill Overby (Skagit Valley College), and Richard Schroedel (Pierce County EM)

Linda informed the Board about the other Centers of Excellence.

There are ten (10) Centers of Excellence:

- 1.) [Aerospace & Advanced Materials Manufacturing](#)
- 2.) [Agriculture](#)
- 3.) [Allied Health](#)
- 4.) [Careers in Education](#)
- 5.) [Construction](#)
- 6.) [Clean Energy](#)
- 7.) [Global Trade & Supply Chain Management](#)
- 8.) [Homeland Security Emergency Management](#)
- 9.) [Information & Computing Technology](#)

## 10.) [Marine Manufacturing & Technology](#)

### **Review of 2017-18 Work plan**

Supply Chain Forum: Securing the Supply Chain Forum: The Digital Transformation of the Supply Chain occurred on April 26, 2018 at Highline College. Over sixty participants attended the Forum. For the first time the Forum had a student panel. Two members of the panel, Alana Dacosta and JD Jenkins from Highline College were selected to receive a scholarship from Aronson Security Group to attend the 2019 “The Great Conversation” Summit. That Summit focuses on public safety, security and technology. Tommi Robison, Director for Strategic Development for ASG, and new Board member for the Centers, provided the scholarship worth over \$1,700.00. University of Washington’s Global Business Program also supported the Forum with \$6,500.00.

The Forum helps being a cross-cultural of information from different sectors.

Alisha King: Policy Panel – My presentation was really focuses on privacy. A lot of these technologies as they track are amassing large quantities of data which can impact privacy (individual and businesses). It was an interesting blend of people on the panel. Innovation component, public and private sectors. Broad range of experiences and backgrounds from attendees and speakers. The content got more complex and interesting/informational as the day went on.

Marvin Ferreira: The complexity builds as the day goes on whenever I attended these conferences.

Tommi Robison: Interesting point about building expectations. When you use the word, transformation does imply that we are going to learn something informational, especially in technology. The level of engagement was very surprising in a positive way. Very consistent and active/lively. Little bit of a slow start, but it built up as the day went on.

Nancy Aird: I went home and told my son about the Forum and what I had learn. He was able to give me more information. He is very knowledgeable about Blockchain, Internet of Things, etc. Personally, I have been in transportation for 25 years.

Rich Axtell: As a security professional, when using the term “securing the supply chain”, technology is one aspect, but what about the other risks and liabilities. How do we manage that? Are we looking at the security side or solely on the digital side?

Marvin: There is the mixing of the physical security and digital security. Coast Guard has been looking at cybersecurity for several years now. It is a big thing. All the shipping was hand work, but now becoming more digital. It is becoming a huge thing. This Forum just expanded on one of the focuses to securing the supply chain. Many sectors are being affected by technology/digital.

Linda: There is a different Forum topic every year. We have built each Forum every year. Last year's theme was Food Security and Defense. The year before was centered around transportation security and risks.

Nancy: Apps are being created so fast, that not enough testing is taking place. Some Apps could be problematic.

Linda: Supply Chain Management is an industry that needed to know and understand how to incorporate security, risk management, mitigation, response, and preparedness. UW's Global business program is very interested in collaborating/partnering with us next year for the Forum.

### **Career Connected Pathways**

Ryann Leonard: One of the goals of the Center is to help students get ready and out to the workforce. We need to reach students much earlier, then when they get into college. Getting connections with our skills centers and k-12. There is a lot of things I am still learning. Many different components. Working with skills centers, k-12, and apprenticeships is important. Apprenticeships helps provide students with a more in-depth work experience. Working to get those connections going on. One of the big goals is to get more advanced apprenticeships in the state. East side of WA is much harder to get apprenticeships. Trying to find ways to cross-collaborate. Working on employer engagement survey, particularly one geared towards eastern Washington. Appeal statewide.

Shane Moore: For apprenticeships, huge topic. Money is there. Both state and federal government really want it. It is important to remind employers that apprenticeships bring many opportunities. We can put the people together on the value of apprenticeships. The bureaucracy is a big problem. Bringing up the conversation time and time again can help to lead to success stories.

Darren Linker: Our OSH apprenticeship is the first of its kind in the state of Washington as well as nationally. Two years ago, we ventured into the world of registered apprenticeship as part of a grant. Ours is called the Certified Safety Specialist Apprenticeship. Unfortunately, the systemic things to support non-traditional apprenticeships are not there. Registered apprenticeships in WA State have a very regulated way of doing things. The current state apprenticeship system through L&I is not designed to support non-traditional apprenticeships such as ours. Also it has been a challenge working with employers to hire inexperienced people as an apprentice, as they want someone who has experience in this field.

Alisha: One of our challenges is that we don't want to train or invest, it is our labor agreements that make is difficult. We had no internships when I first started at WaTech. Working with HR on developing internships positions. Many different representatives can get in the mix.

Marvin: L&I has a program referred to as developmental jobs. Employees go through program to help them compete.

Ryann: What we are hearing from employers are students who are already trained and have the skills. It is getting to the discussion of mentorships.

Darren: Pierce College and Edmonds CC does not have anything to do with placement with employers. Our VPs do not want us to have any role when it comes to placement.

Tommi: There is a very big gap between aptitude and skills.

Ryann: It is finding those roadblocks and how to overcome them. For me personally, I do help students find placement for work.

Darren: It is an employer driven program, not a college driven program. Even when you inform employers the positive outcomes from their investment there is still some resistance, from employers to take on a help develop and train an apprentice.

Catherine Robinson: What is the difference between internship and apprenticeship? Apprenticeship must end in a job and is paid. Internships are more volunteer and skills learning. Most schools have programs where students have to do in order to graduate. Ultimately, it takes them to areas in careers where they never thought of. However, there is no follow-up by the school to see if the students are on the path to reach their career goals.

## **Public Safety, Security Program Assessment and Enhancement**

Ryann: Five core curriculum for CJ programs across the state. We have moved quite far in this process. We have outlined the five-core curriculum. Find ways to expand this process to our other career pathways.

Ryann established a Canvas site which allows programs to post their curriculum. Over a third of the programs have contributed to the Canvas site and programs continue to contact Ryann to get access so they can input their college's CJ curriculum.

Ryann and Tim Harris (CJ Program Faculty at Columbia Basin College) provided a review of the submitted curriculum syllabi and a summary of the most common topics covered in the possible "core" set of classes. For some syllabi, there was no content outline but there were course outcomes that were reviewed. In other courses, there was a textbook listed and the table of contents were reviewed from the publisher websites.

Review results identified the five common core courses –

1.) CJ& 101 – Introduction to Criminal Justice - overview course covering a basic overview of law enforcement, courts, and corrections.

2.) CJ& 110 – Introduction to Criminal Law - overview course covering major concepts, definitions, classification, elements and penalties of crime and criminal responsibility; Model Penal Code and WA state RCWs; elements of crime; defenses to prosecution, crimes related to property, people, families, public administration and penalties.

3.) CJ – Introduction to Law Enforcement (needs a common title) -Overview course that reviews the history of law enforcement, basic police procedures as well as specialized units.

4.) CJ& 105 – Introduction to Corrections - overview course covering history of corrections and sentencing options, correctional facilities, managing special populations and prison life in general, probation/parole/community corrections, Death penalty and punishment and correctional practices and prison management and correctional officers.

5.) CJ& 106 – Juvenile Justice -This series of courses also had common trends. Much of the class was theory related to juvenile delinquency. There was discussion of gangs. There was discussion of how the juvenile justice system and process runs differently from the adult system.

Washington State Association of Public Safety Trainers & Educators (WSAPSTE) 2018 Conference was held at the Spokane County Sheriff's Training Center on February 26 & 27.

The theme of the conference was, "Defensible Training and Education: Developing Keys for Success".

The Conference's goal is to discuss the importance of training that is documented, cited, references, and easily defensible. Curriculum building, and training will be discussed in order to be able to withstand legal scrutiny. It is important for there to be trust between public safety, law enforcement, and the public they serve and protect.

About WSAPSTE: Created in 2017 with the aim to provide training and educational resources, exchange of ideas, presentation skills, and a mechanism for Washington and National Content Certification. It has grown from or some would say born from the Washington Association of Police Training Officers (WAPTO).

Steve Lettic, President of WSAPSTE) said at the Conference, "Let's focus on the gaps we see in the curriculum. We aren't here to reinvent the wheel. WAPTO was an association from years back that faded away. Our goal for the conference is to bring together public safety trainers and educators to collaborate, exchange ideas, networking, and creation of legally defensible materials."

Core Opportunities:

- Curriculum Development
- Training Management and Consulting
- Training Strategic Planning
- Program Evaluation
- Content Certification
- Instructor Certification
- What else? What is missing?

Membership to WSAPSTE is inclusive.

Semiannual Conference will occur twice a year (east/west). In addition, there will be two WSAPSTE business meetings hosted twice a year, generally during the conference, to address business strategies. The next to be in October on the “West Side.”

### **Strategic Planning Summary Overview**

The Center held its Strategic Planning Session with its Advisory Board, CoE-HSEM staff, and guests on January 30<sup>th</sup>, 2018. Chris Johnson, hosted the event at Valley Medical Center. Mark Todd served as the facilitator for the session and is also a Senior Fellow for the Center. Mark works nationally with organizations on strategic alignment and identification of success strategies. The session had three goal areas that included discussions on diversification of Center resources, building effective career pathway programs statewide and creating a consistent statewide brand and marketing strategies for the Center. By establishing a strong brand and marketing platform it will allow the Center to communicate, promote and market all of our state’s public safety, security and emergency management programs and resources. The group completed a “grounding exercise” addressing and revalidating the Center’s mission, vision, goals and value and spent time envisioning the future.

### **The Coe-HSEM’s Primary Goals**

- Provide effective leadership and coordination that rapidly responds to the interests of educational institutions and workforce training needs of the HSEM (all-hazard) business and industry sectors across the state.
- Accomplish this through working with a coalition of all 34 community and technical colleges (CTC), public agencies, and private sector organizations.
- Serve as a liaison with business and industry to the CTC system faculty and administration. Public and private organizations and businesses receive technical assistance, expertise, information and research on current, state and national security, initiatives involving economic development, and workforce trends.

### **Envisioning the Future: Strategic Discussions**

The HSEM industry is both challenging and rapidly changing. Jobs within the industry are varied and becoming more specialized and technical. Over 60% of the jobs in HSEM are government, with 17% of the jobs in healthcare and social assistance, and 19% are in the private sectors. Emergency management is a growing profession and is projected to continue growing at a rate of 20% or more.

### **Strategic Planning Session – Survey Questions to Help Envision the Future**

During this session there were three areas of priority discussed for when it came to envisioning the future design and structure of the Center:

1. Resources: Increase/diversify revenue sources to support the Center.
2. Program: Support the building of effective HSEM programs statewide.
3. Infrastructure: Create a consistent statewide CoE-HSEM brand and operations platform that communicates and markets our program services and resources using outreach and education activities that may utilize the Center's website, social media, webinars, and other multi-media platforms and opportunities. All of this would help to highlight the all-hazards emergency management career field, its employers, and programs across the state of Washington. It would also help in promoting the Center's accomplishments.

The Advisory Board members were asked three survey questions prior to the Strategic Planning Session.

The three questions were:

1. Assume the Center would have all of the funding it needs. What would the "perfect HSEM Center look like?"
2. How could we be more effective and play a greater role?
  - a. Improving employment outcomes for students
  - b. With our college and business partners in training and educating the skilled workforce needed now and in the future?
3. In thinking about our infrastructure and operations priority identify some strengths, opportunities, weaknesses and threats that will help us to achieve our goals.

Themes taken from the Strategic Planning Session

**Theme 1:** Board Development – Have Board members be advocates for the Center.

**Theme 2:** Branding and Marketing – Establish design team to help address branding and marketing issues for the Center.

**Theme 3:** Resources – How to garner more resources for the Center? Set-up the HSEM Institute by putting on trainings where there is a fee for attendees to register.

**Theme 4:** Career and Workplace Readiness – Have effective process and policies to ensure feedback is incorporated into curriculum and leverage more students under work-study to do employer outreach. Great opportunity to take on volunteers.

### **Women in Leadership Forum**

The third annual Women's Leadership Forum which focus on "Women in Technology" was a great success. The theme of this year's Forum "Women in Technology" and coincided with October's Cyber-Security month. Technology is constantly changing and more women are entering into the field. Over 90 people attended this year's Forum doubling the number from a year ago.

CyberWatch West agreed to pitch in \$1,000.00 to help pay for the food. The organization got to have its logo on handout materials and was acknowledged for their contribution at the Forum. The Forum also debuted the Center's online mentoring program called Leadership Circles. The Leadership Circles will provide a space for women looking for mentors. Leadership Circles will offer secure conversations for mentors and mentees, real-time chat, stand-alone-modules for online mentoring for mentors and mentees to work through, and will even help to match mentors with the right mentees.

“The Leadership Forums are about sharing knowledge, growing skills and establishing strong relationships with other women to help them in their careers,” said Kellie Hale the Forums organizer for the past three years. Curry Mayer, Forum MC and Director for Bellevue Emergency Management believes the “Forums help women identify what their strengths are as leaders, where they want to go in terms of education and career and establish strong collaborations with both women and men.”

Corrine Sande, Director of CyberWatch West at Whatcom Community College was the keynote speaker and with panel members Erika Voss, Chief of Information Security, Risk and Compliance at Zillow, Dawn Blalack, a Protective Action/Hazard Analyst and Amelia Phillips, and Amelia Phillips, Director of the Cybersecurity BAS at Highline College, spoke about how their work in the IT/Technology field has changed over the years and shared what they believe are the key knowledge, skills and abilities they brought and have developed in the IT field to help make them successful.

The Center is still continuing with its online mentoring program, Leadership Circles. To garner more attention to the program, the Center will be hosting a networking event on June 5<sup>th</sup> at Bellevue City Hall. The event will provide attendees to, not only network but to learn more about the online mentoring program and what the Center has to offer as an organization. Mentors and mentees will have the opportunity to meet face-to-face.

Currently in the early planning stages for this year's Women in Leadership Forum which will take place on October 3rd at Highline College. This year's theme is “Women in Politics”. Will also be Currently, the Leadership Circles has a total of 15 members; 5 mentors and 10 mentees.

### **New Center Activities:**

Collaboration with the Centers of Excellence and Community and Technical College (CTC) Board

- Quarterly Center Directors' meetings
- Attendance/participation with the Workforce Education Council (WEC) at their quarterly meetings

Food Defense Summit with CoE – Agriculture and WA State Department of Agriculture which will be held at Walla Walla Community College on October 26<sup>th</sup>, 2018.

- Increase awareness about the need to understand food protections and defend agriculture economy.
- Preparedness, response, recovery, mitigation issues related to food supply, plant and animal health, along with security.
- Discuss and identify training, education, and best practices that translate into expanded curriculum, certifications, and programs.
- Develop a certificate in Food Defense.

#### Marketing/ Digital Design Team

- Implement strategies that expand Center's social media presence, college and employer outreach and engagement.
- Use new use of technology to provide more effective access to programs.
- Help increase students (college and k-12) awareness of pathway programs and careers.
- Review information publications including monthly activity report to improve readership.
- Podcasts and other training opportunities made available online.
- Create short videos to showcase the Center and career pathways programs.

#### Action Items

Task: Private sector (large and small) educational outreach for HSEM/All-Hazards EM.

Chris: Got approval to hire a business continuity manager next year. Many opportunities in the private sector and it is continuing to grow.

Linda and Kellie will work on Center's work plan for 2018-19 and send it out to the Board to review.

#### Dates

- June 5 (Tuesday): Women in Leadership Networking Event – Bellevue City Hall; 5p.m. to 7p.m.
- July 17 (Tuesday) – Advisory Board Conference Call: To approve the Center's 2018-19 Work Plan; 10 a.m. to 11 a.m.
- November 2 (Friday) – Advisory Board Meeting: 10 a.m. to 3 p.m. Location: Highline College – Building 8, Rm. Mt. Skokomish

**Adjourn: 1:40 p.m.**