



Port of Seattle Office of Social Responsibility



Report to the Community 2013

The Office of Social Responsibility supports the Port of Seattle's job creation and economic development efforts in the communities we serve, and our programs help ensure that port activities are conducted within a framework of equity, inclusion and equal access to economic opportunity.

We work closely with other port departments, contractors, business partners and community organizations to implement socially responsible programs. These programs include, but are not limited to, our Small Business Program, Workforce Development Programs and Community Giving Campaign.

During 2013, our programs served more than 7,100 community members and 900 small businesses and nonprofits, and generated more than \$67 million in value in the community.



Small Business Program

Small businesses are a critical part of creating economic vitality in the region. By supporting small businesses, more dollars stay in the community and help grow our economy and create jobs. The port's Small Business Program aims to create economic opportunity, encourage healthy competition, and increase the number of small businesses including minority-owned (MBE), women-owned (WBE) and disadvantaged business enterprise (DBE) firms.

As a part of the port's 25-year Century Agenda objectives, we are working to increase the proportion of funds the port spends with qualified small business firms on construction, consulting, goods and services to 40 percent of the eligible dollars spent.

Small Business Spending

Through various efforts to increase participation, 553 small businesses received \$39.3 million, or 30 percent of port expenditures in 2013.

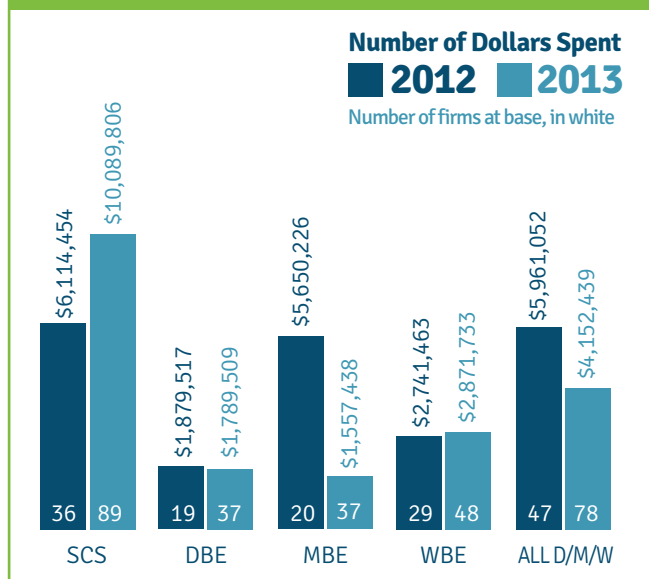
Small Contractors and Suppliers Program

We partner with King County's Small Contractors and Suppliers (SCS) program to support contracting opportunities for very small businesses (those less than half the federal small business size standard).

During 2013 a total of 89 SCS businesses received:

- More than \$10 million through port contract and sub-contracting opportunities
- 7.7 percent of expenditures, nearly 60 percent more than the 2012 SCS rate

Small Business Expenditures by Certified Type

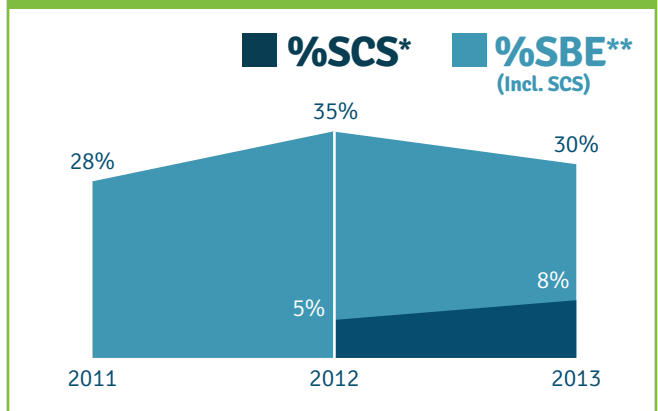


SCS - Small Contractors and Suppliers; DBE - Disadvantaged Business Enterprise; MBE - Minority-Owned Business Enterprise; WBE - Women-Owned Business Enterprise



Port staff share information at the 2013 Regional Contracting Forum, a small business outreach event in Seattle.

Small Business Participation Rate Trends



*Small Contractors and Suppliers ** Small Business Enterprise

Minority-Owned, Women-Owned and Disadvantaged Business Enterprise Spending

We work to ensure that all firms with products or services to offer the port have equal access to business opportunities.

Following are amounts spent with MBE, WBE and DBE firms in 2013:

- \$1.6 million (1.2 percent) to 37 small MBE firms
- \$2.9 million (2.2 percent) to 48 small WBE firms
- \$1.8 million (1.4 percent) to 37 small DBE firms
- \$4.2 million (3.2 percent) to 78 small DBE, MBE, and/or WBE businesses combined

*Some firms are certified in more than one category but are represented only once in the combined total.



Pictured in the back row (left to right) are Luis Navarro and Mian Rice, OSR; Port CEO Tay Yoshitani; Commissioners John Creighton, Tom Albro, Bill Bryant and Courtney Gregoire; and Deanna Zachrisson, Airport Dining & Retail. In the front row are Commissioner Stephanie Bowman and Rita Brogan of PRR, Small Business Champion.

Disparity Study

The port recently contracted with BBC Research and Consulting to conduct a disparity study to analyze the participation of minority and women-owned businesses in port construction-related contracting. We plan to share the results when the research is complete later in 2014.

Doing Business with the Port

Our goal is to make sure more small businesses of all types have the opportunity to do business with the port. To help us reach this goal, we either require or incentivize participation of SCS firms on construction projects and in consulting of goods and services procurement. We also participated in 22 community small business outreach events in 2013, and plan to launch a “Port 101” training opportunity in 2014 to help even more small businesses successfully do business with us.

Following are ways small businesses can get started:

- Register your business on the port’s roster (Procurement Roster Management System, PRMS) visit <https://hosting.portseattle.org/prms>
- To learn about SCS certification through King County visit www.kingcounty.gov/exec/BusinessDev/contractingopps.aspx
- For MBE, WBE, and DBE certification through Washington State Office of Minority and Women Business Enterprises visit <http://omwbe.wa.gov/certification/>

Small Business Development Center

We contract with the Small Business Development Center (SBDC), located at Highline Community College, to help ensure that those starting or running small local businesses have access to the technical assistance they need to successfully grow and succeed.

During 2013 the SBDC assisted 208 small firms, including 12 new starts. As a result, those firms created 49 new local jobs and were able to access more than \$1 million in loans to grow their businesses.

2013 Small Business of the Year

The port named PRR, Inc. the 2013 Small Business Champion. Nominated by the Airport Dining & Retail, PRR is an SCS, DBE, MBE and WBE certified firm. PRR gathered feedback from small concessionaires, architects and contractors to improve the process and reduce the time it takes for businesses to become concessionaires at SeaTac, and helped make these opportunities more accessible to small firms.



Ralph Graves, the port’s managing director of Capital Development, with Brian Foote of Regency Northwest, Champion of Inclusion, and OSR Director Luis Navarro

2013 Champion of Inclusion

Each year, we join with Sound Transit and the Washington Department of Transportation to recognize prime contractors who help us reach our small business goals. Last year the port awarded Regency Northwest Construction, Inc. the 2013 Champion of Inclusion Award for utilizing SCS firms at a rate much higher than required on two airport projects—the common-use improvements in the south satellite and airline facility realignment.

Workforce Development

Businesses in our local economy require a skilled workforce to continue growing. The port supports workforce development programs that provide job training and job search assistance to help all members of our community access and advance in the jobs created by the port and its tenants.



Clients find resources and guidance at Airport Jobs, located on the mezzanine at Sea-Tac Airport.

Port Jobs: Airport Jobs Center

The port contracts with Port Jobs to operate the Airport Jobs employment center at SeaTac Airport. Their list of job openings is updated daily, and staff members help clients search for job openings, apply online and prepare for interviews. In addition, Airport Jobs makes college-level classes and job skills workshops available through its Airport University program. Through community outreach and relationship building with employers, Port Jobs makes as many good job matches as possible.

Following are 2013 Airport Jobs accomplishments:

- Assisted more than 6,700 individuals
- Helped 1,275 clients get jobs – a 17 percent increase compared to 2012. (Those new jobs equate to almost \$21 million in annual wages for local households.)
- Partnered with 87 employers
- Participated in 161 hiring events and 17 job fairs

For details visit www.portjobs.org

Airport Career Success Stories

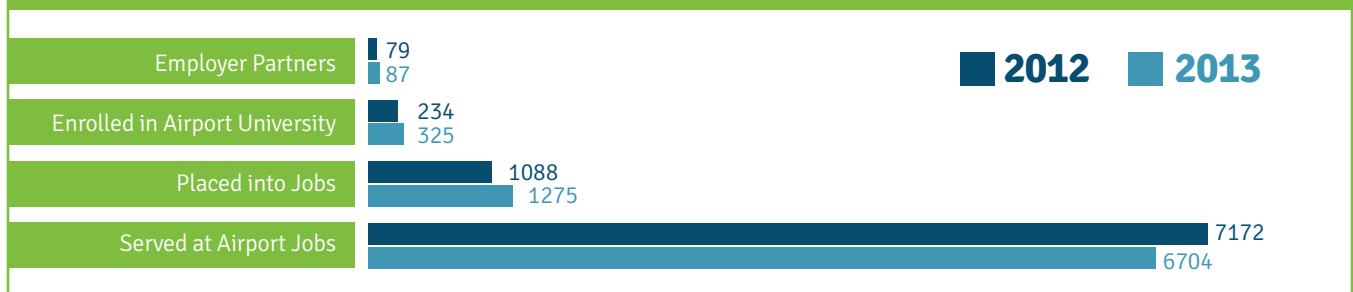
Soon after arriving in the United States from Ethiopia in late 2011, Bogale's job search took him to WorkSource of Seattle-King County, where he was referred to the Airport Jobs employment center. Airport Jobs helped him land his first job, as a wheelchair agent. Looking to get ahead, Bogale completed three classes through Airport University last year, and with assistance from Airport Jobs staff, applied and got a job as a warehouse worker/driver for travel retailer Dufry. In this new position, Bogale not only has a better job to support his family but also receives medical and leave benefits for the first time.

With the help of Airport Jobs, Yusuf found a job as a custodian with airport tenant HMSHost. During his three years doing custodial work, Yusuf began dreaming of a job in customer service and applied for openings but soon learned he needed more preparation. Fortunately, the training he needed was available right at the airport through Airport Jobs. He took customer service and computer classes, got interview preparation and application assistance from Airport University, and applied once more. His persistent effort to make himself more competitive paid off when HMSHost promoted him into a customer service position last year.



Airport University makes work-site learning possible for Sea-Tac employees.

Airport Jobs & Airport University, 2012-2013



Port Jobs: Airport University

Our contract with Port Jobs also funds Airport University to provide on-site job training and education opportunities at Sea-Tac, creating more career advancement opportunities for workers across the airport. Class topics range from airfield badge test preparation, to food handling and customer service, to Microsoft Office. Airport University is a partnership with Highline Community College, so participants can earn college credits toward certificate and degree programs for many of the classes.

Following are Airport University highlights for last year:

- 325 individuals took classes
 - 258 participated in non-college job skills workshops
 - 88 enrolled in college-level classes, and almost 95 percent successfully completed them
- *Some students participated in both types of learning
- Over 90 percent of college-level students received need-based scholarships from Port Jobs
- Twelve participants earned enough college credits to receive their business technology certificates from Highline

Airport University is expanding its course offerings in 2014 to enable more airport workers to advance along a wider range of career paths.

Social Enterprise Contracts = Job Training

When possible, the port seeks to simultaneously meet operational needs and support access to jobs and job training for community members.

During 2013 the following opportunities arose:

- The YWCA provided paid on-the-job training to four of its clients in the airport's Lost & Found
- Northwest Center, which provides job training and employment to disabled individuals, provided the janitorial services at Pier 69



Pictured above: Port CEO Tay Yositanu with 2013 Veteran Fellows Joel Green, left, and Stephen Renda, right, with A Company, 81st Brigade Support Troops Battalion, Washington National Guard serving as honor guard



Urban Fellow Zaira Vallenilla began working with OSR Director Luis Navarro and staff in 2013.

Internship & Fellowship Programs

The port supports a range of career awareness and hands-on learning opportunities for students, across a range of port-related careers paths – from Aviation High School, to Ballard Maritime Academy, Highline and Seattle Community College, Washington State STEM Education Foundation and more. We also offer several types of paid internship and fellowship opportunities.

In 2013 these opportunities included:

- Student Internship Program: Twenty-eight high school and college interns gained real-world job experience through port internships, facilitated by the Human Resources and Development and Community Partnerships departments.
- Veteran Fellows Program: Five veterans participated during the year. One was hired into a supervisor role in the port's Aviation Security Department following her internship. To date, 91 percent of fellows moved into civilian employment at or just after the end of their fellowships.
- Career Workplace Exploration in Skilled Trades (C-WEST) & Summer Youth Employment Program (SYEP): Port Marine Maintenance partnered with Seattle Public Schools and the City of Seattle to host two C-WEST interns from Rainier Beach High School during the school year, and two low-income youth in summer internships through SYEP.
- National Urban Fellows (NUF) Program – OSR continued to participate in the NUF Program in 2013 as a mentor site, with a NUF fellow working in our department.

To learn about future internship and fellow opportunities visit www.portseattle.org/jobs/students-and-veterans

Apprentice Utilization

The port helps ensure there are training opportunities for quality jobs in the skilled trades available to community members by setting apprentice utilization goals and requirements for all of our large public works construction projects. On most projects exceeding \$1 million, our target is for apprentices to perform 15 percent of total labor hours. Of the apprentice hours, our goal is for 15 percent to be performed by minorities and 10 percent by women.



The port encourages training opportunities for jobs in the skilled trades.

Following are trades hours percentages achieved by contractors and subcontractors working on port projects in 2013:

- Apprentices worked 12.3 percent of hours, a total of 24,749 hours, bringing in over \$792,000 in wages to 130 area families
- Minorities worked 17 percent of the apprentice hours
- Women worked 4.9 percent of apprentice hours
- 25 percent of the projects that closed in 2013 met apprentice utilization requirements
- 106 apprentices, trained in part on port projects, reached Journey level

Apprenticeship Opportunities Project

To help increase access to quality jobs in the skilled trades for under-represented communities, we support the Apprenticeship Opportunity Project (AOP) as a part of our Port Jobs contract. Port Jobs partners with the nonprofit agency ANEW, which provides AOP's services together with their pre-apprenticeship training program, helping community members get into apprenticeships and overcome challenges to successfully reach Journey level.

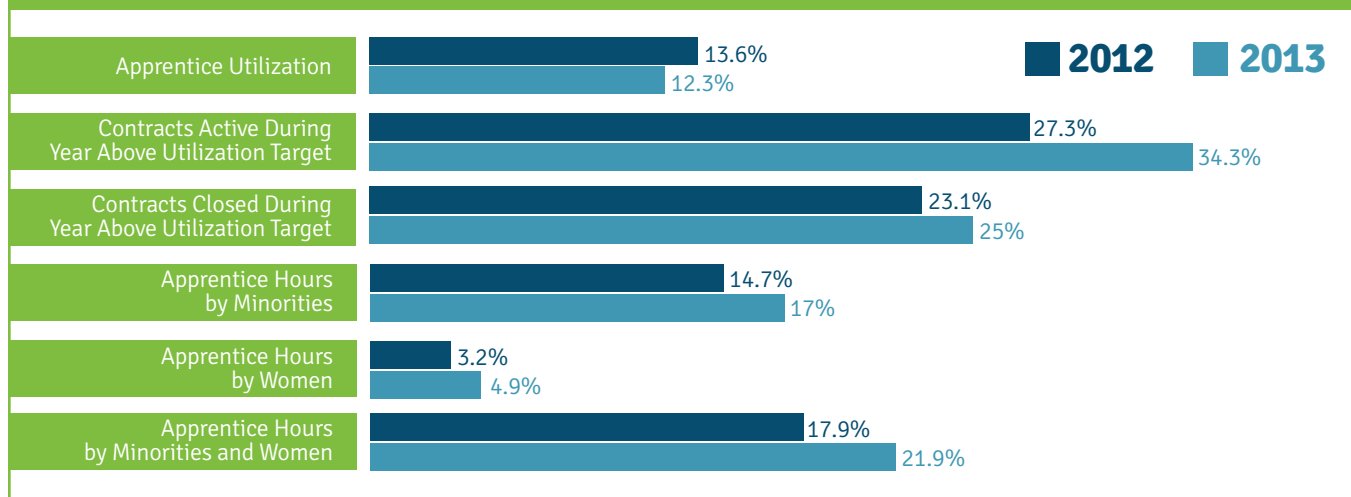
2013 accomplishments were as follows:

- 236 people enrolled in AOP services
- 92 percent of the participants were low-income
- 156 started a registered apprenticeship
- Average starting wage was \$20.07
- These new apprenticeships mean over \$5.2 million in annual earnings for local families

Success Story

Six of the individuals receiving services from AOP in 2013 also worked on port construction projects. One of the six was Yoshikaza, a veteran who enrolled in Veterans in Construction Electrical, or VICE, a training program through ANEW. He secured an apprenticeship and was dispatched to work – but needed the required work boots and rain gear, which he couldn't afford at that time. To remove this barrier to starting work, AOP stepped in and outfitted him, and today Yoshikaza continues learning skills through this apprenticeship opportunity.

Apprentice Utilization, 2012 vs 2013 Comparisons



Community Giving Campaign

Port employees give back through our Community Giving Campaign. Last year employees raised more than \$125,000 for area nonprofits, nearly 12 percent more than 2012, and provided support to 163 charitable organizations



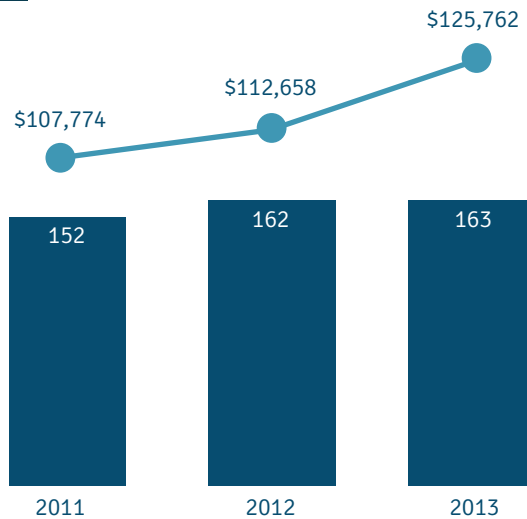
Port volunteers make a difference at a food donation drive.

Employees also organized multiple goods donation drives and group volunteer efforts, including those who began coaching first graders in reading, through TutorMate literacy program, last year. All the students tutored increased their reading skills by at least one grade level.

Port Employee Community Giving Campaign

Employee Contributions

Non Profits Supported



Message from the Director

Last year we began charting a course to achieve the goals of the Port of Seattle's Century Agenda strategic plan. This 25-year plan calls for the creation of 100,000 new jobs, and requires increased utilization of small business and new port-related workforce development programs and activities.

Throughout 2013, the OSR team continued to collaborate with internal and external stakeholders in the expansion of opportunities for small business firms as direct and indirect suppliers of goods and services, and we accomplished 30 percent small business participation for the year. At Sea-Tac Airport we supported workforce development activities through the non-profit organization Port Jobs. We also renewed our efforts to increase apprenticeship utilization in all applicable port projects. We improved the payroll deduction system that allows employees to select from more than 200 charities, and provided staff with several volunteering opportunities such as United Way's Day of Caring, donation drives, and presentations to employees by local non-profit organizations. Each opportunity is reviewed and vetted ensuring that it represents the port's values, mission and policies.

Now, as we move into 2014 and beyond, we look forward to supporting and developing ever stronger partnerships in the communities we serve.

Luis Navarro
Director, Office of Social Responsibility

Office of Social Responsibility

The Port of Seattle is proud to be at the heart of our region's economic engine, supporting the nearly 200,000 jobs at companies large and small that depend on the port as the region's gateway for international trade. At the port, we believe in the power of collaboration. We are committed to working with public and private-sector partners across the Pacific Northwest to help grow 100,000 new jobs for the region. We invite you to bring your vision of success to the table.

Contact Us

206.787.5775

OSR@portseattle.org

We want to hear from you!



Our Team from left to right: Small Business Program Manager Mian Rice, Analyst Tina Boyd, Administrative Assistant Charlene Jones, Director Luis Navarro and Workforce Development and Policy Manager Lauren O'Brien

Visit <http://www.portseattle.org/About/Organization/Pages/OSR.aspx>

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Tom Albro
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Chief Executive Officer

Tay Yoshitani



Where a sustainable world is headed.™

Port of Seattle, P.O. Box 1209
Seattle, WA 98111 USA
206.787.3000
www.portseattle.org

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Photos: Don Wilson and Port of Seattle staff

