Skills INCORPORATED
CREATING JOBS THAT CHANGE LIVES

Pathways

WINTER 2011

>>> OUR MISSION:

We change lives by training and employing persons with disabilities.

WHAT'S INSIDE:

2 **Operations In Action:**
- Training Impact
- Digitizing Documents

3 **Community Partnerships:**
- Knowledge at Work
- Kent School District Joins AIP
- A United Front

4 **Skills Inc. Events:**
- Save the Date: Bowling with Bounds
- Faces of Outreach
- AIP Golf Tournament

CEO's CORNER

by Todd Dunnington

Skills Inc. is an aerospace manufacturing and finish company whose success is tightly linked to that of The Boeing Company.

As most have read in the press, Boeing has certified and delivered its new 787 and redesigned 747-8 airplanes. Just this month, they also signed a new labor contract and solidified plans to produce the 737 Max in Renton starting in 2017. This is good news for everyone! It is gratifying to know that Boeing and the Washington State aerospace community will continue to be closely linked for years to come.

Our mission of serving persons with disabilities at Skills Inc. has benefited from its long standing relationship with Boeing. In October, our Aerospace Internship Program students participated in a Boeing-sponsored tour of the Auburn Fabrication Division. I had the opportunity to meet with and debrief the students shortly after the tour, and I discovered that 3 out of 4 of them have a direct or extended family member working for Boeing.

Our Boeing relationship runs deep. More than ever, Skills Inc. and all of us who live in the Puget Sound region can feel confident about the future of aerospace in our state.

ALL IN A DAY'S WORK:

Preparing for Tomorrow

AIP students during their tour at The Boeing Company

Skills Inc.'s **Aerospace Internship Program** (AIP) is comprised of students from four local school districts who all share a common interest in the aerospace industry. On October 19, 2011, to celebrate *National Disability Employment Awareness Day*, **Boeing** hosted 19 AIP students at their Fabrication Division in Auburn. Before the interns toured the facilities, Boeing showcased how some of the small pieces manufactured by Skills Inc. are assembled to create larger, more complex, parts. Overall, this tour focused on tried and tested processes, new and progressive technology, and a strong emphasis on safety.

Chris Williams is a senior at Enumclaw High School and this is the tour through his eyes.

When I first earned the right to be in the AIP, I never thought that I would step foot in a Boeing facility but thanks to Skills Inc. and Boeing, I was able to do so. At Boeing, I saw most of the operations that they do at the facility. I watched a machine form the part that connects the wing and the fuselage called the "double plus chord." I recognized a lot of the areas there, such as assembly, racking, and the rest of the finishing process.

One of the coolest things that I saw were robots that are used for making parts. I also watched workers take a part out of a 1500 degree oven. A piece of metal is put into a mold, and the heat forms the metal to that shape. Workers wear heat suits to take the part out. The greatest part of all though, to me, was how everyone was so interested in teaching us about all of the details

(cont. on pg 2)

> *"The greatest part of all though, to me, was how everyone was so interested in teaching us about all of the details involved in each process."*
>
> **- Chris Williams,** *AIP Intern*

Training Impact

Skills Inc. is currently offering additional **lean training** to many of our employees. This is made possible by a grant offered through a partnership between ***Impact Washington***, ***Green River Community College***, and ***Washington State's Job Skills Program***. Companies incorporate lean training practices to eliminate waste and add value to their operational processes. Skills Inc. realizes the importance of a well-trained, competent workforce. This grant affords us an opportunity to facilitate this valuable training, which includes an introduction to the Basics of Lean and more advanced concepts such as Kaizen and 5S.

To date, 180 employees have attended the Basics of Lean manufacturing class. Of these participants, 80 will also attend more advanced lean training designed to improve our systems and learn about 5S, a workplace organization methodology. Attendees will be drawn primarily from the manufacturing area, but will also include employees from support areas such as inventory control, quality and administration. Ultimately, the goal is to empower individuals and continuously improve all of our processes in ways that will make Skills Inc. more competitive and capable in order to fulfill our enterprise and social missions.

- Steven Fawcett, Training Administrative Assistant

Benefits of Lean

Shorter Lead Time	Fewer Defects	Higher Productivity
Less Material Waste	Less Inventory	Greater Flexibility
	Lower Space Requirements	

Digitizing Documents

Skills Inc. is always looking for ways to utilize technology to be more efficient, so we recently began scanning all work orders. Industry standards require us to keep copies of production paperwork for ten years. We ship over 1,200 work orders per week. Each shipment has a packet of paperwork documenting the operations and inspection steps completed. One can imagine what a significant amount of paperwork this requires – all of which must be organized, filed and stored.

Our quality and information technology departments worked together to create a digitizing and storage solution: start digitizing the documents and storing them electronically for secure and easy access. One of the great benefits for both Skills Inc. and our workforce was an opportunity to add more part-time positions. We have hired individuals who otherwise might not have been able to work at Skills Inc. due to disability, income restrictions, family care needs, or other factors.

We currently have one full-time lead, hired in May 2011, who oversees four part-time document scanners. Once the documents are scanned, the work orders are shredded. This is why it is crucial that the scanned images be error-free.

The scanning process is now part of standard archiving for all new work orders. The numbers will continue to increase over the coming years as Boeing increases production rates. Technology has helped streamline the archiving process, made it easy to access past work orders, and created part-time positions for deserving new employees.

- Genny Seidensticker, Employment Specialist

Document Scanning Lead, Vivien Huynh

AIP Intern Chris Williams

<< PREPARING | *cont. from pg 1*

involved in each process. I recognized a lot of similarities to Skills Inc. We have a lot of the same work areas, but theirs were much bigger areas than ours. Another big similarity I noticed was that both companies put in a huge amount of hard work and dedication. Though Boeing is bigger, both companies strive for the same thing – excellence.

What I took from my visit to Boeing was what it takes to be successful, namely, to work hard, become a leader, and take care of my peers. If I do so, great opportunities will come my way. I also decided that day what I want to do for a career after my high school education – to work for either Skills Inc. or Boeing. I've already got to do something I've always wanted to do, just be at Boeing! Now I have a better sense of what the aerospace industry does, which is to build strong bonds between companies that make building airplanes possible.

- Ben Thomas, Vocational Services Coordinator & Chris Williams, AIP Intern

SKILLS INC. BOARD OF DIRECTORS

- Mac Park/Chairman
- Bruce Buchberger
- Doug Carroll
- Steve Etter
- Sally Harter
- John Morse
- Rachel Paysse
- Dennis Stremick
- Herbert Stusser
- Matt Willkens

Knowledge at Work

A United Front

Skills Inc. relies on our community partners and connections in promoting employment for persons with disabilities. In an effort to align with local, state and national initiatives, we joined disability and business leaders from across the country at the **United States Business Leadership Network** (USBLN) Conference this past October. The USBLN represents over 5,000 employers and 60 affiliates nationwide, including the Washington State Business Leadership Network (WSBLN), whose board includes a Skills Inc. employee. The WSBLN's goal is to connect businesses to encourage each other with regard to positive hiring practices.

According to Jill Houghton, Executive Director of the USBLN, their goal is to "provide valuable and practical information to corporate, government, and other employers on how to successfully prepare, hire, promote, retain, and develop employees who have disabilities." Being a part of the USBLN and WSBLN is a chance for Skills Inc. to be a piece of the bigger picture and join forces with others to influence policymakers.

- Cheryl Roe, Director of Programs & Development

Support Skills Inc.

As you can see, Skills Inc. has many different pathways to success! The diversity of our workplace coupled with the many unique opportunities for individuals to contribute their knowledge, skills and abilities is what makes Skills Inc. so special. We attribute our success to our employees, our many wonderful business and community partners, and all the individuals who have supported our organization. We are very grateful and thank you for your continued support. Please consider a gift this holiday season.

Warm Wishes, Cheryl Roe
Director of Programs & Development

At Skills Inc., we are passionate about training and educating tomorrow's aerospace workforce. We do so through a number of avenues, including our Aerospace Internship Program, Vocational Services and community partnerships. **Internships** are integral to our ongoing workforce development and learning within the industry.

Brett Renschler is currently attending the University of Washington and working towards an Aeronautics and Astronautics Engineering degree. He went to high school in Auburn and knew about us through community connections. There was a natural opportunity for an internship in his field of study. Last summer, he interned at Skills Inc. as a Special Projects and Assembly Assistant in the sheet metal department. Brett worked with **Kent Cromer**, one of our sheet metal leads. His work mainly involved reviewing Boeing blueprints.

Kent Cromer and intern Brett Renschler

Brett said, "Working at Skills allowed me to gain valuable experience in the aerospace field which relates directly to my major. Being able to get hands-on, floor experience, was a better way for me to learn what goes into manufacturing and finishing parts. Each person that I worked with contributed to my knowledge of aerospace manufacturing and my ability to work within a team."

Internships are very personal and individualized experiences. By promoting internships within Skills, we are investing in the workforce of the future.

- Andrea Corey, Marketing & Design Coordinator

Kent School District Joins AIP

Through a chain of events and good fortune, **Kent School District** (KSD) is the third to partner with Skills Inc.'s Aerospace Internship Program (AIP). The AIP is a program where high school students work part-time at Skills Inc. to earn credits toward graduation. The four students began participating in April of this year. The KSD students spend three hours a day working alongside employee mentors and learning about the different aspects of the aerospace industry. The partnership has been a great fit for all involved. Adding another district allows all of the students to broaden their horizons as well as give our employees a chance to connect with even more students.

Kim Halley, Executive Director of Inclusive Education Services at KSD said, "When I first toured Skills and met the staff, I knew that this was a good fit for some of our students with disabilities. Skills provides hands-on instruction and skill building along with guidance in social and behavioral skills. The staff is patient and understanding, yet teaches that work-appropriate behaviors are required. In addition, the communication and problem solving between district administration and Skills staff is highly collaborative. This has been a wonderful partnership for our district."

At Skills Inc. we focus on abilities. The students are thriving, building confidence, acquiring knowledge and putting it to use in a real work environment. Through our partnership with KSD, the fourth largest school district in the state, we are excited to have the opportunity to impact more students.

- Missy Parkinson, Vocational Programs Supervisor

SAVE THE DATE

Bowling with Bounds Fundraiser

Please join us on **March 11, 2012** at Kenmore Lanes for ***Skills Inc.'s Fifth Annual Bowling with Bounds Fundraiser***.

All proceeds will directly benefit the ***Skills Inc. Outreach Program and Vocational Services*** both of which both provide employment services for persons with disabilities. The Outreach Program offers training and customized employment for individuals who are entering the workplace for the first time, re-entering the workforce, or who may have more significant barriers to employment. Vocational Services provide clients with a wide range of personalized employment services, including assessment, community job placement, job retention, and internships.

KING 5's, Dennis Bounds & Outreach employee, Trevor Adams

For registration, sponsorship or donation information, visit our website, www.skillsinc.com. You may also contact Andrea Corey at 206-782-6000 or Andrea@skillsinc.com.

AIP Golf Tournament

Our 2011 Annual Golf Tournament at Druid's Glen on September 16th was a great success with a full field of golfers. All proceeds benefitted our **Aerospace Internship Program** (AIP) which provides at-risk high school students the opportunity to earn credit while working at Skills Inc. It was well-attended by golfers, students, school district officials, mentors and many other supporters of the AIP.

We look forward to seeing everybody back on the greens in Fall 2012!

Thank You Donors & Sponsors

MASTERS SPONSOR
- AMT

EAGLE SPONSOR
- PSC
- Voldal Wartelle & Co.

BIRDIE SPONSOR
- Boston Private Bank & Trust Company
- Glitsa
- NAI Puget Sound Properties
- Rudd Equipment Division
- SkimStone
- Triumph Structures
- Univar

PAR SPONSOR
- Aroson-Campbell Industrial Supply Inc.
- EF Bailey
- Future Metals
- Matthew Willkens
- Orion
- Rohner
- Wells Fargo

DONORS
- Artistic Solutions
- Baker, Rick
- Bralco Metals
- Druids Glen Golf Club
- Hart, Roland
- Sherwin Williams
- Sports Page
- Stremick, Dennis & Kathleen
- Valley GMC
- Wesco Aircraft
- Wheelabrator Group

Faces of Outreach

Maritha used to be a quality control supervisor at a fishing lure company in Kenya. She now works in our document scanning department.

Brett has worked at Skills Inc. for 33 years. He currently works as both a janitor and in business solutions. Brett is also an avid bowler. Come join him on the lanes at our annual bowling tournament on March 11th.

Mey joined Skills Inc. in 2006 and currently works in business solutions. She recently participated in an employee wellness group 5K walk/run.

Oscar once worked for the U.S. Postal Service and Allied Waste. He joined Skills Inc. through vocational services and has been a great asset to the janitorial department.