

Capital Projects Advisory Review Board (CPARB) JOC Evaluation Committee

MEETING MINUTES

Date | time 5/20/2021 2:00 PM | *Call in number:* 1-206-899-2838, Conf ID 421 544 356#

Location: Microsoft Teams

Meeting called by Linda Shilley
Type of meeting Monthly Committee
Facilitator Quinn Dolan
Note taker Jessica Georg

Voting Members:

✓ Quinn Dolan ✓ Randy Horn Gordian) ✓ Aleanna Kondelis ✓ Michael LaVielle Brent LeVander Eric Lindstrom ✓ Gina Owens ✓ Linda Shilley ✓ Brian Thomas

Invitees:

Tollen Bramby Garrett Buckingham Debra Delzell ✓ Michel Ligtenberg Diana Peterson Jena Richmond Melissa Van Gorkom Amanda Witt ✓ Norman Glover ✓ Rex Brown ✓ Angel Ernst

Agenda Items

Topic	Presenter	Time allotted
✓ Welcome and Roll Call	Linda	5 Minutes
✓ Approve Agenda	Linda	5 Minutes
✓ JOC documents in e-Builder	Linda	5 Minutes
✓ Best Practices Manual – Update and next steps	Linda & Quinn	30 Minutes
✓ Power Point	Quinn	15 Minutes
✓ Power Point ideas, initiatives & going forward	All	30 Minutes
✓ General Items	All	5 Minutes

Notes

Welcome and Roll Call

Approve Agenda

- Linda, moves
- Quinn, seconds
- All, agenda approved

- UW & WSU attendees Anna & Jason welcomed and valued for input going forward.
- Best Practices discussion on general proceeding.
- New legislation 39.10 verse 5 section 20 discussed.
- New Chair and Vice Chair are being elected to CPARB.
- Quinn spoke on perhaps restructuring of committee as small committees are going to go & grow. Standardization is forthcoming as Best Practice Manual is realized. Stay on course and move forward!
- Our charge is the Best Practice Manual. Early August 2021 is a goal for completion or draft. Encouraging submittals and review.
- What members will be replacing the previous on CPARB? Grass roots membership requested.
- DEI committee meeting 5/22 at 10:00 AM PST. City of Seattle 10-12 PM.
- Power Point docs in archives have a separate section on thumbnails that provide PDF bibliography and Public Agency Websites. MRSB may be the greatest website to post Best Practices Guidelines and all bibliography materials.
- CPARB Educational committee member would be a viable added entity and would also be great for the Roadshow. Action is needed to get out JOC awareness to the subs that are unaware of our inclusion goals.
- IMPORTANT: Co-chairs for committee, Best Practice Manual, New members, Remember the NOTES on the Power Point! Best Practice must be due by July to afford time for review and questions. Please focus on inclusion.
- DES is currently being used as Final Report. A comprehensive document should be created internally to close projects and should be included on the Best Practices Presentation. Beef up the notes!
- RCW is not a published document but when completed it will include examples. Anna from UW suggested hyper-links are preferred.
- Please provide layouts and design ideas for the Power Point presentation.
- How do we provide expert advice on JOC? Dan Sydel WMBE expert weighed in to provide input. Dan has dealt with many contractors which leads him to believe contractors tend to react to owner needs and must be solution oriented. However, we need input from all agencies on how to fulfill our requirement. Aleanna has many contacts for this purpose.
- Agency advertisements suggested as a public forum for subs to be trained on JOC. Should all versions of said ad be mandated to stay consistent? Linda will send follow up.
- Next meeting is 6/17/21.
- Committee members owe comments and changes to Linda and Quinn by 6/3/21 so they can incorporate and get out for review and discussion before 6/17/21.
- Quinn will draft an email for Linda's review prior to sending an invite to the Co-Chairs of the Business Equity/Diverse Business Inclusion Committee to attend the next JOC Evaluation Committee meeting.
- The plan is to resubmit to CPARB the plan of Best Practices guidelines by the end of July, first of August, to allow CPARB over a month to review the guidelines prior to CPARB's September meeting. This will require that we approve the updated changes to the draft guideline in July's committee meeting.

Meeting was Adjourned at 3:30 pm.