

Proposal Regarding Alignment of CPARB Committees with Board Priorities

Background

At the CPARB meeting on February 11, 2021, each board member present was asked to identify three top priorities for CPARB to focus on. There was also brief discussion about how to accomplish the work and board members were asked to consider implementation for future discussion. Additionally, CPARB Chair Keith and Vice-Chair Thompson agreed to spend time reviewing the priorities and make recommendations regarding committees going forward.

The GREAT news is that since the last meeting, CPARB has already accomplished one of the priorities expressed by members – the reauthorization of RCW 39.10. Addressing the other priorities expressed by board members at the meeting, the priorities appear to fall into four general categories:

Priorities internal to the board. Examples include: Develop board core values, guiding principle, mission; evaluate board structure; how board coordinates with its committees and appoints PRC members; clarity about board roles; support for recruitment and onboarding.

Priorities for equity and inclusion of MWBEs. Examples include complete the best practices for inclusion of diverse businesses; complete the equity work described in SB 5032; better engagement with communities.

Priorities focused on improvement of methods. Examples include continuous improvement; lessons learned; support and strengthen PRC.

Priorities regarding CPARB's external facing work. Examples include education; rebuild website.

An appendix is provided with a summary of priorities.

We have Priorities – Now What?

In order for CPARB to achieve its priorities and have durable, consensus-based outcomes, board member engagement will be critical to success. Ideally, each board member will commit to at least one area of focus outside CPARB meetings and will engage with stakeholders representing their constituency (who are also eligible to be on committees).

However, as a first step, the Chair and Vice-Chair have examined how the board member priorities align with current committee structure and are making suggestions regarding committees for CPARB's consideration and possible action at the May 13th meeting.

IMPORTANT NOTE: Board members identified priorities related to developing CPARB's core values, mission, brand, and how board members work together. Some of this work seems better suited to be done by CPARB as a group rather than by delegation to a committee. This may be discussed further by board members at the May meeting.

Recommendations Regarding Committees

Reauthorization Committee (Action Recommended)

Recommendation: work is complete and CPARB should terminate this committee.

Data Collection Implementation Committee (Action Recommended)

Recommendation: CPARB should terminate this committee until when and if new mission is clear.

Discussion: This committee has completed its current charge and no board member identified data collection as a priority. The committee itself recommended termination at the September CPARB meeting and the committee chairs agree. However, CPARB should be aware that SB 5032 has a provision that directs DES to collect data, and CPARB is likely to want to partner with DES on this work. And there is a possibility that in completing the work outlined in Section 20 of SB 5032, CPARB may identify data that should be collected. It is premature to outline the scope of that work, there is no specific charge for the data collection committee currently, and board members did not identify data collection as a priority. As a result, it makes sense to terminate this committee and focus on other efforts until when and if there is a clear need for this committee.

Business Equity/Diverse Business Inclusion Committee (Action Recommended)

Recommendation: CPARB should affirm Santosh Kuruvilla and Olivia Yang as Co-chairs, should appoint additional committee members, and should amend the responsibilities statement to align with Section 20 of SB 5023.

Discussion: This Committee is willing, able, and best positioned to complete the work of SB 5032 Section 20 and the work to address equity and inclusion of diverse businesses identified by all board members as a priority. However, the committee's current purpose statement needs to be updated to reflect this. Additionally, the current co-chairs, Walter Schacht and Lisa van der Lugt, are not able to continue as chairs and the committee could use some additional stakeholder representatives. The committee voted to support the appointment of Santosh Kuruvilla and Olivia Yang as Co-chairs and CPARB is requested to confirm.

Board Development Committee (Action Recommended)

Recommendation: Revise the name and responsibilities of this committee as follows:

Board and PRC Development and Support Committee

Responsibilities are to strengthen and support CPARB in its internal processes in the following areas:

- support new board members through information and individual outreach;
- aid in recruitment of potential board members, PRC members, and assist in officer nominations;
- review by-laws and recommend changes to align with amended RCW 39.10;
- make recommendations to the board regarding PRC recruitment and appointment process;
- act as CPARB liaison to PRC; and
- additional tasks as assigned by the board.

Discussion: This committee has been dormant, which may be due, in part, to its narrow focus on recruitment and onboarding of new board members. However, with the addition of two new positions on CPARB and the number of upcoming transitions in current positions, it is unrealistic to expect the Chair and Vice-chair to adequately assist new members with integrating into CPARB. Additionally, this committee would be a way for CPARB to focus on the priorities that relate to the board's internal structures and processes, including the way it appoints members to the PRC and interacts with the PRC. Finally, the amendments to RCW 39.10 necessitate changes to CPARB's by-laws and additional changes may support board member interest in board structure and mission.

Local Government Public Works Study Committee (Action Recommended)

Recommendation: Following CPARB vote on final recommendations to include in the Local Government Public Works Study Report, the committee's work will be complete, and the committee should be terminated.

General Contractor/Construction Manager Committee (Possible Action)

Recommendation: Keep committee in place until completion of best practices and take action on any committee requests for updates to membership or co-chair.

This committee has been effective in carrying out its responsibilities and is still working on best practice guidelines. Scott Middleton is not able to continue as a Co-chair and additional committee appointments may be requested.

JOC Evaluation Committee (Possible Action)

Recommendation: Keep committee in place until completion of best practice guidelines, anticipated to be in fall of 2021, and take action on any committee requests for updates to membership.

Discussion: This committee has also been active and effective and is nearing completion of its best practice guidelines. The committee would like additional time to address changes to RCW 39.10 and make improvements to the inclusion of diverse businesses provisions.

Subcontractor Bid Listing Policy Evaluation Committee (Action Recommended)

Recommendation: Update committee members when and if requested by committee. Update committee responsibilities as follows:

- Provide CPARB with report regarding effects of implementation of changes to RCW 39.30.060 made through ESB 5457. Report to include stakeholder input, evaluation of impacts, and any additional recommended changes. Report due at the CPARB meeting in September 2022 to allow CPARB to finalize and submit to the legislature by November 1, 2022.

Discussion: This revised purpose statement is consistent with the report submitted by the committee to CPARB in December 2020, which CPARB approved.

Education, Outreach, and Web Development Workgroup

Discussion: This committee or work group was formed by CPARB following its Strength, Weakness, Opportunity, and Threat analysis in fall of 2018. The committee has provided at least one public event and was planning one that was cancelled due to the pandemic. The committee has not been meeting regularly and is currently without leadership. CPARB members have identified priorities that would fit this committee and many CPARB members are involved in trainings and public events. The Chair and Vice-Chair are reluctant to make a recommendation regarding this committee without further input from CPARB members. It could be that CPARB does not need a committee to achieve the priorities board members identified relating education, outreach, and the website.

Next page for appendix with priorities summary.

APPENDIX

Summary of Top Three Priorities for CPARB – from discussion at CPARB Meeting February 11, 2021 in order of discussion. NOTE: for information only - not a substitute for approved minutes, some board members were not present for discussion.

Board Member	Priority	Priority	Priority	Add. Notes
Irene Reyes	Reauthorization	Establish Core Values & guiding principles	MBE Inclusion	Would like additional CPARB meeting(s)
Walter Schacht	Assuming 5032 passes, #1 priority is finish work for diverse business inclusion	Best Practices with common graphic 'brand' for clarity, consistency, easy to access	Rebuild website – it is the community's portal to CPARB, make more accessible to community	
Garrett Buckingham	Business Equity work	Complete all the Best Practices	PRC – how CPARB reviews applications, equity, and inclusion in process	
Santosh Kuruvilla	Reauthorization	Continuous improvement (of public works and processes); relying on PRC; should devote time at each meeting to lessons learned	Need discussion on board structure and the role of the chair and the vice-chair; chair should be public owner	Additional note: should be distinction in priorities based on where we can effect change
Bill Dobyns	Continue to evaluate and work to bring more contractors in to methods	Continually educate on proper use of RCW 39.10	Support PRC as volume of projects grows	
Jane Wall	What is CPRAB's mission and charge; reevaluate our brand and role	Completing the work set out in SB 5032 for inclusion of MWBE	Reauthorization	

Lisa van der Lugt	Reauthorization and filling the new positions added	Work on diversity recommendations that were not in Section 5032 (and Section 20)	How the board works, clarity on roles for members, staff, and committees; recruitment and onboarding	
John Salinas II	Best practices	MBE work needs to continue	Committees – role of CPARB re: PRC applications, lots of CPARB committees – how to manage lots of options and have core mission	Reauthorization
Robynne Thaxton	Top priority is legislative requests	Diverse business inclusion - set of best practices & tools for owners & education opportunities for diverse community	Continue to develop best practices, education, and leadership for implementing	
Janice Zahn	Advisory work – finish local government public works recommendations	Look inside board – how do we best work together; onboarding; recruiting; support PRC; most relevant info for PRC approval process	How do we support and educate users (of RCW 39.10)	Reauthorization
Karen Mooseker	Reauthorization and board development	Education and outreach	Complete diverse business inclusion work	
Olivia Yang (delegate for Mike McCormick)	Board establish core values and guiding principles; implement SB 5032	Finish all best practices, including the equity and diverse inclusion practices and PRC work	Education; expand understanding of what alternative procurement is - collaboration resulting in better value	
Cont.				

Bill Frare	Reauthorization obligations - new members, best practices, DBI work; JLARC recommendations	Professionalize website	Support PRC – additional workload	
Matthew Hepner	Reauthorization and implementing changes			
Andrew Thompson	Board Leadership - open process for those who participate; board core values	Committees - Make sure clear responsibilities & outcome, have the right people in the early meetings	Cash flow impacts equity – can CPARB affect this for small businesses	Not tied to movement of Vice-chair to Chair
Rebecca Keith	Finish the equity and inclusion work as proposed in Section 20 of SB 5032	Board engagement and development, incl. how to fully engage with communities, legacy planning, completing work	Education to support public works done well, including support for PRC process and workload	

Do we need committees to do this work? Or another way? More board meetings?

Successful committees -

- identify a champion with passion & capacity,
- support resources (who to do & budget for minutes, etc.)
- Committees identify top (three) priorities to work on