

Business Equity/Diverse Business Inclusion Committee Capital Projects Advisory Review Board

25 June 2021

Committee focus:

- Comprehensive review of RCW 39.10 with the lens of equity (include RCW 39.04 & 39.80).
- Create consistency in statutory language.
- Evaluate and bring forth effective strategies and opportunities for firms to compete.

<input checked="" type="checkbox"/> Olivia Yang	Washington State University	CPARB /Committee Member
<input checked="" type="checkbox"/> Santosh Kuruvilla	Exeltech	CPARB /Committee Member
<input checked="" type="checkbox"/> Lisa Van der Lugt	OMWBE	CPARB /Committee Member
<input checked="" type="checkbox"/> Bill Frare	DES	CPARB /Committee Member
<input checked="" type="checkbox"/> Irene Reyes	The Glove Lady	CPARB /Committee Member
<input checked="" type="checkbox"/> Janice Zahn	Port of Seattle	CPARB /Committee Member
<input checked="" type="checkbox"/> Jackie Bayne	WSDOT OEO	Committee Member
<input checked="" type="checkbox"/> Cheryl Stewart	Inland Northwest AGC	Committee Member
<input checked="" type="checkbox"/> Chip Tull	Hoffman Construction	Committee Member
<input checked="" type="checkbox"/> Aleanna Kondelis	Akana	Committee Member
<input checked="" type="checkbox"/> Brenda Nnambi	Sound Transit	Committee Member
<input checked="" type="checkbox"/> Linda Womack	MBDA	
<input checked="" type="checkbox"/> Bill Dobyns	Lydig	CPARB
<input checked="" type="checkbox"/> Bobby Forch	Forch Consulting	
<input checked="" type="checkbox"/> Lily Keefe	USDOT - Northwest SBTRC	
<input checked="" type="checkbox"/> Cathy Robinson	City of Lynnwood	
<input checked="" type="checkbox"/> Sarah Erdman	OMWBE	
<input checked="" type="checkbox"/> Shelly Henderson	Mukilteo School District	
<input checked="" type="checkbox"/> Van Collins	ACEC Washington	
<input checked="" type="checkbox"/> Cathy Ridley	Exeltech	
<input checked="" type="checkbox"/> Maja Huff	Washington State University	
<input checked="" type="checkbox"/> Keith Michel		
<input checked="" type="checkbox"/> Jerry VanderWood		

AGENDA

Item	Purpose	Start
Welcome and committee member introductions	Information	10:00 am
Review & approve agenda	Action	10:05 am
Review & approve 5/28/21 meeting minutes	Action	10:10 am
Invitation to the public to participate	-	10:15 am
Committee Name Change	Discussion	10:16 am
Plan for nominating voting committee members to CPARB in September	Discussion	10:35 am
Report from subcommittee members/co-chairs	Discussion	10:55 am
Confirmation of Work Plan	Action	11:20 am
"Final word" (from committee members)	Discussion	11:40 am
Adjourn	Action	12:00 pm

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DIGITAL CONFERENCE ACCESS

The committee meeting will be conducted entirely by Zoom digital conferencing.

Online <https://wsu.zoom.us/j/97615048848>

Meeting ID: 976 1504 8848

Join by telephone

Dial: US: +1 253 215 8782 or +1 669 900 9128 or +1 646 558 8656

Meeting ID: 976 1504 8848

MINUTES

Item: Welcome and committee member introductions

- Call to Order
- Quorum confirmed -- 6 appointed committee members
- Aleanna, Sheryl, Janice, Chip, Santosh, Olivia.

In the future, committee members that is present can act as a delegate.

Can we meet without a quorum?

Action by: BE/BDI Committee Status: Not considered an official meeting.

Item: Review & approve agenda

- Agenda Approved.

Action by: BE/BDI Committee

Status: Approved and complete

Item: Review & approve 5/28/21 meeting minutes

- No updates required

Action by: BE/DBI Committee

Status: Approved and complete

Item: Committee Name Change

- The Joint Subcommittees names are officially changed to Best Practices Subcommittee and External Stakeholder Engagement Subcommittee.
- Scope and purpose of each communicated and aligned.
- Main committee proposed name: Diversity Equity and Inclusion Committee. Informal until approved by CPARB meeting in September.
- Proposal regarding committee membership: two types: 1) 11 Voting Members, 2) SME/focus groups/visiting scholars.

Action by: Irene to connect with Dr. Johnson.

Status: Active

Item: Plan for nominating voting committee members to CPARB in September

- Subcommittee Standing Meetings: 2 hours each meeting
 - Outreach – 1st & 3rd Wednesday 3-5 PM
 - Best Practices – 2nd Wednesday 3-5 PM

Action by: Irene to connect with Dr. Johnson.

Status: Active

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Item: **Report from subcommittee members/co-chairs**

- Standing agenda item – subcommittee reports
- Standing agenda item – coordination of efforts by other groups/organizations
- Come prepared and willing to engage, we are asking for as much participation as possible.
- Committees have been combined to best coordinate between best practices and outreach.
- Discussed identifying three barriers from MBDA and other disparity studies across US: 1) access to opportunities/networking, 2) systemic/historic racial biases and inequality in contracting. 3) Access to capital. Proposed access to FINANCE vs. access to capital. These are KRAs. Suggest we survey, with gift card incentive. Communicating constantly w Olivia and Santosh re: decisions.
- Have also identified framework: 1) advocate for WA state certified firms to increase participation in public contracting, 2) develop action plan for determining market segmentation, 3) identify systemic barriers (already identified) and recommend best practices /priorities (public/private partnerships) for disparity study's recommendations (key performance results).
- Discussed outline of best practices guide, workgroups working on specific topics like contracting requirements, etc.

Action by: Subcommittees – documents available on Teams
Status: Active

Item: **Confirmation of Work Plan**

- Santosh updated in Kanban.

Action by: Santosh will re-send Teams invitation to everyone.
Status: Active

Ad Hoc Item: **"Final word" (from committee members)**

- We all want the same thing and should keep that center. All here for the right reasons. Will produce a lot of performance indicators.
- Congratulations to Janice the new co-chair CPARB.
- Request was made to make sure we don't overlook non-certified firms. Make sure outreach looks at non-certified firms and represents them. How do we make sure we tap into all available info/surveys that already exist?
- Stakeholder mapping – a matrix to identify missing stakeholders, WA state map to ID where representation is missing (color code owners, contractors, WMBEs, etc.). Data visualization.
- We need to continue being honest, genuinely curious, and respectful, and model good behavior for how to disagree without being disagreeable.
- Lisa has offered to share/present on Business Diversity Management info, governor's subcabinet activities, B2GNow progress at a meeting.

Action by: Cathy Ridley to develop chart/visual for stakeholder mapping.
Olivia and Santosh – schedule Lisa to present at future meeting.
Status: Active

Adjourn 11:55

Zoom Meeting Recorded.

Record of Zoom Meeting Chat:

- **Aleanna Kondelis**44:42

sorry, project issue

- **Lisa van der Lugt**53:48

just a reminder that we can pull data from certified firms and that does not include all mwbe biz in the state.

- **Aleanna Kondelis**57:55

June 25, 2021

BE/DBI Meeting Minutes

Business Equity/Diverse Business Inclusion Committee Capital Projects Advisory Review Board

Back, so sorry

- **Lisa van der Lugt**01:00:18

I have to step away for a minute. BRB

- **Brenda Nnambi**01:08:00

I know there has been lots of discussion about roles/resps for the Committees. My understanding is that the Best Practices Committee will develop the issue statement describing barriers and potential solutions (best practices) from the disparity studies then the External Stakeholder Engagement (formerly called Outreach) Committee will vet them with Stakeholders. Is that correct?

- **Lisa van der Lugt**01:08:51

I think Irene's suggestions works just fine.

- **Irene Reyes**01:23:42

Great point Lisa

- **Lisa van der Lugt**01:47:13

Adorable grandchild, Santosh!

- **Chip Tull**02:02:41

Congratulations Janice!!
