

Business Diversity Advisory Group Summary

No In-Person Meetings (COVID-19 distancing)

November 17, 2020 · 10:00 AM – 12:00 PM

Webinar system: [Join Zoom Meeting](#)

Call: 888-788-0099 US Toll-free

Meeting ID: 985 6046 4130

Password: 1234

Members Present:

Blue Shift Media, Danny Hankins
Birch Equipment Rental and Sales Inc., Cara
Buckingham
Centro De Servicios Comunitarios LLC, Bertha
Alicia Garza
Demarche Consulting Group, Linda Paralez
Inceodia, Kristann Orton

Jones & Associates Contract Services LLC,
Joseph Jones
Ovation Technology LLC, Malcolm Waters
Sybis LLC, Jeremy Djajadi
The Pillars Group LLC, Dean Vand Dyke
Washington PTAC, Tiffany Scroggs & Trena
Payton
Zena Consulting LLC, Lee Mozena

DES Staff Present

Alexander Kenesson, Procurement Supervisor
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Erin Lopez, Business Diversity Outreach
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Bart Potter, Procurement Strategist
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Indira Melgarejo, Program Specialist
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Courtney Kleck, Fleet Operations & Parking
Manager, Enterprise Services
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Shana Barehand, Business Diversity & Outreach
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Drew Zavatsky, Procurement Risk Assessment
Administrator, Enterprise Services
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Guests Present

Michael Walker, Contracts Specialist
Liquor and Cannabis Board
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William Taplin, Contracts Manager
Department of Social and Health Services
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Matt Hanson, Procurement and Risk Manager
Liquor and Cannabis Board
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Yen Huynh, Supplier Diversity Program
Specialist, Office of Minority and Women's
Business Enterprises
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William McGill, Contracts Specialist
Liquor and Cannabis Board
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<i>Topic</i>
<p>Welcome & Overview (Erin)</p> <ul style="list-style-type: none"> • Members and guests • No December meeting
<p>DES Updates – Contracts & Procurement (Bart & Alex)</p> <ul style="list-style-type: none"> • Goods and Services forecast • Update on how DES engages contracted vendors when there are staff changes (actively working on desk manual updates)
<p>DES Updates – Enterprise Policy (Drew)</p> <ul style="list-style-type: none"> • Update on progress reviewing Supplier Diversity policy feedback • Evaluating COVID-19 practices and needs (policy) • Evaluating our community engagement practices for policy development
<p>Building on Past Work (Shana)</p> <ul style="list-style-type: none"> • DES small and diverse division policy (reviewed draft) <ul style="list-style-type: none"> ○ Reach out to Shana if you would like to review/discuss in more detail
<p>Future Work/ Meetings Update (Erin)</p> <ul style="list-style-type: none"> • Update on industry pilot with Tabor 100 for business professional services • Communications enhancements for helping bring in new members for the next term <p>DES ACTION ITEM: DES draft questions to ask before partnering with entities, events, etc.</p>
<p>Guest Presenter: Liquor and Cannabis Board (LCB)</p> <ul style="list-style-type: none"> • A conversation with LCB • Key highlights: Posted strategic plan, businesses are invited to do demonstrations, and growing outreach. <p>LCB ASK: invited to share more details about their small business program and preferences.</p>

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Closing & future meetings (Erin)

January 2021 BDAG Meeting: Division of DES

- Fleet Operations and Parking

DES ACTION ITEM: One Washington update

Potential future guests

- Washington State Department of Social and Health Services
- University of Washington: Division inclusion plans, pricing agreements
- City of Seattle

Attachments:

- Meeting Summary October 2020
- DES Action Items
- LCB Introduction

Next meetings:

3rd Tuesday of the month from 10 AM – 12 PM

- December - No meeting
- January 19, 2021
- February 16, 2021

Alternate date/locations:

- Historically, we had a fall BDAG meeting in central/eastern Washington and a spring meeting in northwest Washington. (COVID-19 impacts these effort for FY 2021)

Action items between November and January meeting:

BDAG Formal Recommendations:

- No new formal recommendations.

DES Action Items from BDAG for this month:

- Working on communications around ideas tied to recruiting new members.
- Drafting strategy for discussion with BDAG around engaging with other entities.

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- Engaging on feedback to draft DES agency policy.

DES requests for help from BDAG:

- Participate in DES industry pilot program and provide recommendations on how we can improve the program.
- Assisting with recruiting new members.

Summary of BDAG Recommendations (attached)