

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

19 November 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 Kuruville	Exeltech	CPARB /Committee Member
<input checked="" type="checkbox"/> Lisa Van der Lugt	OMWBE	CPARB /Committee Member
<input type="checkbox"/> Charles Wilson	DES	CPARB /Committee Member
<input checked="" type="checkbox"/> Irene Reyes	Excel Supply Company	CPARB /Committee Member
<input checked="" type="checkbox"/> Janice Zahn	Port of Seattle	CPARB /Committee Member
<input type="checkbox"/> Jackie Bayne	WSDOT OEO	Committee Member
<input 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 type="checkbox"/> Linda Womack	MBDA	Committee Member
<input checked="" type="checkbox"/> Cathy Robinson	City of Lynnwood	Committee Member
<input type="checkbox"/> Shelly Henderson	Mukilteo School District	Committee Member
<input checked="" type="checkbox"/> Keith Michel	Forma	Committee Member
<input checked="" type="checkbox"/> Young Sang Song	Song Consulting	Committee Member
<input checked="" type="checkbox"/> Stephanie Caldwell	Absher Construction	Committee Member
<input type="checkbox"/> Bill Dobyms	Lydig	CPARB
<input type="checkbox"/> Bobby Forch	Forch Consulting	CPARB
<input type="checkbox"/> Lily Keefe	USDOT - Northwest SBTRC	
<input checked="" type="checkbox"/> Sarah Erdman	OMWBE	
<input checked="" type="checkbox"/> Van Collins	ACEC Washington	
<input type="checkbox"/> Cathy Ridley	Exeltech	
<input checked="" type="checkbox"/> Maja Huff	Washington State University	
<input type="checkbox"/> Jerry Vanderwood	AGC of Washington	
<input type="checkbox"/> Timolin Abrom	OMWBE	
<input type="checkbox"/> Melissa Van Gorkom	Senate Committee Services	
<input checked="" type="checkbox"/> Amy Stenvall	Mukilteo School District	Present representing Shelly Henderson
<input checked="" type="checkbox"/> Cindy Magruder	University of Washington	
<input type="checkbox"/> Carrie Whitton	Forma	
<input checked="" type="checkbox"/> Rachel Murata	OMWBE	
<input type="checkbox"/> John Rose	MRSC	
<input checked="" type="checkbox"/> Jolene Skinner	LnI	
<input type="checkbox"/> Curt Gimmestad	Absher Construction	
<input type="checkbox"/> Eric Alozie	NEW Construction	
<input type="checkbox"/> Jerry Vanderwood	AGC	
Hans Hansen	Bailey Construction	
Bill Frare	DES	Present representing Charles Wilsonj

## DRAFT AGENDA

Item	Purpose	Start
Welcome and committee member introductions	Information	8:00 am
Review & approve agenda	Action	8:05 am
Review & approve previous meeting minutes	Action	8:10 am
Invitation to the public to participate	-	8:15 am
Survey	Discussion	8:25 am
CPARB Speakers	Discussion	8:45 am
Next Steps	Discussion	9:00 am
"Final word" (from committee members)	Discussion	9:15 am

**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

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Olivia Yang - Washington State University

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Santosh Kuruvilla – Exeltech Consulting

206 713 1241 [santosh@xltech.com](mailto:santosh@xltech.com)

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Item: **Welcome and committee member introductions**

- Call to Order
- Quorum confirmed

Action by: BE/BDI Committee

Status: Approved and complete

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Item: **Review & approve agenda**

- Agenda Approved.

Action by: BE/BDI Committee

Status: Approved and complete

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Item: **Review & approve 10/22/21 and 10/29/21 meeting minutes**

- 102221 minutes – approved as revised minutes with correction to indicate that Keith was not in attendance. Correct Pollet’s name.
- 102921 minutes – approved – Janice, Lisa, and Brenda abstain due to not being in attendance. Stephanie in attendance.

Action by: BE/DBI Committee

Status: Approved with revisions

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Item: **Public Comment**

- None.

Action by: N/A

Status: N/A

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Item: **Survey**

- Introduction by Olivia.
- Diverse business as first choice – help support diverse business to be so competitive that people want to use diverse business. No longer a have to, but a want to.

- Discussion around survey concept and methodology. Is there a way for people to request a discussion/interview?
- Presented the draft survey:
- Discussion/Recommendations around the survey:
- Reverse the order of ranking – 1 most important and 5 least important.
- Reverse the order of the type of firms or put them in alphabetical order. Annual revenue information? Who is the target market?
- Define the ranking naming convention in Section 3. Maybe put numbers to it as well? Update the wording? Unsatisfactory, Marginal, Satisfactory? 3 or 5 categories? Is there standard survey terminology that could be explored?
- Recommendation to add comments box.
- Share with people the purpose, what we are going to do with it, and its value in a cover letter. The What, Why and How.
- Re-present to group with cover letter included, and survey updates made. Time is of the essence, get another draft out to the group via email and try to get it to the December 9 CPARB meeting..

Action by: Olivia and Stantosh

Status: In progress

Item: **CPARB Speakers**

- December 9 CPARB Meeting speakers will be WSDOT and Sound Transit. We have asked them to come and talk about their journey. 10 minutes or so each speaker, and then 20-30 minutes for the survey and the remainder for Q&A.

Action by: N/A

Status: N/A

Item: **Next Steps**

- Skipped.

Action by: N/A

Status: N/A

Item: **Final Words**

- Recommendation to put certified business definition as part of the first question in the survey.
- Adjust survey via email.
- What is the overall end result of the survey – catch Hans Hansen up to speed. Recommendation to review the CPARB Website and pre-reads posted there.
- Is there a way to ask in a positive light for the questions in the survey?
- Link in the chat with standard survey recommendations.
- Don't let the perfect be the enemy of the good.
- Comment box after each ranking or ratings?
- Should the certification aspect be addressed or managed in the survey?
- Stick to a well-defined purpose, and keep it simple and avoid complicated.
- Many appreciations voiced for work of the committee put in by this committee!

Action by: N/A

Status: N/A

## Chat Record from Meeting:

From Rachel Murata (she/her) OMWBE to Everyone 08:09 AM

Pollet

Me to Rachel Murata (she/her) OMWBE (Direct Message) 08:14 AM

Thank you!

From Me to Everyone 08:29 AM

[https://forms.office.com/Pages/ResponsePage.aspx?id=zjWEnt8fek2Qs1biqYvLmGr1yYOec6hPu3RyHI\\_WDX1URFk4SzlQQ0Y2MkjYVE42NEVFRUtKwK9JTi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=zjWEnt8fek2Qs1biqYvLmGr1yYOec6hPu3RyHI_WDX1URFk4SzlQQ0Y2MkjYVE42NEVFRUtKwK9JTi4u)

From Lisa van der Lugt to Everyone 08:30 AM

or put them in alpha

From Brenda Nnambi to Everyone 08:30 AM

I agree with Lisa.

From Chip Tull to Everyone 08:32 AM

How do we define "Plan" in the last survey question? How will respondents know what applies to 'Better Than Plan'?

From Brenda Nnambi to Everyone 08:34 AM

To Chip's point, I think we should define what each category means in section 3.

From Hans Hansen, DBIA / Bayley Construction to Everyone 08:37 AM

A comments section at the end is a good idea, so you can get some real feedback. What is the end result of the survey?

Sorry Lisa hit on it!

From Cindy Magruder to Everyone 08:39 AM

I think you also need to define what "goal" was accomplished.

From Brenda Nnambi to Everyone 08:46 AM

Some additional points: Getting info from websites as mentioned earlier is not as easy as it should be.

From Jolene Skinner to Everyone 08:47 AM

Take a look at this link for standard Likert Scale examples to use - <https://www.simplypsychology.org/likert-scale.html>

From Bill Frare, DES to Everyone 08:47 AM

how about - exceed expectations, meets expectations, meets some expectations, does not meet expectations

Me to Santosh Jacob Kuruvilla (Direct Message) 08:56 AM

I believe that Linda Womak has had her hand up for a while.

From Stephanie Caldwell to Everyone 08:56 AM

Like: 1. Comment section at the end 2. draft survey to review via email prior to December's CPARB meeting in order to not delay all the great work that has been done to this point

From Janice Zahn to Everyone 08:59 AM

Thank you for all your hard work.

From Hans Hansen, DBIA / Bayley Construction to Everyone 09:15 AM

Great job Everyone! Santosh fantastic job leading the group today.

# BE/DBI Survey Form - Draft 3

There are three sections. Please fill out all three.

...

## Section 1 - Type of Firm

Select the answer that best reflects your business or agency.

### 1. Type of Firm

- Public Agency
- Contractor
- Subcontractor
- Designer
- Other Consultant
- Diverse Business (Prime or Sub)

Next

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## Section 2 - Rank the Issues

We would like input on the areas you think would be most leveraging to you in your role in the industry. Please rank each issue in order from 1 to 5, 1 being the least important to you and 5 being the most important to you.

Note: Click the up/down arrows on the side to move the issue to the desired spot.

### 2. Ranking Importance

1 Access to opportunities in public contracting

2 Access to networks/ relationship opportunities

3 Access to capital including firm financing, eligibility for financing, and bonding

4 Access to training and business services support

5 Access to project cash flow and prompt pay issues



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## Section 3 - Rank the Severity of Each Issue

Rank severity of each issue based upon your perception of impacts to small business.

### 3. Ranking Severity

	Better Than Plan	Accomplished Goal	Marginal	Unsatisfactory
Access to opportunities in public contracting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to networks/relationship opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to capital including firm financing, eligibility for financing, and bonding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Access to project cash flow and prompt pay issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to training and business services support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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