

Small Works Committee

Meeting Notes 11-16-2023

Page 1 of 2

Committee Members: (15 positions, 14 members, 5 alternates, 8 = Quorum)

x	Bill Frare, DES – Owner State (Co-Chair)
x	Dawn Egbert, Ports
	Bobby Forch Jr., Diverse Business
x	Sharon Harvey, OMWBE
	Josh Klika, MRSC
x	Scott Middleton, MCAWW
x	Karen Mooseker, School Districts
	Brenda Nnambi, Transit

x	Irene Reyes, Private Industry/ DBEs (Co-Chair)
	Mark Riker, Labor
x	Cathy Robinson, Cities
x	Jolene Skinner, L&I
x	Kara Skinner, Insurance/Surety
	Olivia Yang, Higher Education
	Vacant, Counties

Alternates:

	Mark Nakagawara, Cities (alternate)
x	Angela Peterson, Ports (alternate)
	Julie Underwood, Cities (alternate)

x	Maja Huff, Higher Education (alternate)
x	Brian Ross, Higher Education (alternate)

Guests & Stakeholders:

Jon Rose, MRSC
Kathleen Kamerrer
Abigail Vizcarra Perez
Reasa Pearson, L&I

Brynn Linville
Talia Baker, DES
Emilie Brown, DES

The meeting was called to order at 2:02pm

Discussion Highlights: Agenda Topic: Continued Discussion of Implementation

Action: Approve past meeting minutes

Co-Chair Frare requested a motion to approve minutes from October 13, 2023. Scott Middleton moved to approve the minutes, and Cathy Robinson seconded the motion. The committee approved the motion by voice vote.

Subcommittee Updates:

DES: Co-Chair Frare shared that DES has finished the draft rules and they have been circulated to the Small Works Committee members. Feedback has been received and incorporated into the rules. The rules are currently under review by the Office of the Code Reviser. DES anticipates their formal public hearing to be scheduled for the first week of January.

MRSC: Jon Rose shared that MRSC has been busy with the development of the roster’s platform, as well as training local government employees. MRSC, in partnership with L&I, hosted the first training workshop this week. The curriculum covered both the Small Works Roster and the Apprenticeship Program. The second workshop will be to train County employees and is scheduled for December. A third workshop to train Ports employees will be scheduled for early 2024. Around April of 2024, the Spring Consortium will be scheduled. This will include a broad launch of the platform, Small Works Roster Guide, and a combined training. MRSC’s three deliverables are written content for the Small Works Roster Guide, the platform update, and training materials. The group is well on their way to executing these deliverables in close partnership with OMWBE, L&I and DES.

OMWBE: Sharon Harvey shared the SB 5268 Implementation Timeline Word document to help explain OMWBE’s progress. Appreciation was expressed to MRSC who recently presented to the internal OMWBE implementation team. OMWBE’s expedited rules are scheduled to become permanent on November 17.

Small Works Committee

Meeting Notes 11-16-2023

Page 2 of 2

OMWBE is fully staffed, including a new IT project manager to assure the Public Works Small Business Enterprise (PWSBE) certification rules stay on track to be shared. For communication and stakeholders, OMWBE continues to work with the larger team.

L&I: Jolene Skinner discussed that L&I is working on testing their recent IT updates. Reasa Pearson shared that L&I has completed CR-105 and currently working on completing and filing the permanent CR-103. This will be filed by December 5.

Communications Subcommittee Report: Outreach Schedule & Updates:

Emilie Brown shared that the workgroup has completed its work on an initial webpage: [Changes to the Small Works Roster | Department of Enterprise Services \(DES\) \(wa.gov\)](#). This website includes basic information regarding what is changing around the state, as well as a rotating list of outreach events. These event dates will be updated every two weeks. The workgroup continues to meet and gather outreach dates. The communications toolkit is also linked on this website including a fact sheet and presentation.

Review WAC Chapter 200-330 Amendments:

The changes made to this document were distributed by Co-Chair Frare via email before the document was submitted for final approval.

New Business:

Co-Chair Frare expressed appreciation for the work of the Small Works Committee and their profound impact on growing small and diverse businesses. In particular, the work around the Public Works Small Business Enterprise Certification has been crucial. Co-Chair Frare further expressed appreciation for the pleasure it is to work with a committee of dedicated professionals who are asking hard questions, remaining curious, and having respectful conversation throughout the entire process of change. The Committee reciprocated appreciation for Co-Chair Frare's leadership and efforts.

Dawn Egbert expressed desire to further discuss apprenticeship utilization and how it affects small business. Dawn suggested that perhaps there is a need for a similar structure or committee to Small Works that could take on this additional issue. Although many questions have been asked, they do not seem to be answered. More conversation around apprenticeship utilization is necessary. Dawn was unsure if this topic is being addressed by current legislature, and curious if the type of work done in this Small Works Committee can be done for this additional topic. Co-Chair Frare expressed agreement and explained that Senator Keiser is working on this topic. She is also focused on prevailing wage, project labor agreements, community workforce agreements, and prompt pay and how these issues adversely affect small businesses. Co-Chair Frare believes that each of these problems needs a committee such as Small Works, and perhaps CPARB should be involved in supporting that development. Jon and Co-Chair Reyes also shared that the BE/DBI Committee is addressing the prompt pay issue and could also potentially take on the apprenticeship utilization issue. Co-Chair Reyes invited Co-Chair Frare, Dawn, and Jon to join the next meeting where she will propose this topic. Jolene also suggests that Jim Kaltenbaugh with L&I also be involved to provide factual information regarding apprentices and apprenticeship utilization.

Next Meeting:

The next meeting will be on December 8, and the series' meeting length will be shortened to 1 hour.

Meeting adjourned at 2:35pm

Co-Chair Frare requested a motion to adjourn the meeting. Dawn made a motion to adjourn, and Scott seconded the motion. All were in favor by voice vote.

References/Resources:

- SB 5268 Implementation Timeline Word document (Sharon Harvey)