

Capital Projects Advisory Review Board  
**Education Connections Committee**

Meeting Notes 2-28-2024

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**Committee Members:** (8 filled positions, 5 = Quorum)

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| <b>X</b> Curt Gimmestad (GC & AGC)  | <b>X</b> Linneth Riley Hall (Transit) |
| <b>X</b> Brian Aske (DBIA NW)       | Robynne Thaxton (Private Industry)    |
| Curtis Bennett (OMWBE)              | <b>X</b> Olivia Yang (Higher Ed)      |
| <b>X</b> Janet Jansen (State - DES) | Vacant (MWBE)                         |
| <b>X</b> Josh Klika (MRSC)          | Vacant (Trades\Labor)                 |
|                                     | Nicky, Budnuchit (OMWBE proxy)        |

**Guests:**

Talia Baker, CPARB Staff

Janice Zahn, CPARB Chair

**Meeting started at 7:47 am**

Chair Gimmestad started the meeting after obtaining a quorum.

Chair Gimmestad added several items to the agenda: BE/DBI Best Practices Webinar, and some consolidation of 39.10 training with the AGC.

Olivia Yang made the motion to approve the agenda; Janet Janson & Linneth Riley Hall seconded the motion. Motion approved via voice vote.

Olivia Yang made the motion to approve the committee minutes from November 29, 2023; Brian Aske seconded the motion. Motion approved via voice vote.

**Discussion Highlights:**

Chair Gimmestad reviewed the Training Resources directory and asked if there are any further updates. Talia added some general topics and costs\scholarships associated with some of the agencies in the directory. She didn't get to OMWB, MRSC, and Apex.

Brian confirmed that Robynne Thaxton had discussed the creation of a webinar with DBIA regarding Inclusion Plans. DBIA is has the platform, expertise, and willingness to do it. The next step is to figure out how to make that happen and determine what it will look like.

CPARB Chair, Janice Zahn asked if there were WMBE firms identified in the Training Resource Directory and about outreach to other resources to support small & diverse businesses. Perhaps the OMWBE representative could help with outreach efforts.

Talia shared she has requested resources from CPARB, PRC and the OMWBE representative (Curtis Bennett), but no additional resources have been forwarded for inclusion.

Chair Gimmestad indicated the Training Resources Directory is a living document. The hope is to have a resource identified, have the committee review them to make sure they fit the CPARB & committee mission.

Olivia warned to be cautious to not become an advertiser and only a conduit.

The Committee could ask organizations if they want to be included in the resource document. (i.e. Latino Civil Alliance) Talk through Outreach at the next meeting

Olivia asked what the Job Order Contracting Evaluation Committee (JOCE Comm) is doing now that they have completed the Best Practices document. She suggested they fold into the ECC now that they are in the education stage. The current JOCE Committee is mostly made up of owners and there isn't a CPARB member

on that committee. Does the Education Connections Committee want to absorb them? Then the group could consider a forum for all 3 alternative delivery methods that could focus on Best Practices. Perhaps a 39.10 training or Alternative Delivery Training with 3 separate modules. She suggests the AGC since they already have the tools to do so (advertising, webinars, etc.).

Linneth cautioned that it would be important to keep the training consistent between all 3 delivery methods. The GC/CM Best Practices should be completed soon and will be added to the resources. She suggested a definition be agreed upon between guidelines vs. requirements. Be sure to avoid making the RCWs a procedures manual.

Chair Gimmestad also cautioned the group to avoid the term Procedures.

CPARB Chair Zahn notes that the Office of Equity uses the term 'Community of Practice' vs. 'Best Practices' to indicate that those practices will evolve over time where as 'Best Practices' comes across as a static state. She also expressed a hope that current GC/CM classes will incorporate the new GC/CM Best Practices into the current curriculum so all three will have consistent references.

Olivia had some additional ideas to consider. The term 'Practice' will need to be part of the terminology, implement an opportunity for applicants to show their staff have been through DB or GC/CM training prior to going before the PRC to gain project approval, and streamline training to include case studies to assist with identifying common misconceptions and issues with a lean towards Best Practices for resolution. Part of implementation of inclusion directives, training can be used to educate owners and contractors to make it part of how they operate.

Chair Gimmestad suggested some conversations happen specific to DB & GC/CM and start to identify how those trainings can be updated and streamlined for more consistency. Janice asked if there are ECC members on each of the other committees to ensure there is sharing of information for training. Olivia noted that JOC is the only committee that doesn't have a representation on the ECC which can be rectified. ECC is more a broker\distributer for the training information where the committees develop the content on behalf of CPARB.

Chair Gimmestad asked what the committee would like as the next step. Olivia asked if at the next CPARB meeting Janice would suggest the JOCE Committee connect with the ECC so they can share details regarding their training and team up with the AGC and streamline for consistency with the other two delivery methods.

Olivia pointed out that applicants need to have the trainings as well as all the PRC members should have the training for both DB & GC/CM. Linneth agreed and noted there needs to be better definitions between Guidelines vs. Procedures vs. Best Practices. There have been PRC members who have voted against approval of an application for project delivery based on the owner not using Best Practices. Both agreed a PRC-specific refresher training would be helpful in that regard. Linneth wondered how to develop a deeper training for PRC members. Talia shared that those conversations have started with PRC Leadership and hope to start that at the next PRC meeting on March 28<sup>th</sup>. Linneth suggested that an RCW-specific training will need to be at least 2 hours.

Chair Gimmestad summarized the meeting and action items.

1. Conversation at CPARB about JOC and a representative will be added to the ECC.
2. The JOC Best Practices review is a great opportunity for a possible recorded Webinar vs. a scheduled day specific to JOC. There just isn't enough content to support a whole day focused on JOC, but as a recorded webinar it would become another linked resource that gets updated whenever the Best Practices gets updated.
3. GC/CM & DB are different, it was suggested that these trainings should be a prerequisite for Owners prior to going to the PRC.. The incorporation of case studies is a great idea and there are some included in the current GC/CM 2-day training. The GC/CM training format includes a lecture, exercises and case studies.

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The Design-Build training has similar structure with the case studies spread throughout the 2-days. Talia inquired if Alternative Subcontractor Selection is part of the GC/CM training. Chair Gimmestad confirmed that it is.

4. CPARB could consider making training in DB & GC/CM a prerequisite for applicants for PRC membership to go through prior to being appointed if they don't have the desired experience, but there is a cost associated that might be prohibitive.

**Next Meeting: 4/24/2024**

- Agena
- Minutes from 2/28/2024
- BE/DBI Webinar
- Outreach Opportunities
- Consider how to identify what is missing from current content
- Identify Next Steps
- Establish Next meeting Agenda

**Parking Lot:**

- Lessons Learned

**Action items:**

1. Identify standardized pieces of GC/CM & DB training that can be consistent between them.
2. Curt and Brian will discuss Design-Build training updates, and Curt and Linneth will discuss possible GC/CM training updates.
3. CPARB will have a discussion regarding the direction of the JOCE Committee.
4. Talia will reach out to PRC Leadership regarding a training schedule.
5. Chair Gimmestad has a community member who may be interested in filling the MBE position. He will reach out to them.

**Meeting adjourned at 8:58 am**