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.

🖂 Olivia Yang	Washington State University	CPARB /Committee Member	
⊠Santosh Kuruvilla	Exeltech	CPARB /Committee Member	
🖾 Lisa Van der Lugt	OMWBE	CPARB /Committee Member	
Charles Wilson	DES	CPARB /Committee Member	
🖾 Irene Reyes	Excel Supply Company	CPARB /Committee Member	
🛛 Janice Zahn	Port of Seattle	CPARB /Committee Member	
□ Jackie Bayne	WSDOT OEO	Committee Member	
Cheryl Stewart	Inland Northwest AGC	Committee Member	
⊠ Chip Tull	Hoffman Construction	Committee Member	
🛛 Aleanna Kondelis	Akana	Committee Member	
🛛 Brenda Nnambi	Sound Transit	Committee Member	
Linda Womack	MBDA	Committee Member	
⊠ Cathy Robinson	City of Lynnwood	Committee Member	
Shelly Henderson	Mukilteo School District	Committee Member	
Keith Michel	Forma	Committee Member	
⊠ Young Sang Song	Song Consulting	Committee Member	
Stephanie Caldwell	Absher Construction	Committee Member	
Bill Dobyns	Lydig	CPARB	
Bobby Forch	Forch Consulting	CPARB	
Lily Keefe	USDOT - Northwest SBTRC		
Sarah Erdman	OMWBE		
🛛 Van Collins	ACEC Washington		
Cathy Ridley	Exeltech		
🖾 Maja Huff	Washington State University		
Jerry Vanderwood	AGC of Washington		
Timolin Abrom	OMWBE		
Melissa Van Gorkom	Senate Committee Services		
Amy Stenvall	Mukilteo School District	Present representing Shelly Henderso	
Cindy Magruder	University of Washington		
Carrie Whitton	Forma		
Rachel Murata	OMWBE		
□ John Rose ⊠ Jolene Skinner	MRSC		
Curt Gimmestad	Lnl Abshar Construction		
Eric Alozie	Absher Construction NEW Construction		
Jerry Vanderwood	AGC		
Hans Hansen	Bailey Construction		
Bill Frare	DES	Present representing Charles Wilson	

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

Adjourn	Action	9:30 am
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DIGITAL CONFERENCE ACCESS

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

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

Olivia Yang - Washington State University 206 718 0787 <u>olivia.yang@wsu.edu</u>

Santosh Kuruvilla – Exeltech Consulting 206 713 1241 santosh@xltech.com

Item: Welcome and committee member introductions

- Call to Order
- Quorum confirmed

Action by: BE/BDI Committee Status: Approved and complete

Item: Review & approve agenda

• Agenda Approved.

Action by: BE/BDI Committee

Status: Approved and complete

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

Item: Public Comment

• None.

Action by: N/A Status: N/A

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 WASHDOT 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_WDX1 URFk4SzIQQ0Y2MkJYVE42NEVFRUtKWk9JTi4u

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

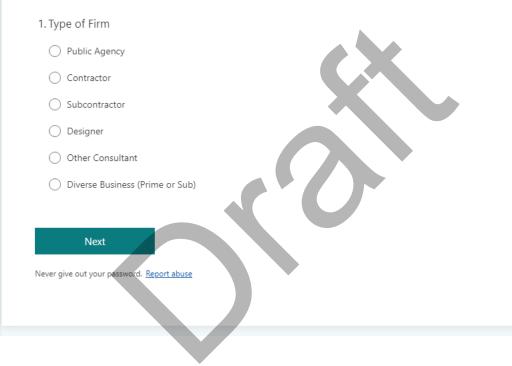
Great job Everyone! Santosh fantastic job leading the group today.

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.

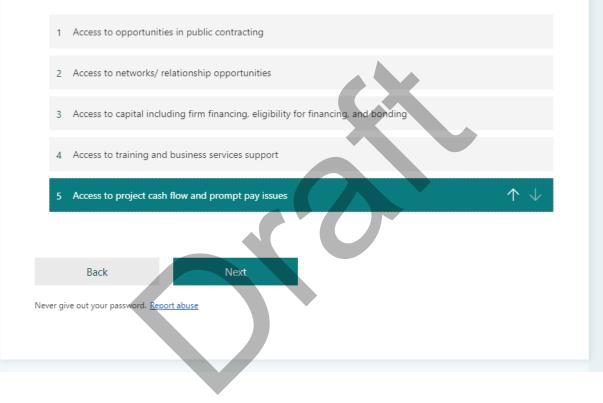


Section 2 - Rank the Issues

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



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	0	۲	\bigcirc	\bigcirc
Access to networks/ relationship opportunities	0	0	0	0
Access to capital including firm financing, eligibility for financing, and bonding	\bigcirc	0	0	
Access to project cash flow and prompt pay issues	0	0	0	0
Access to training and business services support	0	0	0	\bigcirc
Back	Submit			
ever give out your password. <u>Report ab</u>	use			