

Capital Projects Advisory Review Board (CPARB)

JOC Evaluation Committee

Meeting Agenda

Date | time 8/19/2021 2:00 PM | *Call in number:* 1-206-899-2838, Conf ID 421 544 356#

Location: Microsoft Teams

Meeting called by	Linda Shilley
Type of meeting	Monthly Committee
Facilitator	Quinn Dolan
Note taker	Jess

Voting Members:

✓ Quinn Dolan Randy Horn Gordian) ✓ Aleanna Kondelis ✓ Anna Daeuble Brent LeVander ✓ Eric Lindstrom ✓ Gina Owens ✓ Linda Shilley
 Brian Thomas Amanda Lanier Maja Huff

Invitees:

✓ Tollen Bramby Garrett Buckingham Debra Delzell Michel Ligtenberg Diana Peterson Jena Richmond Melissa Van Gorkom Amanda Witt Norman Glover Rex Brown Melissa Jordan
✓ Jason Harper Dan Seydel Cindy Magruder

Agenda Items

Topic	Presenter	Time allotted
✓ Welcome and Roll Call	Linda	5 Minutes
✓ Introduce Special Guests: Janice Zahn and Bill Dobyys, CPARB Members	Quinn	5 Minutes
✓ Overview of the Best Practices Guidelines and discussion of development approach and content for our guests	All	50 Minutes
✓ Committee agreement to move forward with CPARB approval of the Guidelines at the September CPARB meeting	All	20 Minutes
✓ Overview of recommendation memo to CPARB on reporting	All	10 Minutes
✓ General Items	All	10 Minutes

Notes

- **Purpose of this Meeting:**

- To provide an overview of the Best Practices Guidelines to our special guests, including our development approach, collaboration and outreach the Committee has accomplished. Also to get Committee consensus to request approval to start utilizing the Best Practices Guidelines from CPARB at the September meeting.

General Items – Members input

Next Meeting

September 16, 2021 at 2:00 p.m.

- Introduced Bill Dobyons to the committee.
- Complete the a review of the Best Practices Power Point with the committee and our special guest. The intent is to review and ask for approval to use the guidelines for training at the CPARB September meeting.
- Linda - Review of Diverse Business List
- Bill – suggested that the RCW reference link be added to the presentation; this is the last item to add for now to this living document
- Quinn motioned to approve the Best Practices Power Point as shown with the addition of adding the suggested changes with referencing the RCW. Aleanna 2nd . The motion passed with no exceptions.
- Quinn – Prepared a memo form cover page to preface the Best Practices Guide and Reporting & Data Guide
- Quinn – The Data Collection needs a 2020 update and we would like DES to perform this function; a dates & deadlines for data collection should be established; an unlocked version of the data sheet could be made available on the website to allow for updates going forward
- Linda – Motion to approve Quinn’s Cover Memo; Motion approved. Gina 2nd. The motion passed with no exceptions.
- Waiting for Janice to join the meeting the committee discussed on “Plan B” if slides are not approved; What should our action be in either approval, disapproval or conditional approval? Suggested continuation of engaging CPARB members for input; our focus will shift from creation to strategy
- Linda – Discussion of workshops; bring in guests to enhance discussions and real life examples; Gordian should be included
- Janice joined for Best Practices review; Quinn led
- Janice – Cautioned against a pre-selected list of businesses that were not regionally appropriate for everyone; she also asked about peer support
- Quinn – The list of business support is a community outreach not private businesses; peer support is also available as well as the contact information for JOC Committee members should someone be in need
- Janice – At this time, CPARB will remain virtual through the end of 2021 and suggested workshop attendance may be strengthened if they were presented virtually as well
- Gina – Offered high level review and editing skills
- Meeting adjourned