

**Small Works Committee**

Meeting Notes 03-08-2024

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

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

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

**Alternates:**

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

	Maja Huff, Higher Education (alternate)
<b>x</b>	Brian Ross, Higher Education (alternate)

**Guests & Stakeholders:**

	Janet Jansen, DES
	Janice Zahn, Ports
	Jennifer Brower, Ports

	Stacy Hansen
	Talia Baker, DES

**The meeting was called to order at 1:35pm**

**Discussion Highlights:** Agenda Topic: Continued Discussion of Implementation

**Action: Approve past meeting minutes**

Co-Chair Frare requested a motion to approve the minutes from February 9, 2024. Cathy Robinson moved to approve the minutes, and Sharon Harvey seconded the motion. The committee approved the motion by voice vote.

**Subcommittee Updates**

**DES/State:** Co-Chair Frare shared that DES is working to submit the CR-103 package to the Code Revisers Office by early next week. DES’s Program Manager Janet Jansen and Contracts Manager Alissa North have been working together on implementation tasks at DES. These include updates to policies and contract templates.

**MRSC:** Josh Klika explained that MRSC has been working in close partnership with DES to discuss the transition from the DES Small Works Roster into the MRSC space. MRSC and Apex Accelerator recently hosted a webinar to share about the Small Works Roster. MRSC, DES, L&I, OMWBE and Apex Accelerator all participated to help explain what it looks like to join the Small Works Roster from the business perspective. MRSC will continue to share information with customers and the business community in sessions on both sides of WA state, virtually and in-person. They are also providing written communications in order to provide the information in multiple ways. MRSC will be presenting at two more information sessions at Alliance Northwest.

**OMWBE:** Sharon shared a PDF of the SB 5268 Implementation Timeline. OMWBE is on schedule for their system to go live this month. They’ve been participating in the outreach efforts as previously shared by Josh, particularly on those outreach events targeted toward the business community. A flyer explaining the benefits of the program is still in the works and will be shared with this group by the end of the month. Sharon also clarified that for those already state certified or certified with OMWBE, they will not need to apply. In those

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circumstances, it will be a simple opt-in process. Only new people who have never been certified will need to apply.

Janice Zahn expressed curiosity regarding whether owners apart from DES were also interested in the statewide roster program. Josh, Co-Chair Frare, and others have had discussions with a few state partners, but none were interested in moving forward at this time. Janice expressed the importance of demystifying and sharing benefits of the roster. It's also important to understand what they need, so that partnerships can form, and misunderstandings can be cleared. Over time, there will hopefully be more opportunities to incorporate additional owners. Co-Chair Frare mentioned that there are many partners who are currently bought into this system, and more effort should be made to focus on smooth implementation for those that have already opted in. Once implementation is successful, it will be easier to recruit more to use this system. The current list of agencies signed up for MRSC Rosters can be found here: <https://mrscrosters.org/participating-agencies/>

**L&I:** No discussion, as no L&I representative was present.

**Communications Subcommittee Report - Outreach Schedule & Updates:** Co-Chair Frare reminded the group that this subcommittee has been disbanded.

### **New Business: Other**

The Small Works implementation resources page has been updated with current training information, and can be found here: [Small Works Committee | Department of Enterprise Services \(DES\) \(wa.gov\)](https://des.wa.gov/about/committees-groups/capital-projects-advisory-review-board-cparb/small-works-committee)  
(<https://des.wa.gov/about/committees-groups/capital-projects-advisory-review-board-cparb/small-works-committee>)

### **Next Meeting:**

The next meeting will be on April 12th at 1:30pm, with the same agenda.

### **Meeting adjourned at 1:55 pm**

Co-Chair Frare called the meeting to close.

### **References/Resources:**

- [SB 5268 Implementation Timeline PDF](#) (Sharon Harvey)