



## DIGITAL CONFERENCE ACCESS

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

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

Meeting ID: 976 1504 8848

Join by telephone

Dial: US: +1 253 215 8782 or +1 669 900 9128 or +1 646 558 8656

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## MINUTES

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### Item: **Welcome and committee member introductions**

- Call to Order
- Quorum confirmed
- Olivia, Santosh, Lisa, Irene, Janice, Aleanna, Brenda, Lisa, Cathy, Sherry Young, Stephanie, Charles (representing and replacing Bill).

Action by: BE/BDI Committee

Status: Approved and complete

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### Item: **Review & approve agenda**

- Agenda Approved

Action by: BE/BDI Committee

Status: Approved and complete

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### Item: **Review & approve 8/23/21 meeting minutes**

- Minutes approved as written

Action by: BE/DBI Committee

Status: Approved with updates and complete

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### Item: **Public Comment**

- None.

Action by: N/A

Status: N/A

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### Item: **Subcommittee Report – Best Practices**

- Presented 8/23/21 Updated DBI Matrix.
  - Continues to be filled in with more discussion and clarity. A few responses to external stakeholders captured in the matrix.
  - Going to be reformatted to be clearer, and include tabs for responses to outreach.
  - Call to committee to provide feedback.
  - Next Steps: Another layer of engagement and socialization of the matrix.
- Presented Engagement Approach dated 8/23/2021
  - Have more intimate conversation around barriers, document collection, etc. Use Survey Monkey or draft plan; open to comments and feedback.
  - If committee members see a name that is missing – share that as well.











