

# Business Equity/Diverse Business Inclusion Committee Capital Projects Advisory Review Board

28 May 2021

Committee focus:

- Consistent with the standards established in Section 20 of SB 5032, create best practices guidelines for increasing and sustaining access to contracting opportunities in alternative public works for minority, women, and veteran-owned businesses, and small businesses. Create consistency in statutory language.
- Provide CPARB recommendations for any changes to state law that are advisable based upon the best practices guidelines.
- Committee to provide drafts of the best practices and any recommended changes to CPARB by February, 2022 and work with CPARB as needed to finalize the best practices and report to the legislature by June 30, 2022.

<input checked="" type="checkbox"/> Olivia Yang	Washington State University	CPARB
<input checked="" type="checkbox"/> Santosh Kuruvilla	Exceltech	CPARB
<input checked="" type="checkbox"/> Lisa Van der Lugt	OMWBE	CPARB
<input checked="" type="checkbox"/> Bill Frare	DES	CPARB
<input checked="" type="checkbox"/> Irene Reyes	The Glove Lady	CPARB
<input checked="" type="checkbox"/> Janice Zahn	Port of Seattle	CPARB
<input checked="" type="checkbox"/> Bill Dobyns	Lydig	CPARB
<input type="checkbox"/> Jackie Bayne	WSDOT OEO	
<input type="checkbox"/> Linda Womack	MBDA	
<input type="checkbox"/> Bobby Forch	Forch Consulting	
<input checked="" type="checkbox"/> Lily Keefe	USDOT - Northwest SBTRC	
<input checked="" type="checkbox"/> Cheryl Stewart	Inland Northwest AGC	
<input checked="" type="checkbox"/> Chip Tull	Hoffman Construction	
<input checked="" type="checkbox"/> Aleanna Kondelis	Akana	
<input checked="" type="checkbox"/> Brenda Nnambi	Sound Transit	
<input type="checkbox"/> Cathy Robinson	City of Lynnwood	
<input checked="" type="checkbox"/> Sarah Erdman	OMWBE	
<input checked="" type="checkbox"/> Shelly Henderson	Mukilteo School District	
<input checked="" type="checkbox"/> Van Collins	ACEC Washington	
<input type="checkbox"/> Arlene Moore	Exceltech	
<input checked="" type="checkbox"/> Maja Huff	Washington State University	
<input checked="" type="checkbox"/> Keith Michel		
<input checked="" type="checkbox"/> Jerry VanderWood		

## AGENDA

Item	Purpose	Start
Welcome and committee member introductions	Information	10:00 am
Review & approve agenda	Action	10:05 am
Review & approve 4/23/21 meeting minutes	Action	10:10 am
Invitation to the public to participate	-	10:15 am
Finalize subcommittees and members	Action	10:16 am
Finalize schedule and work plan	Action	10:30 am
Committee members/co-chairs	Discussion	11:40 am
Adjourn	Action	12:00 pm

### DIGITAL CONFERENCE ACCESS

The committee meeting will be conducted entirely by Zoom digital conferencing. (zoom info next page)

# Business Equity/Diverse Business Inclusion Committee Capital Projects Advisory Review Board

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Online

Join Zoom Meeting

<https://us02web.zoom.us/j/85356139148?pwd=dINrLytiQ3lkTFBFZHQyWW9PZlFuUT09>

Meeting ID: 853 5613 9148

Passcode: 359024

One tap mobile

+12532158782,,85356139148#,,,,\*359024# US (Tacoma)

+13462487799,,85356139148#,,,,\*359024# US (Houston)

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## MINUTES

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

- Call to Order
- Quorum confirmed

Action by: BE/BDI Committee

Status: Approved and complete

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

Action by: BE/BDI Committee

Status: Approved and complete

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### Item: **Review & approve 4/23/21 meeting minutes**

- No updates required

Action by: BE/BDI Committee

Status: Approved and complete

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### Item: **Finalize subcommittees and members**

Introduction to the short term plan pre-read.

Introduction to the Kanban pre-read.

Name	Agency/Firm	CPARB Member	BE/BDI Member	Outreach Subcommittee	Best Practices Subcommittee
Olivia Yang	Washington State University	CPARB	X	X	X
Santosh Kuruvilla	Exeltech	CPARB	X	X	X
Lisa Van der Lugt	OMWBE	CPARB	X	X	X
Bill Frare	DES	CPARB	X		X
Irene Reyes	The Glove Lady	CPARB	X	Co-Chair	X
Janice Zahn	Port of Seattle	CPARB	X	X	X
Jackie Bayne	WSDOT OEO		X		?
Linda Womack	MBDA			Co-Chair	X
Bobby Forch	Forch Consulting			?	
Lily Keefe	USDOT - Northwest SBTRC			X	X
Cheryl Stewart	Inland Northwest AGC		X	X	
Chip Tull	Hoffman Construction		X		X
Aleanna Kondelis	Akana		X	x	Co-Chair
Brenda Nnambi	Sound Transit		X	X	Co-Chair
Cathy Robinson	City of Lynnwood				
Sarah Erdman	OMWBE			X	X
Bill Dobyns	Lydig	CPARB			X
Shelly Henderson	Mukilteo School District			x	X

## Business Equity/Diverse Business Inclusion Committee Capital Projects Advisory Review Board

Van Collins	ACEC Washington				X
Arlene Moore	Exceltech				
Maja Huff	Washington State University			X	X

Action by: BE/BDI Committee

Status: Active

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Item: **Finalize schedule and work plan**

- Subcommittee Standing Meetings: 2 hours each meeting
  - Outreach – 1<sup>st</sup> & 3<sup>rd</sup> Wednesday 3-5 PM
  - Best Practices – 2<sup>nd</sup> Wednesday 3-5 PM

Action by: WSU will schedule

Status: Active

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Item: **Committee members/co-chairs**

- Outreach Chair: Irene and Linda
- Best Practices: Aleanna and Brenda
- Introduction to dashboard pre-read by Santosh

Action by: Santosh to share plans with Chairs,  
Santosh to host Teams groups for each subcommittee.

Status: Active

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Ad Hock Item: **Meeting Improvements**

- Standing agenda item – subcommittee reports
- Standing agenda item – coordination of efforts by other groups/organizations
- Come prepared and willing to engage, we are asking for as much participation as possible.

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Ad Hock Item: **Next Agenda Recommendations**

- Chairs of subcommittees use first meeting to get organized and outcome oriented.
- WSU will continue to host via Zoom.

Adjourn 11:43

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**Zoom Meeting Recorded.**

**Record of Zoom Meeting Chat:**

10:24:33 From Van Collins : I am sorry that I have to leave so early, but as I indicated, I am about to board a flight. I will catch up with Olivia and Santosh as to where and how I can be of best service. I look forward to working with you all. Cheers and have a very Happy Memorial Day.

10:43:31 From Brenda Nnambi : I agree with Lisa's comments and would also add that other disparity studies in the state should be considered in addition to the 2019 state study.

10:46:31 From Bill Frare : I'd like to join the best practices committee

10:47:54 From Lisa van der Lugt : OMWBE will be on both. either myself or someone else.

10:49:04 From Lily M Keeffe : NW SBTRC would like to be in outreach. Thank you

10:49:13 From Lisa van der Lugt : Good point, Olivia.

10:50:05 From Irene Reyes : I would like to participate in both sub committees. Thank you.

10:51:36 From Shelly Henderson : I'm same as Aleanna, I will plan to be primarily on Best Practices and come to Outreach as schedule allows

10:51:48 From Chip Tull : I would like to be on the best practices committee

10:52:05 From Lily M Keeffe : Actually now I would like to both as well (sorry)

10:53:18 From Cheryl Stewart : I would like to sit on the Outreach committee

May 28, 2021

BE/BDI Meeting Minutes

## **Business Equity/Diverse Business Inclusion Committee Capital Projects Advisory Review Board**

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10:59:46 From Lisa van der Lugt : Friday mornings are very difficult for OMWBE.  
10:59:54 From Lisa van der Lugt : we have a standing meeting.  
11:00:20 From Shelly Henderson : Wednesday or Thursday mornings?  
11:01:08 From Jerry VanderWood : sorry I have to jump off.  
11:02:33 From Bill Frare : I like 1-3 wednesday  
11:03:53 From Cheryl Stewart : I vote for 1-3 as well  
11:06:13 From Lisa van der Lugt : BRB  
11:15:19 From Lily M Keeffe : Thank you for an excellent meeting, as I mentioned in the email I have to jump off. Thank you for inviting me (Irene). Have a wonderful holiday weekend.  
11:19:40 From Shelly Henderson : Have to step out for a couple minutes  
11:26:56 From Lisa van der Lugt : agreeable  
11:27:11 From Cheryl Stewart : Teams works great for us.  
11:27:23 From Bill Dobyns : I have to jump off, thank you everyone  
11:33:13 From Chip Tull : I really appreciate all the work effort Santosh and Olivia put into preparing for this meeting and sharing the pre-reads. That resulted in this meeting being well organized and efficient! Thank you!  
11:35:52 From Lisa van der Lugt : Thank you Olivia and Santosh for a very good meeting.  
11:39:50 From Chip Tull : To Olivia's point, I suggest we all come to meetings with a mindset of curiosity.

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