

Committee Members: (8 members, 5 = Quorum)

- | | |
|------------------------------|------------------------------------|
| X Brian Aske (DBIA NW) | X Josh Klicka (MRSC) |
| X Curtis Bennett (OMWBE) | X Linneth Riley Hall (Transit) |
| X Curt Gimmestad (GC - AGC) | Robynne Thaxton (Private Industry) |
| X Janet Jansen (State - DES) | X Olivia Yang (Higher Ed) |

Guests:

Talia Baker, DES Admin.
Lekha Fernandez, OMWBE

Janice Zahn, CPARB Chair

Meeting started at 7:32 am

Agenda

Committee Mission, roles and responsibilities

Discussion Highlights:

Chair Gimmestad gave an overview of the agenda and highlighted his email that had gone out to recipients of the AGC Education Foundation distribution list.

A few minor edits were made the March 1st meeting minutes to include a correction of the meeting date, and modification of representation groups to be more general vs agency unless specifically appointed by an agenda.

Janet moved to approve the amended minutes, Olivia seconded. Voice vote approved the minutes.

Chair Gimmestad, Linneth Riley Hall, Brian Aske, and Josh Klicka meet shortly after the March 1st ECC meeting to draft a mission statement.

To provide connections to public capital projects construction education opportunities alternative public works contracting procedures to enhance quality and efficiency.

He also made a couple of tweaks to that statement to be more inclusive for the group to consider:

To provide connections to construction industry education opportunities, including alternative public works contracting, to enhance industry knowledge, quality and efficiency.

Group discussion made more edits to the above statement and the following was settled for the group to consider and bring any further suggestions to the next meeting. [AI]

To connect a community of practice to the design and construction industry with education opportunities, including alternative public works contracting, to enhance industry knowledge, quality and efficiency towards successful outcomes.

Committee Roles and Responsibilities were discussed. As a whole the committee's role is to identify education opportunities within the construction community and connect potential contractors to those opportunities. The CPARB website can list the agencies providing those educational opportunities as a starting point. Currently it will be up to the seeker to review what is available at any of the agencies providing training.

One big question is how can this information be evaluated to be appropriate to put on the CPARB homepage? What is the role of this committee in keeping this information updated and relevant? Current practice is that a CPARB member sends the class link to the CPARB inbox and CPARB Admin posts it, trusting the CPARB member to their experience with the topic and providing agency to vouch for the appropriateness of the class. Something that doesn't need constant attention to maintain is the group's preference at this time.

As a committee, and inventory of what is available on their various training websites so an assessment of what is missing can be determined. The committee doesn't want to become an advertising agency for training, but a connecting resource. There is a concern that some of the training isn't very well appointed and if CPARB is linking to these because there isn't a control factor, or the trainings are expensive causing barriers for small businesses it could make CPARB seem less reliable as a resource. A disclaimer should be considered to be posted with the links.

Some prime contractors are also providing training opportunities to potential subcontractors. This may be something this committee may want to look at. If the trainings are quality and useful they may be a secondary resource. If we post a link to one of these companies, we could include a statement that gives a brief about the organization and what types of training they provide similar to a class curriculum. The question of how to endorse any specific trainings and whether or not it's even part of this committee's mission remains unanswered at this time.

The committee returned to the topic of a curriculum inventory and how that might be shared. Talia Baker shared what is currently displayed on the CPARB and PRC webpages. A Training Resource webpage could be established that had each organization that is currently linked, a synopsis of each organization with a link to their training curriculum or calendar. If an inventory was established of the currently available trainings by organization, they could be grouped by high-level topics or some other way that seems appropriate. If this committee wants to attempt an inventory, she could collect the list from the committee members and populate an Excel spreadsheet as a starting point. DES does not currently have the ability to publish a calendar similar to the AGC and OMWBE training calendars, but it could be a possibility down the road if this committee wants to push in that direction. Seekers would still have to go to the hosting organization to register for the training. Maintenance would rely on a DES staff to ensure the links stayed active and scanning the hosting organizations' training sites quarterly to make sure it stayed populated.

Linneth asked how we currently advertise what we currently have. She recommended caution to start out and limiting CPARB supported training to agencies, organizations and foundations we are familiar with such as what is already published on the CPARB homepage. CPARB isn't an accreditation supplier, so sticking with companies that have a history of providing quality training would be advisable at this point.

As a starting point, each agency representative is asked to review available curriculum and bring a list of the trainings that are applicable to this committee's mission to the next meeting. Only what is already available so we can point to what is currently out there. This committee can evaluate what is available and decide what comes next after. [AI]

There was a question raise about costs of the trainings. Will having a small business certification qualify the seeker to have a discount or waiver of the costs? Are we just pointing them in the directions of what's available? At this point we are just pointing seekers to the available training. Conversations regarding costs will have to come later as OMWBE develops their Small Business Certification Program as well as conversations with the hosting organizations. That can be put in the Committee Parking Lot until we are at a point where this committee can address it. Additionally, this committee could look at where the gaps are such as how to develop an outreach plan, how to track utilization data on the use of small businesses and DBEs, items specific for prime contractors on how to reach out to 2nd & 3rd tier subs, etc. There has to be some trainings already established so we will want to keep an eye out for them and then start thinking about what is missing and how to fill the gaps.

Capital Projects Advisory Review Board
Education Connections Committee

Meeting Notes 3-29-2023

Page 3 of 3

Next Meeting: (regular schedule 7:45 am 4th Wednesday of each month)

- Josh has prior commitment on 4/26 can send an alternate.
- Brian Aske is unavailable but can share information prior to the meeting.

Bump to meeting **May 3rd**

- Janet is out

Action items:

1. Members review the Mission Statement and bring any final edits to the next meeting for the Committee to vote on.
2. Each agency representative is asked to review available curriculum and bring a list of the trainings that are applicable to this committee's mission to the next meeting. Only what is already available so we can point to what is currently out there with an emphasis on what may need more work or development, etc. (MRSC, PTAC, OMWBE, DBIA, AGC)

Meeting adjourned at 8:33 am

References/Resources:

CPARB homepage: <https://des.wa.gov/about/committees-groups/capital-projects-advisory-review-board-cparb>