

Capital Projects Advisory Review Board  
**Education Connections Committee**

Meeting Notes 7-26-2023

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**Committee Members:** (10 positions, 5 = Quorum)

- |   |                            |   |                                    |
|---|----------------------------|---|------------------------------------|
| X | Curt Gimmestad (GC & AGC)  | X | Linneth Riley Hall (Transit)       |
| X | Brian Aske (DBIA NW)       | X | Robynne Thaxton (Private Industry) |
| X | Curtis Bennett (OMWBE)     | X | Olivia Yang (Higher Ed)            |
| X | Janet Jansen (State - DES) |   | Vacant (MWBE)                      |
| E | Josh Klika (MRSC)          |   | Vacant (Trades\Labor)              |

**Meeting started at 7:49 am**

Chair Gimmestad started the meeting after obtaining a quorum.

**Discussion Highlights:**

There was discussion regarding positions vs. members for obtaining a quorum. This committee has 2 open positions bringing the number to 10 but there are only 8 active members so obtaining a quorum is a challenge when more than 2 members are unavailable. Talia will bring the issue to the Board Development Committee for discussion as she is compiling a set of CPARB Committee Guidelines to share with committee chairs.

*Robynne moved to approve the proposed Agenda, Olivia seconded the motion. The agenda was approved via voice vote.*

*Olivia moved to approve the minutes from the May 31<sup>st</sup> meeting. Janet seconded the motion. The minutes were approved via voice vote.*

Chair Gimmestad reviewed current list of agencies and available trainings. He shared [AGC America](#) – Education & Training page

- AGC also has resources for [AGC WA](#) Chapter and [AGC Inland NW](#) (Spokane area) Chapter

The group looked at various other websites

[Mechanical Contractors Association of Western Washington \(MCAWW\)](#)

[American Council of Engineering Companies \(ACEC\)](#)

One item of note, many resources allow access for to basic trainings for non-members and promote membership for access to more in-depth training opportunities.

Olivia reminded the group that it would be good to know which courses are available with/without membership for businesses with limited resources.

Chair Gimmestad asked what the committee wants to focus on next?

- Need an inventory of what training is available to best determine what is missing.
- Need to identify if accreditation is desired, though CPARB does not want the responsibility to monitor or manage course accreditation.

Linneth suggested adding a disclaimer to the CPARB Training information to relieve CPARB of liability for the content of the available training and noting that this list is not intended to be an all-encompassing list. She also shared that the PRC uses their business meetings to talk about training opportunities and resources to share amongst themselves and to refer to the applicants when they appear to need more resources for their team.

Robynne pointed out that certifications or accreditations are very detailed and cumbersome processes and it would not be in CPARB's best interest to go down that road. She also has done a number of disclaimers and provided some language for the committee to consider. Talia added this to the resource template.

Robynne also shared that the DBIA has a current DBIA Best Practices with the link.

Linneth asked about the GC/CM Best Practices. Talia shared that the CPARB GC/CM Committee has been working on a GC/CM Best Practices document and are working out the nuances of their final chapter. The hope is to have it completed and to CPARB by the end of the year.

Linneth pointed out that the PRC asks for Lessons Learned on the Certification\Recertification applications. It would be nice to have a document that pulls all the Lessons Learned out for each delivery method. After extensive discussion, this type of information collection shouldn't be a high priority. It will be added to the committee parking lot for a possible future task. Talia will contemplate a possible format for Lessons Learned and how that information could be gathered down the road.

Chair Gimmestad asked how this committee wants to pull together the inventory of available classes and how to determine what missing.

Robynne suggested considering the committee's purpose and what will be done with the information. Since the committee isn't going to create specific training, then this committee is information gathering and providing a connection with existing resources.

Olivia noted that a single directory of what training is available has been requested for years. Perhaps those agencies who develop training could take on those topics that aren't covered.

Chair Gimmestad suggested a joint committee meeting be scheduled in October to include the BE/DBI Committee, Project Feedback Process Workgroup, Small Works Committee, and Education Connections Committee.

***Next Meeting:***

- Agena
- Minutes
- Review draft web page content in preparation for CPARB on 9/14

**Parking Lot:**

- Lessons Learned

**Action items:**

1. Curt will send AGC, LCI links to Talia
2. Curt will reach out to Mark Riker to fill empty committee position
3. Curtis Bennet will reach out for a possible MWBW Business Representative
4. CPARB material for September
5. Joint committee meeting in October possible dates
6. Talia will work on developing the Best Practices document
7. Talia will talk to Web team - Webpage set-up Draft
8. Talia will talk to Board Development Committee regarding empty committee positions counting towards quorum.

**Meeting adjourned at 8:47 am**