

Small Works Committee

Meeting Notes 9-8-2023

Page 1 of 5

Members: (16 members, 3 alternates 9 = quorum)

X	Bill Frare, DES – Owner State (Co-Chair)
X	Dawn Egbert, Ports
	Bobby Forch Jr., Diverse Business
X	Sharon Harvey, OMWBE
X	Josh Klika, MRSC
X	Scott Middleton, MCAWW
	Karen Mooseker, School Districts

X	Brenda Nnambi, Transportation
X	Irene Reyes, Private Industry/ DBEs (Co-Chair)
	Mark Riker, Labor
X	Cathy Robinson, (was Cities) UW
X	Jolene Skinner, L&I
X	Kara Skinner, Insurance/Surety
	Olivia Yang, Higher Education

Alternates:

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

X	Maja Huff, Higher Education (alternate)
X	Brian Ross, Higher Education (alternate)

Guests:

X	Talia Baker
	Emilie Brown
X	Theresa Gonzales

X	Janet Jansen
	Brenda Portaro
X	Janice Zahn

The meeting was called to order at 1:31 PM.

Agenda Topic: Continued Discussion of Implementation

Action: Approve past meeting minutes

Co-Chair Frare asked for a motion to approve the minutes from the August 11 meeting. There were no amendments. Cathy Robinson accepted, Scott Middleton seconded, and the committee approved the motion by voice vote.

Subcommittee Updates

• **DES:**

Co-Chair Frare said that DES had been running a series of stakeholder meetings, meeting with organizations, and holding forums. Most recently they went to the National Association of Minority Contractors general membership meeting on September 7th. On September 6th DES held an open forum where they received some stakeholder feedback. The week of August 28th they had an internal coordination meeting. They have two more meetings set up. One meeting will take place on Wednesday, September 13th with the Association for Women and Minority Owned Businesses and on Friday, September 15th they are setting up a contractor forum. They are looking at September 15th as the last day of receiving comment for rule development and will go into the legal drafting for the CR-102 the week of September 18th. It is Co-Chair Frare's intention to get those circulated amongst primary partners that have been helping draft legislation the week of September 25th to have those ready for the CR-102 on the last day of September.

• **MRSC:**

1. Jon Rose said that MRSC made it through their initial advisory group meetings. The purpose there was to be able to vet some of the issues that may need to be escalated to rulemaking up to DES. That's in DES' hands now and is part of the conversations that Co-Chair Frare just described that he's having.

Small Works Committee

Meeting Notes 9-8-2023

Page 2 of 5

2. For the state-wide roster, Jon Rose, Theresa Gonzales, Brynn Linville, and Josh Klika are now in the implementation phase. They're working with developers on taking the requirements and getting them into the system. The second responsibility they had was training.
 3. Josh said they've been meeting with representatives from DES and OMWBE to talk about how to share roster updates. At MRSC, as they go around the state this year with funding for public works training for local government. Part of the training event is a legislative update. They'll be covering updates to the Small Works Roster during those sessions and will use materials created by that work group. Also, there will be a handout that they will bring with them to those sessions so they can share messaging of all the things coming to the local governments for the small works rosters.
 4. Jon explained that they're trying to supplement with more in-depth trainings for certain local government types including cities and counties. They will be at the Port Association's conference with a variety of other groups. There's the initial reporting of the changes that have occurred and a secondary level training that follows into the practical implementation for the municipalities involved.
 5. Josh said there are going to be some individual requests from certain agency groups, and they'll also be doing legislative updates for those on demand to talk about the Small Works Roster.
 6. Co-Chair Reyes said she knows they're driven in coordinating with local agencies and municipalities, but she reminded them to take into account the small business's opinions and experiences. There is always room for improvement regarding how to serve both user and owner.
 7. Jon clarified that they are working with a coalition of trainers, DES, PTAC, OMWBE and MRSC, and are dividing responsibilities regarding which audiences they want to speak to. They are cognizant of the trade and labor group audiences that they need to talk with. MRSC is a participant where DES is steering primarily to the trade and labor groups and to the contractor community. They are trying to make sure they do their due diligence to gather feedback from various stakeholders.
 8. Jon thanked Sharon and Co-Chair Frare and everyone who participated in the advisory group for their help to implement this.
- **OMWBE:**
 1. Sharon shared a PowerPoint presentation titled "SB 5268 Implementation Timeline."
 2. She explained that OMWBE's internal group meets weekly and went over what they've been doing.
 3. They established their Public Works Small Business Enterprise Certification Unit on August 16. In early September they began staffing this unit which is now fully staffed. It takes about 6 months for new analysts to train and process, and fortunately most of these analysts have already processed so they're closing applications. Sharon also shared that OMWBE hired a Customer Relations Manager, and she'll be working on process improvement.
 4. Sharon also reviews their rulemaking and implementation. They had some tweaks to their timeline. On July 7th they filed their CR105, which is their expedited rulemaking. Then on August 2nd these were published with October 3rd for the end of their comment period. Their rules coordinator is reaching out to some of their stakeholders, but they haven't received comments yet. October 4th is when they expect this to be adopted, and then they'll file a CR 103-P and on November 17th they expect the permanent rule to take effect.

Small Works Committee

Meeting Notes 9-8-2023

Page 3 of 5

5. For OMWBE IT implementation, MRSC and OMWBE's Chief Information Officer are meeting soon to hammer out those details. The data share agreements need to be done, but they're pretty much on track with that.
6. For communications, they were in preliminary planning up until the end of July. Now two of their members are on CPARB outreach. They've been working with that group and they're now creating materials to share. They are partnering to do outreach events and are working to provide details. There are approximately 1700 certified businesses who were in the public works arena, with public works related NAICS codes. They've already reached out to those businesses and told them they can get free MRSC accounts. They also plan to target them as well about OMWBE's programs. Sharon thanked everyone who sent OMWBE the businesses who received contracts with the state who are with public works. They plan to target those businesses as well in outreach to let them know about their program.
7. Co-Chair Reyes commented that in the past when someone is certified they would receive a letter letting them know where to sign up so they're in the roster of bidders for the state, county, city, and other organizations they might want to join. She asked if that's something they're doing today.
8. Sharon confirmed they do, and OMWBE is talking about including that extra information as well.
9. Co-Chair Reyes asked if MRSC should be included as well. Shannon confirmed that MRSC is included.
10. Janice asked if the 2,700 businesses that are already certified with the next code for public works will have to opt into the small business certification. If they don't automatically get one, can they ask to be included in that?
11. Sharon clarified that Janice is correct, no one is automatically put into it, they have to opt in and confirm they want to be included.
12. Janice asked for confirmation that if someone opts in, they'll get the account, and Shannon confirmed they will.
13. Jon explained the rationale is twofold. One, as a matter of accepting a service that's being offered in the business' name, the business needs to be aware of that. Two, part of the process is specifying the services the business provides, so the business needs to go through that step. It's unfortunately a step that can't be automated on their behalf.
14. Janice agreed that makes sense as businesses also pick which agency they want to actually be considered for.
15. Jon confirms that is correct. The other general information can be automated from the certification process, but those two pieces are why businesses need to actually accept their account.

- **L&I**

- Jolene Skinner shared Reasa Pearson was out, but the only L&I updates are rulemaking and on the communications side. For rulemaking they're still on point to get off the final CR105 this in September. Once Reasa Pearson is back, she'll be working on getting it filed. They are plugging away at working on making IT updates to their system. Everything is status quo.
- Jon asked for the communications committee report.
- Jolene explained that Emilie Brown was not able to join and gave a communications update. They are currently working on materials for putting together a website that will be hosted on DES' website. They're working on the verbiage and information for the webpage. DES Communications are also working on a front and back one-page handout to provide

Small Works Committee

Meeting Notes 9-8-2023

Page 4 of 5

high-level key information that both contractors and public agencies need to be aware of. They are working on a PowerPoint with key training topics that will need to contain the same verbiage. Those are the three main things that L&I is currently working on. They had a really good meeting on September 7th to review those materials and are continuing to make additional adjustments before finalizing them.

- Co-Chair Frare said there's great work going on behind the scenes at L&I and they received good feedback on the handout yesterday. He likes the look and feel of it. The feedback is going to help tighten it up and make sure it's not too wordy.
- Jolene Skinner mentioned they are working on coordinating all of the outreach events through the fall, trying to figure out who's going where, and who needs to be there. They're still working on determining who needs to attend these events.
- Co-Chair Reyes asked if all the moving parts for each subcommittee are updated on the DES small works website. She asked if small business owners can search for specific committees through the DES site or if they have to go to a separate website for each committee. Are they all compiled in one area?
- Co-Chair Frare said aside from the CPARB homepage this is not yet available. The goal is that DES will have a centralized Small Works Roster website that will provide links to the other agencies' efforts to bring this all together so there's a central point with branches out to all the others. This will be helpful because OMWBE can't update DES' website and DES can't update OMWBE's website, but they can definitely be talking to each other to make sure that they're coordinated.
- Co-Chair Reyes suggested creating a hyperlink on DES' website so people can click on it and then it goes to OMWBE's website. Co-Chair Frare confirmed that's exactly what they're doing.
- Jolene Skinner said the handout that L&I is working on will have a QR code so people can scan that and it will go right to the website where they can get more information.
- Talia Baker said when they finally have the Small Works Roster webpage together they'll also have a link off of the Small Works Committee page.
- Co-Chair Reyes said that is great. She's happy that small businesses will have an easier time accessing information. Now that they are in full-fledged outreach she's glad there are no more excuses for them not accessing the information.
- Co-Chair Frare said they are doing their best to be comprehensive on this.
- Co-Chair Reyes said she thinks that the best way to explain to small businesses is that this is inclusive, they went for every angle possible to communicate. And now it's in small businesses' court and she will challenge them to respond or be responsive at the least.
- Co-Chair Frare said one area where they are coming together, and he'd like everyone to be a little more coordinated on is as they're doing outreach events and sharing that their appropriate partners are there. He gave Jon three hours' notice that they were doing NAMC on September 7th. Jon adjusted his schedule and joined for the conversation. Co-Chair Frare said to Co-Chair Reyes that when DES joins with OMWBE the week of September 11th, Jon will join for that too.
- Co-Chair Reyes confirmed that she sent the agenda to both Co-Chair Frare and Jon Rose.

Next Meeting 10/13/2023

Similar agenda

Co-Chair Frare asked if there was more to talk about relative to outreach, schedules, and updates.

Small Works Committee

Meeting Notes 9-8-2023

Page 5 of 5

Co-Chair Frare announced the next meeting is on October 13th. He noted there is a lot of work to get done before then. He will be in touch with many of the meeting participants as they're putting the final touches on DES draft rules and he appreciates their support.

Co-Chair Frare said if there's no objections the meeting can adjourn.

Janice thanked Co-Chair Frare for all his efforts. There is a CPARB meeting on September 14th and Small Works will be discussed. The board wants to recognize all of Co-Chair Frare's efforts and hard work over the summer.

Jolene let everyone know she won't be able to attend the board meeting but might be able to listen in for part of it.

Meeting adjourned at 1:59 PM.

References/Resources:

SB 5268 Implementation Timeline PowerPoint (Sharon Harvey)