

Small Works Committee

Meeting Notes 06-14-2024

Page 1 of 2

Committee Members: (14 positions, 13 members, 5 alternates, 8 = 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
X	Karen Mooseker, School Districts

X	Irene Reyes, Private Industry/ DBEs (Co-Chair)
	Mark Riker, Labor
	Cathy Robinson, Cities
	Reasa Pearson, L&I
	Kara Skinner, Insurance/Surety
	Olivia Yang, Higher Education
	Vacant, Counties

Alternates:

	Mark Nakagawara, Cities
	Angela Peterson, Ports
	Julie Underwood, Cities

X	Maja Huff, Higher Education (2)
X	Brian Ross, Higher Education (1)
	Brenda Portaro, OMWBE

Guests & Stakeholders:

Janet Jansen, DES
Janice Zahn, CPARB Chair
Monique Martinez, DES

The meeting was called to order at 1:34 p.m.

Action: Approve past meeting minutes

Co-Chair Frare requested a motion to approve the minutes from May 10, 2024. Sharon Harvey moved to approve the motion, and Co-Chair Reyes seconded the motion. The committee approved the motion by voice vote.

Subcommittee Updates

DES/State: Co-Chair Frare reported that DES is working hard to complete the last tasks before implementation. Policy and contract templates have been written and are currently under review. DES continues to coordinate with MRSC on the implementation of the statewide roster with great outreach efforts that have reached over 800 organizations. Janet Jansen shared that MRSC will train DES employees next week. Department of Fish & Wildlife and State Parks recently agreed to join the roster as well.

MRSC: Josh Klika explained that MRSC’s implementation efforts are on track to be complete by July 1. The Small Works Roster Guide is in final review. Additionally, final small updates are being made to the platform in order for it to be ready to become the Statewide Roster on July 1. As mentioned, MRSC is coordinating with DES on templates and training for internal users at DES. MRSC and DES have also had a focus to help transition state agencies to using the new roster. In addition, MRSC is hosting an additional free Small Works Roster training session for agencies on August 1. There will also be coordinated effort with Apex Accelerator during the next fiscal year on how to combine effort on conducting outreach to businesses. Jon Rose recently met with OMWBE to touch base on the Small Works Roster. OMWBE requested the Small Works Committee look at applying lessons learned from the Small Works and Small Business Certification implementations to improve other roster types towards inclusion efforts.

Brian Ross requested to meet with MRSC regarding Bonfire platform updates. Brian is particularly interested in using Bonfire for soliciting quotes in direct vendor negotiation. Josh will follow up and set the meeting for discussion.

Co-Chair Reyes requested information on how suppliers may access the MRSC platform for vendors without paying a fee. Josh explained that there is a free option and will coordinate with Co-Chair Reyes on making sure the account is set up correctly. Josh clarified that the annual membership fee is based on which Roster Types you select during the account set up. If you select to sign up with nine or fewer public agencies, then the membership will be free.

OMWBE: Sharon shared that OMWBE is continuing outreach effort with MRSC, DES and Apex Accelerator to spread the word of the new certification type. There have been 117 opt-in participants for the new Public Works Small Business Enterprise Certification

Small Works Committee

Meeting Notes 06-14-2024

Page 2 of 2

(PWSBE) and 44 new applications so far. Sharon explained that the outreach efforts extend to those that have opted in for the PSWBE Certification to participate in the new statewide Roster as well. Sharon shared that new applications are processed within 60 days maximum, but often the timeline is less. The opt-in process takes even less time than processing new applications.

L&I: No discussion occurred regarding L&I as no representative from the organization was present. Co-Chair Frare noted that L&I's involvement with the committee has concluded.

New Business:

Co-Chair Frare mentioned that he recently heard feedback that although there's been significant work on promoting inclusion for the construction business, the same effort has not been made to promote opportunity for diverse consultants, architects, suppliers, and engineers. Co-Chair Frare challenged the committee to consider how the new PWSBE certification may create opportunity and remove barriers for new, small, and diverse businesses. Co-Chair Reyes echoed this need as well. Co-Chair Frare clarified that he intends to conclude the Small Works Committee. A new committee may be formed to address the need. Janice Zahn encouraged the CPARB Board to discuss how rosters may be broadened to include the consulting side. Janice encouraged the Board to discuss this and make sure it falls within the charge of CPARB under RCW 39.10. The consulting side is procured differently than public works. Janice agreed that this tool could be beneficial if used more broadly, but more research may need to be done to see where the work should be assigned.

Co-Chair Reyes expressed that she has heard concern from the community regarding the required rule of six minority certified firms. Co-Chair Frare and Dawn Egbert suggested that we launch the new roster and wait to see what issues arise. It will take time for the new certification under OMWBE to grow and become successful. Co-Chair Reyes agreed that this concern can be monitored but set aside for now.

Dawn also said that if a new committee is set to review services contracts, there is a staff member at Ports interested in participating. If it is decided that work will be done to try and change legislation in this area, Dawn suggests that the group work to provide documentation to agencies prior to the implementation date so that they are well prepared in advance of the change. This is one critique she's heard from agencies on the Small Works implementation process. Agencies would have liked access to templates and documentation prior to implementation so that they could be better prepared. Dawn does not think that the Small Works Committee missed the mark on this task; they met the expectations set at the beginning of the process. The suggestion is a lesson learned observation.

Janice requested a list of municipalities, ports, and public agencies that are moving from their own roster to the new Small Works Roster platform to inform recruiting efforts. Josh to provide this information to Janice. MRSC will soon allow agencies to use the Small Works Roster to manage their own vendor or consultant. This may increase the number of agencies interested in using the Small Works Roster.

Josh explained that MRSC is available to support agencies who want to transition to using the Small Works Roster program.

Next Meeting:

The next meeting will be on July 12, which will be the first meeting after implementation.

Action Items

1. Josh Klika to set a meeting to discuss Bonfire updates with Brian Ross.
2. Josh Klika to provide the list of municipalities, ports, and public agencies that are moving from their own roster to the new Small Works Roster platform in order to inform recruiting efforts.

The meeting adjourned at 2:10 p.m.

Co-Chair Frare moved to adjourn the meeting. seconded the motion, and the committee approved the motion by voice vote.

References/Resources:

- None