

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

28 January 2022

Committee focus:

- Comprehensive review of RCW 39.10 with the lens of equity (include RCW 39.04 & 39.80).
- Create consistency in statutory language.
- Evaluate and bring forth effective strategies and opportunities for firms to compete.

<input checked="" type="checkbox"/> Olivia Yang	Washington State University	CPARB /Committee Member
<input checked="" type="checkbox"/> Santosh Kuruvilla	Exeltech	CPARB /Committee Member
<input checked="" type="checkbox"/> Lisa Van der Lugt	OMWBE	CPARB /Committee Member
<input checked="" type="checkbox"/> Charles Wilson	DES	CPARB /Committee Member
<input type="checkbox"/> Irene Reyes	Excel Supply Company	CPARB /Committee Member
<input checked="" type="checkbox"/> Janice Zahn	Port of Seattle	CPARB /Committee Member
<input type="checkbox"/> Jackie Bayne	WSDOT OEO	Committee Member
<input type="checkbox"/> Cheryl Stewart	Inland Northwest AGC	Committee Member
<input checked="" type="checkbox"/> Chip Tull	Hoffman Construction	Committee Member
<input checked="" type="checkbox"/> Aleanna Kondelis	Akana	Committee Member
<input checked="" type="checkbox"/> Brenda Nnambi	Sound Transit	Committee Member
<input type="checkbox"/> Linda Womack	MBDA	Committee Member
<input checked="" type="checkbox"/> Cathy Robinson	City of Lynnwood	Committee Member
<input checked="" type="checkbox"/> Shelly Henderson	Mukilteo School District	Committee Member
<input type="checkbox"/> Keith Michel	Forma	Committee Member
<input checked="" type="checkbox"/> Young Sang Song	Song Consulting	Committee Member
<input type="checkbox"/> Stephanie Caldwell	Absher Construction	Committee Member
<input checked="" type="checkbox"/> Bill Dobyms	Lydig	CPARB
<input checked="" type="checkbox"/> Bobby Forch	Forch Consulting	CPARB
<input type="checkbox"/> Lily Keefe	USDOT - Northwest SBTRC	
<input type="checkbox"/> Sarah Erdman	OMWBE	
<input checked="" type="checkbox"/> Van Collins	ACEC Washington	
<input type="checkbox"/> Cathy Ridley	Exeltech	
<input checked="" type="checkbox"/> Maja Huff	Washington State University	
<input type="checkbox"/> Jerry Vanderwood	AGC of Washington	
<input type="checkbox"/> Timolin Abrom	OMWBE	
<input type="checkbox"/> Melissa Van Gorkom	Senate Committee Services	
<input type="checkbox"/> Amy Stenvall	Mukilteo School District	
<input checked="" type="checkbox"/> Cindy Magruder	University of Washington	
<input checked="" type="checkbox"/> Carrie Whitton	Forma	
<input checked="" type="checkbox"/> Rachel Murata	OMWBE	
<input type="checkbox"/> John Rose	MRSC	
<input type="checkbox"/> Jolene Skinner	LnI	
<input type="checkbox"/> Curt Gimmestad	Absher Construction	
<input type="checkbox"/> Eric Alozie	NEW Construction	
<input type="checkbox"/> Jerry Vanderwood	AGC	
<input type="checkbox"/> Hans Hansen	Bailey Construction	
<input type="checkbox"/> Bill Frare	DES	
<input checked="" type="checkbox"/> Andrea Ornelas	Union	

AGENDA

Item	Purpose	Start
Welcome and committee member introductions	Information	10:35 am
Review & approve agenda	Action	10:36 am
Review & approve 12/17/21 meeting minutes	Action	10:38 am
Invitation to the public to participate	-	10:39 am
Report Outline and Kanban	Discussion	10:40 am
New Business	Discussion	11:40 am
"Final word" (from committee members)	Discussion	11:50 am

Adjourn

Action

12:00 am

DIGITAL CONFERENCE ACCESS

The committee meeting will be conducted entirely by Zoom digital conferencing.

Online <https://wsu.zoom.us/j/97615048848>

Meeting ID: 976 1504 8848

Join by telephone

Dial: US: +1 253 215 8782 or +1 669 900 9128 or +1 646 558 8656

Meeting ID: 976 1504 8848

Olivia Yang - Washington State University

206 718 0787 olivia.yang@wsu.edu

Santosh Kuruvilla – Exeltech Consulting

206 713 1241 santosh@xltech.com

Item: **Welcome and committee member introductions**

- Call to Order
- Quorum confirmed after delaying the meeting to 10:35 am to allow for members to attend.

Action by: BE/BDI Committee

Status: Approved and complete

Item: **Review & approve agenda**

- Confirming that we are trying to end by 11:30, even though we began at 10:35 AM.
- Agenda Approved.

Action by: BE/BDI Committee

Status: Approved and complete

Item: **Review & approve 12/17/21 meeting minutes**

- Minutes approved.

Action by: BE/DBI Committee

Status: Approved

Item: **Public Comment**

- None.

Action by: N/A

Status: N/A

Item: **Report Outline and Kanban**

- Olivia – speaking to the report outline:
 - Access to Network, Capital and continuing education.
 - See a review of this issue that encourages all 39 counties in the State of Washington, that what we come up with is response to all demographics.
 - What happens after award needs attention and there are opportunities there.
 - Competitive edge.
 - Thought is still – making diverse business first choice.
 - Inserted the problem statements into the outline based upon access (across the top axis) and owner, prime and small business (down the side access).

- May draft, June report due.
 - Hoping for feedback on the outline, consensus on where we are going? Hoping to use to organize ourselves.
- Feedback about the term SB in the outline: Change vernacular from small business to diverse business, and what is the definition. And tying it back to the statute
 - Feasible, defensible?
 - OMWBE – Governor’s Subcabinets on ended up going with a listing methodology.
- Invite Banking and Surety to present to help with our learning journey to help in the Access to Capital. Cash flow is a big deal.
- What is the process to building it out?
 - The report points out opportunities.
 - In the current legislative environment – what can be done? For example Payment....
 - If the report can be viewed as a first step towards working within the current legislation.
 - Narrowing our focus to the biggest bang for the buck.
- Based on how the outline to is laid out, how will outline work?
 - Santosh explained how the hyper links will work from the
- What is the road map for the problem statements?
 - Maybe we are not at best practices – so we are launching into current practices.
 - Fixed deadline – the report. That the report spurs us at looking into the opportunities and what can be done.
- Report Summary needs to be ready in May to be able to go to the appropriate committees and legislators to present the report. Janice would like a better understanding of when CPARB will see the document -
- KanBan – Presented by Santosh.
 - Should the full draft be ready by the end of April at the latest?
 - CPARB will have special meetings in March and April for this topic – need to have report ready for their.
 - February - Content Work.
 - March – First Draft of the Report due?
- Problem Statement completion work discussed.
- Proposed Topics for next three committee meetings:
 - Definition and term for use in the document.
 - Surety and Banking presentations.
- Extend meeting to 11:45.
- Janice – Do we believe that from an industry standpoint that there are statutory change that we would want to see changed?
- Informal share of the results of the survey (not yet for public consumption).
 - More targeted effort to get responses?
 - Discussion around the number of responses, and potentially trying to get more participants.
 - Leave the survey open and make another pass at obtaining more feedback!
 - Have Talia change the end date of the survey to the End of February, but keep it open a bit longer.
 - Committee to get more responses.
- Show in the results the outreach effort in trying to get responses to the survey.
- Send the Committee the Survey again.

Action by: OMWBE bring the definitions of small businesses, diverse business and Subcabinet definition to the February meeting. Olivia/Santosh – review the timeline based upon Janice CPARB request.

Status: In progress

Item: **New Business**

- Skipped.

Action by: N/A

Status: N/A

Item: **Final Words**

- Aleanna – practices subcommittee watch for meeting invites.
- Bill - Working with Talia to update the survey dates
- Young – Lawsuit against the State of Washington for being discriminatory. Will get link out to 20+ personal links, 45-50 NAMAC.
- Brenda – WSDOT, Jackie Bain to include link. COMPTO, AGC’s Diversity Committee.
- Cathy – MRSC
- Charles – is geographic information available to be harvested from the survey?
- Chip – Agrees with the proposed framework for the report, will connect with personal contractor connections.
- Shelly – will focus on small contractors and subcontractors. Puget Sound Schools Coalition.
- Stephanie – Diverse trade partners.
- Santosh – APW, and other groups.

Action by: N/A

Status: N/A

Adjourn 12:00

Meeting Chat Record

Maja Huff to Santosh Jacob Kuruvilla (Direct Message) 09:59 AM

Do you know who Andrea Ornelas is with?

From Santosh Jacob Kuruvilla to Me (Direct Message) 10:03 AM

Union

From Me to Everyone 10:07 AM

Reconvening at 10:35

From Bobby Forch to Everyone 10:36 AM

I have to leave at 11

From Janice Zahn to Everyone 10:43 AM

Hello BE/DBI committee

From Lisa van der Lugt to Everyone 10:56 AM

it provides for more clarity

From Andrea Ornelas to Everyone 10:57 AM

Thank you for having me. I have a meeting at 11. Happy Friday!

From Bobby Forch to Everyone 11:07 AM

Have. A great weekend everyone

From Shelly Henderson to Everyone 11:20 AM

I like that Aleanna

From Lisa van der Lugt to Everyone 11:38 AM

BRB

From Stephanie Caldwell to Everyone 11:44 AM

Yes, will do.

From Aleanna Kondelis to Everyone 11:45 AM

Ok. Can you send around the survey link to this committee once it is up and live again? Happy to keep circulating!

From Stephanie Caldwell to Everyone 11:48 AM

Yes, please provide the link.

From Shelly Henderson to Everyone 11:51 AM

Yes, please send link

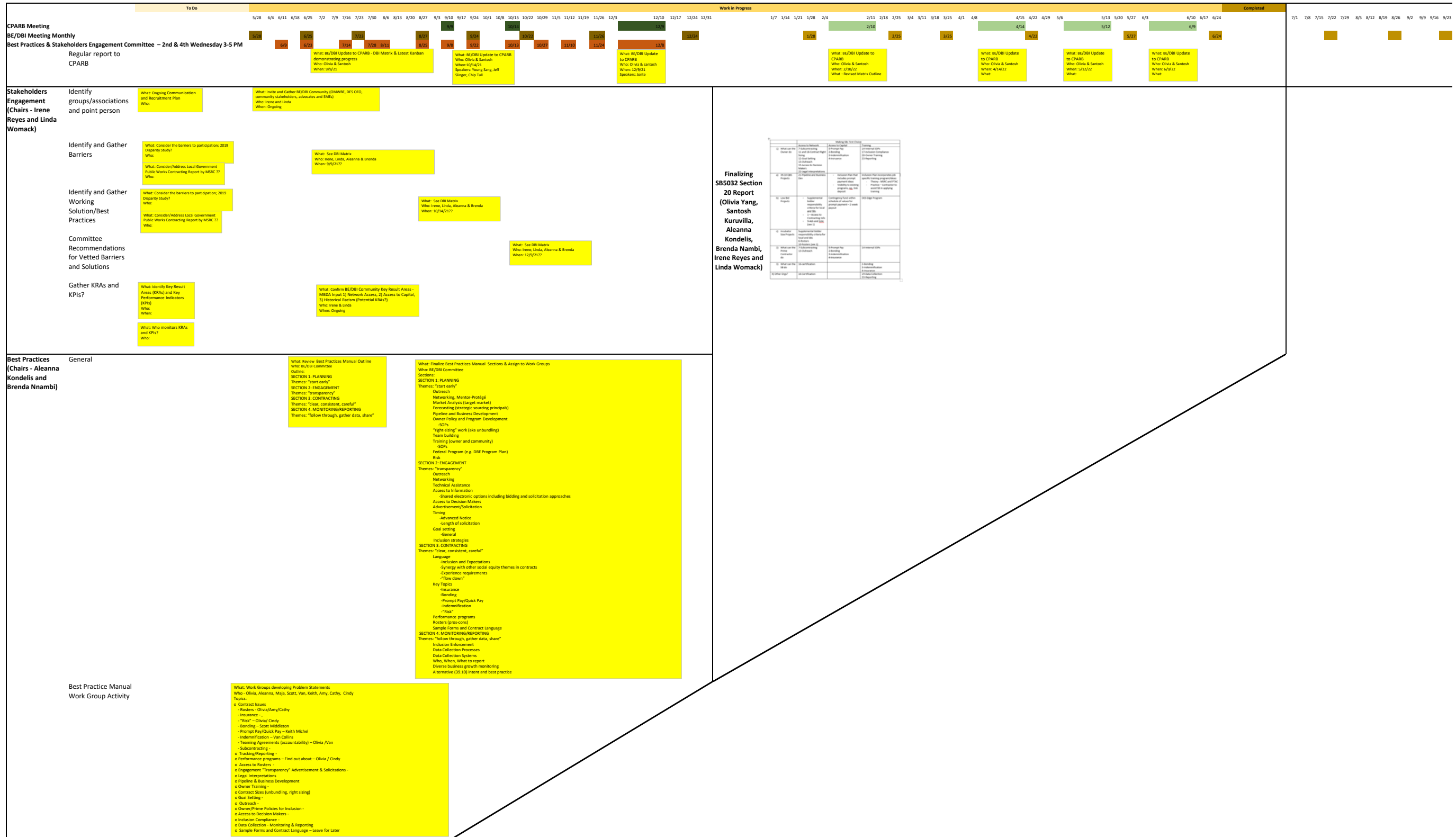
From Janice Zahn to Everyone 11:51 AM

<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2F%2FxfRW2UfAhg&data=04%7C01%7Ctalia.baker%40des.wa.gov%7C944009e5885c47edd3be08d9d16915f2%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C637771071527320466%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000&sdata=t1EzZTVUAHwSYHDquOcatOPJTSn8wZIKMurrdySjqmo%3D&reserved=0>

From Young Sang Song to Everyone 11:58 AM

Janice the link works! I just went through the motions of the website.

	Making SBs First Choice		
	Access to Network	Access to Capital	Training
1) What can the Owner do	7-Subcontracting 11 and 18-Contract Right Sizing 12-Goal Setting 13-Outreach 15-Access to Decision Makers 22-Legal Interpretations	5-Prompt Pay 2-Bonding 3-Indemnification 4-Insurance	14-Internal SOPs 17-Inclusion Compliance 20-Owner Training 23-Reporting
a) 39.10 QBS Projects	21-Pipeline and Business Dev	<ul style="list-style-type: none"> - Inclusion Plan that includes prompt payment ideas - Visibility to existing programs, eg., link deposit 	Inclusion Plan incorporates job specific training program/ideas: <ul style="list-style-type: none"> - Theory - MSRC and PTAC - Practice – Contractor to assist SB in applying training
b) Low Bid Projects	<ul style="list-style-type: none"> - Supplemental bidder responsibility criteria for local and SBs - 1 – Access to Contracting Info - 9-Ads and Solic (see 1) 	Contingency fund within schedule of values for prompt payment – 2 week payout	DES Edge Program
c) Incubator Size Projects	Supplemental bidder responsibility criteria for local and SBs 6-Rosters 10-Rosters (see 1)		
2) What can the Prime Contractor do	7-Subcontracting 13-Outreach	5-Prompt Pay 2-Bonding 3-Indemnification 4-Insurance	14-Internal SOPs
3) What can the SB do	16-certification		2-Bonding 3-Indemnification 4-Insurance
4) Other Orgs?	16-Certification		19-Data Collection 23-Reporting



Finalizing SB5032 Section 20 Report (Olivia Yang, Santosh Kuruvilla, Aleanna Kondelis, Brenda Nambi, Irene Reyes and Linda Womack)

Task ID	Task Name	Start Date	End Date	Status
1	CPARB Meeting	5/28	5/28	Completed
2	BE/DBI Meeting Monthly	6/4	6/4	Completed
3	Regular report to CPARB	6/11	6/11	Completed
4	Identify groups/associations and point person	6/18	6/18	Completed
5	Identify and Gather Barriers	6/25	6/25	Completed
6	Identify and Gather Working Solution/Best Practices	7/2	7/2	Completed
7	Committee Recommendations for Vetted Barriers and Solutions	7/9	7/9	Completed
8	Gather KRAs and KPIs?	7/16	7/16	Completed
9	Finalizing SB5032 Section 20 Report	7/23	7/23	Completed
10	Best Practice Manual Work Group Activity	7/30	7/30	Completed
11	CPARB Meeting	8/6	8/6	Completed
12	BE/DBI Meeting Monthly	8/13	8/13	Completed
13	Regular report to CPARB	8/20	8/20	Completed
14	Identify groups/associations and point person	8/27	8/27	Completed
15	Identify and Gather Barriers	9/3	9/3	Completed
16	Identify and Gather Working Solution/Best Practices	9/10	9/10	Completed
17	Committee Recommendations for Vetted Barriers and Solutions	9/17	9/17	Completed
18	Gather KRAs and KPIs?	9/24	9/24	Completed
19	Finalizing SB5032 Section 20 Report	10/1	10/1	Completed
20	Best Practice Manual Work Group Activity	10/8	10/8	Completed
21	CPARB Meeting	10/15	10/15	Completed
22	BE/DBI Meeting Monthly	10/22	10/22	Completed
23	Regular report to CPARB	10/29	10/29	Completed
24	Identify groups/associations and point person	11/5	11/5	Completed
25	Identify and Gather Barriers	11/12	11/12	Completed
26	Identify and Gather Working Solution/Best Practices	11/19	11/19	Completed
27	Committee Recommendations for Vetted Barriers and Solutions	11/26	11/26	Completed
28	Gather KRAs and KPIs?	12/3	12/3	Completed
29	Finalizing SB5032 Section 20 Report	12/10	12/10	Completed
30	Best Practice Manual Work Group Activity	12/17	12/17	Completed
31	CPARB Meeting	12/24	12/24	Completed
32	BE/DBI Meeting Monthly	12/31	12/31	Completed
33	Regular report to CPARB	1/7	1/7	Completed
34	Identify groups/associations and point person	1/14	1/14	Completed
35	Identify and Gather Barriers	1/21	1/21	Completed
36	Identify and Gather Working Solution/Best Practices	1/28	1/28	Completed
37	Committee Recommendations for Vetted Barriers and Solutions	2/4	2/4	Completed
38	Gather KRAs and KPIs?	2/11	2/11	Completed
39	Finalizing SB5032 Section 20 Report	2/18	2/18	Completed
40	Best Practice Manual Work Group Activity	2/25	2/25	Completed
41	CPARB Meeting	3/4	3/4	Completed
42	BE/DBI Meeting Monthly	3/11	3/11	Completed
43	Regular report to CPARB	3/18	3/18	Completed
44	Identify groups/associations and point person	3/25	3/25	Completed
45	Identify and Gather Barriers	4/1	4/1	Completed
46	Identify and Gather Working Solution/Best Practices	4/8	4/8	Completed
47	Committee Recommendations for Vetted Barriers and Solutions	4/15	4/15	Completed
48	Gather KRAs and KPIs?	4/22	4/22	Completed
49	Finalizing SB5032 Section 20 Report	4/29	4/29	Completed
50	Best Practice Manual Work Group Activity	5/6	5/6	Completed
51	CPARB Meeting	5/13	5/13	Completed
52	BE/DBI Meeting Monthly	5/20	5/20	Completed
53	Regular report to CPARB	5/27	5/27	Completed
54	Identify groups/associations and point person	6/3	6/3	Completed
55	Identify and Gather Barriers	6/10	6/10	Completed
56	Identify and Gather Working Solution/Best Practices	6/17	6/17	Completed
57	Committee Recommendations for Vetted Barriers and Solutions	6/24	6/24	Completed
58	Gather KRAs and KPIs?	7/1	7/1	Completed
59	Finalizing SB5032 Section 20 Report	7/8	7/8	Completed
60	Best Practice Manual Work Group Activity	7/15	7/15	Completed
61	CPARB Meeting	7/22	7/22	Completed
62	BE/DBI Meeting Monthly	7/29	7/29	Completed
63	Regular report to CPARB	8/5	8/5	Completed
64	Identify groups/associations and point person	8/12	8/12	Completed
65	Identify and Gather Barriers	8/19	8/19	Completed
66	Identify and Gather Working Solution/Best Practices	8/26	8/26	Completed
67	Committee Recommendations for Vetted Barriers and Solutions	9/2	9/2	Completed
68	Gather KRAs and KPIs?	9/9	9/9	Completed
69	Finalizing SB5032 Section 20 Report	9/16	9/16	Completed
70	Best Practice Manual Work Group Activity	9/23	9/23	Completed