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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **x** | Dawn Egbert, Ports |  |  | Irene Reyes, Private Industry\DBEs *(Co-Chair)* |
|  | Bobby Forch Jr., Diverse Business |  |  | Mark Riker, Labor |
| **x** | Bill Frare, DES – Owner State *(Co-Chair)* |  | **x** | Cathy Robinson, Cities |
| **x** | Josh Klika, MRSC |  | **x** | Jolene Skinner, L&I |
|  | ~~Erik Martin~~, Counties |  | **x** | Kara Skinner, Insurance/Surety |
|  | Rachel Murata, OMWBE |  |  | Olivia Yang, Higher Education |
| **x** | Karen Mooseker, School Districts |  |  |  |

**Alternates:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **x** | Mark Nakagawara, Cities *(alternate)* |  |  |  |
|  | Angela Peterson, Ports *(alternate)* |  |  |  |
|  | Julie Underwood, Cities *(alternate)* |  |  |  |
| **x** | Sharon Harvey, OMWBE |  |  |  |

**Guests:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **x** | Talia Baker |  | **x** | Cindy Magruder |
| **x** | Beck Eatch |  | **x** | Jon Rose  |
| **x** | Theresa Gonzales |  | **x** | Michael Transue |
| **x** | Maja Huff |  | **x** | Janice Zahn |
| **x** | Brynn Linville |  |  |  |

**The meeting was called to order at 1:35 p.m.**

*Agenda Topic: Recap of Successful Legislation, Discussion of Implementation*

***Discussion Highlights***

* Co-chair Frare shared that while it has passed both the House and the Senate, there is some work remaining to ensure the fiscal note implications are incorporated properly into the final bill to be signed by Gov. Inslee.
* Members discussed the tasks that must be accomplished in the next 14 months before the bill takes effect, including WAC changes, setting up the OMWBE small business certification, and developing the new statewide roster, contract templates and best practices, and L&I systems. Members agreed it is the work of this committee to coordinate who is doing these tasks and how this program is set up. Using this committee as a regular coordination point between agencies and stakeholder groups, tasks were distributed as follows.
* **Phase I Tasks:**
	+ Jolene Skinner will coordinate the WAC and system changes for L&I.
	+ Co-chair Frare will address rule changes with DES.
	+ Sharon Harvey will coordinate the WAC changes and setting up the small business certification for OMWBE.
	+ Jon Rose will coordinate with this group to form a smaller advisory group to think through implementation decisions for the statewide roster, WAC changes, and developing agency processes. This group will need to represent enough different perspectives from the agencies, stakeholder groups, and small businesses, but also needs to be nimble and meet frequently throughout the summer (likely 2x/week) to work through all decision points between now and September 2023. This quick timeline is needed if MRSC is going to have enough time to build the roster before the July 2024 effective date. This group may also form smaller focus groups on different topics.
		- MRSC needs to be looped in on this work but must remain a neutral party. They are here to administrate and implement the policy decisions made by the advisory group under the authority of DES and CPARB. Thinking of them as a contractor means giving them a distinct scope of work, expectations for timelines and end results, and responding to requests for information along the way.
		- The advisory group should include representatives from the following agencies/groups:
			* State Public Works Agencies (Bill Frare, DES)
			* Local Public Works Agencies (Dawn Egbert, Ports)
			* Jolene Skinner, L&I
			* Sharon Harvey, OMWBE
			* Association of Washington Cities/Washington State Association of Counties
				+ Jon Rose will reach out to find a representative.
		- In order to involve small businesses and contractors early on in the process, Co-chair Frare will reach out to Olivia Yang to inquire about piggybacking on the outreach process used by the BE/DBI subcommittee.
			* There will also be ongoing outreach to agencies and contractors around the state to provide trainings and information on the new roster.
		- Additional potential perspectives to include in the advisory group are public owners who already maintain and manage their own rosters. Dawn Egbert provides this perspective, as can Olivia Yang or Karen Mooseker.
	+ Once program implementation decisions have been made, Jon Rose and Josh Klika will work with MRSC to update the roster system (this will require 9 months of lead time once implementation decisions have been made) and develop trainings and a manual, in coordination with the advisory group. Jon Rose will also begin to identify current gaps in the current roster and see what is needed to recruit small businesses to the new statewide roster.
	+ Josh Klika has initiated outreach with the State Auditor’s Office to start working through legal questions of implementation. Working with the State Auditor’s Office will help ensure that implementation decisions around agency process, etc., are legally sound and apply across different agencies.
* **Phase II Tasks:**
	+ Work will continue in coordination with the various agencies through this committee and the advisory group, to develop best practice guides, trainings, and agency guidelines for the statewide roster, and to conduct ongoing engagement and business outreach.
* Members flagged that one thing to address is how to handle nonresponsive contractors on the current statewide roster. It would be ideal to address this issue, but MRSC legally cannot remove businesses that have signed up.
* Members flagged the legal question of whether notification to firms on the roster would be required of MRSC or public owners.

***Developing the next agenda***

* OMWBE, DES, and L&I will report on workplans to accomplish their agencies’ assigned tasks.
* Olivia Yang will report on the BE/DBI committee’s outreach process and how to mirror it in engaging small businesses and contractors in this work.
* Jon Rose will report on forming the advisory group, how MRSC’s workplan is taking shape, and what questions they need answered to get started.

**The meeting adjourned at 2:53 p.m.**

**References\Resources:**

* [2023 Legislation FAQ](https://des.wa.gov/sites/default/files/2023-03/CPARB-BDEI-SWR-FAQ.pdf) document
* Small Works Roster Implementation Tasks Roadmap *(included in FAQ)*