

Small Works Committee

Meeting Notes 5-12-2023

Page 1 of 3

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

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

x	Irene Reyes, Private Industry\DBEs (Co-Chair)
	Mark Riker, Labor
x	Cathy Robinson, Cities
	Jolene Skinner, L&I
x	Kara Skinner, Insurance/Surety
	Olivia Yang, Higher Education
	<i>vacant</i> , Counties

Alternates:

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

Guests:

Talia Baker
Emilie Brown
Nancy Deakins
Sarah Erdmann
Lekha Fernandez
Theresa Gonzales
Maja Huff
Janet Jansen

Brynn Linville
Cindy Magruder
Reasa Pearson
Jon Rose
Brian Ross
Michael Transue
Janice Zahn

The meeting was called to order at 1:31 p.m.

Agenda Topic: Continued Discussion of Implementation

Discussion Highlights

- Representatives from DES, MRSC, OMWBE, and L&I each provided members with an overview of their respective agency’s work plans to implement the bill on time. Presenters using PPTs/Word documents agreed these materials would be shared with the broader group after the meeting. Members agreed that aligning all involved agencies’ communications plans will be important. These plans could also include progress reports for interested parties to track the implementation process.
 - **DES:** Planning for rulemaking and a communications plan are underway. After completing required interim steps and a public comment process from June – August 2023, their goal is to file a CR-103 on the rule changes by January 31, 2024. DES will also develop model contracts, starting February 2024, complete by April 2024, and posted by June 30, 2024. They will also work on the best practices document starting April 2023, to be completed by June 30, 2024.
 - A communications plan to engage the various stakeholder groups (also referred to as a road show, which may include both virtual and in-person engagement) and internal change

Small Works Committee

Meeting Notes 5-12-2023

Page 2 of 3

management will follow. Goals of communicating the bill will include (1) ensuring those impacted know the bill was passed and what to expect regarding timeline and implementation specifics, and (2) encouraging small businesses to enroll in the new roster by sharing the benefits of participation.

- **MRSC:** Identifying roles, responsibilities, and apparent tasks is underway. Feedback from agencies and businesses will be gathered via interviews held July – August 2023. MRSC is also working to form an advisory group of agency stakeholder representatives, to meet July – September 2023, focused on prioritization, timing, and clarification of statute language. They hope this group will complete their work in September, so MRSC can begin technical execution of the new roster in October. MRSC is coordinating closely with other agencies to integrate and align work plans on this rapid timeline.
 - An education and notification plan will follow; MRSC will also weave education on the bill into separate training initiatives they are involved in.
- **OMWBE:** The hiring process to support OMWBE’s new small business certification is ongoing. OMWBE is using agency funds to support hiring in June, understanding that funding from the bill won’t become available until July. They will create and launch a new online application for the certification process, beginning to process applications from small businesses in March 2024. This is to be accompanied by targeted outreach and technical assistance, as well as ongoing monitoring of effectiveness. OMWBE’s goal is to support the growth of a well-populated small works roster by July 2024.
 - From June – December 2023, OMWBE will draft, socialize, and file proposed rules, with a projected adoption date in February 2024. OMWBE typically receives a lot of public feedback, which is why their rule making timeline is more expanded than for other agencies.
 - Starting in June 2023, OMWBE will gather requirements for IT development, followed by contract negotiations from July – August 2023. The application portal and interface with MRSC’s system will be developed September – December 2023, with a planned test in January 2024. There will be a soft launch of the system in February 2024 (perhaps a pilot) with a full launch in March 2024.
- **L&I:** Once the relevant WAC is updated, L&I will conduct their rule making process. They are also working with MRSC to coordinate on trainings. Their system changes will follow OMWBE’s establishment of the new certification type.
- Confirmed members of the advisory group to guide implementation include Janet Jansen (DES), Brandy DeLange (*TBD, may be another representative*, AWC), Axel Swanson (WSAC), Sharon Harvey (OMWBE), Jolene Skinner (L&I), Dawn Egbert (Ports – using independent roster), and Brian Ross (Higher Ed – using current MRSC roster). Stakeholders beyond this list will be engaged but keeping the group small will allow them to interpret the law into implementation on the required timeline.
 - The group is meant to be collaborative and seek consensus, like CPARB. If there is a large enough disagreement (i.e., 4 vs. 3), they will look to their ATG to help set boundaries. Some agencies may carry more weight on topics for which they have a lot of practical experience.
- Members discussed what removing the requirement for performance bonds in the new statute means for projects under 5K, for which some agencies require separate payment and

Small Works Committee

Meeting Notes 5-12-2023

Page 3 of 3

performance bonds. Ultimately the owner decides what types of and how many bonds are required, however, bonds for projects of that size are typically not seen, because retainage is used instead, and these jobs are done quickly. Exceptions to this include when the job might be hazardous, in which case the owner would require a surety bond.

Developing the next agenda

- MRSC and the other agencies will give an update on their progress and further details on their respective communication plans. Any adjustments to the schedules shared today will be shared, and feedback will be provided by the full committee.

Action: Approve past meeting minutes

- Minutes are to be left posted on the CPARB website and approved along with the minutes from this meeting, at the next meeting, held June 9.

The meeting adjourned at 2:35 p.m.

References\Resources:

- Small Works Roster Implementation Tasks Roadmap (PPT slide) from CPARB meeting
- Bill Frare's Word document with tasks and timelines for DES assignments
- PPTs from MRSC and OMWBE