

Small Works Committee

Meeting Notes 01-12-2024

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Committee Members: (15 positions, 14 members, 5 alternates, 8 = Quorum)

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

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

Alternates:

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

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

Guests & Stakeholders:

Reasa Pearson, L&I
Talia Baker, DES
Emilie Brown, DES
Janet Jansen, DES
Monique Martinez, DES

Brenda Portaro (OMWBE)
Lee Lim (OMWBE)
Shamekia Moultrie (DVA)
Janice Zahn (Ports)

The meeting was called to order at 1:35pm

Discussion Highlights: *Agenda Topic: Continued Discussion of Implementation*

Action: Approve past meeting minutes

Co-Chair Frare requested a motion to approve the minutes from December 8, 2023. Dawn Egbert moved to approve, and Irene Reyes seconded the motion. The committee approved the motion by voice vote.

Subcommittee Updates

DES: Co-Chair Frare shared that DES held their public hearing on Tuesday of this week. The meeting was well attended, but there were no comments on the rules during the public hearing. Approximately six written comments or questions were submitted. These will be addressed, and then the final rules will be issued. Janet Jansen has assumed the project management of implementation and coordination with MRSC. As previously discussed, DES is moving to the MRSC statewide roster. There is also work to be done to work out electronic bidding, create utilization plans, and develop model contracts. As final rule adoption is near, these tasks are currently being addressed.

MRSC: Josh Klika shared that as Co-Chair Frare mentioned, MRSC has been working with Janet’s DES team to discuss the transition to the MRSC roster. In addition, a few state agencies have reached out regarding the same subject, considering that they have delegated authority to these rosters as well. Another focus has been to organize content in preparation for a webinar about Small Works Roster changes that is scheduled for February 29th. This webinar is a joint effort from OMWBE, Apex Accelerator and DES. Registration opened this week, and there has already been significant interest. One method of communication about the webinar was to notify businesses of the webinar through the roster program. The focus will mainly be on businesses, but state agencies and local government are also invited to participate. In addition to the webinar, there will be a collaboration at Alliance Northwest for an in-person participation option. Co-Chair Reyes encouraged Josh to

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extend the invitation to small businesses and request they post the invitation to their members. Josh will follow up with MRSC's communication team and extend the invitation. Co-Chair Reyes also encouraged MRSC to make sure they are engaged in community meetings, as this is marketing for MRSC and an opportunity to receive feedback. Josh to set up time to meet with Co-Chair Reyes to discuss methods for engagement between MRSC and small business groups.

OMWBE: Brenda Portaro shared on behalf of Sharon Harvey the updates from OMWBE. OMWBE is on track and making progress. WAC-326-20-087 are permanent rules. Staff have been hired and are currently being trained on how to use the new certification program. The IT team is working hard to make sure the new program is set to go live in March. OMBWE staff are also preparing fliers to promote the benefits of getting Public Works Small Business Enterprise (PWSBE) certified.

L&I: Reasa Pearson shared on behalf of Jolene Skinner with updates from L&I. Similar to what MRSC shared, coordination is happening for the webinar training. L&I's rulemaking is complete, and there have been no objections.

Communications Subcommittee Report - Outreach Schedule & Updates:

Emilie Brown shared that the subcommittee reconvened after the holiday break to review objectives and accomplishments. The last two deliverables upcoming are the previously mentioned webinar and the two sessions at Alliance. With the understanding that there will be on-going outreach and education particularly through MRSC and Apex, the subcommittee will wrap up as they've met the needs for their committee. Also, the agencies will continue communications and outreach for their specific implementation pieces. The subcommittee will also reconvene after the next legislative session if necessary. Emilee also confirmed that small business associations are on the distribution list for communication of the upcoming webinar. DES and OMWBE will also be sharing the invitation to the webinar with associations. Angela Peterson suggested that the webinar invitation be shared by those in this meeting to make sure that the invitation is extended to those on their current roster lists.

New Business:

Co-Chair Reyes suggested that there be a dry run of the new process. Co-Chair Frare said that his team did numerous dry runs with other recent new processes, and he is sure the same will happen for this platform. Janice Zahn requested more information on how many public owners will use the statewide roster rather than their own. Josh shared that it is estimated that 85 percent of local government agencies are already using the MRSC roster program. Those not on the rosters are some independent agencies that manage their own rosters, and there are smaller cities and towns that may not do a bulk of projects where they've developed a roster process. MRSC explains to these agencies that they have two options. The first is that they can be a part of the statewide roster. If that is their choice, they need to make sure they understand the DES rules. If they are managing their own roster, they need to understand all the changes based on the roster they do have. The intent is to make it a one stop for businesses. Those that are not already on the MRSC roster may not be inclined to join because they have a robust and successful roster program themselves, or they may be a very small organization that only does one to three projects per year. Work is being done to make sure the information and invitations have been extended to those not already using the MRSC roster program.

The Small Works Committee intends to stay singularly focused, and the subcommittees of CPARB will address proposed legislative changes that may impact the work Small Works Committee has done thus far. A summary of this work around proposed legislative changes will be brought back to the Small Works Committee.

Next Meeting:

The next meeting will be on February 9th at 1:30pm.

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Action items:

1. Josh to follow up with MRSC's communication team and extend the invitation to small business groups.
2. Josh to set up time to meet with Co-Chair Reyes to discuss methods for engagement between MRSC and small business groups.
3. Emilie and Josh to connect with meeting attendees to share webinar invite information for folks to share with their individual contacts and roster groups.
4. Talia Baker to update next meeting's agenda to include a current summary of legislative issues.

Meeting adjourned at 2:10pm

Co-Chair Reyes made a motion to adjourn the meeting. Cathy Robinson seconded the motion. All were in favor by voice vote.

References\Resources:

- SB 5268 Implementation Timeline Word document (Brenda Portaro)