

## Minutes

### City of Tacoma Equity in Contracting Advisory Committee

Date: Wednesday, November 20, 2024

Time: 7:30am – 9:30am

Location: Tacoma Municipal Building, Room 243, 747 Market Street, Tacoma Washington 98402

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#### Zoom Information

Dial: 253-215-8782

Meeting Link: <https://zoom.us/j/93921755135?pwd=UHB1Ym00dGJWZmtLeUE3cHBNWDFKdz09>

Webinar ID: 939 2175 5135

Passcode: 959442

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#### CALL TO ORDER

Chair Scott Lundt called the meeting to order at 7:35AM

#### STATEMENT OF PURPOSE

Malika Godo provided the Statement of Purpose to note the purpose of the meeting.

#### LAND ACKNOWLEDGEMENT

Linda Cerna stated the Land Acknowledgement.

#### ROLL CALL – EIC Advisory Committee

Present: Certified Business 2 - Angela Michaelis; Certified Business 3 - Rahsaan Freeman; Certified Business 4 - Scott Lundt; Council District 3 – Kate Ginn; Large Prime - Clint Myers; TPU Service Area 1 - Larry Hutchinson; Union Signatory Firm – Justin Baker

Absent (excused): Certified Business No. 1- Catina Patton; Council District 1 - Paul Franetovich;

Absent (unexcused): TPU Service Area 3 - Trena Payton; TPU Service Area 2 - Michael Jordan;

#### Consent Agenda & Minutes

Approval of August 21, 2024 Special Meeting - Meeting Minutes and November 20, 2024 Agenda

- Motion to approve made by Scott Lundt seconded by Larry Hutchinson
- No added comments or discussion
- Motion passes and minutes of the May 15, 2024 Special Meeting and the August 21, 2024 agenda are approved

#### City Staff Updates – City Staff

##### - Welcome New Advisory Committee Members

- o **Catina Patton – Certified Business #1 position:** She is a certified business owner, serves on the State's Capital Project Advisory Review Board (CPARB) and has other volunteer engagements.
- o **Justin Baker - Union Signatory position.** He is currently a Business Agent and dispatcher with the Laborers Local 252.
- o **Katherine (Kate) Ginn - Council District 3 position.** Deputy Director with First 5 fundamentals, a nonprofit organization in Tacoma focused on early childhood. As we look to expand the scope of the EIC program and expand to Professional Services, she'll be able to offer insight as well as perspective from the non-profit sector.

- **Michael Jordan - TPU Service Area #2 position.** Serves as the Business Operations Specialist with the Tacoma-Pierce County Black Collective and has been re-elected.

EIC Advisory members' Bio & headshots are located in the City of Tacoma website, as well as Agendas & Meeting minutes which are required to be posted online 24 to 48 hours in advance of the Meetings.

- **Member Resignation and vacancy**

- Council District 1 - Paul Franetovich recently resigned as he got promoted and has moved to New York. He gave us a recommendation for us to recruit and we reached out to the individual.

- **2023 Disparity Study Recommendations**

- See Link to the 2023 City of Tacoma Disparity Study: [Disparity Study - City of Tacoma](#)

The City of Tacoma recently conducted a disparity study which looked at the city's contracting data over a 5-year period from 2017 to 2022. The study was completed in October 2023 and the final report will be posted on the City website. The study included internal and external stakeholder group meetings, with members of the EIC Advisory Committee invited to attend. The WA Minority Business Development Agency Business Center was present to learn more and support the EIC Program efforts to improve access to contracts.

The Disparity Study recommendations are:

1. Refine overall aspirational MBE/WBE Goal
2. Continue contract goals and expand to professional services
3. Implement SBE Evaluation and price preferences
4. Further develop a small contract program
5. Perform additional outreach and relationship building
6. Participate in MBE/WBE/SBE Capacity building
7. Consider other steps to encourage small business utilization
8. Allocate sufficient resources for program success

EIC Staff plans on unbundling Public Works contracts, including the Links to Opportunities project and the Streets Initiative projects. EIC Staff also have plans for outreach and relationship building, including creating a video library for training purposes. The team is considering requests from businesses for training on topics such as bonding, estimating, accounting, marketing, digital literacy, legal matters, and labor compliance. EIC Staff would like to reach more diverse demographic populations in our outreach efforts.

As EIC Advisory members review the recommendations, please reach out with feedback.

EIC Staff's Intentions are to be transparent and accountable to stakeholders as we move and review the recommendations provided by the Disparity Study.

Every 5 years, the city is required to review the program through a disparity study.

Every year, EIC Staff is required to provide a yearly report on program performance.

Upcoming Workshop:

Doing Business with the City of Tacoma – currently there are 55 registered OMWBE Certification Training

- **Business Certification Comparison Chart**

- A PDF Version of the Excel Chart will be sent to EIC Advisory members and added to the Resources page of the EIC Advisory Committee.

- **Committee Member Required Training** <https://www.atg.wa.gov/open-government-training>

**Committee Discussion** – City Staff and Committee Members

- Annual Work Plan Review and Document Progress
  - Internal Processes Subcommittee Updates
  - Workforce Subcommittee Updates

Prompt Payment subcommittee team will continue to meet. We're hoping to have them meet the Procurement team in 2025.

The Workforce subcommittee Team worked on outreach and discussed access to Capital.

For the new members, you are invited to join a subcommittee. It's not a requirement, but the invitation is extended.

**Future Meetings – A special meeting can be scheduled if needed**

- 2025 Regular Meetings
  - February 19, 2025
  - May 21, 2025
  - August 20, 2025
  - November 19, 2025

**Public Comment**

- No public comment was received in writing, and no one attending online requested to speak for public comment.

**Action items:**

- Post Agenda and Minutes and EIC Advisory Committee Members headshots on the EIC Advisory Committee webpage
- Provide an update on the annual report and data dashboard
- Plans to move forward with the Disparity Study recommendations
- Invite the City's Office of Strategy to come and share on the Tacoma Anchor Network
- Look at the WA DES Procurement page to help as we improve the City of Tacoma Project forecasting list

**Adjournment**

**Meeting adjourned at 8:28 AM**

Minutes taken by City of Tacoma