

Minutes

City of Tacoma Equity in Contracting Advisory Committee

Date: Wednesday, August 21, 2024

Time: 7:30am – 9:30am

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

Zoom Information

Dial: 253-215-8782

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

Webinar ID: 939 2175 5135

Passcode: 959442

CALL TO ORDER

In the absence of Chair Scott Lundt and Vice Chair Michael Jordan, Kacee Woods called the meeting to order at 7:34AM

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; Large Prime - Clint Myers; Council District 1 - Paul Franetovich; TPU Service Area 1 - Larry Hutchinson; TPU Service Area 3 - Trena Payton; TPU Service Area 2 - Michael Jordan

Absent (excused): Certified Business 4 - Scott Lundt

Consent Agenda & Minutes

Approval of May 15, 2024 Special Meeting - Meeting Minutes and August 21, 2024 Agenda

- Motion to approve made by Larry Hutchinson seconded by Angela Michaelis
- 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 – Kacee Woods

- **EIC Advisory Recruitment Process**
 - o On August 13, 2024, interviews for the EIC Advisory Committee took place at the Economic Development Committee Meeting. Michael Jordan was approved for re-appointment. A total of four members were approved for the EIC Advisory Committee. New members will have their first meeting November 20, 2024.
 - **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
 - **Justin Baker - Union Signatory position.** He is currently a Business Agent and dispatcher with the Laborers Local 252.
 - **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.

- **2023 Disparity Study Updates**

- Public Meetings will be scheduled to go over the preliminary results & consultant's recommendations
- The Report will be sent out after the public meetings

- **EIC Workshops**

- Linda Cerna will be delivering a Hybrid workshop titled Construction 101 on August 22, 2024 to help those having challenges with bids and proposals.
- Past and future workshops are recorded and saved online. Information on future workshops is also available.

- **EIC Outreach**

- EIC Staff will be attending the 2024 Regional Contracting Forum taking place September 12, 2024
- In partnership with the City of Tacoma and Enscicon Corporation, GE Vernova – Hydro Power Division is hosting a Supplier & Career Day for the ongoing Cushman 2 Powerhouse Units 31 & 32 Rebuild Project (Project Specification# PG21-0454F). The event is taking place on September 17, 2024
- EIC Staff will be attending the WA Department of Enterprise Services Procurement Connect Conference on October 8, 2024
- South Sound Entrepreneurship Weeks starts October 21, 2024. Michael Jordan shared that committee members can request more information if they're interested in participating or presenting.

Committee Discussion

The subcommittee information will be sent via email for those who are not currently in a subcommittee

- **Internal Processes**

Purpose: Advise on Policies and Procedures as well as outreach and communication. Current topic of interest is prompt payment. Subcommittee members include Michael Jordan, Larry Hutchinson and Angela Michaelis. The initial intention was to meet with the City's Finance Procurement & Payables Division to walk through the city's payment processes, to listen and learn and then have advisory committee members offer perspective on their personal experiences with prompt payment.

Currently, the City's Finance Procurement & Payables Division is not available to meet. However, the subcommittee would like to meet to discuss other processes internal to the City of Tacoma and begin the conversation as it relates to prompt payment.

- **Workforce**

Purpose: Advise on incorporating inclusion and diversity into existing for future hiring recruitment, education and advancement strategies related to the contracting community. This subcommittee includes Paul Franetovich, Larry Hutchinson, Michael Jordan, and Scott Lundt.

This subcommittee met and discussed training and outreach. The EIC Outreach plan was presented, and feedback was provided on how to best share the information with the community.

Regarding Access to Capital, Dierdre Patterson, Small Business Financing Manager presented to the EIC Advisory at the May regular meeting on the City's financing programs. More information can be shared upon request and Dierdre Patterson's presentation will be shared via email.

- **Data**

This item will stay on the agenda as the intention is to communicate performance of the Equity in Contracting Program. City's IT Department is currently working with EIC Staff on an EIC Dashboard. OMWBE is also providing support for EIC Staff to get their backend data and have information on certification records.

In collaboration with the Tacoma Anchor Network, EIC Staff is also working to communicate how the largest agencies are spending locally and with diverse businesses. More information will be shared in future meetings.

- **Certification**

This topic was not assigned to a subcommittee

EIC Staff is in the process of finalizing a matrix which will show a list and comparison of all the local, state, and federal Certification programs existing. The matrix will show various processes, eligibility, requirements, and cost. The goal is to make an analysis of facts and unintended consequences to see if the EIC Program should include more certification agencies than OMWBE in the eligibility requirements. The purpose of this is to involve the EIC Advisory Committee and review if the EIC Program should expand the certifications evaluated as part of the eligibility requirements.

Trena Payton shared that she would like to see the EIC Program include more certification agencies to remove barriers for diverse businesses.

Kacee Woods responded that we're anticipating this work to be done in several phases. 1st phase would be to research what the other certifications are. 2nd phase would be to provide that information to the EIC Advisory Committee, and get committee feedback. The 3rd phase would be to present those findings to City of Tacoma leadership including the legal team, and the Economic Development Committee with possible policy changes. Regarding Veteran certifications, the City of Tacoma's municipal code and the EIC program language does not currently include language around supporting veteran owned businesses. This analysis would allow EIC Staff to make changes accordingly.

- **Project Forecasting List**

Trena Payton asked that this topic would be included in the next agenda as the City needs to improve in this area. She mentioned the City should follow the Department of Enterprise Services procurement page as a model.

Kacee Woods responded that the City has an updated forecast list however, it needs to be improved to include all departments and this topic will be added to future agendas.

- **Tacoma Anchor Network**

Information was shared on the Tacoma Anchor Network and EIC Advisory Committee Members expressed interest in learning more. Kacee Woods will share information and invite the City's Office of Strategy to come and share on this topic at a future meeting.

Public Comment

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

Action items:

- Send Dierdre Patterson's Presentation to EIC Advisory Committee members
- Send information on Subcommittees to members who have not signed up
- Reschedule subcommittee meeting on Prompt Payment
- Post Agenda and Minutes and EIC Advisory Committee Members headshots on the EIC Advisory Committee webpage
- 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 at 8:56AM

Minutes taken by City of Tacoma