Agenda

# City of Seattle WMBE ADVISORY COMMITTEE

Via [Webex](https://seattle.webex.com/seattle/j.php?MTID=mbb696624b5b867fdcb0712750e131b99)

Wednesday, August 10, 2022

3:00-5:00 p.m.

**Advisory Committee Members:** Ato Apiafi, Anthony Burnett, Terry Calloway, Eugene Hardin, Roger Newton, Irene Reyes, Ollie Garrett, Regina Glenn, Tracey Freeman, Shelley Gaddie

**Advisory Committee Members Absent**: Michelle Merriweather, Fernando Martinez

**City Committee Staff:** Elisa Young (Facilitator), Liz Alzeer, Jesse Gilliam, Ellis Jones, Neil Maheshwari

**PURPOSE**

The former Mayor established the WMBE Advisory Committee through [Executive Order 2019-06](https://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/WMBE/Executive-Order-2019-06.pdf)  as an ongoing advisory body that provides guidance to the City of Seattle through Finance and Administrative Services (FAS) regarding practices in support of equity, inclusion and participation of women- and minority-owned businesses (WMBEs) in City of Seattle contracts. The WMBE-AC will review and recommend changes to the City’s WMBE program and will provide advice to the City on WMBE issues and concerns.

1. Welcome and City updates - Elisa Young and Liz Alzeer – 20 minutes
   1. Elisa and Liz gave several City updates:
      1. As of July 18, FAS has been renamed from Finance and Administrative Services to Facilities and Administrative Services, to more accurately reflect the Department’s portfolio.
      2. Elisa introduced Neil Maheshwari, a fellow from the Harvard Kennedy School Government Performance Lab, who will be working with the PC division and the Office of Innovation and Performance on the Procurement Transformation Project.
      3. Liz discussed that PC will be making changes to Contractor Performance Evaluation form on construction projects with a goal of making the form fairer and more accurate. PC would like to receive feedback from Advisory Committee and will be sending the form to the Committee.
      4. Liz announced that the Technical Assistance RFP was released July 8th and proposals are due August 23rd (extension from August 16th). A link to the RFP has been emailed to the Committee.
      5. Elisa announced Liz’s retirement at the end of September, shared accomplishments from Liz’s career, discussed transition, and announced that Jesse Gilliam will be acting as Interim Division Director.
      6. Jesse spoke briefly and shared intentions to hold Tabor office hours and focus on transparency and follow-up in WMBE program.
2. VOTE: Reached a quorum, approved May meeting summary – 5 minutes
   1. Irene moved to approve; Anthony seconded. No opposed.
3. DISCUSSION: Work Group Recommendations – 40 minutes
   1. Elisa let the Committee know that the City team would like to meet with the Working Groups one more time before November meeting.
   2. Discuss next steps for Work Group recommendations (initially presented at May meeting)
      1. Work Group 1 Recommendations
         1. Discussed Recommendation 1: WMBE Advisors select three WMBE firms to highlight.
            1. City Committee staff requested more detail about how to move this forward and what the product/deliverable would look like. Discussion among Work Group 1 and FAS team. FAS would like to resume hosting meet and greets, continue to develop goal forecasting strategies.
         2. Discussed Recommendation 2: Technical assistance events
            1. City Committee staff asked to clarify the intent of these events and if they could be held in conjunction with existing events. Working group explained they would like events to include thought leaders and have been able to identify about 10 people who could potentially speak to helping minority contractors.
      2. Work Group 3 Recommendations
         1. Discussed Recommendation 1: Oversight task force
            1. FAS has questions about specificity of structure, Working Group expressed those complaints should be received and handled by a specific task force.
            2. City Committee and Working Group will reconvene to discuss further at one of the Group’s meetings in September.
4. Guest from Mayor’s Office - Brianna Thomas, Labor Liaison, gave brief introduction and took part in a short discussion with group about engagement with the Mayor’s Office.
5. DISCUSSION: End of Year Report to Mayor – 5 Minutes
   1. Elisa discussed the upcoming End of Year report and what it will contain. A draft will be ready for review prior to the November meeting.
6. November 2022 Meeting - 5 Minutes
   1. Potential to host in person or hybrid meeting. FAS team will send out survey to determine best option.
7. PRESENTATION: FTA and DBE Goals – 20 Minutes
   1. Presentation by Carmen Kucinski, Associate City Contracting Compliance Manager, Purchasing and Contracting, FAS
      1. Discussed overview of DBE program and DBE goals are established (slides are attached)
8. DISCUSSION – Advisory Committee Reappointment Process - 15 Minutes
   1. Group discussed past appointment process and brainstormed potential methods for selecting the next group of Committee members. City will send out a survey aimed at collecting all the ideas and developing a path forward.
9. Wrap up – 5 Minutes
   1. City Committee team members will attend upcoming individual Work Group meetings

2022 meetings:

* Nov. 16 3-5 p.m.