

Department of Finance and Administrative Services
WMBE ADVISORY COMMITTEE CHARTER

PURPOSE

The Mayor established the WMBE Advisory Committee (WMBE-AC) through [Executive Order 2019-06](#) on Sept. 24, 2019 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.

REPRESENTATION

The WMBE-AC initial membership is appointed by FAS with concurrence from the Mayor. Each appointment shall be for two years. During the first term, the WMBE-AC shall make recommendations to FAS on developing an application and/or nomination process for appointing members for subsequent terms. FAS will appoint three representatives from each of the following interest groups:

1. Purchasing: vendors and suppliers
2. Consultants (including architects and engineers)
3. Construction Contractors
4. Community organizations that support WMBE firms

There will be no alternates.

A member who seeks to resign from the WMBE-AC shall submit a written resignation (email also accepted) to the City’s WMBE-AC Facilitator.

WMBE ADVISORY COMMITTEE ROLES AND RESPONSIBILITIES

1. Core Responsibilities of WMBE-AC include the following:

WMBE Advisory Committee Primary Responsibilities	
Review WMBE Data	Advise on WMBE Program Administration Practices
<ul style="list-style-type: none"> • City WMBE Performance Reports • Program updates 	<ul style="list-style-type: none"> • Provide process and/or policy recommendations –to address programmatic issues, gaps, needed improvements • Provide process and/or policy recommendations –to address systemic issues, gaps, needed improvements

	<ul style="list-style-type: none"> • Promote equity in WMBE Advisory recommendations and decisions • Advise on innovations in implementation • Generate recommendations and findings for the City’s written annual WMBE report
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2. Within the parameters identified in item 1 above, propose and develop an annual Work Plan for the WMBE-AC upon which meeting agendas will be drafted. The Work Plan will include specific scope elements within each identified topic area, along with desired deliverables, key stakeholders, resources, and outcomes, and metrics as applicable. Areas for WMBE-AC consideration include but are not limited to the following area:
 - Outreach, engagement and technical assistance
 - Policy, equity and the disparity study
 - Evaluation of City pre-solicitation, solicitation and contracting policies and procedures

3. Committee members are expected to attend all regularly scheduled meetings. Members should notify the City’s WMBE-AC Facilitator (Facilitator) at least a week in advance or with as much advance notice as possible given an unavoidable impact to attendance. If unable to attend a regularly scheduled meeting, please also inform other WMBE-AC members of the same stakeholder group. Members must attend a minimum of 75% of meetings and may not miss more than two meetings each year to maintain appointment, however, in the case that the City reschedules a meeting, the City will work to accommodate majority attendance. A member unavailable to attend the rescheduled meeting will communicate with Facilitator why absence is unavoidable and will receive an excused absence.

4. The WMBE-AC will meet at least quarterly but can choose to meet more frequently as needed. Meetings will be pre-scheduled, and agendas will be sent in advance. If there are multiple members who cannot attend, the City will try to accommodate by changing the meeting date.

5. Arrive at each meeting prepared to discuss the issues on the agenda, including reviewing meeting summaries, technical information, and document drafts that are distributed in advance.

6. Fully participate in meetings and articulate views based on own experience and expertise as well as the views of their community of interests, such as the organization, or specific constituency they represent as a member of the Committee.

7. Present views of their constituencies on issues being discussed. Members must engage in respectful, constructive dialogue with other group members.
8. Strive to bridge gaps in understanding, seek creative resolution of differences, and commit to providing thoughtful input.
9. Stay in contact with relevant and interested stakeholders (both individuals and groups) to learn of current constituency concerns and/or provide constituents with updates on meeting work products and meeting discussions.
10. Generally do not discuss the contents of WMBE-AC deliberations unless mutually agreed upon.

WMBE-AC OPERATIONS

Ground Rules

To effectively accomplish its mandate, all members agree to:

- Allow all voices and diverse views to be heard
- Hold the interest of the whole – act as a team by:
 - Reflect first before speaking, speak and act respectfully and recognize when others act respectfully
 - Share what she/he/they are thinking, feeling, knows and help each other to understand fully
 - Clarify her/his/their expectations, assumptions and interests (own and other's)
 - Explore interests, issues and differences for understanding
 - Stay open to other views and remain flexible and reserve judgement
 - Call for a pause, take intentional breaks, caucus when needed – anyone can request
 - Not rush to decide and check for agreement
- Refer back to the mission to identify common ground
- Consider unintended impacts/risks before making a decision

Meetings

1. FAS will convene the committee and provide the committee program performance reports. The WMBE-AC may determine a need for sub-committee(s) and include City staffing when available.
2. Participation in discussions will be restricted to the members seated at the table, except when an

open floor is specifically itemized into the agenda or the members request others' participation.

3. Meetings may be held in person, virtually or a hybrid of both in-person and virtually. The WMBE-AC shall vote to determine preferred meeting method.

WMBE-AC Decision Making

WMBE -AC chooses to work toward consensus by using a process that explores all views, concerns and interests, and generates alternate proposals in order to find common ground. The WMBE-AC agrees to:

1. Engage in sharing information/be explicit with each other
2. A majority of committee members in attendance shall constitute a quorum. Use thumb voting and discussion to find common ground.
 - a) Conduct open voting with *thumbs up*/approval, *thumb sideways*/acceptable or acceptable with questions or reservations or *thumbs down*/not acceptable.
 - b) Explore thumbs sideways or down and ask for proposals to bring nays to "can live with it".
 - c) After discussing dissenting opinions, alternate proposals may be generated from the group to see if full agreement can be reached through subsequent voting
 - d) Vote on proposals to check for full consensus and proceed with understanding of all positions even if not in full agreement (exception of one).
3. Identify all positions even if not in full agreement

Since there is value in the City hearing dissenting opinions, if a final decision from the WMBE-AC does not reach full consensus after using the process above, the minority opinion(s) will be stated.
4. WMBE-AC members must be present to vote.

Meeting Facilitation

FAS will provide meeting facilitation through the FAS Director's Office Equity and Policy Director (the Facilitator). In close coordination with the project team, the facilitator will:

1. Formulate the agenda with support from FAS Purchasing and Contracting (PC) for all meetings and facilitate WMBE-AC Committee meetings.
2. Keep the discussion highly focused on track with the agenda and close off digressions.
3. Grant the speaking authority to the members, such that only one person will speak at a time and no one will interrupt another.

4. Prohibit any personal attacks or statements that give the appearance or tone of blaming others for specific actions or outcomes.
5. Identify and synthesize points of agreement and disagreement and communicate these in the form of written meeting summaries (see below for further detail).
6. Coordinate any necessary fact-finding required.
7. Coordinate the preparation of single-text drafts of key documents between meetings to serve as a basis for deliberations.
8. Ensure compliance with all ground rules.
9. Serve as a confidential communication channel for members and observers who wish to express views but do not feel comfortable addressing the full group.
10. Advocate for a fair, effective and credible process, but remain utterly nonpartisan with respect to the outcome of the deliberations.

RESPONSIBILITIES OF FAS PURCHASING AND CONTRACTING

1. PC will participate in the meetings, support the Facilitator and the WMBE-AC Committee, attend meetings, develop the agenda at the Facilitator's direction, support the facilitation of discussions, and administrative support, including documenting deliberations and presenting information.
2. PC will provide information to the Facilitator and the WMBE-AC Committee ensuring alignment with the City's Race and Social Justice equity plans, data, progress reports, and related work plans.
3. At direction of Facilitator, provide WMBE-AC with meeting schedule and location at least two weeks prior to each meeting, unless an emergent need arises.
4. Support the Facilitator in meeting direction and purpose.
5. Prepare meeting agendas and materials for review and approval of Facilitator to support the WMBE-AC's work through the agenda.
6. PC will prepare a summary of each meeting, to include key discussion items, areas of agreement or disagreement without attribution. Following Facilitator approval, PC will send a draft to members after each meeting. Approval of the summary will occur at the following meeting, after PC staff note any additions, corrections, or clarifications approved by the Facilitator and WMBE-AC. If substantial changes are made, a revised version will be issued. The summary will include a list of those in attendance.

7. Meeting summaries will be posted on PC's website for public access upon final approval by FAS and the WMBE-AC.

COMMUNICATION

Any media requests, inquiries or outreach shall be directed to the City's Facilitator.

Any communication on behalf of the WMBE-AC must come from the group, not individuals on behalf of the group. Representatives from all four stakeholder groups will generate a written document that reflects the decision made by the WMBE-AC, without any changes, and a copy will be sent to all members. Communications from WMBE-AC about a decision that has been made will include a brief statement of context regarding the decision and any issues of consideration, e.g., dissenting opinion if consensus was not reached.

PUBLIC PARTICIPATION

This WMBE-AC may be of interest to the public, observers, other public agencies, and other advocates or interested advisors. Members of the public are invited to attend any meeting, and may actively speak, participate or comment at those times when prescribed within the meeting agenda. All meeting minutes and agendas will be available on-line for public view.

AMENDMENT OF CHARTER

Charter amendments may be made with a 2/3 voting in affirmative of all eligible members of the advisory committee at a meeting. Charter amendments must be given advance notice via the published agenda.

This charter was approved by the WMBE Advisory Committee at their meeting, held on Wednesday, May 19, 2021 with the following committee members voting, present and absent.

Contractor Firms Representatives	Consultant Firms Representatives	Purchasing Firms Representatives	Stakeholder Organizations
Roger Newton Newton Building & Development, LLC (approved)	Shelley Gaddie ProjectCorps (approved)	Irene Reyes Excel Supply Company (approved)	Michelle Merriweather Urban League of Metropolitan Seattle (approved)
Tracey Freeman T & T Traffic Control (approved)	Regina Glenn Pacific Communications Consultants Inc (approved)	Anthony Burnett MB Diversity (approved)	Ollie Garrett Tabor 100 (approved)
Eugene Hardin Quality Woodworking (approved)	Ato Apiafi Ato Apiafi Architects (approved)	Terry Calloway Trinity Development (absent)	Fernando Martinez Northwest Mountain Minority Supplier Development Council (approved)

GLOSSARY OF TERMS

CCAG: City of Seattle internal Consultant Contracting Advisory Group.

DBE: Disadvantaged Business Enterprise (certification).

FAS: The City of Seattle’s Department of Finance and Administrative Services.

RSJI: City of Seattle’s Race and Social Justice Initiative.

OBD: Online Business Directory.

PC: Purchasing and Contracting, the division in the City of Seattle's Department of Finance and Administrative Services that oversees and implements the Citywide WMBE Program.

RFP: Request for Proposal (procurement tool).

RFQ: Request for Qualifications (procurement tool).

OMWBE: Washington State Office of Minority and Women's Business Enterprises

Roster: Consultant contracts procurement tool.

WMBE: Women or Minority-owned Business Enterprise. The City of Seattle definition of Women or Minority-owned Business Enterprise is a firm that is at least 51% owned by women and/or minorities (including, but not limited to African Americans, Native Americans, Asians and Hispanics).