



Summary

City of Seattle WMBE ADVISORY COMMITTEE

Via Webex

Wednesday, May 19, 2021

3:00-4:30 p.m.

Advisory Committee Attendees present: Ato Apiafi, Anthony Burnett, Eugene Hardin, Fernando Martinez, Roger Newton, Irene Reyes, Michelle Merriweather, Ollie Garrett, Regina Glenn, Tracey Freeman, Shelley Gaddie

Advisory Committee Attendees absent: Terry Calloway

City Committee Staff: Elisa Young (Facilitator), Liz Alzeer, Jesse Gilliam

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.

Post meeting note: Tracey Freeman was present but unable to unmute so did not vote during the meeting. She shared her votes post meeting, which were all to align with the majority vote. The record below is altered accordingly.

Agenda items

[Power Point](#)

- 1) Welcome and network review - Elisa Young - 5 minutes
 - a. Welcome and presentation of [WMBE Advisory Committee members](#)
 - b. Welcome to new member Roger Newton
- 2) [Charter – decisions, and adoption](#) - 30 minutes
 - a. *Item 1 Decision: Yes - adopt all clarifying changes listed in item 1.*
 - i. 11 voted yes
 - ii. Terry Calloway not present
 - b. *Item 2 Decision: No - do not change structure of representation as outlined in Item 2.*
 - i. 10 voted no

- ii. 1 voted hold (Roger Newton)
 - iii. Terry Calloway not present
- c. *Item 3 Decision: Yes – adopt workplan topics as outlined in Item 3, with addition of “pre-solicitation” to group three.*
 - i. 11 voted yes
 - ii. Terry Calloway not present
- d. *Item 4 Decision: When feasible, hold hybrid meetings (physical/virtual).*
 - i. 8 voted hybrid
 - ii. 1 voted physical (Eugene Hardin)
 - iii. 1 voted virtual, and evaluate at end of year (Fernando Martinez)
 - iv. Terry Calloway not present
- e. *Item 5 Decision: Yes – Committee members must be present to vote.*
 - i. 11 voted yes
 - ii. Terry Calloway not present
- f. *Item 6 Decision: Yes – voting will follow charter recommendations (Attempt to reach consensus, but if consensus cannot be reached, allow for majority vote with minority opinion. 2/3 vote required for charter changes).*
 - i. 11 voted yes
 - ii. Terry Calloway not present
- g. *Item 7 Decision: Continue to meet quarterly, move to two hours.*
 - i. 10 voted for quarterly
 - ii. 1 voted monthly (Ato Apiafi)
 - iii. Terry Calloway not present
- h. *Item 8 Decision: Yes – add “generally do not discuss the contents of our deliberations unless mutually agreed upon.”*
 - i. 11 voted yes
 - ii. Calloway not present
- i. *Item 9 Decision: Inadequate time to discuss. HOLD and revisit.*
- j. *Item 10: No vote required.*
- k. *Item 11 Decision: Approve charter with amendments as voted on.*
 - i. 11 voted yes
 - ii. Terry Calloway not present

- 3) 2021-2022 work group assignments – 20 minutes
 - a. This agenda item was removed due to lack of time.
- 4) About the Citywide WMBE Program – 30 minutes
 - a. [Presentation](#) – Miguel Beltran – 10 minutes
 - i. Link to [searchable database of contracts](#)
 - b. Meet the capital department WMBE advisors – 10 minutes
 - i. Viviana Garza – viviana.garza@seattle.gov
 - ii. Kara Williams – kara.wiliams@seattle.gov
 - iii. Katia Garcia – katia.garcia@seattle.gov
 - iv. [Complete list of WMBE advisors](#)
 - c. Q&A – 10 minutes

Next meetings:

- Aug. 18 3-5 p.m.
- Nov. 17 3 – 5 p.m.

WMBE Advisory Committee Meeting

Finance and Administrative Services

May 19, 2021



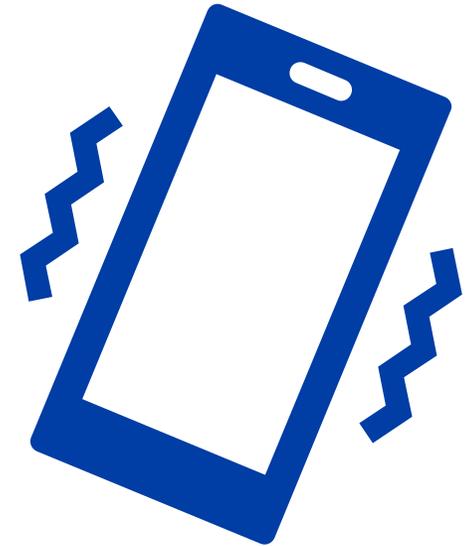
Agenda

- Welcome/Network review
- Charter – decisions, adoption
- Work group assignments
- Citywide WMBE program and WMBE advisors
- Wrap up



WebEx etiquette

- **Please mute yourself when you are not speaking**
 - On the computer (or mobile app) – press the mute button
 - On the phone – either use your phone's mute feature or press *6



Welcome

- Roger Newton
- Owner, Newton Building and Development, LLC



Image from SBA website.

Bellevue Chamber T&T Traffic Control professional bodybuilders
 Urban League of Metropolitan Seattle UC Berkeley traffic control services
 Quality Woodworking Tacoma Black Collective Dartmouth four touchdowns **Tabor 100**
 The Breakfast Group Dry Eye AGC PMT Solutions beaches GSBA
 DBE semi trucking Here Seattle warm, sunny places
 general contractor published author Washington State COVID-19
 Westin Hotels Sigma Chi Union carpenter science fiction
 Yale University MB Diversity German Language Meetup AWI dry sense of humor
 snowboarder PMI Ato Apiafi Architects Heinz **UW NWMMSDC**
 small business **City of Seattle** Pacific Northwest
 OMWBE Sound Transit Microsoft D&I DES CPARB PRC
 Cola flaggers Glove Lady NGLCC Supply Lady Washington Cougars
 finish carpentry WTIA Downtown Seattle Chamber Full Life Care
 King County NKBA Black MBA Project Corps WSDOT Interstate Bridge
NAMC urban hiker Diversity King County carpenter Coca
 historic renovations Downtown Seattle Association Excel Supply Company
 Office of Labor Standards Pacific Communications Consultants Inc.
 Trinity Development Corporation ACEC Fortune 500 Starbucks masonry
 Union cabinetmaker Pierce County Work Force Board Priority Hire Advisory Council
 Multicare Foundation Xerox MBE-certified



Charter: Decisions and adoption

Please write into the chat box

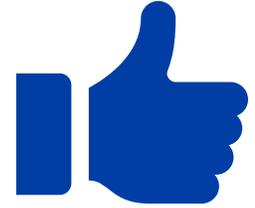
- Thumbs up – Yes!
- Thumbs sideways – Let’s talk
- Thumbs down – No!
- Hourglass – let’s hold this vote



Item 1: Make clarifying changes to charter.

• Should the charter include the clarifying changes outlined in green on the revised charter?

- In Representation, change vendors to “vendors and suppliers”
- In Representation, clarify “similar missions”
- In Representation, add “including architects and engineers”
- Add glossary of terms
- In Amendment of Charter, change to current date, add “with the following committee members present”



Item 2: Change structure of representation.

- **Should the committee change the structure of representation to organize based on stakeholders?**

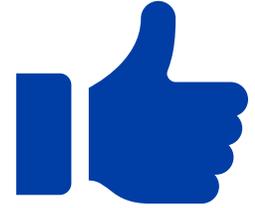
- Rather than categorizing groups based on purchasing, consulting, stakeholders and construction contractors, organize groups laterally, based on stakeholders (one being NW Mountain, one being Tabor 100, etc.). This would create a cross section of ideas and perspectives rather than consulting competing with purchasing.



Item 3: Work plan topics

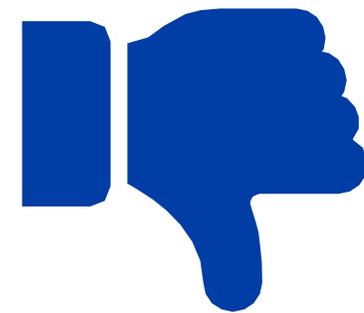
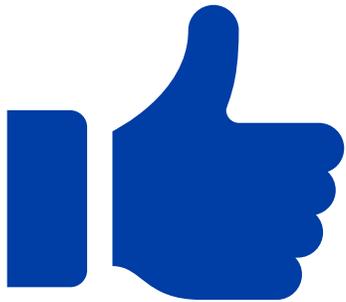
•Should the charter adopt the revised topics?

- Outreach, engagement and technical assistance
- Policy, equity and the disparity study
- Evaluation of City solicitation and contracting policies and procedures



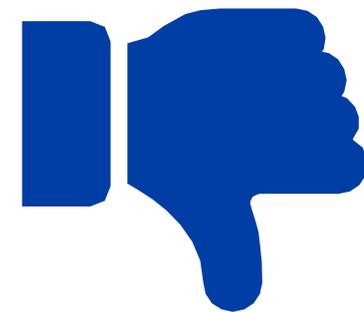
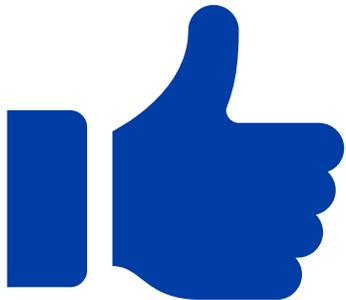
Item 4: Physical meetings or virtual meetings?

- Should meetings be physical only? Virtual only? Hybrid?



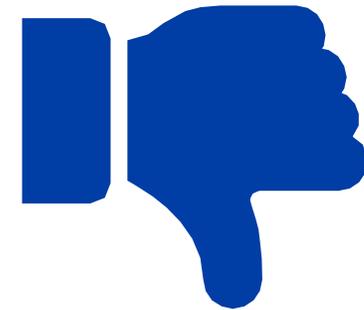
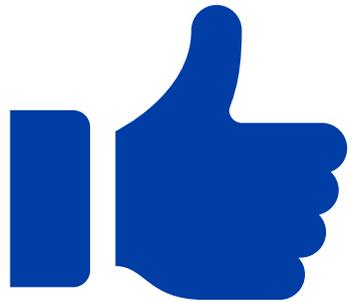
Item 5: Committee present to vote.

- Must committee members be present at the meeting to vote?



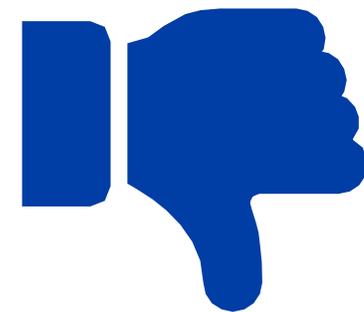
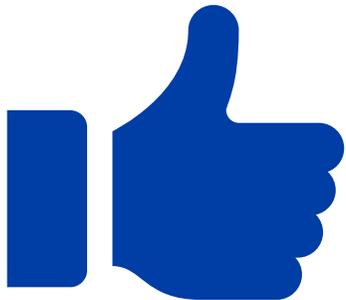
Item 6: Majority/consensus.

- Should voting follow charter recommendations (attempt to reach consensus, but if consensus cannot be reached, allow for minority vote with majority opinion)?



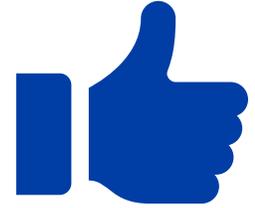
Item 7: Meeting frequency.

- Should meeting frequency move to monthly? To every two months? Should we extend to two hours?



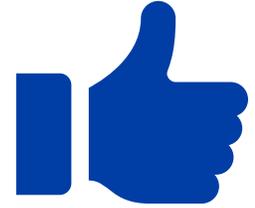
Item 8: Confidentiality within group.

- **Should confidentiality clause be added to committee roles and responsibilities?**
- Add “generally do not discuss the contents of our deliberations unless mutually agreed upon” to committee roles and responsibilities.



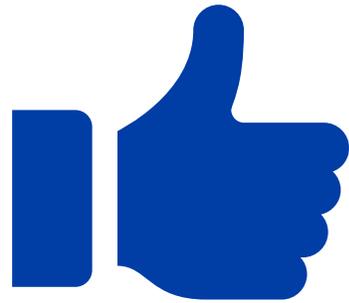
Item 9: Confidentiality between FAS/members.

- **Should confidentiality clause be removed from meeting facilitator roles and responsibilities?**
- Remove “Serve as a confidential communication channel for members and observers who wish to express views but do not feel comfortable addressing the full group” from meeting facilitator roles and responsibilities.



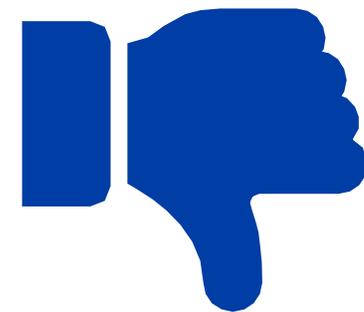
Item 10: Group composition.

- **FAS will review feedback when future positions open.**



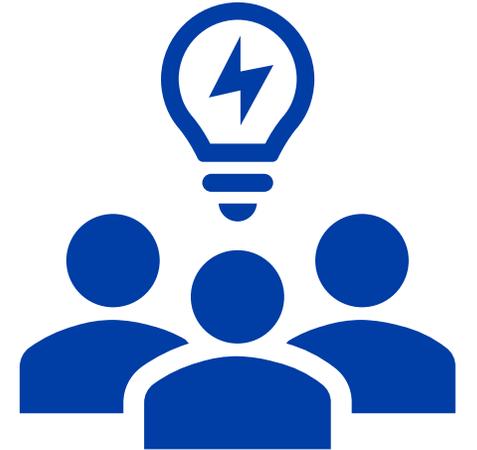
Item 11: Approve charter.

- Do you approve the charter with the changes voted on today?



Work groups

- Each member will choose a “home” work group
- You will meet for 30 minutes during quarterly meetings and as needed outside of meetings
- Each work group should pick a group leader
- Non-committee members can join work groups
- City can offer technical assistance
- There will be limited City admin support



Work group 1: Outreach, engagement, TA

- Who would like to join this work group?
- Who will volunteer to schedule the first meeting?



Work group 2: Policy and equity; including disparity study

- Who would like to join this work group?
- Who will volunteer to schedule the first meeting?



Work group 3: Evaluation of City solicitation and contracting policies, procedures, etc.

- Who would like to join this work group?
- Who will volunteer to schedule the first meeting?



City of Seattle Women- and Minority-Owned Business Program

Finance and Administrative Services
Miguel Beltran, Contract Compliance and WMBE
Manager



FAS: Leading with Race

- Strengthened core programs (WMBEs, Priority Hire)
- Emphasized Racial Equity Toolkits
- Expanded Change Team and Leadership Team



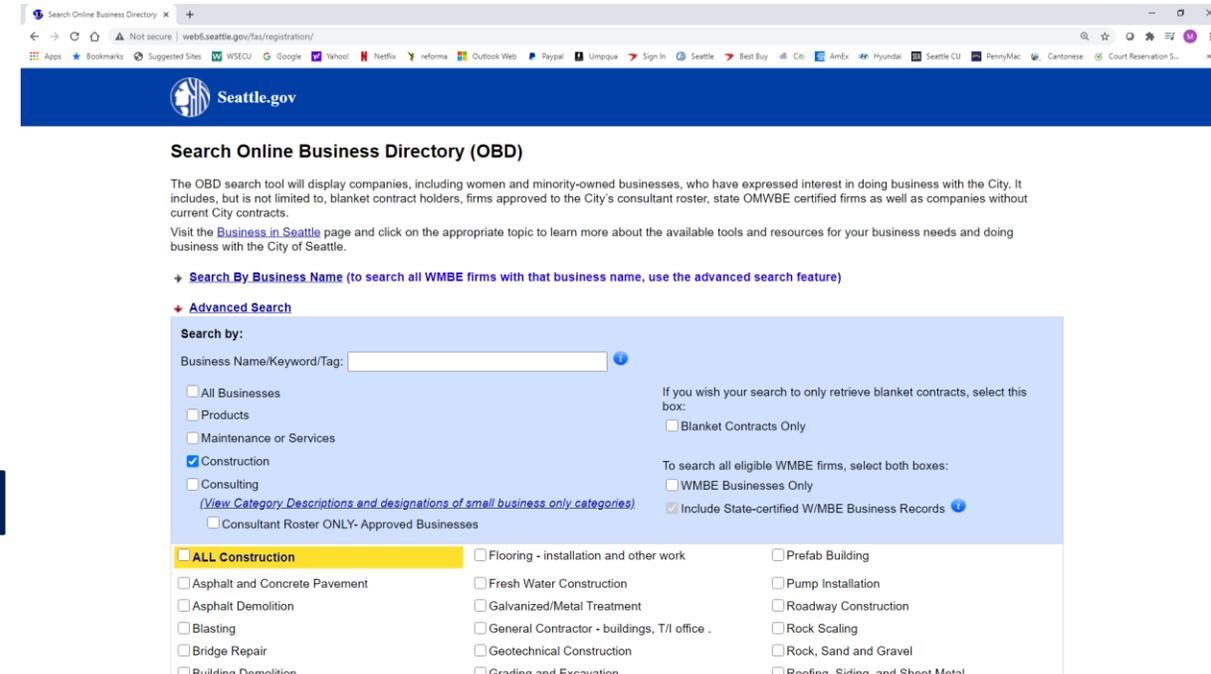
WMBE Program Overview

- Objective: to promote equity in contracting for historically underutilized businesses.
- More than \$700 million spend yearly.
- SMC 20.42 Equity in contracting
- Lead by FAS as the Citywide central contracting body.



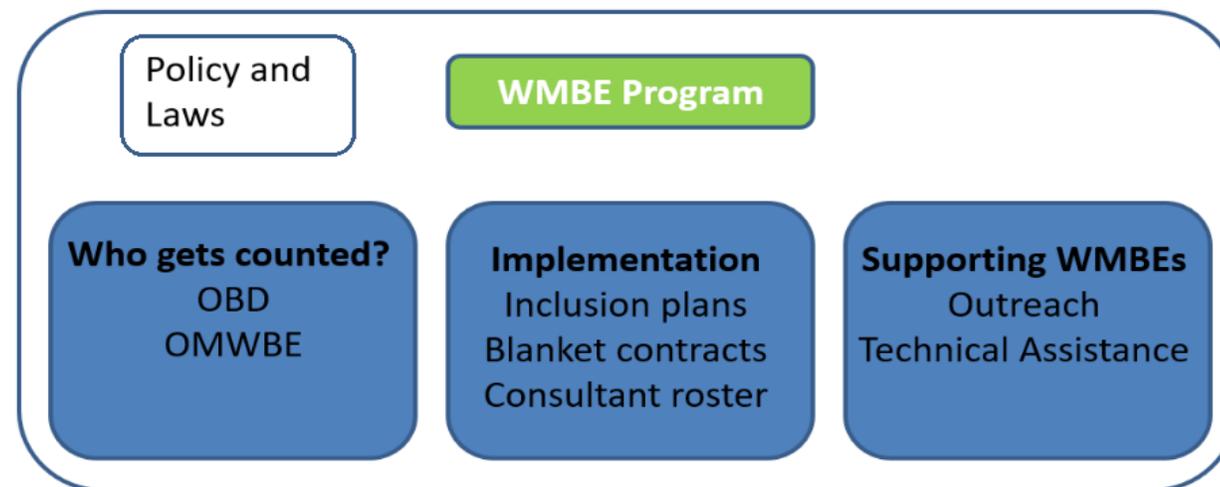
WMBE Program Overview

- Defined by SMC, WMBE are businesses 51% owned by women and/or people of color.
- May be either State certified by OMWBE or self-identify by registering OBD.



WMBE Program Overview

- Types of procurement:
 - Construction
 - Purchasing
 - Consulting
- Yearly aspirational goals for consulting and purchasing
- FAS – policy, outreach, enforcement and reporting



Outreach Efforts

- First Fridays – doing business with the City
 - English and Spanish-language events
 - Community organizations
 - East African event
- Department outreach
 - SDOT “Ready to Prime” event
- Bid opening notices



Online Business Directory (OBD)

<http://web6.seattle.gov/fas/registration/>



FAS InWeb

City Purchasing and Contracting Services (CPCS)

Search Online Business Directory (OBD)

The OBD search tool will display companies, including women and minority-owned businesses, who have expressed interest in doing business with the City. It includes, but is not limited to, blanket contract holders, firms approved to the City's consultant roster, state OMWBE certified firms as well as companies without current City contracts.

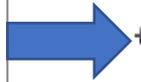
Visit the appropriate contracting unit home page from the above menu bar to learn more about City Purchasing and Contracting (Consultant Services, Public Works) guidelines, policies and procedures for your procurements.

→ [Search By Business Name](#) (to search all WMBE firms with that business name, use the advanced search feature)

→ [Advanced Search](#)

[Sign in/Register for OBD Account](#)

For the best results, always use the Advanced Search feature



Online Business Directory (OBD)

Company Name	Address	Contact Name	Phone	Email	MBE/DBE Status	Flags
HAMD Enterprise, Inc.		Asif Iqbal	(206) 261-7137	hamdenterprise@gmail.com	MBE - A	
IBABAO TRUCKING CO						
Indian pony ridge						
Jade Logistics						
JBM COMPANY						
JL LEASING TRANSPORTATION INC						
JMR TRUCKING						
KIAWA TRUCKING LLC						
Kiawa Trucking, LLC						
Kiawa Trucking, LLC						
KLE Construction, LLC						
LEE ROSE INC						
LKE CORPORATION						
Marine Vacuum Service Inc.						
MARSHBANK CONSTRUCTION INC						
McDonald Excavating Inc.						
MEKO CONSTRUCTION INC						
MICHAELIS TRUCKING & EXCAVATING LLC						
Mike McClung Construction Co. Inc.						
Miles Chris R						
O'Brien Trucking LLC						
OMA Construction, Inc						
Otto Rosenau & Associates, Inc.		Judi Rosenau-Payseno	(206) 725-4600	judi@ottorosenau.com	WBE - W	1
PARKER TRUCKING INC	PARKER TRUCKING	TERRY PARKER JR	(425) 754-1235	parker2434@frontier.com	MBE/DBE - N	
Penny Lee Trucking, Inc.		PENNY GUTSCHMIDT	(360) 403-7520	pennylee@pennyleetrucking.net	WBE/DBE - W	
PONGLIA TRUCKING INC		JOGA SINGH	(206) 261-1010	pongliatrucking@yahoo.com	MBE/DBE - A	
Ponglia Trucking Inc	Ponglia Trucking Inc.	Joga Singh	(206) 261-1010	pongliatrucking@yahoo.com	MBE - A	
PRO USA LLC		DANIEL ASSEFA	(425) 264-7765	daniel@pro-usa-llc.com	MBE/DBE - B	
Pro USA, LLC	Dump trucking	daniel assefa	(206) 730-2144	daniel@pro-usa-llc.com	MBE - B	
R & L TRUCKING & CONSTRUCTION INC		ATKINS LISA M	(253) 735-2298	rltrucking@comcast.net	WBE - W	
Redmond Technology Partners, L.L.C.	Redtech	Lorrie Montgomery	(425) 213-1738	lorriem@redtech.com cliff@redtech.com	WBE	
Reece Trucking and Excavating, Inc.		Steven Andrew Reece	(360) 659-9600	andy@reeceotrucking.com	DBE - N	
ROCK SOLID TRUCKING INC	BARK TIME BLOWER TRUCK SERVICE	JILL WINCHESTER	(425) 377-9009	jillwinchester@comcast.net	WBE/DBE - W	
ROY FINKBONNER TRUCKING		ROY FINKBONNER	(360) 815-4654	royfinkbonnertrucking@gmail.com	MBE/DBE - N	
SCOUT LAKE CONSTRUCTION INC		Rodney Chumley	(509) 697-4425	kristineo@scout-lake.com	MBE/DBE - N	

Otto Rosenau & Associates, Inc. Print
Update Profile

Contact Info:
 Judi Rosenau-Payseno
 (206) 725-4600
 (206) 723-2221 (fax)
 judi@ottorosenau.com

W/MBE Status:
 WBE - W

Registered for Maintenance or Services:
 Building Services - Interior Services
 Mail Services

Registered for Consulting:
 Architectural Services - Space Planning
 Drafting (CAD / CADD) Services
 Field Sampling and Material Testing / Analysis
 Geotechnical Engineering
 Geotechnical Services

Business Legal Address:
 6747 M. L. King Way South
 Seattle, WA 98118-3216

Products and Services:
 Construction Inspection, Materials Testing,
 Geotechnical Engineering
 See Vendor Spend

Approved for Consultant Roster? Yes
 Please follow Consultant Contracting Guidelines before using them.
 Field Sampling and Material Testing / Analysis (Small Businesses Only)
 Geotechnical Engineering (Small Businesses Only)

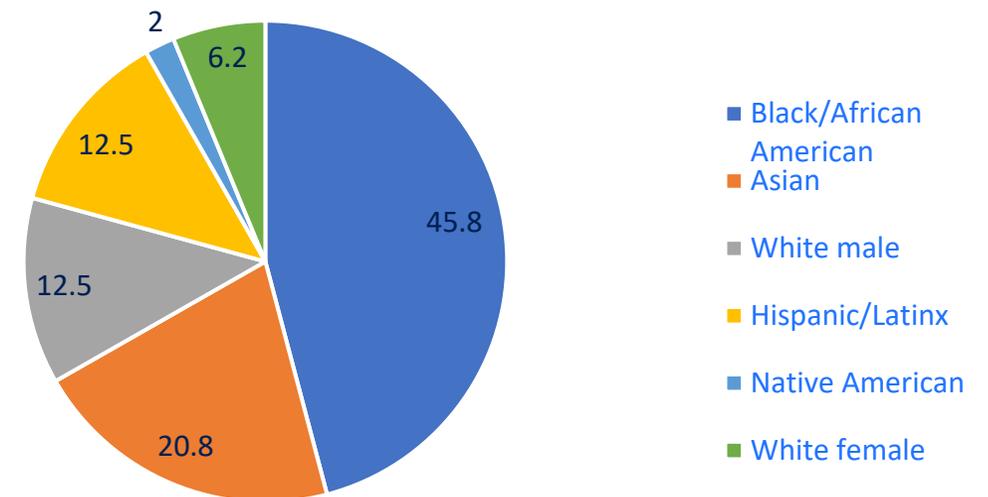
Contract # 0000002568 Begins 4/28/2009
 LAB SVCS SOIL&CONSTMATERIALS Expires 3/31/2016

Statement Of Qualifications:
[View Resume/SOQ](#) Uploaded 07/02/2014

Strategies to Support BIPOC-owned firms

- Technical assistance and outreach
- Disparity study
- WMBE Advisory Committee
- Language Access Plan

Technical Assistance Percent Served by Ethnicity



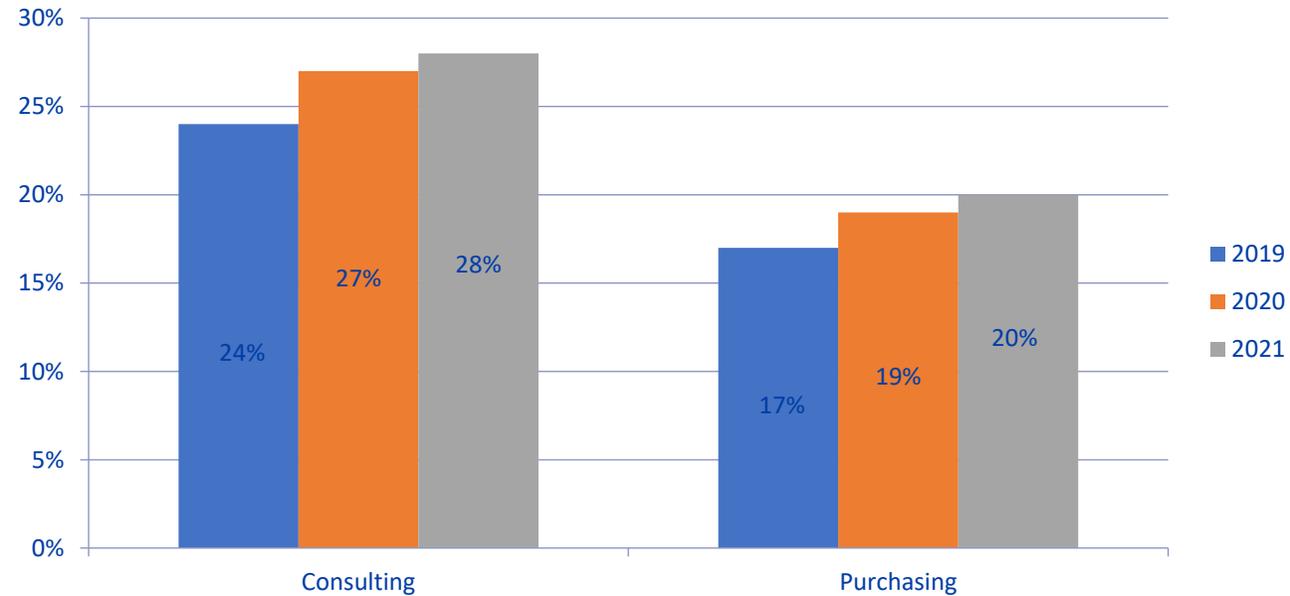
Best Practices

- Leadership Support
- Inclusion Plans
- B2GNow Software
- Accountability
- Ongoing Improvement
- Community Engagement



The Work Ahead

Citywide WMBE Goals
2019, 2020 and 2021



Thank You

- Elisa Young, FAS Equity and Policy Director
- Liz Alzeer, Purchasing and Contracting (PC) Division Director
- Miguel Beltran, WMBE and Contract Compliance Manager
- Carmen Kucinski, Associate Contract Compliance Manager
- Jesse Gilliam, Senior Policy Advisor

The 2020 WMBE Annual Report will be coming soon. Quarterly WMBE reports and other WMBE resources are available at:

<http://www.seattle.gov/purchasing-and-contracting/social-equity/wmbe>



Meet the WMBE Advisors!

- *Your name, department name*
- *What your department does; what you do*
- *One great thing about your department WMBE program; one thing you'd like to work on*



Q&A



Next meetings

➤ *Aug. 18 3 p.m.*

➤ *Nov. 17 3 p.m.*



Thank you

- Elisa Young – elisa.young@seattle.gov
- Liz Alzeer – liz.alzeer@seattle.gov
- Jesse Gilliam – jesse.gilliam@seattle.gov





Memo

Date: May 19, 2021
To: City of Seattle WMBE Advisory Committee members
From: Liz Alzeer, Division Director, Purchasing and Contracting, Finance and Administrative Services
Elisa Young, Policy and Equity Director, Finance and Administrative Services
Subject: Decision memo: WMBE Advisory Committee Charter

Thank you for reviewing and suggesting changes to the WMBE Advisory Committee Charter. City staff have reviewed your changes and organized them in this decision memo. On the May 19 meeting, we will go through this memo item by item and ask for your vote on each item. Voting will proceed as recommended in the charter:

- Use thumb voting and discussion to find common ground.
 - Conduct open voting with *thumbs up*/approval, *thumb sideways*/acceptable or acceptable with questions or reservations or *thumbs down*/not acceptable. On occasion there will also be an option to hold the vote.
 - Explore thumbs sideways or down and ask for proposals to bring nays to “can live with it”.
 - After discussing dissenting opinions, alternate proposals may be generated from the group to see if full agreement can be reached through subsequent voting.
 - Vote on proposals to check for full consensus and proceed with understanding of all positions even if not in full agreement (exception of one).

Item 1: Make clarifying changes to charter.

Description: Committee members presented several clarifying changes to the charter, which are outlined in green in the charter and presented below.

- In “Representation,” changed “Vendors” to “Purchasing: Vendors and Suppliers” (Regina Glenn, FAS)
- In “Representation,” clarified “similar missions” (Regina Glenn)
- In “Representation,” added “architects and engineers” to consultants (Regina Glenn)
- Overall, add glossary of terms (Fernando)
- In “Amendment of Charter,” changed to current date and noted “with the following committee members present.” (will need to amend based on members present) (FAS)

FAS recommendation: Adopt all changes.

Vote: Should the charter include the clarifying changes outlined in green?

Please indicate thumbs up, thumbs down, thumbs sideways

Item 2: Change structure of representation.

Description: Rather than categorizing groups based on purchasing, consulting, stakeholders and construction contractors, organize groups laterally, based on stakeholders (one being NW Mountain, one being Tabor 100, etc.). This would create a cross section of ideas and perspectives rather than consulting competing with purchasing. (Anthony Burnett)

FAS recommendation: Recommend holding decision. Capture opinions and address in a future committee meeting as recommendation for next round of appointments, given that committee members are already appointed.

Vote: Should the committee change the structure of representation to organize based on stakeholders?

Please indicate thumbs up, thumbs down, thumbs sideways and/or hold

Item 3: Work plan topics.

Description: FAS initially suggested four topics to center work plan efforts around: outreach and engagement practices; technical assistance; disparity study – engagement with selected consultant team; and evaluation of City solicitation and contracting policies, procedures, etc.

Most suggestions from WMBE committee members consolidated under these topics, with several additional topics: Work on the elimination of self-identification for small businesses (Regina Glenn); Parity in our community (Fernando Martinez). FAS feels these two issues could fall within a policy and equity subgroup.

As the work plan topics will be organized into work group areas, FAS suggests the following revised work plan topics with slightly broader scopes. FAS also recommends working in the charter continue to be left open to engage in additional topics as they arise:

- Outreach, engagement and technical assistance
- Policy, equity and the disparity study
- Evaluation of City solicitation and contracting policies and procedures

FAS recommendation: Adopt these revised topics.

Vote: Should the charter adopt the revised topics?

Please indicate thumbs up, thumbs down, thumbs sideways

Item 4: Physical meetings or virtual meetings?

Description: Determine if meetings will always be virtual, if meetings will be physical when it is safe to do so; or if meetings can be a hybrid (FAS).

FAS recommendation: Submit to will of group.

Vote: Should meetings be physical only? Should meetings be virtual only? Should meetings be hybrid?

Please indicate thumbs up, thumbs down, thumbs sideways for each option

Item 5: Committee members must be present to vote.

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Description: Make it clear in the charter that members must be present to vote (Fernando Martinez, Shelley Gaddie).

FAS recommendation: Adopt clarification.

Vote: Must committee members be present at the meeting to vote?

Please indicate thumbs up, thumbs down, thumbs sideways

Item 6: Majority/consensus.

Description: Decide if votes will always require full consensus, a majority vote, or 2/3 of those in attendance (Fernando).

FAS recommendation: Follow charter recommendations: attempt to reach consensus, but if consensus cannot be reached, allow for majority vote with minority opinion.

Vote: Should voting follow charter recommendations as outlined above?

Please indicate thumbs up, thumbs down, thumbs sideways

Item 7: Meeting frequency.

Description: Change frequency of meetings from quarterly to every two months or monthly. Consider monthly at first and then in the latter part of the year, move to every two months (Anthony Burnett). Extend meeting to two hours.

FAS recommendation: Submit to the will of the group. Note that workgroup subcommittees will be formed shortly.

Vote: Should meeting frequency move to monthly? To every two months? Extend meeting to two hours?

Please indicate thumbs up, thumbs down, thumbs sideways for each option

Item 8: Confidentiality within group.

Description: Add “generally do not discuss the contents of our deliberations unless mutually agreed upon” to committee roles and responsibilities (Regina Glenn).

FAS recommendation: Note that advisory committees are subject to public disclosure. If committee votes to add this clause, FAS will consult with City Attorney’s Office on next steps.

Vote: Should this clause be added to committee roles and responsibilities?

Please indicate thumbs up, thumbs down, thumbs sideways

Item 9: Confidentiality between FAS/members.

Description: Remove “Serve as a confidential communication channel for members and observers who wish to express views but do not feel comfortable addressing the full group” from meeting facilitator roles and responsibilities (Fernando Martinez).

FAS recommendation: Support removal.

May 19, 2021

Vote: Should this clause be removed from meeting facilitator roles and responsibilities?

Please indicate thumbs up, thumbs down, thumbs sideways

Item 10: Group composition.

Description: Several committee members had additional suggestions for group composition. These include:

- The selection of WMBE-AC members should demonstrate a better balance of diversity, equity and inclusion (e.g. Veterans, Disabled, LGBTQ, Indigenous, etc.) (Shelley Gaddie).
- I recommend the National Association of Minority Contractors - Washington be represented as a stakeholder because they have the highest representation of minority contractors (Regina Glenn).
- Include a Native American or Asian Construction Company (Fernando Martinez).

Next steps: While no vote is required at this time, FAS will review feedback when future positions open.

Item 11: Approve charter.

Description: Approve charter with revisions indicated through voting process.

Vote: Do you approve the charter with revisions indicated?

Please indicate thumbs up, thumbs down, thumbs sideways