

## **PRIORITY HIRE ADVISORY COMMITTEE – 2021 MEETING MINUTES**

January

March

May

July

September

November



# Seattle Finance & Administrative Services

## Priority Hire Advisory Committee

### PHAC Meeting Notes

#### Priority Hire Advisory Committee (PHAC)

January 13, 2021, 9 AM – 10:30 AM

#### Video Conference and Call-In

### Welcome and Purpose

Tali Hairston welcomed the committee and led a common good framework activity.

**PHAC Updates/Business** The committee voted to approve the December meeting minutes. The committee confirmed the 2021 PHAC schedule and confirmed the next meeting will be held March 10. Tali will connect with each stakeholder group to coordinate meetings in between PHAC meetings.

The City, in partnership with Sound Transit and the Port of Seattle, released an RFP and will announce outcomes upon completion. Seattle Public Schools will implement a Student Community Workforce Agreement on a number of large projects and will soon hire for available positions. The City will share the job postings with the committee.

### PHAC Discussions and Recommendations

Tali Hairston is meeting with PHAC member groups to further discuss and finalize the 2020 PHAC annual report.

The community stakeholder group introduced a recommendation to establish a legacy fund that will allow annual funding for community-based organizations that served as ground zero for priority hire. Legacy organizations are defined as BIPOC serving, BIPOC led non-profits, that served as part of the original Priority Hire coalition and have adequately performed and maintained continuous service contracts with the City of Seattle from 2016-2020. Another component of the recommendation is for legacy organizations to provide capacity support to smaller community-based organizations. The committee voted to table the vote and the community stakeholder group agreed to further discuss the recommendation during the community stakeholder meeting.

The committee reviewed the current PHAC charter. The committee agreed to not mandate members to turn on the camera function during virtual meetings, but rather make it optional. The committee voted and approved proposed to update the fourth listed item under the "Vision" section of the charter. The revision will change the existing language of "Looking out for unintended consequences;" to "Identify unintended consequences and their effects on outcomes;"

Labor noted the labor stakeholder group has been underrepresented for a few months with the absence and retirement of Dale Bright and Marge Newgent.



# Seattle Finance & Administrative Services

## Priority Hire Advisory Committee

### PHAC Member Attendees

Joe Carter	United Black Christian Clergy
Karen Dove	ANEW
James Faison	NAMC
Sonja Foster	AGC
Jerry Jordan	PACT
Marilyn Kennedy	OPCMIA 528
Michelle Merriweather	Urban League of Metropolitan Seattle
Jamal Middlebrooks	PNWRCC
Melanie Parrett	Hot Mix Pavers
Steven Petermann	DOC/CI Construction
John Salinas II	Salinas Construction
Halene Sigmund	CITC

### Consultation

Tali Hairston	Consultant/Facilitator
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### City Representatives

Anita Adams	FAS
Jeanne Fulcher	FAS
Jesse Gilliam	FAS
Anna Pavlik	FAS
Julianna Tesfu	FAS



# Seattle Finance & Administrative Services

## Priority Hire Advisory Committee

### PHAC Meeting Notes

#### Priority Hire Advisory Committee (PHAC)

March 10, 2021, 9 AM – 10:30 AM

#### Video Conference and Call-In

### Welcome and Purpose

Tali Hairston welcomed the committee and led a common good framework activity. Purpose stated on each agenda.

### PHAC Updates/Business

- The committee voted to approve the January meeting minutes with an edit to the date.
- The committee confirmed the attendance policy and confirmed the next meeting will be held May 12. Tali will connect with each stakeholder group to coordinate meetings in between PHAC meetings.
- The City, in partnership with Sound Transit and the Port of Seattle, announced the awardees for the \$1.75 million RFP and shared the announcement with PHAC.
- Seattle Public Schools will implement a Student Community Workforce Agreement (WMBE, prevailing wages, etc.) on a number of large projects. The School Board will vote (3/10/21) on the agreement for staff from Purchasing and Contracting to provide third party administration services.
- Mayor Durkan signed on to a Jobs to the Move America letter to encourage USDOT to allow the use of geographic hiring preferences on USDOT funded projects. In addition, Mayor Durkan sent a letter to USDOT requesting the use of Priority Hire on a new USDOT funded project, West Seattle Bridge Rehabilitation project. Anita shared both letters with PHAC via email 3/10/21.
- Jeanne shared the 2021 Priority Hire goals by project type and explained how they are calculated. The City continues to work with other public agencies with similar programs to better forecast the demand and will share what we learn with PHAC.

### PHAC Discussions and Recommendations

PHAC Recommendation- Tali reviewed with the committee, the 2020 community stakeholder recommendation.

- The recommendation is to establish a legacy fund that will allow annual funding for community-based organizations that served as ground zero for priority hire.
- Legacy organizations are defined as BIPOC serving, BIPOC led non-profits, that served as part of the original Priority Hire coalition and have adequately performed and maintained continuous service contracts with the City of Seattle from 2016-2020.
- Another component of the recommendation is for legacy organizations to provide capacity support to smaller community-based organizations.

Anita responded to questions from the committee and confirmed the committee can make any recommendation they wish and shared that the City will have to follow legal requirements for procurement and will take those requirements into consideration during review of any recommendation.



# Seattle Finance & Administrative Services

## Priority Hire Advisory Committee

John and Sonja asked if the \$1.75M announcement changes any of the recommendation from the community stakeholder group. Michael shared the community request precedes the funding announcement as it's been a longstanding need to raise the voices of these organizations to achieve the PH goals. Michael shared the list of example organizations but clarified he understood from PHAC that there was an interest to expand to other organizations that meet the intent of aligned programming and commitment to BIPOC communities.

Michael noted the community stakeholders are increasing the dollar value (\$500 - \$750k), since the discussion at the January meeting to meet community need. John asked where the money would come from and Anna shared that the funding source is unclear since the \$1.75M fund available is fully obligated to the new awardees, which includes many of the example organizations. Steve asked about how the organizations will be chosen, and John suggested the list of the organizations could be well determined by the phrase "historically successful organizations."

John suggested an amendment that the funds not come out of the capital department project budget and it was supported by the committee.

Sonja suggested an amendment to remove "historically" since there may be additional organizations that could be successful but have not received funding in the past and the group agreed. Michael reiterated this recommendation is trying to maintain a consistent, non-competitive fund to avoid the burdensome process of proposal writing – an ongoing fund that is non-competitive. Sonja objected to the fund being non-competitive. The committee voted to recommend the community stakeholder recommendation as amended in the annual report draft.

The committee reviewed the draft PHAC annual report. Steve appreciated the focus on BIPOC and women throughout the report. Marilyn suggested the recommendation on COVID phasing for training be reframed and edits were proposed. The committee voted to approve the content of the annual report.

PHAC will review amendments to the charter at the May 12 meeting.

### **Public Comment:**

One of the biggest barriers for access to apprenticeship is not having a driver's license. Martha Ramos, relicensing task force member shared an update on Washington state Senate Bill 5226 to stop license suspension for failure to pay or appear. Under the bill, over 130,000 people with suspended licenses who don't have the means to go to court or pay will be able to obtain a driver's license. The bill is in the state house of representatives and Martha requested individual letters from members and a collective PHAC letter in support of this bill. PHAC did not agree to write a collective letter of support on this topic.



# Seattle Finance & Administrative Services

## Priority Hire Advisory Committee

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Joe Carter	United Black Christian Clergy
Karen Dove	ANEW
Abdi Hashi	Community Workforce Advocate
Sonja Foster	AGC
Jerry Jordan	PACT
Marilyn Kennedy	OPCMIA 528
Michelle Merriweather	Urban League of Metropolitan Seattle
Jamal Middlebrooks	PNWRCC
Melanie Parrett	Hot Mix Pavers
Steven Petermann	DOC/CI Construction
John Salinas II	Salinas Construction
Halene Sigmund	CITC
Andrea Ornelas	Laborers Local 242
Melanie Parrett	Hot Mix Pavers
Patrice Thomas	Technical Advisor
Chris McClain	Ironworkers Local 86

### Consultation

Tali Hairston	Consultant/Facilitator
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### City Representatives

Anita Adams	FAS
Jeanne Fulcher	FAS
Anna Pavlik	FAS
Liz Alzeer	FAS

<b>Public comment</b>	Public guest Martha Ramos
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# Seattle Finance & Administrative Services

## Priority Hire Advisory Committee

### PHAC Meeting Notes

#### Priority Hire Advisory Committee (PHAC)

May 12, 2021, 9 AM – 11:00 AM

#### Video Conference and Call-In

### Welcome and Purpose

Tali Hairston welcomed the committee and led a common good framework activity. Purpose stated on each agenda.

### PHAC Updates/Business

- The committee voted to approve the March meeting minutes with no edits.
  
- Workforce investment RFP – In partnership with Sound Transit and the Port of Seattle, the City issued a \$1.75 million RFP for worker outreach, retention and pre-apprenticeship/job readiness training. The City awarded:
  - Outreach: Urban League and Rainier Beach Action Coalition
  - Retention: Urban League and ANEW
  - Pre-apprenticeship: PACT, Carpenters, Ironworkers and ANEWOne of the original awardees declined to move forward after staffing and capacity changes.
  
- Priority Hire Annual Report – the report includes themes of community impact, race and social justice and Priority Hire as a strategy for equitable economic recovery. The City anticipates the report to be released soon. The City will schedule an ad hoc meeting with PHAC members and guests to walk through the report before the next PHAC meeting.
  
- Seattle Schools SCWA – Seattle Public Schools (SPS) has \$1.4 billion from a recent levy to renovate and rebuild schools. They are moving forward with their Student and Community Workforce Agreement for the projects over \$5 million, which are considered public works. They have a number of projects starting this summer, with more in the coming years. The City is the third-party administrator, and is already attending pre-bid meetings and will soon be at pre-jobs. SPS is also implementing new work WMBE contracting efforts. The City will share the SPS point of contact for WMBE efforts. For more information, go to:
  - <https://www.seattleschools.org/district/district-quick-facts/initiatives/student-and-community-workforce-agreement>
  - <https://www.seattleschools.org/departments/capital-projects-and-planning/school-construction>
  
- USDOT (Jobs to Move America) – Currently, USDOT prohibits local hiring programs on projects that receive their funding. They are likely to lift the prohibition to pilot local hire programs on federally funded projects soon. The City is planning to request to participate in the pilot. USDOT will have a 30-day comment period on the pilot, during which the City encourages PHAC members to submit comments. The City has not heard if the potential pilot will affect DBE participation.
  
- Acceptable Work Site (AWS) training resources – PHAC members can access AWS training resources at <https://anewaop.org/city-of-seattle-acceptable-work-sites/>, [Acceptable Work Sites - Purchasing and Contracting | seattle.gov](#)



# Seattle Finance & Administrative Services

## Priority Hire Advisory Committee

### PHAC Discussions and Recommendations

PHAC reviewed and discussed the non-manual credit handout for the meeting. The City provided background on the non-manual credit, noting it was originally proposed by the Construction Careers Advisory Committee (PHAC's predecessor) in 2014, and resulted in being incorporated into the ordinance and community workforce agreement. Michael gave further background, noting that the non-manual idea stemmed from community groups providing input on Sound Transit's project labor agreement. The community groups worked with individuals interested in the industry, but in opportunities outside physical labor. He provided an example of a woman with clerical skills who was hired as a receptionist by a prime contractor on a Sound Transit project. She worked for the contractor for the several years while the project was active, and stayed on afterward to do timesheets and payroll. In this instance, she had a career ladder beyond the project. Community members could benefit from similar opportunities.

PHAC members broke into stakeholder groups to discuss the City-proposed modifications to the non-manual credit. Discussion points included:

- **Contractor access**

The contractor subgroup proposed that any contractor should be able to access the credit. There was some disagreement, with a member noting that prime contractors are on projects longest, resulting in increased long-term opportunities for non-manual positions. The topic was tabled for a future discussion.

- **Employee access**

Some members noted the non-manual credit should be open to new hires to increase opportunities for those entering the industry. Others proposed opening the credit to existing employees to help contractors meet Priority Hire requirements, particularly as Priority Hire demand increases with SPS projects starting and programs at King County and the Port of Seattle underway. One idea was to offer the credit to new hires and promotions only.

Several PHAC members noted concerns on the impact to existing Priority Hire apprentices, particularly those who journey out. They questioned if the non-manual credit would negatively impact their advancement and retention. It was also noted that the current non-manual credit is a relatively small opportunity, in that if used, it would a small impact to existing Priority Hire workers. It could still be more beneficial to community members than just the traditional Priority Hire approach.

The topic was tabled for future discussion.

- **Wages**

The contractor subgroup proposed that the wage include base rate plus benefits. The City noted that was part of the existing City-proposed modifications.

At the end of the discussion, PHAC voted to move forward with the City-proposed modifications for the time being, and revisit recommendations to change the modifications at a future meeting.





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**Priority Hire Advisory Committee**

**PHAC Member Attendees**

Joe Carter	United Black Christian Clergy	Jamal Middlebrooks	PNWRCC
Karen Dove	ANew	Andrea Ornelas	Laborers Local 242
James Faison	NAMC	Melanie Parrett	Hot Mix Pavers
Sonja Forster	AGC	Steve Petermann	DOC/CI Construction
Abdi Hashi	Community Rep	John Salinas	Salinas Construction
Jerry Jordan	PACT	Halene Sigmund	CITC
Marilyn Kennedy	OPCMIA 528	Patrice Thomas	Technical Advisor
Chris McClain	Ironworkers Local 86	Michael Woo	Community Rep
Michelle Merriweather	Urban League of Metropolitan Seattle		

**Consultation**

Tali Hairston	Consultant/Facilitator
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**City Representatives**

Anita Adams	FAS	Jesse Gilliam	FAS
Liz Alzeer	FAS	Anna Pavlik	FAS
Jeanne Fulcher	FAS		



# Seattle Finance & Administrative Services

## Priority Hire Advisory Committee

### PHAC Meeting Notes

#### Priority Hire Advisory Committee (PHAC)

July 12, 2021, 9 AM - 11:00 AM

#### Video Conference and Call-In

### Welcome and Purpose

Tali Hairston welcomed the committee and led a common good framework activity. Purpose stated on each agenda.

### PHAC Updates/Business

- USDOT- links to press releases sent
- ARPA/ECI- links to press releases sent
- WMBE RET- no questions asked during this update
- Seattle School SCWA

Priority Hire - View from the field worker success stories

### PHAC Discussions and Recommendations

COVID 19 proved challenging, and the City partnered regionally to fund worker pathway outreach, training and supports. The City received additional funding. City requested PHAC guidance and recommendations to center equity in getting the \$450k in equitable recovery funds into communities. Members broke into stakeholder groups to discuss two questions and provide three recommendations for each question, using the equity and common good framework.

1. What are the top three actions **your stakeholder group** can take to increase the supply and retention of BIPOC and Priority Hire workers?

#### Community:

- Evaluate current community strategies- ask questions about the acceptance rates in apprenticeship (if investment continues in pre-apprenticeship can apprenticeships absorb graduates, and are they resulting in Priority Hire workforce)?
- Move interests towards a greener economy – some of these jobs use the skills that trades workers will develop and learn about. Green jobs will continue experiencing growth.

#### Training:

- Partner to route reentering community to training partners and provide education on accessing resources for construction careers after reentry (Early release policy happening now).
- Outreach to work release programs

#### Labor:

- Develop informal relationships and mentoring
- Provide support services in a timely fashion
- Build a greater navigator and mentorship system

#### Contractors:

- Utilize construction fencing to highlight wages and careers such as “Did you know the average hourly wage on this project was \$XX.XX.”



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## Priority Hire Advisory Committee

2. From your perspective, what are the top three actions you recommend **the City** take to increase the supply and retention of BIPOC and Priority Hire workers?

**Community:**

- Increase opportunities for direct community feedback and continuous improvement with funding strategies
- Promote green jobs that we could get community into.
- Provide space to have these community meetings (Libraries)

**Training:**

- More job and training navigator type roles (on-site pathway education and mentorship)
- Increase drivers licensing services

**Labor:**

- Provide support services in a timely fashion
- Build a greater navigator and mentorship system (Job and training type jobs)
- On site pathway education and mentorship, counseling)

**Contractors:**

- Increase outreach in schools
- Increase technical skills for WMDBE firms – provide training/classes on how to competitively price, sustainable businesses, and administrative skills.

### PHAC Member Attendees

Joe Carter	United Black Christian Clergy	Steve Petermann	TRAC Construction
Karen Dove	ANEW	John Salinas II	Salinas Construction
Andrea Ornelas	Laborers Local 242	Michael Woo	Community Rep
Melanie Parrett	Hot Mix Pavers	Patrice Thomas	Technical Advisor
Abdi Hashi	Community Rep	<b>Not in attendance 7/14/21</b>	
Jerry Jordan	PACT	<del>James Faison</del>	<del>NAMC</del>
Marilyn Kennedy	OPCMIA 528	<del>Sonja Forster</del>	<del>AGG</del>
Chris McClain	Ironworkers Local 86	<del>Jamal Middlebrooks</del>	<del>PNW Regional Council of Carpenters</del>
Michelle Merriweather	Urban League of Metropolitan Seattle	<del>Halene Sigmund</del>	<del>CITC</del>

### Consultation

Tali Hairston                      Consultant/Facilitator

### City Representatives

Anita Adams	FAS	Jesse Gilliam	FAS
Liz Alzeer	FAS	Anna Pavlik	FAS
Jeanne Fulcher	FAS		

Guests



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**Priority Hire Advisory Committee**

Janice Zahn  
Samuel Pierce

Port of Seattle  
Port of Seattle



# Seattle Finance & Administrative Services

## Priority Hire Advisory Committee

### PHAC Meeting Notes

#### Priority Hire Advisory Committee (PHAC)

September 08, 2021 9 AM – 11:00 AM

#### Video Conference and Call-In

### Welcome and Purpose

Tali Hairston welcomed the committee and led a common good framework activity. Purpose stated on each agenda.

### PHAC Updates/Business

- ✓ PHAC voted to approve July 14, 2021 meeting minutes (as amended)
- ✓ Meeting format (virtual vs in person) the current virtual format of the PHAC meeting will continue through 2021.
- ✓ Seattle Schools CWA – no questions
- ✓ USDOT update – no questions

### PHAC Discussions

Recommendations to the city:

Worker pathway introduced and City shared the infographic on worker pathway to highlight the role PHAC plays in support of the pathway. Tali provided working agreements for the discussion and reiterated equity and common good framework encourages PHAC member contributions to the discussion represent their stakeholder groups experiences and perspective. During discussion themes around expanding worker supports and belonging emerged, along with improving systems for getting information to workers and stakeholders. Additionally, a vote taken over email will be sorted in order for the following PHAC recommendations:

- Promote social support networks/affinity groups and mentorship (can help reduce chemical dependency, supports positive mental health)
- Increase diverse representation- “You need to see it to be it” – promote diverse representation at all construction workforce levels (leadership training)
- Providing recognition/awards – show of appreciation and success
- Training to improve work site culture, increase messaging of belonging on a jobsite
- Continue support for drivers licensing issues
- Provide a training platform for coordinators and contractors, emphasize and promote available resources
- Utilize RPAC and liaisons from among stakeholders to promote and connect workers to services
- Expand awareness of available resources and create shared understanding of common industry barriers.
- Increase awareness of housing instability
- Increase education and access to transportation options and gas cards
- Increase Resource Awareness of chemical dependency/mental health/counseling services



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**Priority Hire Advisory Committee**

**PHAC Member Attendees**

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Karen Dove	ANEW	Patrice Thomas	Technical Advisor
Andrea Ornelas	Laborers Local 242	Sonja Forster	AGC
Melanie Parrett	Hot Mix Pavers	Halene Sigmund	CITC
Abdi Hashi	Community Rep	<b>Not in attendance:</b>	
Jerry Jordan	PACT	Michael Woo	Community Rep.
Marilyn Kennedy	OPCMIA 528	Steve Petermann	TRAC Construction
		James Faison	NAMC
Chris McClain	Ironworkers Local 86		
Michelle Merriweather	Urban League of Met. Seattle		
Jamal Middlebrooks	PNW Regional Council of Carpenters		

**Consultation**

Tali Hairston	Consultant/Facilitator
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**City Representatives**

Anita Adams	FAS	Jesse Gilliam	FAS
Liz Alzeer	FAS	Anna Pavlik	FAS
Jeanne Fulcher	FAS		



# Seattle Finance & Administrative Services

## Priority Hire Advisory Committee

### PHAC Meeting Notes

#### Priority Hire Advisory Committee (PHAC)

November 10, 2021, 9 AM – 11:00 AM

#### Video Conference and Call-In

### Welcome and Purpose

Tali Hairston welcomed the committee and walked through the common good framework. Purpose stated on each agenda.

A worker success story was shared with PHAC. The worker, John, made a new life for himself through Priority Hire. He's a journey Laborer from local 242 and is working toward becoming crew lead and beyond. After spending about half his life in prison, he completed the PACE pre-apprenticeship program. He's grateful for his experience and is thriving in construction and in life.

### PHAC Updates/Business

- ✓ PHAC voted to approve meeting minutes from September 8, 2021, without edits
- ✓ This is the last meeting scheduled for 2021
  
- The West Seattle bridge will be getting underway soon. Kraemer is the prime. The CWA gets updated every 5 years and some minor changes were negotiated in 2021 and will be applied for future projects.
- The City has put a [vaccine executive order](#) into effect. Contractors are expected to submit an attestation form to the City.
- The City noted that if a priority hire worker isn't vaccinated and the contractor makes another request to the hall then it will count as a good faith effort.

### PHAC Discussion

PHAC held discussion regarding 2021 recommendations and as a result the following were provided.

- Increase centralized resources and support for retention of workers:
  - Including worker education
  - Access to gas cards
  - Transportation by increasing access to information like website forums, etc.
  - Collaborate with programs to develop an online support request form for workers to fill out and create online social media for workers to use.
- Increase outreach to the most underrepresented groups
- Increase resources for the apprenticeship guidebook.
- Continue work with drivers licensing issues and provide advocacy. Work with training partners and City departments.
- Support worker access to foreperson/supervisor training (suggestions include providing scholarship/reimbursement to workers attending construction supervisor related leadership



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**Priority Hire Advisory Committee**

training. Committee noted certain trades may already cover supervisor training and AGC offers Supervisor training, more discussion needed to finalize recommendation to City.

- Move forward with the City-proposed modifications to the non-manual credit for the time being, and revisit recommendations to change the modifications at a future meeting.

**PHAC Member Attendees**

Joe Carter	United Black Christian Clergy	John Salinas II	Salinas Construction
Michael Woo	Community Rep.	Patrice Thomas	Technical Advisor
Andrea Ornelas	Laborers 242	Sonja Forster	AGC
Melanie Parrett	Hot Mix Pavers	Halene Sigmund	CITC
James Faison	NAMC	Jamal Middlebrooks	PNWRCC
Abdi Hashi	Community Rep	Michelle Merriweather	ULMS
Jerry Jordan	PACT	Chris McClain	Ironworkers 86
Marilyn Kennedy	OPCMIA 528	Steve Petermann	DOC TRAC/CTAP

**Not in attendance:**

Karen Dove ANEW

**Consultation**

Tali Hairston Consultant/Facilitator

**City Representatives**

Anita Adams	FAS	Jesse Gilliam	FAS
Liz Alzeer	FAS	Anna Pavlik	FAS
Jeanne Fulcher	FAS	Julianna Tesfu	FAS