



# Agenda

## City of Seattle WMBE ADVISORY COMMITTEE

Via Webex

Wednesday, Aug. 18, 2021

3:00-5:00 p.m.

**Advisory Committee attendees present:** Ato Apiafi, Anthony Burnett, Terry Calloway, Fernando Martinez, Roger Newton, Irene Reyes, Regina Glenn

**Advisory Committee attendees absent:** Tracey Freeman, Eugene Hardin, Shelley Gaddie, Ollie Garrett, Michelle Merriweather

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

**City guests:** Kara Williams

### PURPOSE

The Mayor established the WMBE Advisory Committee through [Executive Order 2019-06](#) 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.

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### Agenda items

- 1) Welcome and City updates, approve May 19 meeting summary - Elisa Young and Liz Alzeer
  - a. *ACTION: Approve May 19 meetings*
    - i. *Irene moves; Fernando seconds. All present approve.*
  - b. Liz Alzeer presented on:
    - i. WMBE Q2 report:  
<http://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/WMBE/4.1-wmbe-Q2-2021.pdf>
    - ii. Seattle disparity study:  
<http://seattle.disparity-study.com>
    - iii. Follow-up requested from group:  
Send info about technical assistance procurement and community outreach
- 2) Work group meet-ups
  - a. Work groups one and three met to discuss their focus and next steps.

**Work Group 1:** Outreach, engagement and technical assistance

**Work Group 2:** Policy, equity and the disparity study

**Work Group 3:** Evaluation of City pre-solicitation, solicitation and contracting policies and procedures

Work Group 1	Work Group 2	Work Group 3
Regina Glenn	Michelle Merriweather*	Shelley Gaddie*
Ato Apiafi	Ollie Garrett	Fernando Martinez
Anthony Burnett*	Irene Reyes	Roger Newton
Terry Calloway	Tracey Freeman	Irene Reyes
		Eugene Hardin

\* Represents group chair (Michelle Merriweather is the temporary lead pending the group meeting).

3) Work group share-outs

Work group 1:

- Shared a draft group plan by quarter detailing strategy to gather information and data, host events, share info with City and hold feedback events for WMBE community.
- The group will meet every two weeks for Q1, then every month.

Work group 3:

- Group will focus on expanding training for City employees; accountability; research disconnects between policies and work; interviewing primes for work inclusion; share expertise as vendors.
- Meeting cadence will be every two weeks.

General discussion

- Need to examine break down of Black-owned, BIPOC contracts and other contracts.
- Important to meet with influencers of each department. Includes asking for accountability from Mayor, Council and candidates (Proposal at least twice per year).

4) Capital department WMBE advisors (Miguel Beltran, Kara Williams)

a. Seattle City Light:

<http://www.seattle.gov/city-light/about-us/working-with-us/women-and-minority-owned-businesses>

Kara Williams – [kara.williams@seattle.gov](mailto:kara.williams@seattle.gov)

b. FAS: [miguel.beltran@seattle.gov](mailto:miguel.beltran@seattle.gov)

c. SPU and SDOT staff were not present but offered to answer questions:  
[katia.garcia@seattle.gov](mailto:katia.garcia@seattle.gov) and [viviana.garza@seattle.gov](mailto:viviana.garza@seattle.gov)

Next meetings:

- Nov. 17 3 – 5 p.m.

Proposed next meetings (City will schedule these meetings)

- Feb. 16; May 18; Aug. 17; Nov. 1