

Month	Meeting Date	Meeting Topic(s)	Intended Outcomes	Subcommittee(s) Involved	Own/Influence/Inform
April (Special Meeting)	Wednesday, April 24, 2024	<p>Prompt Payment (Net shorter payment terms; example Net15) This is on both ends - City paying suppliers on time, so they can pay subcontractors in a timely manner</p> <p>Education component: Adding a visual or flowchart to show the payment process; to better inform businesses</p> <p>Quick payment at this time is around 45 days; add different scenarios to visual/flowchart</p> <p>Invite staff from City of Tacoma Purchasing department Survey the source and see what can be done to improve the process; look at the design and make adjustments</p>	<p>Making structural change within City of Tacoma Purchasing department Creation of a simplified billing form</p> <p>Targeted program that gets money to a specific contractor - getting paid on a schedule that is provided by the Prime. Potential language in a general contract that speaks to the payment process for contractors in the program. Challenge: unit priced work; no guarantee units will happen. Happens more on lump sum projects. Target contractor in the program, not the Prime.</p> <p>Note: other agencies are conducting special draw requests; GCs are getting special payments specific to diversity in contracting to get businesses paid faster. Example: cutting a supplemental payment directly to the Prime for the amount to cover the subcontractors. Subcontractor would need to understand they need to have the proper documentation submitted (payroll, etc.)</p> <p>Comes down to pay estimates from the City; Prime does not get paid until the City submits info to Finance department; ensuring City is complying with what they say they are going to do.</p> <p>Accelerated payment plan</p>	Internal Processes Subcommittee - address City billing processes	Influence and Inform
May Discuss which subcommittee(s) will move forward the work, and identify subcommittee members	Wednesday, May 15, 2024	<p>Use of contract + contract compliance Monitoring and ensuring subcontractors are utilized throughout project and not merely at the end. Eliminating fire drills</p> <p>Walking through current compliance process and mechanisms to hold firms accountable</p> <p>Committed dollar amount, but labor/material can be utilized throughout project, or sometimes loaded at the end, instead of involving subcontractors early, or consistently throughout project; which can be problematic. Allow subcontractors to balance work and manage cash flow. Can discuss adding more communications with subcontractors as well, and not just specific to Primes.</p>	<p>Standardized process for contractor compliance (Early and often) Consistent, clear communication to contractors so non-compliance is caught in an effective amount of time. Keeping consequences timely</p> <p>Related to ensuring policies are effective in making process equitable Enough teeth or outcomes shared with contractors, EIC Advisory Committee Holding contractors accountable, ensure contractors understand penalties for non-compliance</p> <p>Consider awarding points for meeting compliance (can track a point system). When project is closed and prime has consistent positive behavior (meeting compliance), incentivize with point system/ability and willingness to meet EIC requirements.</p> <p><i>Influence change and incentivize Prime - is there a way that if contractors are meeting requirements (this can be a separate part of the conversation of prompt payment) This may also lend to the topic on incentivizing contractors</i></p> <p><i>Education to contractors - not a penalty to utilize EIC contractors; educating others so they can understand EIC program</i></p>		Influence and Inform
Meet with Scott offline to offer suggestions on assigning dates		<p>Access to Capital + Managing Cash Flow Access to Capital is specific to the Business Services side of our Division, so this work would need to include them as part of the discussion</p> <p>For black-owned businesses, this has been a barrier for over 100 years. Sometimes the emphasis on training/teaching and not on impacting the systems that are making things more difficult.</p>	<p>Increase participation of small, minority and women-owned firms Provide incentive for firms to participate</p> <p>Are there ways to have incentives for the City to create relationships with financial institutions that help legitimize the businesses that have been historically excluded?</p> <p>Looking for/identifying advocacy from City of Tacoma</p> <p>Teaching/education with a way to apply what is learned (i.e. actually getting access to capital, etc.)</p>		Influence and Inform
		<p>Data and Performance Can be a quarterly topic to update committee, but may not be a subcommittee topic Understand status quo before deciding to determine KPIs</p>	<p>Develop recommended KPIs for EIC compliance and performance dashboards - share with IT for potential incorporation Contract compliance will help inform KPIs</p>		Inform

		<p>Review Business Certification Requirements City staff can complete matrix and share information at an upcoming meeting.</p>	<p>Create matrix of other certification agencies and their processes. Use feedback to make recommendations for EIC Program counting other certification types.</p> <p>Include visual mapping of the certification process Example: DES, WEBS, NMSDC, Veteran, PWSBE, etc.</p>		Inform
		<p>Training & Workshops 1. How to Do Business with City of Tacoma Workshop 2. Capacity Building 3. Mentorship Programs or Office Hours City staff or members of the EIC Advisory Committee 4. OMWBE Certification Workshop Have staff from OMWBE present to help businesses through the process. OMWBE certification process requires a lot of paperwork; pathway to certification have to be as complex? Can OMWBE show a list of firms "in progress" for certification to advertise and incentivize? There is a disparity for access to resources; we desire to provide education Marketing events don't often include engineers, do engineers make themselves available to meet with community?</p>	<p>Consider adding component to include resources (education) or EIC requirements for veteran owned businesses</p>		Influence and Inform
		<p>Technical Assistance (TA) Resources Matrix to show TA providers</p>	<p>Resource page on City website See what Business Services staff have on Make It Tacoma website https://makeittacoma.com/</p>		Inform
		<p>Other Difficulty navigating City grant programs - training workshop Create a rubric on how to be ready for City projects - education</p>	<p>This is something the EIC Advisory can inform Business Services staff on May or may not be a full subcommittee item</p>		Inform
		<p>Other Create a rubric on how to be ready for City projects - education</p>	<p>This is something the EIC Advisory can inform EIC Program and Business Services staff on May or may not be a full subcommittee item</p>		Inform
		<p>Other There was discussion on creating a running list of initiatives (November 15, 2023 meeting) as well as a matrix between Tacoma Public Schools, Metro Parks and City of Tacoma on the different aspects of their programs</p>	<p>Not a subcommittee item City staff to complete and share with Committee After Advisory Committee receives and reviews information, can determine if warrants assigning to a subcommittee</p>		Inform