

SPECIAL MEETING

Minutes

City of Tacoma Equity in Contracting Advisory Committee

Date: Wednesday, April 24, 2024

Time: 7:30am – 9:30am

Location: Tacoma Municipal Building, Room 243, 747 Market Street, Tacoma Washington 98402

Zoom Information

Dial: 253-215-8782

Meeting Link: <https://zoom.us/j/93921755135?pwd=UHB1Ym00dGJWZmtLeUE3cHBNWDFKdz09>

Webinar ID: 939 2175 5135

Passcode: 959442

CALL TO ORDER

Kacee Woods, Equity in Contracting (EIC) & Workforce Programs Manager called the meeting to order at 7:37AM

STATEMENT OF PURPOSE

Kacee Woods provided the Statement of Purpose to note the purpose of the meeting.

LAND ACKNOWLEDGEMENT

Malika Godo stated the Land Acknowledgement.

ROLL CALL – EIC Advisory Committee

Present: Certified Business 2 - Angela Michaels, Certified Business 3 - Rahsaan Freeman, Certified Business 4 - Scott Lundt, Large Prime - Clint Myers, Council District 1 - Paul Franetovich, TPU Service Area 1 - Larry Hutchinson, TPU Service Area 2 - Michael Jordan

Absent (unexcused): Certified Business 1 - Timothy Pinckney, Open Shop Firm - Jai Briar, TPU Service Area 3 - Trena Payton

Consent Agenda & Minutes

Approval of March 27, 2024 Special Meeting - Meeting Minutes

- Motion to approve made by Scott Lundt seconded by Angela Michaelis
- No added comments or discussion
- Motion passes and minutes of the March 27, 2024 Special Meeting are approved

Approval of Meeting Agenda

- Motion to approve the April 24, 2024 Special Meeting Agenda made by Scott Lundt seconded by Angela Michaelis
- No added comments or discussion
- Motion passes and agenda for the April 24, 2024 Special Meeting are approved

City Staff Updates – Kacee Woods

- 2023 Disparity Study Updates

- Keen independent Research is finishing up with the availability survey that will be open through the first week of May 2024.
- Keen is gathering information for firms that are available to do work for the city of Tacoma. Only firms available, willing and able to work with the City of Tacoma are counted. At the conclusion of the availability survey, we should expect to have another external stakeholder meeting (EIC Advisory Committee Members will be invited as soon as we have a date) in May. City staff will review draft reports and draft recommendations prior to sending to the Internal Stakeholder Group (ISG) or External Stakeholder Group (ESG). The results and recommendations of the study will be shared with the EIC Advisory Committee, and committee members may be asked to review and provide feedback. Final presentations will be presented to the City Council, Mayor and the City Manager at a to be determined Council Meeting.

- Other City Staff Updates

- The City of Tacoma, in partnership with the Tacoma Pierce County Chamber of Commerce will be conducting a business climate survey in May 2024.
- The City of Tacoma is part of the Tacoma Anchor Network which is comprised of the 13 largest employers in Pierce County. They have 3 main focus areas: Local Procurement, Workforce Development, and Affordable Housing.
 - Within Local Procurement – the Tacoma Anchor Network received a grant and will use the funding to work with the University of Washington Tacoma (UWT) to conduct a landscape of local spend. Agencies who are part of the Anchor Network are providing UWT with data on contract spend. UWT will create a dashboard to visually communicate how agencies are spending their money. We want to find ways to align policies where it makes sense and identify where we might create barriers and remove them. We want to use this work to create systemic change. The work should be done within a couple of months. By the end of May 2024, UWT anticipates being able to present the dashboard that shows a general overview of local spend by zip code and other data points. Additional information on the Tacoma Anchor Network can be found here: [Tacoma Anchor Network - Tacoma 2025: Strategic Plan \(tacomastategicplan.org\)](https://www.tacomastategicplan.org)

Bylaws and establishment of subcommittees

City of Tacoma legal team is still reviewing the Bylaws which will confirm the establishment of the subcommittees. If you have any comments or feedback, feel free to provide to Kacee Woods at kwoods@cityoftacoma.org

We've added clarity on the following:

- The role of the EIC Advisory Committee Members
- The role of City/EIC Staff
- The role of the Chair & Vice Chair
- Information on the background and purpose of the EIC Advisory Committee (How we got here)
- When voting of the Chair and the Vice Chair will occur: we removed the Month of February to note voting will take place in the first quarter of a calendar year
- Subcommittees: Added the word 'education' to the workforce committee
- Legal team clarified the language of Conflict of Interest

Discussion of Annual Work Plan

At the April 24, 2024 Special Meeting, Committee Members and City staff discussed the topic of Prompt payment as one of the items to be considered in the EIC Advisory Committee Annual Work Plan. City staff have added a column to denote what subcommittees will be involved in each topic and who will be part of each subcommittee.

To see updates made to the Annual Work Plan, visit the Resources page for the Equity in Contracting Advisory Committee here: [Resources - City of Tacoma](#)

At the May 15, 2024 Regular meeting, EIC Advisory Committee Members will identify which subcommittees will be tasked with the following topics, as well as identify subcommittee members.

- Prompt Payment
- Use of contract + contract compliance
- Access to Capital + Managing Cash Flow – this is a topic to inform/Influence but not own
- Data and Performance
- Review Business Certification Requirements with other agencies
- Training & Workshops
 - o WA State Office of Minority & Women’s Business Enterprises (OMWBE) Certification Processes
 - o OMWBE Certification Workshop
 - o How to Do Business with City of Tacoma
- Technical Assistance (TA) Resources – this is a topic to inform/Influence but not own)
- Mentorship Programs or Office Hours
- Veteran Owned Business Designation – City staff currently investigating various certification programs
- Education to contractors
- Influence change and incentivize Prime contractors
- Capacity Building

Good of the Order

Announcements

2024 Regional Contracting Forum is currently in the planning phase and will be taking place September 2024. The planning committee is currently looking for sponsors. If you have any contractors name to share with us:

- Potential sponsors: NW Cascade, Vickie Puckett from Cornerstones, Tucci & Sons, Scarcella, Korsmo, Absher

Future Meetings

- EIC Program Outreach Plan – this could be just a presentation to the large committee or the subcommittee
- EIC Training + Workshop Topics

Public Comment

No public comment was received in writing, and no one attending online requested to speak for public comment.

Action items:

- Send the Bylaws to the EIC Advisory Committee Members for review and feedback
- EIC Advisory Members, please let City staff know if you have completed the required Public Records Act and Open Public Meetings Act training. If you have not completed training, please do so as soon as possible.
- Send the EIC Regulations and Tacoma Municipal Code to EIC Advisory Committee Members
- Send the EIC Outreach Plan to EIC Advisory Committee Members

Adjournment at 9:12 AM

Minutes taken by City of Tacoma