

## Minutes

### City of Tacoma Equity in Contracting Advisory Committee

Date: Wednesday, November 16, 2022

Time: 7:30am – 9:30am

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

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#### Zoom Information

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

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Webinar ID: 939 2175 5135

Passcode: 959442

Dial: 253-215-8782

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#### CALL TO ORDER

Kacee Woods, Equity in Contracting (EIC) & Workforce Programs Manager called the meeting to order at 7:42AM

#### STATEMENT OF PURPOSE

Kacee Woods stated the City of Tacoma's mission with the purpose of this meeting

#### LAND ACKNOWLEDGMENT

Malika Godo stated the Land acknowledgment

#### ROLL CALL – EIC ADVISORY COMMITTEE

Present: Timothy Pinckney, Robert "Bobby" Humes, Stephanie Caldwell, Michael Jordan, Andre House, Trena Payton

Absent: Cassie Schmitt, Jaison (Jai) Briar

#### Consent Agenda – Chair

Kacee Woods stated that there would be no consent agenda items as it is the first EIC Advisory Meeting

#### Group Get-To-Know-You Activity

Kacee Woods invited all committee members to introduce themselves and state why they joined the committee

- **Timothy Pinckney:** Owns a company and has been at the City of Tacoma for 27 years as a small business. He has had a lot of success with the City of Tacoma but things have changed. With that change there are projects worth 10 billion dollars that minority subcontractors are not aware of. Mr. Pinckney has done extensive outreach on his own, but he would like the City of Tacoma to do more. That is his reason for joining the EIC Advisory Committee.
- **Michael Jordan:** He has been working with black business owners to connect them with the right people to grow their business. He joined because minority business owners need help and voices in Tacoma. Progress is needed.
- **Robert "Bobby" Humes:** He's an executive coach and consultant. His family is new to Tacoma but happy to serve. He has a background in career development and is an equity strategist. With his experience, he wants to do his part.
- **Stephanie Caldwell:** She has been with Absher Construction and working in the space of Equity for 20 years. Tacoma is her community. She has been working with Absher, recruiting minority contractors and working internally for equity so she would like to be part of this to advance the conversation.

- **Trena Payton:** She is a long time entrepreneur, employee and soldier of the Department of Defense. She's very passionate about equity and procurement policies that makes equity possible, which is why she was interested in joining the committee.
- **Andre House:** She is a healthcare leader, her homebase is in Tacoma. She has a background in procurement and has a passion for equity for all.

**Question for Committee Members:**

**Is there anything that stood out in the materials provided that committee members would like to learn about?**

**Trena Payton** asked about the Disparity Study and the anticipated date to have it completed.

Kacee Woods responded that she is currently drafting an RFP, working with City of Tacoma Legal and Purchasing. Once that the RFP is advertised and the City finds a contractor to complete the Disparity Study, the study will look at contracting data from 2017 to 2022.

**Trena Payton** stated that there is a discrepancy between the subcommittees listed in two of the materials provided.

Kacee Woods responded that the hope is to have time today to decide together which subcommittees will be voted for. As the subcommittees are voted for, the By Laws will be adjusted to eliminate any discrepancies.

**Robert "Bobby" Humes** asked if the plan was to have 15 committee members.

Kacee Woods responded that the intent is to continue the outreach to fill all 15 spots.

**Robert "Bobby" Humes** also asked how soon the committee members would be able to see the City's workforce development plans. Kacee Woods responded that the information can be provided regarding these programs.

**Michael Jordan** stated that he appreciates the clarity of Resolution 40622 and has no questions at this time.

**City Staff Introduction**

Kacee Woods, EIC & Workforce Program Manager introduced herself

Malika Godo, EIC Program Auditor introduced herself

Carol Wolfe, Division Manager introduced herself

**City Staff Updates**

**EIC Advisory Committee, Resolutions & By Laws**

Kacee Woods covered what the Equity in Contracting Advisory Committee is and presented the Resolution & Bylaws. She didn't restate the roles and responsibilities of EIC Program Staff/Department leadership as it was covered at the beginning of the meeting.

**Roberts Rules of Order and Voting**

Kacee Woods went on to introduce the Roberts Rules of Order and Voting and stated that this item is to ensure everyone has understanding of the different roles. Since there is no Chair, this item will not be covered today.

**Committee Members Training**

Kacee Woods stated that all committee members are required to take all the training listed in the provided checklist within 90 days of joining the committee (at time of appointment) and every four years thereafter.

Committee Member Required Training <https://www.atg.wa.gov/open-government-training>

**EIC Advisory Recruitment Process**

Kacee stated that the application for the EIC Advisory Committee will be opened for one year and is on the City's Commissions, Boards and Committees (CBC) page. Additional outreach will be conducted so that the committee can reach 15 members to include the Asian, Latino and Native American community and younger audience as well. The recruitment process is currently ongoing and the application is open for the entire year. Anyone interested should be directed to the City of Tacoma's Commissions, Boards and Committees (CBC) page.

### **EIC Advisory Committee Members Channels of Communication**

This committee reports to the Economic Development Committee, a Standing Committee of the Tacoma City Council. Anything related to annual plans, programmatic changes and recommendations should be communicated to them. Kacee Woods stated that the representation of the Economic Development Committee is only from Tacoma City Council members and all meetings are open to the public. If there is a special item to present, the EIC Advisory Committee should let EIC Staff know, and Staff can coordinate working with the Clerk's Office and then the Economic Development Committee Staff Liaison, to be added to the Economic Development Committee schedule.

### **Informal Communication**

**Trena Payton** asked if there are any ways to informally discuss issues before they are brought to the EIC Advisory Committee meetings. She inquired if there could be an informal channel that could be utilized. Kacee responded that if any communication from the entire committee happens, it counts as a quorum. What would be preferred is to talk about it as a committee. The recommended approach will be to inform the EIC Staff who will then communicate with the Chair.

### **Establish and Vote for Chair and Vice Chair**

It was decided by all members that this item would be tabled until 2/15/2023.

### **Committee Affairs**

**Internal Processes:** Malika Godo is currently working on the EIC Regulations and the EIC Advisory members' feedback would be appreciated

**Outreach/Communication:** The EIC Staff is working on an outreach plan and the EIC Advisory members' feedback would be appreciated.

**Workforce:** The City of Tacoma currently has the LEAP Advisory Committee. The Workforce Development staff is working on increasing the number of people working on the City's projects. For planning and forecasting, EIC/LEAP Staff is working with the Media & Communications (MCO) department so that subcontracting communities can be better prepared to bid on the City's projects.

### **Establish and Approve Subcommittee Areas**

Kacee Woods will provide an overview of the intent of each subcommittee to help provide committee updates and recommendations. **Trena Payton** suggested that the City of Tacoma Staff provides quantitative and qualitative goals so the EIC Advisory Committee members can understand what is expected and what the subcommittee roles are. Kacee Woods will provide the requested information. This item will be tabled until more information is provided from the City.

### **Public Comment**

No public comments

### **Items to Consider for Next Meeting**

- Have quantitative and qualitative goals for the subcommittees
- Provide info to the Committee on ways they can have informal communications
- Provide Robert "Bobby" Humes with info on the workforce programs of the City of Tacoma
- Update the By Laws to ensure there is accurate info on subcommittees
- Look at ways for members to chat in an informal setting

- Invite member from City leadership to share their insights on the Equity in Contracting Program and related matters
- Establish and vote for Chair and Vice Chair
- Discuss the establishment and approval of subcommittees
- Kacee will be reaching out individually to see if there are any needs for onboarding
- Please have refreshments at the 2/15/2023 Meeting 😊

**Adjournment**

Robert “Bobby” Humes adjourned the meeting at 8:43AM

Minutes taken by City of Tacoma