

Minutes

City of Tacoma Equity in Contracting Advisory Committee

Date: Wednesday, February 15, 2023

Time: 7:30am – 9:30am

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

Zoom Information

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

Webinar ID: 939 2175 5135

Passcode: 959442

Dial: 253-215-8782

CALL TO ORDER

Kacee Woods, Equity in Contracting (EIC) & Workforce Programs Manager called the meeting to order

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, Cassie Schmitt, Stephanie Caldwell, Trena Payton

Guests: Angela Michaelis (CEO Michaelis Trucking), Drena Sellers (Equity Programs Consultant), Charles Lee (Deputy City Attorney)

Absent: Jaison (Jai) Briar, Michael Jordan, Andre House

Approval of November 2022 Meeting Minutes

Meeting Minutes approved by the committee

Consent Agenda – Chair

Serve Tacoma CBC Training

Kacee Woods conducted a new member orientation and gave an overview of the following – The PowerPoint Presentations will be sent to the Committee Members:

- City of Tacoma Government Structure
- Committees, Boards and Commissions
- CBC Training – Charles Lee Presentation: Public Meeting, Public Records and Ethics (OPEN PUBLIC MEETINGS ACT – RCW 42.30 and OPEN PUBLIC RECORDS ACT BASICS – RCW 42.56)
 - Trena Payton asked Charles if the committee is considered more than advisory. Charles replied that the EIC Committee is only advisory. She followed up with asking if the EIC Advisory Committee is still subject to the OPMA. Charles replied, yes. Trena wanted to know if we could have a separate channel to address questions outside of the regularly scheduled EIC Advisory Committee Meetings. Charles advised that the EIC Advisory Committee could have additional meetings (that would be public) to discuss additional

matters outside of the quarterly meetings. As long as the agendas and everything is publicly accessible, it is allowed.

- Media and Communications: The Media & Communications Office supports the City's standard mass communications efforts, through media outreach and media relations; marketing, advertising, reputation management, public relations, social media communications, government access programming through TV Tacoma, the creation of special video, print or online materials and more. See presentation for more
- EIC Advisory Meetings – Meeting Norms:
 - Staff liaison provides pre-meeting packages
 - Send agenda items to staff and Chair
 - Chair runs the agenda, and asks for motions
 - Agenda + Minutes approval
 - If attending virtually, be visible on camera
 - Be engaged, raise your hand, involve yourself in discussions
 - If you cannot attend, notify staff at least 24 hours in advance to be excused

Robert Rule of Order

This item was briefly reviewed, and additional information will be provided via meeting follow up

Committee Affairs

Bylaws, committee updates, special committees, and annual work plan discussions: Further discussions to be conducted at a special EIC Advisory Meeting

City Staff Updates

Public meetings and the OPMA

Question & Answer with Charles Lee, Deputy City Attorney

Public Comment

Angela Michaelis stated that she was attending the EIC Advisory Committee to express her concerns regarding contractors not being compliant with the City of Tacoma Municipal Codes regarding the EIC Program. She's hoping the EIC Regulations will provide more consequences for non-compliant contractors and provide more support to certified subcontractors. Angela added suggestion to use a written confirmation form for program processes. **This item will be added as an Agenda item to the next meeting and will be included in a future subcommittee. EIC Staff will also work closely with Angela to get direct feedback to help with process improvement.**

Updates on Items from previous meeting

- Have quantitative and qualitative goals for the subcommittees – **will be addressed at the special meeting**
- Provide info to the Committee on ways they can have informal communications – **Addressed by Charles Lee**
- Provide Robert "Bobby" Humes with info on the workforce programs of the City of Tacoma – **Addressed by Kacee**
- Update the By Laws to ensure there is accurate info on subcommittees – **will be addressed at the special meeting**
- Look at ways for members to chat in an informal setting– **Addressed by Charles Lee**
- 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 – **will be addressed at the special meeting**
- Discuss the establishment and approval of subcommittees – **will be addressed at the special meeting**
- Kacee will be reaching out individually to see if there are any needs for onboarding – **To be addressed by Kacee**
- Please have refreshments at the 2/15/2023 Meeting 😊 – **Addressed by Kacee**

Action Items

- Provide a timeline for the EIC Regulations
- Send advisory members an email to include the presentation that was provided during the meeting
 - Provide EIC advisory members with hyperlinks on City webpage related to City departments
- Update onboarding checklist and provide to advisory members with correct hyperlinks
- Share Budget Book with EIC advisory members
- Respond to question: can observers serve in the subcommittees as Ad hoc members?
- Confirm if advisory members are open to having headshots and bios on the CBC external City of Tacoma webpage

Special Meeting Topics

- Schedule a special meeting to discuss Bylaws, special committees, and annual work plan discussions
- Doodle Poll to be conducted to schedule a different time for future EIC Advisory Committee meetings
- Establish and vote for Chair and Vice Chair
- Discuss the establishment and approval of subcommittees
 - Update the By Laws to ensure there is accurate info on subcommittees
 - Have quantitative and qualitative goals for the subcommittees
- Reach out individually to advisory members regarding any additional needs related to onboarding
- Add to future meeting agenda: topic of annual work plans

Future Meeting Topics

- Invite a member of the CED Team to discuss questions on financial support for small businesses
- Invite a member of the City of Tacoma Legal & Purchasing team to attend one of the EIC Advisory Committee meetings so they can hear directly from the sub-contracting community
- Invite member from City leadership to share their insights on the Equity in Contracting Program and related matters

Adjournment at 9:29 AM

Minutes taken by City of Tacoma