

## Minutes

### City of Tacoma Equity in Contracting Advisory Committee

Date: Wednesday, May 17, 2023

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 7:38AM

#### STATEMENT OF PURPOSE

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

#### LAND ACKNOWLEDGEMENT

Malika Godo stated the Land acknowledgement

#### ROLL CALL – EIC Advisory Committee

Present: Cassie Schmidt, Andre House, Michael Jordan

Absent: Jaison "Jai" Briar, Timothy "Tim" Pinckney

Excused: Robert "Bobby" Humes, Trena Payton

#### Discussions

##### Future Meetings

Kacee Woods stated that a few Special Meetings will be scheduled to vote on EIC Advisory Chair and Vice Chair, Bylaws, Subcommittees and Annual Work Plan/EIC Regulations

Kacee Woods stated that the committee will have to vote on adjusting the regular meeting times.

#### City Staff Updates

On April 25, 2023, Kacee presented to the Economic Development Committee (EDC), and will be presenting to the Tacoma Public Utilities (TPU) Board on May 24, 2023 during their study sessions. Information presented to both audiences includes 2022 Program outcomes, the background of the last Disparity Study in preparation for the next Disparity Study scheduled for 2023, and EIC Program priorities for 2023.

#### Material Covered during April 25, and May 24, 2023 Presentations

Kacee talked about the 2023 Disparity Study RFP. It was important to provide information on the last disparity study. 9 recommendations were made as follows:

- Allocation of Resources, Including Staffing
  - 2021 hired 3 additional staff
- Forecast Opportunities
  - Partner with MBDA and CED Program Tech to communicate forecasted opportunities
- Supportive Services
  - Partner with internal departments to offer workshops on how to do business with the City. Expanding this program to include additional topics
  - Andre House asked about EIC's plans for future workshops. Gary responded that the first workshop will focus on the WA State Office of Minority & Women's Business Enterprises (OMWBE) Certification, and future workshops will focus on how to do business with the City, Tax & License, technical assistance, writing a capabilities statement. They will take place once a month on Wednesday between 11 and 1:00pm. Gary also shared that he has an upcoming meeting with small/minority and women-owned business to have an open discussion on barriers they may be experiencing.
- Small Business Reserve Program
  - Utilize City Small Works Roster Program, however it is underutilized
  - New legislation may have positive impacts to this program
- Reform Data Infrastructure
  - Adopted NIGP codes as well as NAICS codes, which enable us to properly classify and categorize procurement activities
  - NIGP = National Institute of Governmental Purchasing
  - NAICS = North American Industry Classification System
- Establish Policy to Investigate Possible Discrimination
  - The EIC Program has staff to monitor project compliance. Subcontractors/contractors can also submit a complaint through the Title VI Program of the City of Tacoma.
  - Michael Jordan asked if there are any impacts on future participation of contractors if they list subcontractors to be awarded but then do not utilize them. Kacee responded that we're working on updated processes and application of the Tacoma Municipal Code (TMC 1.07).
- Economic Development Projects
  - Current development project agreements establish goals/good faith efforts but prohibits requiring MWBE utilization. Changes to TMC 1.07 are required to make an impact
  - Michael Jordan asked if there is an opportunity for the City to have their own "certification" process to ease the barrier of the certification process of OMWBE
  - Kacee added that EIC Staff is currently looking into the OMWBE Certification process to explore other certification avenues
  - Professor Divya McMillin at UW Tacoma, in partnership with Pierce County Chamber of Commerce, might be a good resource to help look at that process
  - South Sound Economic Event working on a list to share with shareholders on the various certification processes existing to avoid duplication of efforts
- Vendor Rotation
  - City does not presently participate in vendor rotation

- Institute Race & Gender-Based Subcontracting Goals
  - City does not presently set race and gender-based subcontracting goals, but does track data to identify areas of improvement.

### **2023 Priorities**

External efforts to continue collaboration with Anchor Network (including hospitals, housing, workforce development, executives, joint municipal action community). The Anchor Network Local Procurement Landscape Working Group is charged with identifying ways to increase opportunities for Small, Minority and Women-Owned Businesses. Understanding and sharing data is important for the future impact we want to have.

EIC Committee Member Input is highly encouraged related to EIC Program Outreach Efforts. Another phase of EIC Advisory Committee recruitment is upcoming in August.

Internal Efforts: EIC Staff is implementing new ways to implement the program to improve outcomes. We're currently updating EIC Regulations, process documents, and would like to keep internal Staff engaged and informed, while increasing their awareness on the impact of this program. We're developing a dashboard for accountability and transparency so that departments are held accountable. Department specific goals will be created. We will update the Tacoma Municipal Code (TMC) as well.

Michael Jordan suggested someone to help with Change Management (Jahmad Canley – Potential Unleashed)

### **2023 Disparity Study**

Will be looking at City Contracting Data from 2017-2022 (Construction, Architecture & Engineering, Goods, Services)

Press Release May 1, 2023

The consultant selected for the award of the contract will be responsible for conducting community outreach. Pre-Proposal meeting took place May 11<sup>th</sup>. Q&A has been posted

### **Next Steps**

Expanding the program will take a lot of change management. First understand what the City's past practice has been so we can make data informed decisions and provide recommendations.

### **Additional Topics**

We will table approval of the previous meeting minutes from February 15, 2023 as well as the agenda of the May 17, 2023 meeting. Kacee will send an email and confirm with the legal department if we can vote on something outside of the main scheduled meeting.

We will be adding a resource page to the external EIC Advisory webpage which will include the following and items we have shared via email.

- a. General Overview of EIC Regulations
- b. Roberts Rules of Order and Voting
- c. Committee Member Required Training <https://www.atg.wa.gov/open-government-training>

Michael Jordan stated that he's working with the Black Business Community and other business groups (Procurement Technical Assistance Center (PTAC), Business Impact NW, Pacific Lutheran University (PLU), Asia Pacific Cultural Center, etc.) that he can share information with. We must consider the harm that was previously done and identify the needs that are there.

Kacee would like feedback on potentially scheduling special meetings in June to vote on the EIC Advisory Chair and Vice Chair, Bylaws and scheduling of an additional special meeting in July to discuss Subcommittees and Annual Work Plan/EIC Regulations.

Changing the regular meeting times (later morning or later afternoon). Michael Jordan responded that Wednesdays are difficult for him. Andre House said she's flexible and likes early morning. Cassie stated she's not opposed to early morning and the evening might have more conflicts than morning meetings, but she will be happy to make that work if needed.

Kacee stated she would look into conference room and staff availability to determine best day and time for regular meetings.

She also stated she will look into dates for special meetings

### **Public Comment**

None

Michael Jordan stated that there is a Black networking event at the Watson Signature Event Center in Lakewood – invitation extended to Kacee to come and share what the City of Tacoma does.

Info was shared about upcoming the Regional Contracting Forum.

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

- Provide/share
  - Timeline for adoption of the EIC Regulations
  - EIC Program Outreach Plan
  - April 25, 2023 Economic Development Committee (EDC) Meeting recording and meeting agenda
  - May 24, 2023 TPU Board Study Session Meeting recording and meeting agenda
  - ED23-0102F: Economic Disparity Study RFP
  - Tacoma Anchor Network information
- Add resources to the EIC Advisory CBC resources page
  - Roberts Rules of Order
  - Committee Member Required Training
  - Annual Reports
  - 2023 Disparity Study RFP
  - 2018 Disparity Study Final Report
  - Economic Development Committee Presentation links to recordings
- Show percentage of total award to SBEs/MBEs/WBEs in the annual report Presentation
- Respond to EIC Advisory Member questions:
  - What is the City of Tacoma Supply Chain? Ask Purchasing and provide follow up
  - Can the EIC Committee members vote outside of the regular scheduled meeting
- Kacee will send an email about Special Meeting times/dates
- Kacee will be reaching out to members individually to see if there are any questions/needs
- Future Meeting Topics/Ideas:
  - Dierdre Patterson, Business Financing Program Manager to talk about support to small businesses
  - Invite Legal/Purchasing Department to provide an opportunity to hear from the EIC Advisory members on potential concerns, roadblocks to the contracting community
  - Invite Council Member Blocker related to specific EIC Matters

**Adjournment at 9:24 AM**

747 Market Street, Tacoma, WA 98402 Room 900

253-591-5075

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## Minutes taken by City of Tacoma

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