**Minutes**

**Joint Municipal Action Committee**

**Quarterly Meeting with CEOs**

Friday, February 11, 2022

8:00 a.m. – 9:30 a.m.

Remote meeting via Zoom

**CALL TO ORDER**

Chair Elizabeth Bonbright called the meeting to order at 8:00 a.m.

**ROLL CALL - JMAC COMMITTEE**

Elizabeth Bonbright, Chair, Tacoma Public Schools  
Kristina Walker, Vice-Chair, City of Tacoma

Kiara Daniels, City of Tacoma

Andrea Smith, Metro Parks Tacoma

Rosie Ayala, Metro Parks Tacoma

Deanna Keller, Port of Tacoma

Kristin Ang, Port of Tacoma

Marty Campbell, Pierce County

Ryan Mello, Pierce County  
Korey Strozier, Tacoma Public Schools

**JMAC CHIEF EXECUTIVES**

Elizabeth Pauli, City of Tacoma

Shon Sylvia, Metro Parks Tacoma

Joshua Garcia, Tacoma Public Schools

Mike Griffus, Pierce Transit

Eric Johnson, Port of Tacoma

# **GUESTS IN ATTENDANCE**

Gary Lizama, City of Tacoma

Rosa McLeod, City of Tacoma

Jeff Robinson, City of Tacoma

Chrisy Vindivich, City of Tacoma

Bucoda Warren, City of Tacoma

Carol Wolfe, City of Tacoma

Kacee Woods, City of Tacoma

Hunter George, Metro Parks Tacoma

Abigail Vizcarra Perez, Metro Parks Tacoma

Tim Reid, Metro Parks Tacoma

William Bridges, Pierce County

Chelsea Talbert, Pierce County

Heather Moss, Pierce County Human Services

Brittany Carbullido, Pierce Transit

Linda Shilley, Pierce Transit

Matthew Mauer, Port of Tacoma

Sally Perkins, Practical Solutions

Andrew Strobel, Puyallup Tribe of Indians

Cindan Gizzi, Tacoma-Pierce County Health Department

Renée Meschi, Tacoma-Pierce County Health Department

Evan Smith, Tacoma-Pierce County Health Department

Tracy Jones, Tacoma Public Schools

Alicia Lawver, Tacoma Public Schools

**AGENDA ITEMS**

**INTRODUCTION**

Chair Bonbright commented that each monthly meeting will be focusing on one of the themes (JEDI, Health & Safety, or Community Wealth Building) and the specific areas of focus within each theme that were voted on at the January 2022 meeting with a goal of finding points of leverage and collaboration and reducing the number of committees and duplicative projects being worked on between our municipalities. In January/February/March we are identifying current existing networks that are currently working on projects within these areas and giving them a platform to help define the desired outcomes, tactics, and deliverables for the year that can then be shared at the April meeting. January focused on JEDI. Today we are highlighting Community Wealth Building. In March, we will dive into Health & Safety.

The goal of this first quarter has been exploratory, to gather information on what’s currently being done and how our different governmental agencies can best work together to merge the often siloed work towards a unified goal. The next quarter’s focus will be to finalize a timeline and identify critical issue factors to leverage the work. It’s important to not over-think it and create an even more complex structure.

**APPROVAL OF AGENDA**

It was moved and seconded that the agenda be accepted as is; passed unanimously.

**APPROVAL OF MINUTES**

It was moved and seconded that the minutes of January 14, 2022 be approved; passed unanimously.

**POLICY FOCUS AREA PRESENTATIONS: *COMMUNITY WEALTH BUILDING***

Linda Shilley, from Pierce Transit, presented their Disadvantaged Business Enterprise Program on “Supporting MWBE through Accounts Payable,” which helps MWBE businesses with community wealth building by processing checks within 2 weeks.

Pierce Transit has a large focus on removing barriers, which involves going to the contractors, rather than expecting them to come to us, through outreach and networking. Pierce Transit is also partnering with the Tacoma Anchor Network on a regional event which will help take away the fear from public bidding. Pierce Transit has implemented a process to reduce contracting barriers.

Using a system called e-Builder, they’ve enhanced their payment process with a focus on prompt payment through use of electronic workflows for documents and signatures, built many dashboards and reports, created a single email address where invoices are sent, and created a Sales/Use Tax applicability table to help reduce tax errors on invoices. E-Builder also helps with document management. The payment process for construction contracts is all done through an electronic workflow that works with e-Builder, which automatically updates nightly. The workflow creates a PDF of the entire package, along with digital signatures, etc.

For service contracts, all vendors send their invoice to the generic accounts payable email. E-Builder creates a daily report that is sent to accounts payable staff who then work with the contract manager and the contract administrator for finalization.

*See attached PowerPoint presentation.*

**CEO DISCUSSION & AGENCY UPDATE**

Each CEO shared ideas from their agency around the questions that were shared with them beforehand:

1. ***Looking at the two priorities within Community Wealth Building (Recruitment & Support of MWBE and Youth Employment Pipeline and Apprentice Programs), what key 2022 work plan initiatives or projects are you most excited about within your agency that supports this area of focus?***

* **Elizabeth Pauli, City of Tacoma**, shared about several programs:
  + The *Growing Resilience in Tacoma* (GRIT) program offers a guaranteed income that’s unconditional and meant to supplement rather than replace existing social safety nets. There are 110 families in the program who receive a $500 monthly stipend for 12 months. Participants were chosen at random from a pool of qualified applicants (all are within 100%-200% of the federal poverty level). The first payments started in December 2021. Independent researchers are also in contact with the control groups who are not receiving the payments applicants who were not chosen to answer questions that help the city gather data.
  + CDBG and EDA economic development grants, technical assistance for micro enterprise business startups or expansion.
  + City staff has completed a disparity study on home ownership, with next steps to include setting priorities and measurable equity goals for recommendations.
  + Tacoma’s Foreclosure Prevention program launched in April 2021, and they’ve assisted 69 households through the end of 2021; 29% of those were BIPOC households. The program will be continuing through 2022.
  + The single-family rehabilitation program is continuing, which offers repairs to owner-occupied dwellings. This helps with housing preservation and safety and protects their equity.
  + They are in partnership with Workforce Central, involved in the Healthcare Pathways pilot which prioritizes recruitment for THA residents.
  + They are in their 10th year of participating in Summer Jobs 253, a program that works with Tacoma Public School students, giving them exposure to jobs within the city; it is being enhanced to be a year-round program.
  + The Police Department has a focus group using consultant services to focus on hiring women, particularly women of color, onto the force.
  + The Tacoma Maritime Innovation Incubator continues to house four black-owned firms and has a priority of equity in its recruitment strategy.
* **Joshua Garcia, Tacoma Public Schools**, shared:
  + Alicia Lawver shared about MWBE local work, done in partnership with many members of the JMAC community. Some of the strategies that really work are connecting small businesses and networking/connecting them with big businesses; working to streamline and improve documentation through that process. To date, we’ve exceeded our minority business and small business involvement goals and local ones. In 2016, when we started, we had only 1-2% of contracts that met these goals for MWBE. Now we’re seeing more than 20%. For example, out of $114.5M in projects currently active, $70M million is invested in local Pierce County businesses, and $37.4M of that was contracted to small businesses, and $20.8M went to disadvantaged small businesses. It’s great to see progress and impact being made.
  + Dr. Garcia added that this was a collective impact opportunity, working with the Black Collective, the Trades, the City of Tacoma, and other leaders. Working towards this agreement, important lessons were learned such as articulating clear indicators of success. Identifying barriers and soliciting help to remove those barriers was also important. Having strong leadership has helped. TPS investing back into Tacoma with intentional work, partnerships, and reporting results helps our students and community be successful.
  + The Summer Jobs 253 program with the City of Tacoma is another example of helping with community wealth building as many students are able to help their families through their earnings or save for college. We’ve developed trades apprenticeship pipelines in numerous fields by working with community partners. Examples include auto mechanics and aerospace. We’ve also started in our own apprenticeship in plumbing. Our CTE program is developing tightened programs that lead to the apprenticeship program. Through our VANI process (Verified Acceptance into the Next Institution), we weigh an apprenticeship the same as getting into a 4-year institution.
  + Working with some city partners, we’ve asked the legislators to lend support to design a Maritime Skills Center in Tacoma. We’ll be reaching out to you to identify what maritime careers do we need to build better pipelines for and how do we design an education program that leads to that?
    - Deanna Keller stated that the Port of Tacoma would love to help with this.

* **Eric Johnson, Port of Tacoma**, shared that they completed a new strategic plan which was adopted in March 2021.
  + Chair Bonbright welcomed Kristin Ang, new Port Commissioner, and introduced her as the Port of Tacoma’s newest JMAC representative.
  + Eric Johnson stated that one of their core values is centered on diversity, equity, and inclusion; they’ll be hiring a consultant to help them with this phase, looking both internally and externally.
  + One of the five fundamental goals is increasing community engagement, taking a deeper, deliberative look at workforce training. They’re looking at what’s currently being done in the county. They would like to partner with external groups to advance workforce training initiatives that mesh with what their mission is. They’ve done a survey of employers in the tide flats, asking them what workforce training needs they have already, so they can understand their needs. They’ll then take that and tailor workforce training partnerships to match the needs of the tide flats.
* **Mike Griffiths, Pierce Transit,** thanked Linda Shilley for sharing their MWBE program and emphasized the outreach efforts they did with that community, asking them what the barriers to participate were, and then worked to eliminate/relax those barriers.
  + For youth employment pipeline, they have an outreach program with area high schools and colleges, and they plan to expand that. They offer internships to attract more students; they have a diesel mechanic apprenticeship program with Bates Technical College. The recruiting team has gone to high schools, attended local job fairs at County Parks and Recreation, post their jobs on local colleges and career college websites. They also have internship opportunities in marketing. The diesel mechanic program is a Washington State certified program and is also tied into the Veteran’s Administration, helping to transition military veterans into the maintenance department. They currently have 3 first-class apprentices actively working toward a journey-level mechanic range, and they will be working to bring on several more this year.
  + They attract diverse candidates by posting jobs on diversityjobs.com, all the women and trade career sites, and they attend their annual career fairs. They utilize redaction software when screening applications to make sure hiring managers are using fair and equitable screening processes. They focus outreach on trying to attract females and other under-represented groups to maintenance and public safety positions.
* **Shon Sylvia, Metro Parks Tacoma,** shared:
  + Youth employment and engagement is important to Metro Parks Tacoma. They have been working with youth through the Summer Jobs 253 partnership for many years, creating pipelines to summer employment and giving them skills. High school students to receive training in leadership in sports programs, arts programs, etc. and receive stipends and credits, and then Metro Parks provides summer employment.
  + An area for improvement for Metro Parks is MWBE – it’s a Metro Parks Board priority in 2022. They are dedicating a staff person to focus on the “how” and the “why” of the MWBE targets. They are analyzing purchasing to look at the pipeline of contractors. Focusing on both outreach and *in*reach – reaching out to contractors and how we can use their networks, as well as partners. How do you shift our policies and procedures to better include and support MWBE vendors?
    - Chair Bonbright – Liked “not just outreach but *in*reach” – *In*reach is something we could all be doing now.
* **Cindan Gizzi, Tacoma Pierce County Health Department** shared:
  + Re MWBE – we’ve had performance measure for increasing MWBE. During COVID, we’ve gotten away from that a little. Very interested in hearing more, would like more information on collaborating with the Black Collective (as shared by Alicia Lawver, Tacoma Public Schools). TPCHD has put energy into their internal process and metrics around community contracts (individual community programs and vendors) to participate in participatory policy and budgeting work. Important not to assume that community can drop everything to help. TPCHD strives to be able to pay the community to help. Making the process simpler to pay residents in participatory projects. Youth apprenticeship/mentorship: have tended to partnership with local colleges: UW Tacoma, Tacoma Community College – working with students who are young adults, older than normal college students. Try to give them as much experience as possible.
  + General community wealth building: TPCHD interested in participatory projects. Bring local elected officials and local community members/groups on policy priorities. Community Land Trust are a focus. Exciting policy approaches being discussed to help improve community wealth building.
    - Kristina Walker – thanked the Tacoma Pierce County Health Department for their work – especially paying people for participatory project work.
* **Ryan Mello, Pierce County Council** shared**:**
  + Allocated $5m to invest in BIPOC business assistance. Invested $250K at the RAIN Incubator’s Waterversity program (stormwater/sewer treatment plant industries). We are desperate for these kinds of workers. Waterversity is a 6–8-week intensive training program; focusing on BIPOC communities to help get them trained for these high paying jobs.
  + Marty Campbell has been focused on equity work – new equity committee is looking at recruitment process for women and minorities. 1)
  + Childcare – invested $7 million in Puget Sound Taxpayer Accountability Act (PSTAA) dollars for various childcare programs.
  + Internships – made two investments in healthcare partnerships:
    - Medical School/Health Sciences – Pacific Lutheran University and WA State University – for more than just medical students;
    - Early stages of a health sciences apprenticeship involving THA’s James Center, Tacoma Community College, MultiCare and Sea-Mar (behavioral and physical).

1. ***Is there anything in need of attention so that our staffs can follow-up to share best practices and support one another?***

* Mike Griffiths, Pierce Transit, suggested that a centralized, web-based location be established that is accessible to all JMAC members where examples of our various projects, initiatives and related staff contact information is shared.
* Shon Sylvia, Metro Parks, shared that hiring more MWBEs is a Board initiative and priority for Metro Parks. The Board has instructed that 8% of Metro Parks’ work and construction money should go to MWBE vendors. Although MPT is currently meeting the 8% goal, in 2022 he’d like to see more progress made on a broader level.

**PUBLIC COMMENTS**

Chair Bonbright called for public comment. There were no public comments given.

**GENERAL COMMENTS BY JMAC**

There were no general comments given.

**NEXT MEETING**

The next meeting is scheduled for Friday, March 11, 2022, 8:00 to 9:30 a.m.

**ADJOURNMENT**

Chair Bonbright adjourned the meeting at 9:23 a.m.

\**Minutes taken by Tacoma Public Schools*