



WASHINGTON BUSINESS DIVERSITY SUBCABINET

Subcabinet Meeting Minutes

Location: General Administration, Room G6

Aug. 4, 11 a.m. – 12 p.m.

Subcabinet Attendees: Governor Inslee (by phone), Rashelle Davis (GOV), Kelly Ogilvie (GOV), Joby Shimomura (GOV), Kelly Wicker (GOV), Linea Laird for Lynn Peterson (WSDOT), Ed Prince (CAA), Bernie Warner (DOC, by phone), Joel Sacks (LNI), Michael Itti (CAPAA), Pat Lashway for Kevin Quigley (DSHS), Dorothy Teeter (HCA), Laura Watson (AGO), Alexis Oliver (OMWBE,- by phone), Chris Liu (DES).

Not Present: Uriel Iniguez (CHA).

Other Attendees: Cheryl Smith (COMM), Brian Tinney (DOC), Edwina Martin Arnold (OMWBE), Kennly Asato (DES), Lori McCleary (DES), Linda Kent (DES),), Renee Smith Nyberg (DES)

Minutes:

- Governor Inslee kicked off the meeting
- Prior to the next meeting, there will be a pre-meet briefing, with materials, with the Directors
- The work team supporting the subcabinet (scrum team) will be giving informational briefings to respective agency directors.
- Stakeholder meetings will be either prior to, or right after subcabinet meetings.
- Renee Smith-Nyberg (DES) demonstrated nine-step problem solving process, presented the draft Roles & Responsibilities matrix and discussed the multiple points of engagement with the Civil Rights Coalition throughout the process.
 - We are at the observe/measure/document current state phase
 - Scrum team has committed to steps one through five. Further commitment to be addressed at after step five is reached.
- Current problem statement is not set in stone. Joel Sacks (LNI) would like “small” added and Michael Itti (CAPAA) suggested adding some context to “too low.” Also suggested making it clear whether subcabinet is focusing on small minority businesses or just minority businesses.
- Cheryl Smith (Commerce) discussed how they are working with the community to get more participation with pass money.
- Joby Shimomura (GOV) encouraged everyone to stay at the table and participate in every step of the way.

Decisions:

- All inquiries will be funneled through a single point of contact: OMWBE website and businessdiversity@des.wa.gov
- Scrum team’s work timeline will drive subcabinet meetings. Current dates are placeholders. Meetings will be schedule when decisions are needed.
- Subcabinet’s role is implementing policy, scrum team’s role is bringing forth solutions.

Action Items:

- Suggestion to the directors for the scrum team members report out at internal agency management meetings to answer questions.
- Smith-Nyberg (DES) will continue to work on the problem statement.
- Scrum team asks for Directors to remove internal barriers to gathering information.