



BUSINESS DIVERSITY SUBCABINET

Subcabinet Meeting Minutes
Location: Department of Enterprise Services
Sept 18, 10 a.m. – 12 p.m.

Community Participants: Hayward Evans, Charles James

State Agency Participants: Lori McCleary (DES), Tammie Wilson (L&I), Stacii McKeon (DSHS/RDA), Dave Zeigler (WSDOT), Renee Swenson (DOC), Kimberly Ames (HCA), Servando Patlan (DES), Chris Liu (DES), Linda Kent (DES), Kevin Quigley (DSHS) (phone), Kelly Ogilvie (GOV) (phone), Joel Sacks (L&I), Kelly Wicker (GOV) (phone), Lars Erickson (WSDOT) (phone), Cheryl Smith (COM), Laura Watson (ATG), Maria Peterson (DOC), RaShelle Davis (GOV), Michael Itti (CAPAA), Alexis Oliver (OMWBE), Curt Hart (DES), Alison Dempsey-Hall (ATG) (phone), Joby Shimomura (GOV) (phone), Susan Lucas (HCA), Linea Laird (WSDOT), Jarrett Sacks (DES), Jeremy Barclay (DES)

Facilitator: Renee Smith Nyberg (DES)

Minutes:

- Discussed impressions and takeaways from the Aug. 6 meeting with the Civil Rights Coalition.
- Encouraged everyone, especially the community, to come to the next community meeting on Thursday, Sept. 24, 2015 in Tukwila. The work team that supports the subcabinet is looking forward to gathering more information at the next community meeting.
- Information about meeting schedules and minutes has been centralized to the OMWBE website.
- The work team presented on what they have accomplished so far.
 - Data has been gathered for the six agencies represented in the work team
 - Determining the current state
 - High level summary of trends
- Legislative update – DES is considering agency request legislation for the RCW that sets small and limited public works bidding processes for use of the small works roster.
- DES Communications has reached out to communications department for each subcabinet agency to coordinate communications.
 - Communications group made up of communications representatives from each of the subcabinet agency is meeting regularly, especially after every subcabinet meeting.
 - DES Communications providing internal talking points to help people at agencies understand the subcabinet effort and their scrum team member's role.

Decisions:

- Confirmed coalition meeting with Governor Inslee on Wednesday, Oct. 21.
- The next community meeting is Thursday, Sept. 24, 2015 in Tukwila from 5:30 to 8:30 p.m.

Action Items:

- Schedule community meetings in the areas where the communities are, not here in Olympia.
- Messaging to agencies that are not on the subcabinet, in case they get questions.



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- Phone number and pin number for next week's community meeting on Thursday, September 24, 2015 in Tukwila, be provided at least a week in advance to the community leaders, so that they can provide it to those interested in attending.
- Send communications materials
- DES is moving forward with agency request legislation that proposes to raise the maximum dollar thresholds for the small and limited public works bidding processes that use the small works roster; allow retainage for small works roster construction to be waived in more cases; and allows waiving the payment and performance bond on Limited Public Works projects in more cases.

Preliminary discussion draft

To determine the current state, the work (scrum) team interviewed dozens of people within each of the six agencies that represent two-thirds of state spending, and collected hundreds of documents, mapped out multiple processes and reviewed numerous policies and procedures.

The team created a matrix to organize this information. From that research and matrix, here is a very preliminary, high-level description of possible trends the team is exploring so far. This is not an all-inclusive list.

1. For the six agencies we looked at, there are 25 procurement, contracting, payment, and reporting systems.
2. There is not a consistent way to capture the data for diverse spend.
3. The use of financial sub-object codes is inconsistent. This is important because they are used to categorize state expenditures and calculate diverse spend and participation reports.
4. Each agency has a different procurement structure when it comes to purchasing and contracting.
5. There isn't consistent coordinated communication between finance, budget, procurement, contracting and the programs related to forecasting and planning which could affect diversity opportunities.
6. There are different rules when using federal funds for procurement.
7. The multiple federal and state laws and rules that cover contracting and procurement add to the confusing and inconsistent experience for the small and diverse community and agencies.
8. Not all agencies have a procurement presence (internal or external) on their website.
9. There is not a standard practice for inclusion plans and their use is limited.
10. Procurement diversity training for staff is not a common practice.
11. Not all agencies have a formal diversity program for procurement.
12. Vendor selection happens at multiple levels, both inside and outside the agency –agencies do not always have a mechanism to decide who is selected.

In conclusion, although there are similar processes, there appears to be a lack of consistency among agencies for procurement, payment, contracting, reporting and diversity.

Work Team Mission

Discover and determine the gap between current practices and Community/Coalition/Results Washington/Government expectations and develop a roadmap to close the gap.

Work Team Vision

Develop a roadmap to encompass:

- Milestones
- Timeline
- Roles and Responsibilities
- Risks
- Implementation Plan
- Expected Outcomes
- Pros and Cons
- Opportunity Map
- Metrics
- Reports and Forecasting
- Community of Practice
- Resources

Work Team Values

Trust	Open	Safe	100 percent commitment to group/mission	
Honesty	Real	Better Government Business	Makes Sense	
Plain Talk	To the Point	Value Added	Active voice	Want to Make a Positive Difference