



BUSINESS DIVERSITY SUBCABINET

Subcabinet Meeting Minutes

Location: Human Services Building, 1115 Washington St., Olympia
Dec. 17, 2 – 3 p.m.

State Agency Participants:

Randi Warick (LNI), Uriel Iniguez (CHA), Pat Lashway (DSHS), Teresa Berntsen (OMWBE), Chris Liu (DES), Roger Miller (WSDOT), Michael Itti (CAPAA), Linda Kent (DES), Lynne McGuire (DES).

Meeting Summary

1. Discussed current Agency Diversity Participation Plan reporting.

- A scrum team active from July to November 2015 uncovered a lot of confusion about what data is included and excluded from the state's official business diversity participation reports. This one-page document attempts to clarify:
 - Payment information that is counted today
 - Payment information that is excluded from the calculation

Work Group Action Items:

The work group supporting the subcabinet will:

- Pursue system improvements to allow inclusion of subcontractor and P-card detail data in Agency Diversity Participation Plan reporting.
- Analyze spending in the excluded categories to determine volume and diverse business participation. Make recommendations on whether to modify the report to include in the future.
- Recommend other report modifications

2. Discussed procurement process steps that can make a difference in inclusion results

Randi Warick, Deputy Director at the Department of Labor and Industries, shared some of the practical procurement actions that the agency feels contribute to their relative success in business diversity.

Work Group Action Item:

- Develop this information into a guide that will become one of our first "community-of-practice" tools and can be incorporated into DES statewide procurement training.

3. Updates: Disparity Study and Work Group Activities

The subcabinet received an [update](#) on Disparity Study preparation and other work group activities that are underway.

Action Items:



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Due to the differences between construction programs and goods and services procurement, it's becoming clear there are many study scope and focus decisions to make. This Disparity Study Scope Considerations handout starts to sketch out some of the considerations we'll face in the coming weeks. The advisory group and the future study contractor will offer key insights and assistance in these decisions.

- Research reveals that the great majority of disparity studies have been conducted for programs that are funded in part by the Federal Highway Administration and are designed to provide information necessary to meet federal Disadvantaged Business Enterprise (DBE) program requirements.
- The state study—which could cover anything except transportation construction projects at WSDOT-- will benefit from the lessons learned from these typical studies but is not bound to the same kind of federal program requirements.

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