



Agenda

City of Seattle WMBE ADVISORY COMMITTEE

Via [Webex](#)

Wednesday, May 18, 2022

3:00-5:00 p.m.

Advisory Committee Members: Ato Apiafi, Anthony Burnett, Terry Calloway, Eugene Hardin, Fernando Martinez, Roger Newton, Irene Reyes, Ollie Garrett, Regina Glenn, Tracey Freeman, Shelley Gaddie

Advisory Committee Members Absent: Michelle Merriweather

City Committee Staff: Elisa Young (Facilitator), Liz Alzeer, Jesse Gilliam, Ellis Jones

PURPOSE

The Mayor established the WMBE Advisory Committee through [Executive Order 2019-06](#) as an ongoing advisory body that provides guidance to the City of Seattle through Finance and Administrative Services (FAS) regarding practices in support of equity, inclusion and participation of women- and minority-owned businesses (WMBEs) in City of Seattle contracts. The WMBE-AC will review and recommend changes to the City's WMBE program and will provide advice to the City on WMBE issues and concerns.

- 1) Welcome and City updates - Elisa Young and Liz Alzeer – 20 minutes
 - a. Elisa reviewed agenda and introduced Ellis to the group.
 - b. Liz gave several City updates:
 - i. 2021 WMBE Annual Report was recently published and next year's WMBE goals have been set.
 - ii. Citywide WMBE training will be launched later in the summer.
 - iii. Data for the upcoming City disparity study is close to being submitted to the consultant, Colette Holt and Associates
 - iv. PC is finalizing the WMBE TA RFP.
 - v. City of Tacoma reached out requesting to sit in on a WMBE Advisory Committee meeting in the future. Members expressed general agreement the guests could attend.
- 2) VOTE: Approve February meeting summary – 5 minutes
 - a. Approved – Ato moved, Ollie seconded. All approved, no opposed.
- 3) 2022 Meeting cadence (Date change requested – poll will follow)
 - a. Elisa let the Committee members know that a poll to reschedule Aug. 17th meeting will be sent out following this meeting.
- 4) DISCUSSION: Work Group 3 Presentation – 40 minutes

- a. See attached presentation slides.
 - b. Group included Shelly (presenter), Eugene, Fernando, Irene and Roger.
 - c. Group 3 presented two problem statements (below) and recommendations.
 - i. Improved communication of the value WMBEs bring to business community and the City of Seattle.
 - ii. Increased and improved accountability among sourcing and procurement professionals regarding WMBE utilization.
 - d. Full Committee discussion
 - i. Topics included importance of growing availability of WMBE firms and increasing meaningful opportunities, as well as the need for a clear value proposition to City employees who have spending authority. City agrees and anticipates that the disparity study and a citywide training will help address these issues.
- 5) DISCUSSION: Work Group 1 Presentation – 30 minutes
- a. See attached presentation slides.
 - b. Group included Anthony (presenter), Ato, Regina and Terry
 - c. Group 1 presented Phases 1 and 2 of their work (below) and recommendations.
 - i. Initial analysis of City's current technical assistance programming for WMBE advisors.
 - ii. WMBE Advisors completed a survey and Work Group 1 reviewed results and developed recommendations.
 - iii. Discussed potential Phase 3 that would include various additional technical assistance events for WMBE advisors.
 - d. Full Committee Discussion
 - i. Topics included importance of acknowledging and empowering WMBE advisors, inserting mid-year reviews and emphasizing WMBE work as an important job duty. The group discussed potential for educational meetings, monthly check-ins and highlighting featured WMBE firms across all departments.
- 6) Work Group meet-ups – 15 minutes
- a. Work groups broke out for internal discussion.
- 7) Next step share-outs – 10 minutes
- a. The group discussed using the workgroup to assist in citywide training.
 - b. A longer discussion took place about ongoing challenges and frustrations in gaining access to City contracting opportunities, as well as desire for increased interaction with City Project Managers (City acknowledged these as growth areas).
- 8) Wrap up

2022 meetings:

- Aug. 17 3-5 p.m. (Date Change requested – poll will follow)
- Nov. 16 3-5 p.m.

DRAFT