

# DBE Focus Group Meeting-Agency

**September 15, 2016  
10:30 am to 12:30 pm  
26620 68th Avenue South  
Kent, Washington 98032**

Conference Call-in (360).709-8060  
Pin#: 1072121

**Attendees:**

Keith Metcalf, Secretary of Transportation  
Earl Key, OEO Director  
Craig McDaniel, WSDOT  
Jackie Bayne, WSDOT  
Wendy Kenyon, WSDOT  
Theresa Fricke, AGO  
Ed Prince, CAAA  
Jodi Petersen, FHWA  
Henry Yates, Yates Consulting  
Teresa Berntsen, OMWBE

**Teleconference Attendees:**

Khalia Davis, WSDOT  
Sandy Hanks, King County  
Alyssa Ball, King County  
Mary Rainey, King County

## AGENDA

TOPIC	TIME	PRESENTERS
1. Welcome & Agenda Review	10:00 to 10:15	Earl Key
2. Disparity Study Update and Q&A	10:15 to 10:30	Jackie Bayne
3. Discussion Regarding Focus Group Objectives	10:30 to 11:00	All
4. DBE Best Practices & Challenges	11:00 to 11:30	Earl Key
5. Discussion Ideas for Other Focus Groups	11:30 to 11:45	All
6. Adjourn	11:45	

# MEETING MINUTES

## 1. Welcome and Agenda Review

- Introduction of Attendees.
- Sharing of best knowledge and best practices.

## 2. Disparity Study Update and Q&A

- Consultant is finishing up collecting the data portion.
- Local Programs is missing data from previous fiscal years regarding consulting agreements. WSDOT only needs to correct Federal Fiscal Year 2016 information to FHWA.
- There has been a delay in collecting data from local agencies which will likely delay the studies completion. B2GNow will fix this issue.
- The Consultant will then be requesting data from prime contractors and prime consultants on their use of subcontractors.
- Will be conducting stakeholder interviews and business owner interviews in the next few months.

## 3. Discussion regarding Focus Group Objectives

- Share information, best practices and areas of concern.

## 4. DBE Best Practices & Challenges

- Look at California's website – the amount of information they share.
- Better monitoring and provide validation of all payments.
- Increased staffing in OEO.
- Bonding.
- Retainage.
- Mentor Protégé Program, how to best implement and attract firms to participate.

## 5. Discussion Ideas for other Focus Groups

- Bonding.
- Retainage.
- Mentor Protégé.