

DBE ADVISORY COMMITTEE MEETING

November 9, 2016 — 10:00 AM – 12:00 PM
26620 68th Avenue South
Kent, Washington 98032

ATTENDEES	ATTENDEES
Earl Key, Director of OEO, WSDOT	Keith Metcalf, Deputy Secretary, WSDOT
Bill Bennion, Planning Specialist, WSDOT	Bob Armstead, National Association of Minority Contractors
Chris Christopher, Construction Office, WSDOT	Collette Holt, Holt & Associates
Dan Seydel, Platinum Group, LLC	David D'Hondt, Associated General Contractor
David Gent, Washington Asphalt Pavement Association	Erin Lopez, Department of Early Learning
Frank Lemos, National Association of Minority Contractors (NAMC)	Geoff Shook, Atkinson Construction, Inc.
Henry Yates, Yates Consulting	Irene Reyes, Excel Supply Company
Jacki Doty, OEO, WSDOT	Jackie Bayne, OEO, WSDOT
Jodi Petersen, Federal Highway Administration (FHWA)	John Huff, OEO, WSDOT
Khalia Davis, OEO, WSDOT	Kris Purrier, HWA GeoSciences, Inc. (HWAGEO)
Lizz Slabaugh, Aviation, WSDOT	Mary Lerdahl, DBE Electric, Inc.
Oscar Cerda, OEO, WSDOT	Patrick Hughes, Hughes Group
Teresa Berntsen, Director, Office of Minority & Women's Business Enterprises	

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Agenda

Time	Topic	Presenters
10:00 – 10:10	1. Welcome and Agenda Review	Earl Key
10:10 – 10:20	2. Review and Questions from Focus group Minutes	Khalia Davis
10:20 – 10:30	3. Disparity Study Update and Q&A	Melissa Boyles
10:30 – 10:40	4. B2G Now Update	Jackie Bayne
10:40 – 11:00	5. Statewide DBE Training Components	John Huff
11:00 – 11:30	6. State Diversity Road Map/Mentor Protégé Program	Earl Key
11:30 – 11:45	7. OEO Staffing Update	Earl Key
11:45 – 12:00	8. Community Engagement Plan	Bill Bennion

Meeting Minutes

1. WELCOME AND AGENDA REVIEW - *(Earl)*
2. REVIEW AND QUESTIONS FROM FOCUS GROUP MINUTES - *(Khalia)*
 - Discrepancy with the October Prime Meeting Minutes -
 - 4(a) – Correction from Bob Dyer to Bob Adams
 - No comments on meeting minutes for August and September.
3. DISPARITY STUDY UPDATE AND Q&A - *(Colette)*
 - Scheduling interviews in Yakima, Spokane, North and South Seattle by the end of December 2016.
 - Complete initial data cleaning.

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- Due to the delay in collecting data the study is anticipated to be complete by end of May or beginning of June 2017.
4. B2G NOW UPDATE - *(Jackie)*
- Diversity tracking software system—monitors prompt payment.
 - Working on completing the DBE Contract and hope to execute as of Monday, November 14, 2016.
 - B2G Now will help resolve any challenges regarding prompt payment complaints and data collection for future disparity studies.
5. STATEWIDE DBE TRAINING COMPONENTS - *(John)*
- Educate on Change Orders.
 - Mentor protégé applies to State only.
 - DBE, Title VI and EEO Compliance around the state for the last 7-8 years.
 - Advisory Focus Group would like to see meaningful training, consider surveying DBEs.
 - There is a lack of knowledge of what the DBEs are required to do.
 - Complaint(s) that DBEs are not sufficiently trained as to their roles and responsibilities.
 - Low attendance at these DBE trainings historically due to the fact of feeling intimidated – consider hosting a DBE specific training.
 - Usually the same firms show up.
 - Possibly offer trainings at National Association of Minority Contractors.
 - Webcast would be a great mentor/protégé model.
 - Quarterly webcasts for trainings. Local programs have interest in assisting in webcast production.
 - Suggested websites to walk through processes, graphics—wording to make it easy and clear for the DBEs.
 - Must recognize the fact that contractors are not technical savvy.

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- Need to gear training towards the audience. What the Primes needs to know verses the Subcontractors.
 - The needs of the DBEs, what the DBEs want to know and need to know.
 - Possibility using videos by breaking them up in video chunks (15 to 20 minutes) and then joining a webcast to focus on the questions.
6. OEO STAFFING UPDATE - *(Earl)*
- The three positions for Administrative Assistant 3 have been filled for the OEO division.
 - OEO will be conducting interviews for the Program Specialist positions.
7. COMMUNITY ENGAGEMENT PLAN - *(Bill Bennion)*
- Bill Bennion is the WSDOT Lead in the Multimodal Planning Division.
 - This is a public participation resource for Title VI.
 - Include DBEs in planning process at WSDOT.
 - Jackie Bayne will provide the group with the link to the agency's draft Community Engagement Manual.
8. Other Issues:
- Number of firms have not been given the opportunity to work.
 - Safe Harbor provisions (Catalog Rates versus Safe Harbor) FHWA v. FTA should look at profits that don't work for A&Es.
 - Trying to find solutions for unique challenges for the Safe Harbor program. There is no accounting program for A&E, one size fits all.
 - The DBEs have to get to a point where they are safe enough to engage with few prompt pay issues.
9. Adjourn