

Minutes

City of Tacoma Equity in Contracting Advisory Committee

Date: Wednesday, May 21, 2025

Time: 7:30am – 9:30am

Location: Tacoma Municipal Building, Room 243, 747 Market Street, Tacoma Washington 98402

Zoom Information

Dial: 253-215-8782

Meeting Link: <https://zoom.us/j/93921755135?pwd=UHB1Ym00dGJWZmtLeUE3cHBNWDFKdz09>

Webinar ID: 939 2175 5135

Passcode: 959442

CALL TO ORDER

Chair Scott Lundt called the meeting to order at 7:35AM

STATEMENT OF PURPOSE

Malika Godo provided the Statement of Purpose to note the purpose of the meeting.

LAND ACKNOWLEDGEMENT

Linda Cerna stated the Land Acknowledgement.

ROLL CALL – EIC Advisory Committee

Present: Certified Business 2 - Angela Michaelis; Certified Business 3 - Rahsaan Freeman; Certified Business 4 - Scott Lundt; Council District 3 – Kate Ginn; Large Prime - Clint Myers; Union Signatory Firm – Justin Baker; TPU Service Area 3 - Trena Payton; TPU Service Area 2 - Michael Jordan;

Absent (excused): Certified Business No. 1- Catina Patton; TPU Service Area 1 - Larry Hutchinson

Consent Agenda & Minutes

Approval of February 19, 2025 Meeting Minutes and May 21, 2025 Agenda

- Motion to approve made by Clint Myers seconded by Justin Baker
- No added comments or discussion
- Motion passes and the February 19, 2025 Meeting Minutes and May 21, 2025 Agenda are approved

City Staff Updates – City Staff

- City of Tacoma Website: The City of Tacoma’s new website is now live. An email was sent to the EIC Advisory committee.
- EIC Annual Report – Update: An update will be provided at the next meeting as we are awaiting some data from the B2Gnow Team.
- Outreach Plan Updates: Applications have opened for the Business Tax Class. Higher than Me Consulting was hired to provide a 3-hour class that will cover business tax preparation and compliance, financial management and best practices, business and personal expense management, modern financial systems and automation, common tax filing mistakes, and how to avoid them, and the importance of separating personal and business finances. Following this class, participants will be able to meet one-on-one with the CPA.

The remaining EIC Outreach plan for the year includes Access to Capital, OMWBE Series, and a business resources class in partnership with organizations like Business Impact NW, Department of Commerce and Tacoma Pierce County Chamber of Commerce. EIC Advisory Members are asked to help promote upcoming outreach program.

- EIC Advisory Recruitment: The terms for the following EIC Advisory Committee members are set to expire on August 31, 2025:
 - o Clint Myers
 - o Trena Payton
 - o Justin Baker

Members were told to contact EIC Staff to renew their term. Trena Payton responded she would submit an email shortly, Clint and Justin responded they would renew their terms.

- **Committee Member Required Training**
 - o EIC Advisory Members were advised to complete their training by visiting <https://www.atg.wa.gov/open-government-training>

Committee Discussion – City Staff and Committee Members

a) **Roberts Rule of Order – Meeting Etiquette:** Reminder to EIC Advisory Members to abide by Robert’s rule of order for Meeting Etiquette.

b) **Annual Work Plan Review and Document Progress**

- **Internal Processes Subcommittee Updates** - EIC Advisory members were asked to provide the best time and day to schedule future subcommittee meetings. It was decided that Mondays before 3PM would be the best time for all.
On this topic, Clint added that he would advocate for prime contractors to be able to submit their EIC Paperwork an hour after bid opening to ensure there are no mistakes. He shared his frustration as a prime contractor when he loses a 3.5-million-dollar job because of an EIC Mistake. Angela also added that she would be interested to see the EIC Program having a trucking form like WSDOT to track material vs trucking on EIC Utilization. Clint responded by saying that it’s harder to reach the goal when there is a distinction between trucking vs material supply. He added that currently contractors get credited 100% utilization when trucking firms supply materials and provide trucking services. He added that if EIC adopted a trucking form and started separating trucking vs material, it would push contractors away from trucking firms like Angela’s. Clint concluded by saying that if the City makes processes more stringent for contractors, we will find ourselves in a position where nobody will be able to meet the goals, and all bids will be rejected creating bigger issues.
- **Workforce Subcommittee Updates:** No updates at this time - EIC Staff was asked to share the Workplan spreadsheet with the EIC Advisory Committee for review. Discussions were started regarding a future potential loan program to assist businesses working on City of Tacoma Projects. This discussion was a nice segue into the upcoming access to capital workshop. A draft of the loan program will be sent to the EIC Advisory Members.
- **Data Subcommittee** – No updates to provide on this one as EIC Advisory Members are currently waiting for more data from EIC Staff. Topic will remain for discussions during meeting
- **Certifications subcommittee** – Clint initiated the conversation by suggesting adding Veterans Certification to the City’s EIC Requirements.
Angela raised questions about increasing the overall goal to accommodate veteran businesses. Rahsaan added that the process needs to be less cumbersome for all parties involved. Adding the Veteran Certification would benefit minorities & women as well as many are veterans as well. It was decided to explore the option of adding Veteran certification to the EIC Requirements. Discussions will take place during the Internal Processes Subcommittee meeting.
Topic will remain for discussions during meeting. Topic will need to be explored further

- **Trainings & Workshops** – Topic will remain for discussions during meeting. Linda would like to schedule subcommittee meeting to get some input from the EIC Advisory members. Linda shared information on upcoming workshops including the Business Tax preparation delivered by Higher than me Consulting. This is a 3-hour class that will cover business tax preparation and compliance, financial management and best practices, business and personal expense management, modern financial systems and automation, common tax filing mistakes, and how to avoid them, and the importance of separating personal and business finances. Attendees will benefit from a shared 45-hour pool, where they can meet with the CPA individually and discuss their business questions. Linda also shared information on the upcoming Access to capital class in partnership with other agencies like Business Impact NW, Department of Commerce and Tacoma-Pierce Chamber of Commerce.

On the topic of Access to Capital, Michael shared some information on the CRP Grant: A lot of firms were able to receive the grant which was reimbursement based. A few organizations had the capital on hand to be able to do the work and get reimbursed for it. Michael added that there is a need for partnership and increase of relationships. A lot of organizations were awarded the opportunity to disburse the CRP fundings however, the policy changes and delays were difficult to manage. Additional information was shared about an upcoming event scheduled for September 25th sponsored by Tacoma Public Schools, Parks Tacoma and City of Tacoma which will bring together prime contractors, subcontractors and small business technical assistance.

c) **EIC Bylaws: EIC Advisory Committee Chair & Vice Chair Vote**

- Motion to vote for the next EIC Advisory Committee Chair
 - o Motion to vote for Scott Lundt as a Chair was passed by Michael Jordan and approved by Clint Myers
- Motion to vote for the next EIC Advisory Committee Vice Chair
 - o Motion to vote for Michael Jordan as a Vice Chair was passed by Scott Lundt and approved by Clint Myers

Future Meetings – A special meeting can be scheduled if needed

- 2025 Regular Meetings
 - o August 20, 2025
 - o November 19, 2025

Public Comment

- No public comment was received in writing, and no one attending online requested to speak for public comment.

Action items:

- Provide an update on the annual report and data dashboard
- Invite the City's Office of Strategy to come and share on the Tacoma Anchor Network

Adjournment

Meeting adjourned at 8:49 AM

Minutes taken by City of Tacoma