

**EQUITY STEERING COMMITTEE**

Ledding Library Community Room

**NOTES**

JUNE 22, 2023

1. The meeting began at 6:05 p.m.
  - a. In attendance were Shian Gutierrez-Ege, Dennis Ward, Corey Hester, Liz Start, and Cameron Ruen. Staff present included Ann Ober (city manager), Emma Sagor (assistant city manager), and Kelli Tucker (accounting and contracts specialist).
  - b. Because attendance was low, this was a discussion meeting, and no decisions were made.
2. Emma Sagor, the new assistant city manager, introduced herself to the committee and shared a bit about her background. Emma will serve as staff liaison to the group along with Ann until the new equity and inclusion coordinator is onboard.
  - a. The committee asked that time be put on a future agenda to discuss the intersection of data, metrics, budget and equity, which Emma has experience with from her prior roles.
3. Kelli Tucker provided an overview of recommendations presented to Council on June 20 that came out of the recent citywide equity and inclusion assessment conducted by Keen Independent Research.
  - a. The assessment identified areas of potential risk related to procurement equity requirements adopted by the City last year upon recommendations from this committee. The recommendations are summarized in this [memo](#), which explains the current process, risks identified, and staff proposal to enhance equity in public contracting while reducing risk.
  - b. The committee had the following discussion about the memo and proposed recommendations:
    - i. Cameron asked if there is any assistance the city could provide to support businesses with COBID certification.
      1. Ann said MercyCorps provides this kind of support and she has connected businesses with them in the past. Ann also noted the importance of to advertising procurement opportunities to lists of certified firms, which the city will be doing.
    - ii. Liz mentioned that there can be a delay between applying for COBID and getting certified. People can lose out on opportunities during that waiting period.
    - iii. Kelli noted the state is currently conducting a procurement disparity study, but the city does not have plans or the resources to conduct their

own. Cami asked if we can be briefed on the results of the State's disparity study.

1. Ann suggested the committee invite staff from the state to come speak with the committee when the results are available.
- iv. Cameron suggested there should be a page on the City's website with resources for how businesses can get certified.
- v. Shian asked what proportion of our contracting dollars go to support Minority, Women Owned, Emerging Small Businesses (MWESB) and what are biggest barriers the City faces in awarding contracts to these firms?
  1. Kelli shared that approximately 14% of contracting dollars have been awarded to COBID firms.
  2. Staff discussed that barriers include knowing how to reach these businesses and accessibility of the application process. Ann mentioned a non-profit that the city is looking into which connects cities with certified businesses.
  3. Cameron said that non-profit sounds intriguing, but also noted it's important for the city to form relationships directly with these organizations.
- vi. Cameron suggested the city both use COBID certification as an objective way to award points for equity in the scoring process (as recommended in the memo), while also including qualitative questions on bid applications that ask applicants to explain their understanding of and commitment to equity.
  1. Emma and Kelli agreed to meet to discuss the COBID scoring process, outreach, and next steps. Emma will report back to the ESC at their next meeting.
4. Ann and Emma announced interviews will be held for the new equity and inclusion coordinator on July 11.
  - a. Corey and Shian volunteered to sit on the interview panel.
5. The committee agreed to dive into priorities and set goals and objectives at their August meeting.
  - a. The group requested staff send out prompting questions to the committee via email prior to the August meeting so folks can come prepared and submit input beforehand.
6. The meeting adjourned at 7:10 p.m.
  - a. The July ESC meeting will be cancelled. The next meeting will take place on August 24, 2023.