



King County

Economic Opportunity and Empowerment Program Advisory Board Meeting Summary

June 25, 2015

Board Members Present: Lisa Bogardus, Sarah Chavez, Michael J Fox.; Eugene Hardin, Amir Islam, Fernando Martinez, Heather Worthley, Allan Yeung, Sean Bagsby

Board Members Absent: Leanne Guier, Carl Gasca

Next meeting: TBD

I. Welcome

- Call to Order: Ken Guy, King County Finance and Business Operations Division Director called the meeting to order at 4:45 pm.
- Welcoming Comments from King County Councilmember Rod Dembowski: Councilmember Rod Dembowski welcomed and thanked board members for their service and gave a brief overview of the information and actions that led to the creation of the Economic Opportunity and Empowerment Program and formation of the Advisory Board.
- Introduction of Board Members: All board members in attendance participated in an icebreaker activity that included a brief statement on the main reason for their board service.

II. Discussion Topics

- Ground Rules: The board reviewed suggested ground rules that were described in the Board Charter (*a meeting pre-read*) to ensure that board meetings are productive and respectful, including a general understanding that the County will evaluate the Board's recommendations in consideration of legal, fiscal, business, construction and contract responsibilities and requirements.
- Empowerment Program: Information was provided on Ordinance 17973 that established the Economic Opportunity and Empowerment Program ("Empowerment Program") to help fulfill outcomes on the Children and Family Justice Center (CFJC) project as a "pilot effort" pertaining to ensuring diversity in the project workforce, achieving contractor's goals for hiring and training minorities, women, veterans, and youth, and accomplishing contractor's goals for use of small businesses.
- Role of the Administrator, Board and Consultant: An overview was provided on the role of the Empowerment Program Administrator, the Board and a Consultant selected through the Request for Proposals process to assist the administrator and the board in

the development of the program plan.

The **administrator** is an Executive appointee who will contribute to the plan development and administer the Empowerment program as a pilot on the CFJC project during the construction phase, to assist the contractor for meeting or exceeding project goals (Sandy Hanks is currently serving in this role).

The **Board** will advise and assist the Administrator in the plan development, administration and reporting.

- The County plans to hire an expert **consultant** to help develop the Plan and assist the work of the Advisory Board and County staff.

Board members discussed the selection process to hire the consultant. Some Board members expressed that familiarity with the local community and the market area is an important element that should be incorporated into the selection process. Members generally expressed the need for a way to engage in the process.

- Proposed Plan Schedule: The proposed Plan schedule was shared with Board members. A critical milestone includes transmittal of the Plan and recommendations in a report to the King County Council at least 90 days before issue of the Notice To Proceed with construction of the project in 2016.
- Children and Family Justice Center Project Overview: Jim Burt, from the King County Facilities Management Division, provided an overview of the Children and Family Justice Center project that will replace the aging Youth Services Center at 12th Avenue and East Alder Street. The new facility will provide an efficient and safe facility to support juvenile and family court, juvenile detention, and services for youth and families. Jim shared that the \$154 million dollar contract with Howard S. Wright is the culmination of 12-years of planning, stakeholder engagement, and procurement. The County will use the design-build project delivery method to reduce risks for the county by signing a single contract that includes both the contractor and the design team.

III. Administrative Items

- Financial Disclosure Forms: All Board members were asked to turn in their completed and signed Financial Disclosure Forms. This document was sent to all members prior to today's meeting. The form does not ask for specific personal financial information. However, it does ask four 'yes' or 'no' questions regarding any possible financial transactions with King County or conflicts of interest. Submittal of the form is a Board requirement.
- KC Email Addresses: All Board Members will receive King County email accounts. Members were advised that this email account is the property of King County and is only to be used for the purpose of conducting King County board and commission business.

- Open Meetings Trainings: Board members were reminded to take the required Open Public Meetings Act Training; and the Public Records Act Training.
 - Access the King County Public Records Act Training Video at: http://your.kingcounty.gov/employees/DES_videos/
 - The Washington State Attorney General's Open Public Meetings Act Training Video is available at: <http://www.atg.wa.gov/OpenGovernmentTraining.aspx>

Board members were reminded to print and complete the King County Certification Form after reviewing the required material that is available from the King County Boards and Commission website at: <http://www.kingcounty.gov/exec/boards.aspx>

- Future Board Meetings (location, frequency, etc.): Members discussed the frequency of board meetings. The board also tentatively identified the fourth Wednesday or Thursday of each month for future board meetings.
- Board Chair and Vice Chair: Board members were informed and reminded that this group will need to elect a Chair and Vice Chair at the next Board meeting.

IV. Adjourn: 6:45 pm

PARTICIPANTS

King County Council

Councilmember Rod Dembowski, District 1
Christina Logsdon, Chief of Staff, District 1

King County Staff

Ken Guy, Finance & Business Operations Division
Sandy Hanks, Finance & Business Operations Division

CFJC Project Team Members

Jim Burt, King County Facilities Management Division
Alexa Vaughn, King County Facilities Management Division