

**Small Business Liaison Team Meeting Agenda**

**July 26, 2018 1:00 pm – 2:30 pm**

**LOCATION:** Department of Commerce – Town Square, Building 5,  
Floor 3, Large Room 307, Employee of Quarter  
1011 Plum St SE, Olympia WA

Topic	Lead	Time
Welcome and Agenda Overview <ul style="list-style-type: none"> <li>• Upcoming Events</li> <li>• Update on the EO Update</li> </ul>	Scott Hitchcock (ORIA)/Aaron Everett	1:00 – 1:10
Introduction to Paid Family and Medical Leave Program	Claire DeLong Communication Manager <a href="mailto:cdejong@esd.wa.gov">cdejong@esd.wa.gov</a>  Matt LaPalm Communication Consultant <a href="mailto:mlapalm@esd.wa.gov">mlapalm@esd.wa.gov</a>  Silvia Lugo Communication Consultant <a href="mailto:slugo@esd.wa.gov">slugo@esd.wa.gov</a>	1:10– 1:45
Subgroup Report Out: <ul style="list-style-type: none"> <li>• Liaison/Regulatory</li> <li>• Relationship's</li> <li>• Outreach</li> </ul>	Scott Hitchcock (ORIA)	1:45- 2:15
SBLT Round Table Discussion	All	2:15 – 2:30