

Please send corrections, edits, or additional information to Rachael.Lindstedt@gov.wa.gov

Location	Columbia River Room, Department of Commerce Building
Purpose	Introduction of new ORIA employees; SBLT housekeeping;
Attendees	Linda Alongi • Jeff Baughman • Kari Gilje • Martha Hankins • Scott Hitchcock • Kim Johnson • Kris Kernan • Rachael Lindstedt • Ni McMullin • Kim Morley • Margeret Musser • Celia Nightingale • Grant Pfeifer • Cheryl Smith • Una Wiley • Brittany Wilson • Sharon Wong

Agenda Highlights

- **ORIA New Employees and Roles - Introduction:** Sharon Wong
- **Housekeeping – Links to SBG and SBLT Color Brochure:** Scott Hitchcock
- **Department of Commerce – Needs of Minority Small Business Owners and Commerce Efforts:** Cheryl Smith
- **Department of Ecology – Shared Learning:** Grant Pfeifer
- **IRS Update:** Kari Gilje
- **2015 SBLT Calendar Workgroup – Work Plan and Update:** Rachael Lindstedt

ORIA New Employees and Roles - Introduction

Sharon Wong, Office for Regulatory Innovation and Assistance

Kris Kernan, Senior Regulatory Improvement Consultant

- Started as a contracted employee with the Department of Transportation assisting with performance measures; has worked for the state for 8 years
- Worked for Department of Health – Emergency Response, Environmental Health and, most recently, Healthcare Professions and Facilities
- Primary focus has been on Performance Management, Lean, and Quality Improvement

Margeret Musser, Business and Data Management Analyst

- Started as a contracted employee with the Department of Health – Radiation Protection Division; has worked for the state for 16 years
- Worked for Employment Security Department – Unemployment Division and most recently in the Department of Commerce as an HR Consultant in the Lead-Based Paint Program
- Still assisting with the Lead Based Paint Program for the Red Tape Index

Housekeeping – Links to SBG and SBLT Color Brochure

Scott Hitchcock, Office for Regulatory Innovation and Assistance

- Small Business Guide updated with new information and reposted on the ORIA website; it is currently being updated on a quarterly basis
- Sharon and Scott attended the most recent DOR webinar
 - Very interesting, could be feasible for the SBLT meetings
 - A lot of people registered for the training; between 30-60 webinar attendees; upward trend of attendees
 - Dedicated space was nice – easy to set-up, used standard equipment; drapes around the room helped deaden the sound
- Brittany: ORIA will be moving to a new building on June 20th meeting space will be updated later; the Small Business Liaison Color Brochure needs updated pictures of the Small Business Liaisons

Department of Commerce – Needs of Minority Small Business Owners and Commerce Efforts

Cheryl Smith, Department of Commerce

In the fall of 2013, the Minority Business Roundtable was established (see [Minority Business Roundtable](#)):

- Allows commerce to work with various minority communities since they aren't focused on just one minority community (Hispanic, Asian, etc.) but all minority communities
- Each minority community (specifically commissions) sends at least four representatives to sit at the roundtable (members rotate about every two years)
- Roundtable allows for candid conversation – focus is on how everyone can benefit instead of “how can *my* community can benefit”
- Two workgroups developed by : one to discuss the inventory of programs offered by commerce and one group to analyze census data (benefit / no benefit)

Celia: Has OMWBE played an active role in this round table?

Cheryl: No, Commerce went through the various minority commissions

Team: Why was this high priority?

Cheryl: The roundtable was a personal issue for the director; commerce was receiving a lot of money and it was discovered that it wasn't being spread equally among the different communities

Sharon: Thank you for sharing, the process you described sounded wonderful and the mindset is where we should all be as state workers

Department of Ecology – Shared Learning

Grant Pfeifer, Department of Ecology

Introduced Kim Johnson and Martha Hankins and then presented a power point presentation on changes made to Ecology's mission, vision and culture in the last 30 years (see [Making Washington Best for Business](#)):

- Determined they need to change the answer on permitting from “no” to “yes” or “maybe”; opened up dialogue with businesses switching from a conflict focus to partnership focus (how can we work together?)
- Major Accomplishments include:
 - **Water Rights** Columbia Basin - Canal expansion (2014): Wells running dry; Ecology worked with local and federal jurisdiction to authorize expanding the canal off the Roosevelt lake; expansion provided enough water for 168k acres of farmland
 - **Air Quality** BMW Fiber Factory – Moses Lake: Cleanest fiber factory in the world; ecology changed the way they process air permits: businesses receive a temporary air permit for the design concept so they can begin construction and then a permanent air permit after the project is completed
 - **Water Quality** Livestock: Water quality issues due to cows being too close to the water system; Ecology sent letters to farmers offering to help fix the issue using state funds

IRS Update

Kari Gilje, Internal Revenue Service

Presented a power point presentation on the information available for small businesses on the IRS website (see [IRS Resources for Small Businesses](#)):

- Small Business Tax Center
- Small Business Virtual Workshop
- Small Business Tax Calendar (can use ical to add events to personal calendars)
- E-News for Small Business and Social Media to include a Twitter feed
- IRS Publications (Identity Theft Guide, Taxpayer Guide, etc)
- Directory of Credentialed Federal Tax Return Preparers

Kari recommended individuals visit the IRS website and sign up for the tax record transcript as it is great tool for watching out for Identity Theft. She also recommended team refer small business owners with questions to the website instead of calling due to long wait periods and the plethora of information available online.

Final Notes

Sharon: 2015 SBLT Calendar Workgroup Update will be presented during the next meeting