

Please send corrections, edits, or additional information to Margeret.Musser@gov.wa.gov.

Location	Sunrise Room, Department of Commerce Building
Purpose	2015 SBLT Work Items – Calendar of Events; HUB and LLC Law Changes – Agency Presentation; Small Business Retirement Marketplace Program; 2016 Planning (SBG updates, presentations, etc.); SBLT Members’ Roundtable
Attendees	Scott Hitchcock • Brittany Wilson • Rachael Lindstedt • Margeret Musser • Carolyn McKinnon • Jodi Murphy • Patrick Reed • Nicola Reid • Kim Johnson • Elizabeth Wheat • Jeff Baughman • Nancy Skewis • Kari Gilje • Grant Pfeifer • Servando Patlan • Rose Gundersen •

Agenda Highlights

- **2015 SBLT Work Items – Calendar of Events:** Rachael Lindstedt
- **HUB and LLC Law Changes:** Patrick Reed
- **Department of Commerce Agency Presentation – Small Business Retirement Marketplace:** Carolyn McKinnon
- **2016 Planning (Small Business Guide updates, presentations, etc):** All Members
- **SBLT Members’ Roundtable – All Members**

Introduction

- Scott Hitchcock, ORIA IT Manager recognized Sharon Wong and her work with Small Business Liaison Team Member.
- Scott reviewed the meeting agenda.
- Round Table Introductions - Small Business Liaison Team Members

2015 SBLT Work Item - Calendar Events – Update

Rachael Lindstedt, Office for Regulatory Innovation and Assistance

- Rachael presented the Google Analytics Comparison Reports to show website hits on the Events Calendar.
- The purpose of the Events calendar is so that the SBLT members can see who is attending various events throughout the state. By placing it on the ORIA website, it also allows small business owners to see what events are occurring offered by the various state agencies.

2015 SBLT Work Item - Calendar Events – Update (Continued)

- Discussed five types of charts and graphs
 1. SBG Calendar Pageview (Since of 6/16/2015 thru current)
 2. Total Pageviews by Small Business Guide (SBG) Sections from September – November 2015
 3. SBG downloads (English version) September – November 2015
 4. SBG downloads (Versions: Spanish, Chinese, Vietnamese, Korean) September – November 2015
- Scott: Wanted to know if it would be helpful to have the SBG guide translated in HTML. Google translate can offer the HTML translation at an expensive rate.
- There were concerns around the translation tool but it is only being proposed as a test to see if there is interest in the translated pages.
- Rachael showed the new location of the [calendar picture icon link](#); located on main page of the Small Business Guide.
- **Agreement:** The purpose of the Small Business Events Calendar is for the Small Business Liaison Team members to post agency Small Business Events. ORIA will look at each calendar event on a case-by-case basis.
- **Action:** Reminder to please visit the Small Business Events Calendar at http://www.oria.wa.gov/site/alias_oria/734/calendar_of_events.aspx to review any upcoming events and let ORIA know (send to help@oria.wa.gov) if there are any missing events or if your agency is attending an event not currently listed as an attendee.

HUB and LLC Law Changes

Patrick Reed, Secretary of State of Washington

- Patrick presented on HUB and LLC Law Changes– State Agency Presentation
 - The HUB and LLC Law Change is a trend nation-wide for all Secretary of States.
 - The HUB changes apply (and will be more streamlined) to:
 - Profit corporations
 - Nonprofit corporations
 - Limited Liability Companies
 - Limited Partnerships (and LLLPs)
 - Limited Liability Partnerships
 - General Cooperative Associations

For questions about the Secretary of State's HUB and Law changes, contact Patrick Reed at 360-725-0358 or patrick.reed@sos.wa.gov.

Agency Presentation – Small Business Retirement Marketplace Program

Carolyn McKinnon, Department of Commerce

- Carolyn McKinnon is the Policy Advisor with the External Relations Division with the Department of Commerce presented on the Small Business Retirement Marketplace Program.
- Provided two handouts (contains program information):
 - [Connecting Small Businesses to Retirement Plans](#)
 - [AARP – Real Possibilities in Washington – 2015 The Washington Small Business Retirement Marketplace](#)
- The Retirement Marketplace Program is required by statute – there has not been market analysis; this is a state initiative to close the retirement savings gap; 25-30 states are working through the same issue.
- **Recommendations:**
 - Carolyn requested that the SBLT members begin thinking about existing outreach initiatives, work we are already doing, and lessons learned with small business regarding rolling out new programs.
 - Add this section to the Payroll Chapter of the SBG.
- **Agreements:**
 - The SBLT agreed for Carolyn to attend the SBLT meetings quarterly.
 - SBLT agreed that Carolyn will be attending the SBLT meetings quarterly.
- Carolyn is working closely with Linda Alongi, Commerce SBLT Member on this. Linda is working on the procurement piece of for the market place operator. Carolyn is working on the financial piece of the market place.
- Washington State has taken a more conservative approach to remove barriers in the virtual marketplace (similar to Kayak for travel arrangements); the approach simplifies fees and processes, with a limitation on fees charged to the employer.
- The employer is not charged a fee to the administrator the plan; the cost to participate is limited to one (1) percent per year, which provides low barrier, low cost retirement plans in the workplace.
- Washington is the first state out the gate with the virtual marketplaces that offer low-cost retirement savings plans to business with less than 100 employees, including sole proprietors and self-employed individuals.
- Currently, there is no branding or marketing; will be launching the new program in the fall of 2016.
- This program is a similar concept as the [Washington State Health Care Finder](#).

For questions about the Small Business Retirement Marketplace Program, contact Carolyn McKinnon at 360-725-3121 or carolyn.mckinnon@commerce.wa.gov.

2016 Planning – Small Business Guide, Presentations, etc.

All SBLT Members

- Scott presented on how ORIA can continue to maintain/update the Small Business Guide.
- **Recommendations:**
 - Important that SBG is updated quarterly – another approach is to have subject matter experts for specific sections, rather than sending the whole document. Focus requests quarterly to keep up to date.
 - Consider different outreach approaches for distribution of the Small Business Guide to customers.
 - Complete a SBLT 2015 annual close-out report (similar to the UBI summary close-out report the Secretary of State completes. The close-out report would have a summary of accomplishments throughout the year. This would be helpful for respective agencies to provide their agencies.
 - Complete a 2016 SBLT plan.
 - Scott: Challenged team on how do we make sure that have all 26 agencies all across are participating.
 - SBLT would like to see the Google Analytics Comparison Reports for the Small Business Calendar. SBLT found it very helpful.
- **Actions:**
 - By the next SBLT meeting, Scott will distribute (to SBLT members) the **Executive Order** that formed the SBLT.
 - ORIA will send Rose Gunderson [portal/URL](#) for SBLT notes and agenda.

SBLT Team Members' Roundtable

All SBLT Members

- **Action:** Servando Patlan will connect with Nancy Skewis, Department of Licensing, for a request to connect with the black community.
- Secretary of State – Patrick Reed:
 - Very busy with the new HUB and LLC Law Changes.
 - Expedite requests are running 2-3 days behind.
 - For non-expedited paper filings – is taking about a month to process.
 - Premium pay – December 12th will be a premium day to knock down the processing day.
 - The months of December, January, and February are the busiest time of year.