

Meeting Notes

Small Business Liaison Team (SBLT) July Meeting

Thursday, July 23, 2015, 1:00-2:30 p.m.

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 employee; Agency Presentations – Washington State Department of Veteran's Affairs and Employment Security; Small Business Guide: Adding New Section: Closure of Business – Due to Death
Attendees	Linda Alongi • Heidi Audette • Jackie Bayne • Peter Beaton • Doug Cheney • Kari Gilje • Aaron Hoffman • Kim Johnson • Tricia Kovacs • Beth Lehman • Rachael Lindstedt • Mynor Lopez • Mary May • Ni McMullin • Margeret Musser • Servando Patlan • Grant Pfeifer • Patrick Reed • Nancy Skewis • Una Wiley • Brittany Wilson • Sharon Wong

Agenda Highlights

- **ORIA New Employees and Role - Introduction:** Sharon Wong
- **Small Business Guide: Adding Closure of Business – Due to Death:** Sharon Wong
- **Agency Presentations – Washington State Department of Veteran Affairs and Employment Security Department:** Heidi Audette and Una Wiley
- **2015 SBLT Calendar Workgroup – Work Plan and Update:** Rachael Lindstedt

ORIA New Employee and Role - Introduction

Sharon Wong, Office for Regulatory Innovation and Assistance

Mary May, Regulatory Improvement Consultant

- Twenty years of city planning in California (public/private)
- Moved to Washington eight years ago and worked for Spokane County
- Excited to find ORIA position – gave opportunity to help people navigate through processes

Small Business Guide: Adding Closure of Business – Due to Death

Sharon Wong, Office for Regulatory Innovation and Assistance

- The Small Business Guide – Close Chapter, does not have information on how to close a business due to death, such as what documents, if any, are required from the business. Sharon requested small business liaison staff send an email to help@oria.wa.gov with the statute, rule, process, etc. for their agency so we can update the Small Business Guide.
 - Patrick – There are no requirements from Secretary of State

- We should have a conversation regarding whether there needs to be a section specifying this information; maybe recommend businesses follow-up with their local jurisdiction
- Beth – A Death Certificate is required for Liquor Cannabis Board

Washington State Department of Veteran Affairs (WSDVA)

Heidi Audette, Washington State Department of Veteran Affairs

Presented a Power-Point explaining what the WSDVA offers veteran business owners:

- Outreach & Business Owner
 - Make sure veterans know about registering/certifying with the State
 - Agencies were instructed to strive for 5% purchases from veteran owned businesses (difficult when businesses are not registered with the WSDVA)
 - Currently 800 certified businesses in Washington / 49 with Linked Deposits
 - Certification process is relatively easy – a few emails back and forth and the information is retained for two years
 - Linked Deposit – veterans must qualify for a loan first after which they will see a 2% interest rate reduction on the loan
- Department of Enterprise Services (DES) helped redevelop website which reduced the redundant system used before -- paperwork completed multiple times and WSDVA staff would have to enter the data into the system
- Goal: develop a yellow pages for veteran owned businesses for agencies use to bring up the number of veteran owned businesses contacting with the state

Employment Security Department (ESD)

Una Wiley, Employment Security Department

Presented a Power-Point sharing what ESD offers to employers and employees:

- Unemployment Insurance Claims
 - No more walk-ins available – online or phone only
 - Offers assistance with benefit denials & appeals
- WorkSource
 - Helps both employees and employers
 - Job listings and training opportunities for employees
 - Assists employers in developing and training their employees
- Unemployment Insurance Tax and Wage Administration
 - Includes information on deferred payment and what employers need to know regarding unemployment taxes

Recently updated their website (in-house staff developed it). ESD also switched to a teleworking model, closing many of their offices. Works source will be contracting with other job search services (i.e. monster.com) to provide additional job search assistance.

They need assistance with outreach as they currently are limited in resources (funds and staffing).

- SBLT can help with cross outreach – bringing ESD pamphlets to events they attend
- Another resource: the city of Auburn and Washington Lottery have also previously offered videotaping services for free to agencies

2015 SBLT Calendar Workgroup Update

Rachael Lindstedt, Office for Regulatory Innovation and Assistance

Calendar is now on the ORIA website in the same portal as the Small Business Guide. Thank you all for your updates.

- Recommendation: work with business.wa (OCIO) team to add a link to the calendar for more access to small business owners
- Rachael will schedule meeting with members to discuss other changes or updates to the calendar

Final Notes

Sharon: 2015 SBLT Calendar Workgroup Update will have a permanent spot on the agenda from this point on. In the meanwhile, what is going on in your agencies:

Servando: Civil Rights Subcommittee, which includes some of the agencies with the highest number of contracts: DES, DOT, DOH, and LNI; is meeting to discuss the low levels of minority contracts. Using the lean method to identify the data, define the problem and develop a solution – will send a link to staff with results:

- WA financial system is very old; no tracking of subcontracts; federal funds/grants are included in the calculation diluting the results; WA state is listed last in 50 states.

Patrick: Finished review of the 5357 (HUB), which includes:

- Extends dissolution of LP time to 120 days; terminology changes: LLC now just requires list of officers instead of members; Effective January; Will provide summary to BLS / DOR – they are meeting in October; LNI & ESD want an invite to the meeting

Una Audit Collection – issues with system are now being fixed and Nuggets implementation

<i>Beth</i>	Name changing to Liquor Cannabis Board on July 24, 2015; adding Recreational Marijuana and working with DOH to reduce lapse for the Medical Marijuana licensing; opening up application window for retail only
<i>Linda</i>	Community Sourced Capital and Retirement Marketplace for Small Businesses (effective next year)
<i>Doug</i>	New Hires Outreach; working on website using drupal
<i>Jackie</i>	Diversity Team with Servando
<i>Kari</i>	Upcoming Biz Fair
<i>Aaron</i>	August 10, 2015, outreach to Korean Business Community in Federal Way
<i>Tricia</i>	<i>Pilot Project for Schools to buy USDA foods; Outreach to businesses – flyers next week</i>