

Please send corrections, edits, or additional information to [Rachael.Lindstedt@gov.wa.gov](mailto:Rachael.Lindstedt@gov.wa.gov)

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<b>Location</b>	Columbia River Room, Department of Commerce Building
<b>Purpose</b>	Introduction of City of Seattle – Office of Economic Development Restaurant Success Team, Introduction of new Small Business Liaisons
<b>Attendees</b>	Diane Agusid Bondoc • Linda Alongi • Jeff Baughman • Jackie Bayne • Peter Beaton • Doug Cheney • Rose Gunderson • Martha Hankins • Morgan Hickel • Scott Hitchcock • Kim Johnson • Ron Langley • Edmon Lee • Rachael Lindstedt • Mary May • Margeret Musser • Patrick Reed • Debbie Robinson • Nancy Skewis • Cheryl Smith • Jennifer Tam • Pat Vancleave • Elizabeth Wheat • Brittany Wilson • Sharon Wong • Brad Wright •

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## Agenda Highlights

- **2015 SBLT Calendar Workgroup – Work Plan and Update:** Rachael Lindstedt
- **Introduction of Small Business Liaisons:** Sharon Wong and All members
- **Introduction of City of Seattle, Office of Economic Development Restaurant Success Team:** Jennifer Tam

## Summary of Action Items

- Action: Next meeting ORIA Team will be providing Google analytics for the calendar of events to see how many people are visiting the calendar.
  - Action: Jennifer Tam (Seattle OED) will work together with Brittany Wilson (ORIA) to make sure the Restaurant Guide remains updated regarding state related details.
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## 2015 SBLT Calendar Workgroup Update

### Rachael Lindstedt, Office for Regulatory Innovation and Assistance

- Added the “Agencies Attending” information to the upcoming Small Biz Fair Calendar event; take a look at the event and let me know if you are going or not listed.
  - As per our last discussion, will be adding the Calendar Events to the main page of the Small Business Guide to make it more visible to customers.
  - Action: Next meeting ORIA Team will be providing Google analytics for the calendar of events to see how many people are visiting the calendar.
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## Introduction of Small Business Liaisons

Quick Round Table introduction of team members: Rose Gunderson is replacing Celia Nightingale as a small business liaison and will be working alongside Aaron Hoffman at the Department of Labor and Industries.

## City of Seattle – Office of Economic Development – Restaurant Success Team

### Jennifer Tam, Office of Economic Development – Restaurant Advocate and Restaurant Task Force

- Launched Restaurant Success at the end of October 2014 – guide developed with the assistance of the Department of Commerce and the King County Restaurant Association
- Restaurant Success has received overwhelming positive feedback – customers are very surprised when they find out it was developed by government agencies.
- A link to the [Restaurant Success](#) should be on most state agencies website (it is on the ORIA website in the [Small Business Guide](#) section); they have training videos for state agencies on the Restaurant Success website
- Since October 2014, there have been 4500 new visitors to the Restaurant Success website; average of 15-20 visitors a month both new and returning
- King County recently updated their guidelines; however, anyone opening a restaurant business regardless of location should find the Restaurant Success website useful
- Want to work with the Small Business Liaison team to make sure that the information on the Restaurant Success website continues to be accurate at the state level - How are updates for the Small Business Guide handled?
  - Currently the Small Business Guide is updated on a quarterly basis. Brittany sends a spreadsheet to the team members with a tab for each agency to update their information. It would make sense to update the Restaurant Guide at the same time.
    - Action: Jennifer Tam (Seattle OED) will work together with Brittany Wilson (ORIA) to make sure the Restaurant Guide remains updated regarding state related details.
- Would like to expand the type of assistance provided by Restaurant Success to other types of businesses such as manufacturing. Next steps include expanding Restaurant Success guide to include information on breweries and wineries that provide food to their customers.
  - **Elizabeth Wheat, Office of the Chief Information Officer, WaTech**
    - WaTech has experience with this type of project – offering to build a web template for agencies, at no charge. Could create a microsite to allow agencies to update the content a bit easier as well.
    - The next priority for [BusinessHub](#) is to create web templates for local jurisdictions - microsites specific to their location which they can update themselves (similar to the permit [EZview](#) sites created by ORIA)
- Any feedback from the agencies on the Restaurant Success website or program?
  - Positive – really like the training videos for the state agencies

- Recommended updating the New Hire Program link to <https://www.dshs.wa.gov/esa/division-child-support/new-hire-reporting> instead of the SAW sign-in page as it provides information on the program for new employers
- Recommended clearly specifying what applies to all food service businesses and what applies to only some (food code) – should contact DOH food safety program
- Recommended adding human trafficking prevention efforts to the outreach program
- The next steps for the Restaurant Association is to start working with the Hotel Association – sign a Joint Operating Agreement – since they share many of the same concerns and issues.

## Final Notes

The Small Business Liaison Team has only one more meeting this year.