



**MBE/WBE and Small Business Advisory Committee
Minutes**

**Regular Meeting
Tuesday December 1, 2009**

The MBE/WBE and Small Business Advisory Committee convened in a regular meeting on Tuesday, December 1, 2009 at 301 W. 2nd Street Room 1029 in Austin, Texas.

Chair Adrian Neely called the Board Meeting to order at 5:40 p.m.

Board Members in Attendance:

Adrian Neely, Ed Lowenberg, Barbra Boeta, Anne Harutunian, Marco Mancillas, Deirdre Moss, Brian Walters

1. APPROVAL OF MINUTES

Minutes from the November 9, 2009 regular meeting were approved as amended on a motion by Mr. Walters, seconded by Ms. Moss.

2. CITIZEN COMMUNICATION

There were no citizens signed up to speak.

Mr. Lowenberg joined the dais.

3. NEW BUSINESS

a. Update from Catellus regarding the minority participation on the Mueller project (handout).

Greg Weaver, Catellus Development and State Representative Dawnna Dukes presented the committee with an update.

Mr. Mancillas joined the dais.

b. Update from Simon Property Group, Inc. regarding minority participation on The Domain Project.

This item was postponed to the January agenda, SMBR to follow-up with the Economic Growth and Redevelopment Services office regarding update.

4. OLD BUSINESS

a. Discussion and possible action regarding current implementation of the Good Faith Effort Process (handout).

A draft, redline copy of the rules created by Sabine Romero, Law Department and approved previously by the committee, was handed out to the public. Mr. Neely suggested that SMBR post for public comment in January and that this item be added to a future agenda for discussion of those public comments. Ms. Romero will look into the ability of having a discussion on the public comments made regarding proposed rule change.

Items b and c were moved to an upcoming work session agenda scheduled December 11, 2009.

d. Update from the Parks and Recreation Department (PARC) regarding the progress they are having implementing their own Job Order Contracting process and program.

Tony Arnold, Project Manager – PARC presented the committee with an update and said that Mike Trimble, Director – Contract and Land Management Department (CLM) is also present to discuss the JOC process. Mr. Trimble said that to create a JOC for PARC the contracts would have to be revised or tweaked and that a meeting has been set up with the department to get their needs to then determine the best way to go.

Mr. Lowenberg left the meeting at 7:04 p.m..

5. STAFF BRIEFINGS

a. Update on Improvements at the Small & Minority Business Resources (SMBR) department regarding programs, processes, technology and organizational changes. (HAND-OUT)

Veronica Briseño Lara has presented the committee with an update on improvements at SMBR. She also discussed the original list of requirements, and an updated list of 14 functions requested with the e-Capri system. SMBR is to confirm with the Purchasing officer that if new software is purchased, it will be compatible with ECapris and to also bring a report of all 3rd party agreements underway and the participation levels thus far to the January Meeting.

6. AGENDA ITEMS

Discussion and possible action on setting agenda items for the next meeting- January 5, 2010.

- Update on Commodity Code Improvements
- PARC to return with an update on the JOC and outreach information
- Update from Simon Property Group, Inc.
- Discussion of Good Faith Effort (GFE) rules and language
- Discussion regarding the public comment process of GFE rule update

7. ADJOURNMENT

The meeting was adjourned at 7:13 p.m. on a motion by Ms. Boeta, seconded by Ms. Harutunian.