



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

**Regular Meeting
Tuesday January 5, 2010**

The MBE/WBE and Small Business Advisory Committee convened in a regular meeting on Tuesday, January 5, 2010 at 301 W. 2nd Street Room 1029 in Austin, Texas.

Chair Adrian Neely called the Board Meeting to order at 5:42 p.m.

Board Members in Attendance:

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

1. APPROVAL OF MINUTES

Minutes from the December 1, 2009 regular meeting were approved on a 5-0 vote on a motion by Mr. Lowenberg, seconded by Mr. Mancillas. Minutes from the December 11, 2009 work session were approved on a vote of 4-0-1 by a motion from Mr. Walters, seconded by Mr. Lowenberg with Ms. Harutunian abstaining.

2. CITIZEN COMMUNICATION

There were no citizens signed up to speak.

3. NEW BUSINESS

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

This item was postponed to the February agenda.

4. OLD BUSINESS

a. Update from the Parks and Recreation Department (PARC) regarding implementing their own Job Order Contracting program, meetings held with the community regarding subcontracting opportunities, and outreach events held. (HAND OUT) [This item was moved up from item 4c] Tony Arnold, Project Manager – PARC presented the committee with a quarterly report of the bid opportunities coming out of PARC, and said that there are 3 service agreement contracts ready to come out under HVAC, Electrical, and Plumbing for PARC. He also said that the topic of discussion for SMBR's March outreach workshop will be Job Order Contracts.

Mike Trimble, Director – Contract and Land Management Department (CLM) explained that CLM is looking at multiple trades and finalizing the scope for the city-wide JOC that will be out on the street in February.

Committee Member Deidre Moss joined the dais.

b. Discussion and possible action on proposed rule language regarding Good Faith Effort negotiation and the rule change posting and comment process.

Veronica Briseño Lara, Acting Director-Small & Minority Business Resources Department presented the committee with a side by side comparison of language that was previously discussed by the committee.

She explained that the final change recommended by staff, and legal counsel is to remove the word “price” from the second to last sentence in section 9.1.2. The language will be posted for public comment as presented, with the word “price” removed.

c. Discussion and possible action regarding the Purchasing Department’s rules update.

Cynthia Gonzalez, Purchasing Office explained that the proposed rule changes presented at last month’s meeting are now ready to be posted for public comment. The proposed rule changes were accepted on a vote of 5-0-1 on a motion by Mr. Lowenberg, seconded by Mr. Walters, with Ms. Harutunian abstaining.

d. Update from the Public Works Department and Purchasing Department regarding commodity code improvements. (HAND OUT)

Keri Juarez, Project Manager – Public Works Department presented the committee with an update on the commodity code improvements.

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. SMBR is to send the reports to the committee the Friday before the meeting.

6. AGENDA ITEMS

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

- Simon Group and EGRSO regarding the Domain
- Update on the proposed GFE rule update
- Update from Mike Trimble on the Job Order Contract
- Update from Austin Energy on the Weatherization Program
- Deanna Brown, SMBR to contact the City Clerk’s Office regarding the committee’s annual work plan.

7. ADJOURNMENT

The meeting was adjourned at 7:49 on a motion by Mr. Lowenberg seconded by Ms. Moss.