



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

**Regular Meeting  
Tuesday February 2, 2010**

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

Chair Adrian Neely called the Board Meeting to order at 5:47 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 January 5, 2010 regular meeting were approved on a 6-0-1 vote on a motion by Mr. Lowenberg, seconded by Ms. Moss, with Ms. Boeta abstaining.

**2. CITIZEN COMMUNICATION**

Carol Hadnot, Austin Area Black Contractors Association, commended staff for a wonderful job done on the commodity code workshop that was held for the Austin Area Black Contractors Association.

**3. NEW BUSINESS**

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

This item was removed from the agenda as there was no one present to give an update.

**b. Update from the Austin Energy Department regarding the Weatherization Pilot Program.  
(HANDOUT)**

Jan Lawson, Director - Business Development & Contract Compliance at Austin Energy, presented the committee with an overview of the Weatherization Retrofit Training Program held in 2009.

**4. OLD BUSINESS**

**a. Discussion with the Contract and Land Management (CLM) Department regarding implementing a Job Order Contracting Program.**

Mike Trimble, Director – Contract and Land Management Department (CLM) updated the committee on the status of the City-wide Job Order Contract.

**b. Update from Small & Minority Business Resources (SMBR) Department regarding their Rule Posting.**

Veronica Briseño Lara, Acting Director-SMBR said that the rules will be posted for public comment within the next few days. The committee requested that SMBR report back to the committee with the public comments made on the rule posting at the March meeting.

**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.

The committee requested to have the previous month's information on the request for change report instead of information from two months back. They also requested to include back up information on all projects on the council awards report that show zeros in the participation numbers.

**6. AGENDA ITEMS**

**Discussion and possible action on setting agenda items for the next meeting- March 2, 2010**

- Update from Mike Trimble on the Job Order Contract
- Update on the rules posting and community input from SMBR
- Participation information on the Pfluger Bridge Project
- Discussion on how to improve goals being met and eliminating zeros on the council awards report.

**7. ADJOURNMENT**

The meeting was adjourned at 8:24 on a motion by Ms. Boeta, seconded by Mr. Walters.