



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

**Regular Meeting  
Tuesday January 4, 2011**

**The MBE/WBE and Small Business Advisory Committee convened in a regular meeting on Tuesday, January 4, 2011 at 301 W. 2<sup>nd</sup> Street Room 1029 in Austin, Texas.**

**Chair Adrian Neely called the Board Meeting to order at 5:44 p.m.**

**Board Members in Attendance:**

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

**1. APPROVAL OF MINUTES**

Minutes from the December 7, 2010 regular meeting were approved on 5-0 from a motion by Ms.Boeta, seconded by Mr. Walters.

**2. CITIZEN COMMUNICATION**

Carol Hadnot, Austin Area Black Contractors Association requested that a discussion regarding re-evaluating goal setting on the African American Cultural Heritage Center be added to the next month's agenda.

Veronica Briseño Lara, Director-SMBR, said she will provide information to the committee before the next meeting on how the goals were established and the status of the project.

**3. OLD BUSINESS (This item was taken out of order on the agenda)**

For discussion and possible action, per authority to make recommendations to City Council (2-1-163(B))

**a. Update regarding possible MBE/WBE participation opportunities and outreach on the Formula One Project from Formula One's MBE/WBE Coordinator, Cloteal Davis-Haynes**

Adrian Neely and Anne Harutunian recused themselves from this item due to the possibility of a future contract between Formula One and the respective companies they work for in excess of \$5000 for professional fees. They sat in the audience while the discussion took place.

Cloteal Davis-Haynes, Outreach Coordinator, David Yeagy, Project Manager-Austin Commercial, and Trey Salinas, Public Affairs Director, Formula One, reviewed the outreach efforts conducted on this project and also provided a handout. They continue to work with SMBR to review opportunities for MBE/WBE participation and will provide another update at a future meeting.

**CITIZEN COMMUNICATION**

Carol Hadnot, Austin Area Black Contractors Association said that Austin Commercial should be responsible for establishing goals. She also said that once the delivery methods for the Water/Wastewater Extension packages are established, this information should be made public.

Paul Saldaña, US Hispanic Contractors Association discussed the history of the Third Party Resolution and requested that the language be revisited and edited if necessary to strengthen the resolution. He also mentioned that there will not be any participation opportunities in professional services.

The committee requested to be informed when the bid packages for the Water/Wastewater extension will be released. They also requested an agenda item to review the language in Third Party Agreement Resolution and invite EGRSO to be included in the discussion at a future meeting. They asked for more information regarding professional service opportunities in the design phase.

#### 4. NEW BUSINESS

**a. Discussion and possible action regarding a bylaw change to grant the autonomous authority to create subcommittees within this Advisory Committee, per authority to make recommendations to Council (2-1-163(B))**

Discussion on this item was blended with discussion on the following agenda item.

Mr. Lowenberg joined the dais.

**b. Discussion and possible action regarding the template for standard city board bylaws, per authority to adopt bylaws (2-1-44(B))**

Veronica Briseño Lara, Director, SMBR reviewed the proposed changes. The committee suggested the following changes:

- Article 7, Section E
  - Delete the sentence, “A board may not call a meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more often than once a quarter, unless the meeting is required to comply with a statutory deadline or a deadline established by Council”
- Article 8, Committees, Section B
  - Delete the sentence, “A committee cannot meet until its creation is approved by the Council Audit & Finance Committee.”
- Article 8, Working Groups, Section D
  - Delete the word “not” from, “Staff support will not be provided for working groups.”

The Committee also requested an executive session with legal to discuss the bylaws, prior to the next meeting. They also requested that their concerns be brought forward to the City Council Audit & Finance Subcommittee. The Subcommittee’s next meeting is scheduled on 1/25/11.

#### 5. OLD BUSINESS

For discussion and possible action on recommendations to City Council (2-1-163(B))

**b. Report from the Weatherization Subcommittee regarding the Austin Energy Weatherization project.**

Brian Walters presented the update to the committee. The Weatherization Committee met for their first time on January 3, 2011. No formal recommendation was given to the Advisory Committee, need additional information to be added to the Weatherization Participation Report before they can report back.

#### CITIZEN COMMUNICATION

Alayne Johnson, Austin Area Black Contractor’s Association said that the original RFP had a test in component, a weatherization component, and a test out component. The weatherization component had goals and the others did not. When the RFP went out, it was clear that the prime had to have certain

things, but this has changed now that the project is in place because two of the primes do not have the required certification. She said three main issues of concern to look into further are the contract documents, primes being allowed to service buildings that they bring in to the program, and the subcontracting opportunities.

Carol Hadnot, Austin Area Black Contractors Association – said staff should be doing the outreach on this project instead of the contractor because they have taken 5% to do so. She also said that reporting on a monthly basis at least would be most beneficial.

**6. STAFF REPORTS (continued)**

**Monthly report for the Small & Minority Business Resources (SMBR) Department on request for changes and Council Awards**

Ms. Lara presented the committee with an update on the reports.

**7. AGENDA ITEMS**

- Discussion regarding bylaw template
- Set meeting to schedule work plan
- Discussion of goals on the African American Heritage Center
- Weatherization Committee Report
- Formula One Update

**8. ADJOURNMENT**

The meeting was adjourned at 8:25 p.m. on a motion by Ms. Boeta, seconded by Ms. Moss.