



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

**Regular Meeting
Tuesday May 3, 2011**

The MBE/WBE and Small Business Advisory Committee convened in a regular meeting on Tuesday, May 3, 2011 at 301 W. 2nd Street Room 1101 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, Brian Walters and Deirdre Moss

1. APPROVAL OF MINUTES

Minutes from the March 30, 2011 regular meeting were approved on 5-0 vote, on a motion by Ms. Boeta and seconded by Mr. Walters.

Minutes from the April 5, 2011 regular meeting were approved on a 5-0 vote, on a motion by Mr. Lowenberg and seconded by Mr. Walters.

2. CITIZEN COMMUNICATION

Carol Hadnot, Austin Black Contractors Association (ABCA) thanked the advisory committee and the weatherization committee for their support on getting the recommendations for the weatherization program through.

Mr. Neely stated that items on the agenda would be moved to discuss old business first.

3. OLD BUSINESS

For discussion and possible action, per authority to make recommendations to City Council (2-1-163(B)) **Update and discussion regarding procurement opportunities on the Formula One project from Formula One's MBE/WBE Coordinator Cloteal Davis-Haynes.**

Mr. Neely, Ms. Harutunian and Mr. Lowenberg recused themselves from this item due to the possibility of a future contract on the Formula One project 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, MBE/WBE Coordinator, David Yage, Procurement Manager and Trey Salinas, Public Affairs Director for Circuit of the Americas (COTA). Provided a presentation and also notified the committee of the official new name of the facility; Circuit of the Americas (COTA).

The committee said they would like to see the MBE/WBE participation increase and also requested the following from COTA;

- Breakdown on MBE/WBE participation in the following areas of awards: Electrical CM at Risk and Mechanical & Plumbing CM at Risk.
- List of partnerships with schools; the curriculum based activities and programs planned with them.
- Review the awards to non MWBE firms to see if they are getting MWBE bids in these areas.

Carol Hadnot, ABCA said that COTA needs to do a better job of explaining to the community.

Chino Ledesma, Chino's Construction requested to know the name of the prime contractors and subs in order to approach them for opportunities.

Alayne Johnson, ABCA said the reporting is not transparent.

Mr. Neely, Mr. Lowenberg and Ms. Harutunian re-joined the committee

Update from the Weatherization Committee regarding the Austin Energy Weatherization project.

Ms. Boeta updated the committee on the meeting held May 3, 2011 and said they requested these items from Austin Energy prior to the June meeting:

- Flow chart of assignment process
- More transparency; develop reports to include additional information
- Lowering qualifying amount of houses required to participate as a prime contractor.
- New funds are distributed equitably
- Jan Lawson, Austin Energy will be added to help monitor and track participation.

Carol Hadnot, ABCA added that the goals will be the same for the new funds acquired, is comfortable with Jan Lawson monitoring and also pleased with Mr. Weis's support of the recommendations.

The committee also asked Jan Lawson, Director of Business Development and Contract Compliance if she was comfortable with the role she was assigned.

Ms Lawson said she was very comfortable and stressed that Austin Energy would be pulling the information together and providing it at the next meeting. She also said that they would be willing to provide additional training to enhance skills in weatherization if needed and will be working closely with SMBR to track MWBE's as they move forward.

Ms. Lara said Ms. Lawson had already met with her and her staff a couple of times and appreciates her collaboration.

4. NEW BUSINESS

Discussion and possible action on creating a Working Group to consider recommendations regarding the Third Party Resolution

Mr. Neely requested volunteers from the rest of the committee for one to two meetings to work with legal staff and members of the community to finalize a new Third Party Resolution.

Ms. Harutunian and Mr. Lowenberg volunteered for the committee.

Mr. Lowenberg nominated Ms. Moss and Mr. Walters seconded.

Mr. Neely said he would discuss with Ms. Moss and requested from SMBR staff support for the Working Group.

Ms. Lara said she understood it would only be for one or two meetings; will facilitate and would also follow up with the Working Group.

Carol Hadnot, ABCA requested the public be notified of those meetings.

Update from Small & Minority Business Resources (SMBR) department regarding the 2012 budget

Veronica Briseño Lara, Director SMBR provided a general update on the City's budget and also provided a presentation of SMBR's proposed fiscal year 2012 budget.

Carol Hadnot, ABCA requested the committee support SMBR by not requiring they make the proposed cuts.

The committee made the following requests;

- Legal staff helps them develop a resolution to address the SMBR budget.
- Add the Budget Resolution to the Special Called meeting agenda scheduled May 10,2011

5. STAFF REPORTS

Monthly report from Small & Minority Business Resources (SMBR) on Request for Changes and Council Awards.

Ms. Lara reviewed the monthly staff reports with the committee.

6. AGENDA ITEMS

- Update from Weatherization Committee
- Briefing from Working Group: Third Party Resolution.
- ECapis update
- Commodity Code Update

7. ADJOURNMENT

The meeting was adjourned at 7:53 p.m. on a motion by Mr. Lowenberg, seconded by Ms. Boeta.