



APPROVED 11/1/2011

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

**Regular Meeting
Tuesday, October 4, 2011**

The MBE/WBE and Small Business Advisory Committee convened in a regular meeting on Tuesday, October 4, 2011 at 301 W. 2nd Street Room 1101 in Austin, Texas.

Acting Chair, Barbra Boeta called the Board Meeting to order at 5:40 p.m.

Board Members in Attendance:

Barbra Boeta, Acting Chair, Brian Walters, Andy Ramirez, Regina Adams and Schiller Liao

1. APPROVAL OF MINUTES

The Committee approved the July 12, 2011 and September 6, 2011 minutes on a motion by Mr. Ramirez and second by Mr. Walters.

Ms. Boeta recognized new members Regina Adams and Schiller Liao and welcomed them to the Advisory Committee Board. She also requested the Committee take Item 4c. on the agenda out of sequence.

The Committee agreed.

2. CITIZEN COMMUNICATION

None

3. OLD BUSINESS

Item 4c. Briefing from the Third Party Resolution Working Group and possible action regarding amendments to the Third Party Resolution.

Lino Mendiola, Outside Counsel, Andrews Kurth, LLP reviewed and discussed final changes to the resolution with the Committee. Mr. Mendiola outlined all changes and will submit an addendum for language both staff and community have requested when it's presented to the Council Subcommittee.

Citizen Communication is summarized below:

Carol Hadnot, Austin Black Contractors Association, stated she was glad to see the Third Party Agreement come to fruition. In addition she expressed that the community would like to see Austin Energy and Austin Water Utilities' commitment to comply with minority participation and the MBE/WBE Ordinance.

Mr. Ramirez motioned to adopt the draft Third Party Resolution as a whole with amendments as discussed. Motion second by Mr. Walters and passed 6-0.

Item 4a. Reporting of procurement opportunities on the Circuit of Americas (COTA) project.

Ms. Cloteal Davis-Haynes, MBE/WBE Outreach Program Manager for COTA, Mr. David Yagy, Program and Construction Manager, Austin Commercial and Mr. Trey Salinas, Public Relations Coordinator presented and reviewed reporting of procurement opportunities on the COTA project.

Committee requested status on the Concessionaires contract verifying if it has been awarded or not.

Citizen Communication is summarized below:

Ms. Hadnot, ABCA expressed COTA should seek out the Minority Contractor Associations in order to broaden participation and spread the wealth.

Item 4b. Update from Austin Energy regarding the Weatherization Assistance Program project.

Fred Yebra, Austin Energy (AE) gave a brief statement of the reporting AE will present to the Council Subcommittee at the October 11th meeting and a status update on the contractors report.

Citizen Communication is summarized below:

Ms. Alayne Johnson, ABCA requested the updated Subcontractors Participation report and also expressed concerns regarding the participation goals, issues pending and sanctions.

Ms. Hadnot, ABCA expressed hope that future AE in-house initiatives would take in consideration the communities recommendations to better the program.

Committee requested that a follow-up evaluation on the project be performed by Austin Energy after the project is completed.

Item 4d. Possible creation of a Working Group that addresses Mentor-Protégé initiatives and the City's solicitation process.

Mr. Ramirez requested that the Working Group be put on hold until he presents a report to the Committee regarding subcontractor arrangements and joint venture projects that will increase availability and participation.

5. NEW BUSINESS

Annual Election of Officers for the MBE/WBE & Small Business Procurement Program Advisory Committee outlined in Article 4 of the Committee's By-laws.

Ms. Boeta motioned that the Committee postpone officer elections due to lack of quorum and have a Special Called Meeting to hold elections. Motion 2nd by Mr. Walters and passed 6-0.

6. STAFF REPORTS

Item 6a. Monthly update and report from Small & Minority Business Resources (SMBR) on Small Business Construction Program (SBCP)

Ms. Veronica Lara, Director, SMBR provided an update on the current SBCP projects and reviewed the report from SMBR. She also reviewed the Bid Tabulation report submitted by Contract & Land Management Department (CLMD).

Citizen Communication is summarized below:

Ms. Hadnot, ABCA requested clarity on the pre-award certification process in regards to bidders listed on the pending SBCP project, Solicitation Number CLMS003, Austin-Bergstrom International Airport Checkpoint Monitors.

Committee requested that the funding source be added to the SBCP Bid Tabulation report.

Item 6b. Monthly update and report from Small & Minority Business Resources (SMBR) on Request for Changes (RFC) and Council Awards.

Ms. Lara reviewed reports from SMBR.

Committee requested an update on the Walnut Creek Basin participation error found on the August Council Awards report and an update on the MBE/WBE participation for the African-American Cultural Center.

7. AGENDA ITEMS

- Special Called Meeting to hold Officer Elections
- Briefing from the Third Party Resolution Working Group and possible action regarding recommended changes to the Third Party Resolution.
- Weatherization Assistance Program report update from Austin Energy.
- Mentor Protégé initiatives reporting and possible creation of a Working Group.

8. ADJOURNMENT

The meeting was adjourned at 8:35 p.m. on a motion by Mr. Walters and seconded by Ms. Boeta.

DRAFT