



APPROVED 12/6/2011

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

**Regular Meeting
Tuesday, November 1, 2011**

The MBE/WBE and Small Business Advisory Committee convened in a regular meeting on Tuesday, November 1, 2011 at 301 W. 2nd Street Room 1101 in Austin, Texas.

Chair, Ed Lowenberg called the Board Meeting to order at 5:53 p.m.

Board Members in Attendance:

Ed Lowenberg, Anne Harutunian, Regina Adams and Schiller Liao

1. APPROVAL OF MINUTES

The Committee approved the October 4, 2011 regular meeting minutes on a motion by Mr. Liao, second by Ms. Adams. Ms. Harutunian abstained from voting. The Committee also approved the October 11, 2011 Special Called meeting minutes on a motion by Ms. Harutunian, seconded by Ms. Adams.

2. CITIZEN COMMUNICATION

Carol Hadnot, Austin Black Contractors Association (ABCA) requested that the new Committee members briefly introduce themselves to the community.

3. OLD BUSINESS

Item 4a. Briefing regarding proposed Third Party Resolution Amendment.

Ms. Veronica Briseno Lara, Director, Small & Minority Business Resource (SMBR) briefed the Committee on the adopted Third Party Resolution presented to the Council Subcommittee at their October meeting. The Council Subcommittee will bring the Third Party Resolution as an agenda item to the full Council for consideration. SMBR will inform this Committee and the community when the item is added to the Council's agenda.

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

The Weatherization Committee did not meet due to lack of quorum, therefore there was no reporting.

Item 4c. Update regarding Mentor Protégé initiative and the City's solicitation process.

Mr. Lowenberg requested to push this item to next month's agenda since Mr. Ramirez was not present. The Committee agreed.

4. NEW BUSINESS

Item 5. Discussion and possible action on adopting the MBE/WBE Procurement Advisory Committee meeting schedule for calendar year 2012.

The Committee adopted the proposed schedule for calendar year 2012. Committee agreed to continue to meet every first Tuesday of the month at 5:30p.m.in the Boards & Commission Room 1101 at City Hall. A motion was made by Ms. Adams, second by Ms. Harutunian. Motion passed 4-0.

5. STAFF REPORTS

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

Ms. Lara provided an update on the current SBCP projects. For the month of October, there were no solicitations to report.

The Committee requested SMBR to provide a list of upcoming contracts on the SBC Program and provide a list of construction projects through Co-operative Purchase delivery instead of the SBC Program.

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.

The Committee requested that SMBR provide a list of all projects, to include awardees, that are scheduled for Council approval this week. Committee also requested SMBR provide a separate list of Request for Changes submitted on the EMS #33 and African American Cultural Facility projects on the December RFC report.

The Committee also requested SMBR review a time in January to have a Committee retreat to establish an agenda for next year.

Citizen Communication is summarized below:

Ms. Hadnot, ABCA requested discussions first of the year regarding monitoring of pass through business that is affecting legitimate minority businesses.

6. AGENDA ITEMS

- Briefing regarding proposed Third Party Resolution Council Agenda date
- Update from the Weatherization Committee regarding the Austin Energy Weatherization project.
- Mentor Protégé initiatives reporting and possible creation of a Working Group.
- Establish an agenda for calendar 2012 for the MBE/WBE & Small Business Procurement Advisory Committee.

7. ADJOURNMENT

The meeting was adjourned at 6:33p.m.on a motion by Mr. Lowenberg and seconded by Ms. Adams.