



Approved 1/3/2012

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

**Regular Meeting
Tuesday, December 6, 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 5:41 p.m.

Board Members in Attendance:

Ed Lowenberg, Brian Walters, Barbra Boeta, Anne Harutunian, Andy Ramirez, Regina Adams and Schiller Liao

1. APPROVAL OF MINUTES

The Committee approved the November 1, 2011 regular meeting minutes on a motion by Mr. Ramirez, second by Ms. Harutunian.

2. CITIZEN COMMUNICATION

Mr. Adrian Neely brought to the Committees attention that the hard copy specifications were not loaded so were not available for viewing in the SMBR Plan Room. He asked that the Committee and SMBR review City's options to guarantee that all forms of specifications are available to potential bidders.

Ms. Carol Hadnot, Austin Black Contractors Association asked the Committee to consider Mr. Neely's request and provide more user friendly reporting.

3. OLD BUSINESS

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

Mr. Ramirez, Chairman of the Weatherization Committee briefed the Committee on the status of ARRA grant funds that was postponed by Council until Dec 8th meeting.

Karl Rabago, Austin Energy, also briefed the Committee on the ARRA grant funds by stating that due to postponement TDHCA only approved \$200,000 in grant funds for test in and out services already in progress. He stated that funds were reduced from \$600,000 due to the Council postponement of the Agenda item at last month's Council meeting. Due to the short timeline and inability to spend funds by end of program, funds were allocated elsewhere and unfortunately the 54 housing units in Mt Carmel Apartments will not get weatherized. He also discussed the "purple slip" progress used to rush the item on the Council agenda.

Mr. Ramirez requested that the full Committee make a recommendation to the Council to meet with the Austin Energy Utility Commission to discuss creating a joint subcommittee regarding minority participation and issues related to upcoming projects.

Citizen Communication is summarized below:

Ms. Hadnot, ABCA expressed concerns regarding how the entire process was handled.

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Ms. Alayne Johnson, ABCA expressed concerns regarding how the process was handled and requested an apology from Austin Energy.

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

Mr. Ramirez, briefed the Committee on the progress of drafting language to create the Mentor Protégé program. He will be meeting with Lino Mendiola, Outside Council and Assistant City Manager, Rudy Garza and will report back to the Committee at the next meeting.

Mr. Lowenberg requested two Committee members along with himself volunteer to assist with this effort and create a Working Group.

Mr. Walters and Ms. Adams volunteered to be a part of the Working Group.

The Committee agreed to create a Mentor Protégé Working Group with Mr. Ramirez, Ed Lowenberg, Ms. Adams and Mr. Walters. However, Committee can not motion to create until it appears on next month's agenda.

4. NEW BUSINESS

Item 5. Discussion and possible action on establishing an agenda for calendar year 2012 for the MBE/WBE & Small Business Procurement Advisory Committee.

The Committee agreed to have their Annual Review & Work Plan work session on Tuesday, January 24, 2012, City Hall, Executive Sessions Room from 3:00PM – 7:00pm. The also agreed to create of list of topics to discuss at this meeting at the January 3, 2012 regular meeting.

5. STAFF REPORTS

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

Ms. Veronica Lara, Small Minority Business Resources (SMBR) provided an update on the current SBCP projects. For the month of November, there were no solicitations to report.

The Committee requested SMBR and Contract Management Department (CMD) provide a cumulative report of all contracts awarded through the SBC Program since inception.

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 that forecasts all 2012 projects from Public Works in order to identify MBE/WBE opportunity in order to work toward increasing availability for minority firms in the upcoming year.

6. AGENDA ITEMS

- Update from the Weatherization Committee regarding the Austin Energy Weatherization project.
- Mentor Protégé initiatives reporting and possible creation of a Working Group.
- Establish agenda topics for the MBE/WBE Procurement Advisory Committee Annual Review and Work Plan 2012 Work Session scheduled Tuesday, January 24, 2012.

7. ADJOURNMENT

The meeting was adjourned at 8:07p.m.on a motion by Ms. Boeta and seconded by Mr.Walters.