



Weatherization Committee of the  
MBE/WBE and Small Business Enterprise  
Procurement Program Advisory Committee Meeting Minutes

Regular Meeting  
Tuesday, December 17, 2013

The Weatherization Committee of the MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee convened in a regular meeting on Tuesday, December 17, 2013 at 301 W. 2<sup>nd</sup> Street, Executive Session Room 1027, in Austin, Texas.

Acting Chair Anne Harutunian called the Committee Meeting to order at 3:08 p.m.

**Committee Members in Attendance:**

Anne Harutunian, Sheri Marshall

**1. APPROVAL OF MINUTES**

The minutes for the regular meeting of November 19, 2013 were approved on Member Shari Marshall's motion, seconded by Member Anne Harutunian, on a 2-0 vote.

**2. CITIZEN COMMUNICATION: GENERAL**

There were no citizens signed to speak.

**3. NEW BUSINESS**

- a. Update from Austin Energy (AE) regarding the Free Home Energy Improvements (Free Weatherization), Customer Assistance (CAP), and the Low-Income Weatherization Rehabilitation Assistance (LWRAP) programs

Joe Guerrero, AE Program Coordinator, and Steve Saenz, AE Interim Residential Program Manager, provided program updates.

- b. Election of Officers

The Committee decided to postpone this item for the January meeting.

**4. STAFF BRIEFINGS**

- a. Weatherization Assistance Participation Report from Small & Minority Business Resources (SMBR)

Tamela Saldana, SMBR Compliance Division Manager, provided an update on the report.

**5. AGENDA ITEMS**

- a. Update from Austin Energy staff Weatherization Assistance programs
- b. Election of Officers

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- c. Weatherization Assistance Participation Report from Small & Minority Business Resources (SMBR)
- 6. ADJOURN**  
**Committee Member Anne Harutunian adjourned the meeting at 4:00 p.m. without objection.**