



**MBE/WBE and Small Business Enterprise
Procurement Program Advisory Committee Meeting Minutes**

**Regular Meeting
Tuesday, June 3, 2014**

The MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee convened in a regular meeting on Tuesday, June 3, 2014 at 301 W. 2nd Street, Boards & Commissions Room 1101, in Austin, Texas.

Chair Ed Lowenberg called the Board Meeting to order at 5:35 p.m.

Board Members in Attendance:

Ed Lowenberg, Anne Harutunian, Barbra Boeta, Channy Soeur, Regina Adams, Schiller Liao, Sheri Marshall

1. APPROVAL OF MINUTES

The minutes for the regular meeting of May 6 were approved on Committee Member Schiller Liao's motion, seconded by Committee Member Regina Adams, on a 4-0 vote.

2. CITIZEN COMMUNICATION: GENERAL

There were no speakers signed for Citizen Communication.

3. NEW BUSINESS

a. Mentor Protégé Program

Debra Dibble, SMBR Assistant Director, and Kristi Samilpa, SMBR Business Process Consultant, provided a general update on the Mentor Protégé Program, informing the Committee that an internal team had been researching options used by other entities including federal, state, and local programs. The Committee expressed concern regarding the process and requested to form a Working Group; the Committee also requested to be advised of progress relating to program development at the next meeting.

b. Annual Internal Review

Ms. Samilpa provided the Committee with a draft outline of the 2013 Annual Internal Review and the final 2012 Annual Internal Review for their review. The Committee requested to add this item to the July meeting and, following the July meeting, schedule a Special Called meeting to work on the 2013 Annual Internal Review.

4. OLD BUSINESS

a. Monthly Update from the Weatherization Committee

There was no update as the Weatherization Committee did not meet for the month of May due to the change in meeting schedule. The Committee decided to include Weatherization Committee updates only for those months the Weatherization Committee meets.

5. STAFF BRIEFINGS

- a.** Update from staff on Board and Commission Transition Task Force
Ms. Dibble provided an update to the Committee informing them an update by the Board and Commission Transition Task Force would not be possible as the Task Force had been dissolved. The Committee was informed the City Clerk's Office would be contacting each Board and Committee member, prior to the August 7, 2014 Council Meeting and Public Hearing, for feedback on the Task Force recommendations.
- b.** Update from staff on status on potential financial and payment assistance options for small businesses and minority- and women-owned businesses (MBE/WBEs) in accordance with Council Resolution No. 20131024-055
Ms. Dibble and Ms. Samilpa provided the Committee with updates on the Internal and External Teams' activities as well as a draft timeline of actions. The Committee requested to be updated on the timelines and draft processes at the next meeting.
- c.** Disparity Study update
Ms. Dibble provided a brief update on the Disparity Study. The Committee requested the consultant, Mr. Jon Wainwright of NERA Economic Consulting, to provide a presentation on the technical aspects of the Disparity Study and the processes being used.
- d.** SMBR Budget update
Ms. Dibble provided the Committee with an update on the FY14 and FY15 budget; FY15 included citywide wage and health insurance increases and included a request for Unmet Needs in response to Council Resolution No. 20131024-055 (related to item 5b).
- e.** Monthly report and update from SMBR regarding the Small Business Construction Program (SBCP), Request for Change (RFC), and Council Awards reports
Ms. Dibble provided an update on the SBCP, RFC, and Council Awards reports.
- f.** Monthly report and update from SMBR regarding Third Party Agreement reports.
Ms. Dibble provided an update on the Third Party report.

6. AGENDA ITEMS

- a.** Mentor Protégé Program to include setting up a working group
- b.** Annual Internal Review
- c.** Agenda Setting Guidelines
- d.** Update from staff on Board and Commission Transition Task Force with action and possible recommendations
- e.** Update from staff on status on potential financial and payment assistance options for small businesses and minority- and women-owned businesses (MBE/WBEs) in accordance with Council Resolution No. 20131024-055
- f.** Disparity Study update to include presentation by Jon Wainwright of NERA Economic Consulting on technical aspects and processes
- g.** Monthly report and update from SMBR regarding the Small Business Construction Program (SBCP), Request for Change (RFC), and Council Awards reports
- h.** Monthly report and update from SMBR regarding Third Party Agreement reports

- i.** HID Global Third Party Presentation
- j.** Athenahealth, Inc. Third Party Presentation
- k.** Commodity Code Crosswalk Update

7. ADJOURN

Chair Ed Lowenberg adjourned the meeting at 8:10 p.m. without objection.