



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

**Regular Meeting
Tuesday, August 5, 2014**

The MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee convened in a regular meeting on Tuesday, Tuesday, August 5, 2014 at 301 W. 2nd Street, Boards & Commissions Room 1101, in Austin, Texas.

Chair Ed Lowenberg called the Board Meeting to order at 5:40 p.m.

Board Members in Attendance:

Ed Lowenberg, Barbra Boeta, Channy Soeur, Sheri Marshall

1. APPROVAL OF MINUTES

The minutes for the regular meeting of July 1, 2014 were approved on Committee Member Sheri Marshall's motion, seconded by Committee Member Barbra Boeta, on a 4-0 vote.

2. CITIZEN COMMUNICATION: GENERAL

There were no speakers signed for Citizen Communication.

3. NEW BUSINESS

a. Presentation by NERA Economic Consulting on the Disparity Study to include information on the technical aspects of the Study and next steps
Jon Wainwright, NERA Economic Consulting, provided a presentation on the disparity study timeline, progress, statistical data and upcoming activities.

b. Update from the Purchasing Office regarding a pilot innovation project related to the development of a simplified solicitation procedure for an upcoming procurement in accordance with City Council Resolution No. 20140626-092
This item was postponed; Resolution No. 20140626-092 was posted to the Board and Commission Information Center website at the request of the Committee.

c. Presentation from the Small and Minority Business Resources Department (SMBR) regarding Minority, Women and Disadvantaged Business Enterprise (M/W/DBE) certifications and the application of National Institute of Governmental Purchasing (NIGP) and North American Industry Classification System (NAICS) commodity code systems
Elton Price, SMBR Certification Division Manager, provided a presentation to the Committee regarding NIGP and NAICS commodity code certification.

The Committee requested a follow-up presentation at the September meeting to include training on how NIGP commodity codes are certified and how they correspond to NAICS commodity codes.

4. OLD BUSINESS

a. Monthly update from the Weatherization Committee

Committee Member Barbra Boeta provided the Committee with a brief update on the Weatherization Committee's activities.

b. Monthly update from working group on the proposed Mentor Protégé Program

Chair Ed Lowenberg provided the Committee with an update on the working group's activities and next steps.

c. Finalize and approve the MBE/WBE and Small Business Procurement Program Advisory Committee Annual Internal Review report

The Committee approved the 2013 Annual Internal Review report on Committee Member Sheri Marshall's motion, seconded by Committee Member Barbra Boeta, on a 4-0 vote.

5. STAFF BRIEFINGS

a. 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 City Council Resolution No. 20131024-055

Veronica Lara, SMBR Director, and Debra Dibble, SMBR Assistant Director, provided an update on the timeline and status of progress.

b. 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 RFC report. There was no change to the SBCP report and there was no Council Award report as there were no projects awarded in July. The Committee requested to only provide the SBCP report if there were changes.

c. Monthly report and update from SMBR regarding Third Party Agreement report

Ms. Dibble provided an update on the Third Party Agreement report and responded to questions from the Committee.

6. AGENDA ITEMS

a. Update from the Purchasing Office regarding a pilot innovation project related to the development of a simplified solicitation procedure for an upcoming procurement in accordance with City Council Resolution No. 20140626-092

b. Presentation from Apple, Inc. regarding compliance with the City's Third Party Program

c. DBE Commodity Code Certification Process

d. Update on Town Lake Trailhead project

e. Third Party Program monitoring and enforcement processes

7. ADJOURN

Chair Ed Lowenberg adjourned the meeting at 7:36 p.m. without objection.