



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

**Regular Meeting
Tuesday, March 3, 2015**

The MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee convened in a regular meeting on Tuesday, March 3, 2015 at 301 W. 2nd Street, Boards & Commissions Room 1101, in Austin, Texas.

Acting Chair Anne Harutunian called the Board Meeting to order at 6:07 p.m.

Board Members in Attendance:

Anne Harutunian, Regina Adams, Sheri Marshall, Thomas Walker

1. APPROVAL OF MINUTES

The minutes for the regular meeting of Tuesday, February 3, 2015 were approved on Committee Member Sheri Marshall's motion, seconded by Committee Member Thomas Walker, on a 4-0 vote.

2. CITIZEN COMMUNICATION: GENERAL

Juan Oyervides, US Hispanic Contractors Association de Tejas, spoke regarding concerns on local preference procurements and procurements without subcontracting opportunities.

Michael Gonsalvez, MPS Mechanical, spoke regarding Austin Energy's procurement processes relating to the City's MBE/WBE procurement program.

Richard Gutierrez, Hot Rod Mechanical, requesting fair open-market procurement process

Carol Hadnot, thanks to SMBR, CMD, Public Works, and Law, working together to incorporate changes to front-end contract documents.

3. NEW BUSINESS

a. Presentation from athenahealth, Inc. regarding compliance with the City's Third Party Resolution (Resolution No. 20120112-058) and terms of their agreement with the City

The Committee decided to move to item 4b before taking this item up for discussion.

The Jim Lewis, Project Manager at Avis & Young, and Cloteal Davis Haynes of Haynes-Eaglin-Waters, provided the Committee with an update on the project including MBE/WBE participation amounts; although the project has exceeded the MBE goals to-date it may not meet the WBE goals. The Committee thanked the representatives for the presentation.

b. Presentation from staff on the Agenda Setting Process

The Committee decided to move to item 3c before taking this item up for discussion.

Kristi Samilpa, SMBR Business Process Consultant, provided the Committee with a brief presentation outlining the Roles and Responsibilities of Committee Members, which included agenda setting criteria. The Committee requested staff draft an Agenda Setting Procedure for the next meeting.

c. Discuss MBE/WBE contracting opportunities at the Domain

As this was an item added to the agenda at the request of Mr. Juan Oyervides of the US Hispanic Contractors Association de Tejas, the Committee requested a background of the item before discussion.

Jim Collins, Austin Energy On-Site Energy Resources Director, provided an explanation of Austin Energy's Chiller Program. Mr. Collins assured the Committee Austin Energy works to ensure projects comply with the City's MBE/WBE program. Mr. Collins did indicate Austin Energy has looked at unified purchasing, manufacturers who can provide both manufacturing and installation, as a component in reducing cost in evaluation criteria.

After public comments following Mr. Collins' presentation, the Committee proposed drafting a recommendation for contracts to be issued in way where opportunities are opened up for businesses, other than manufacturers, in an equitable manner to be reviewed and approved at the next meeting.

4. STAFF BRIEFINGS

a. Update from the Public Works Department on the Commodity Crosswalk Initiative regarding commodity code classifications for City construction projects

Robin Camp, Public Works Project Manager, provided an update on the Commodity Crosswalk Initiative and indicated she would forward a report on the Initiative once it has been received from the consulting firm.

b. Update from staff regarding parameters of requirements on local preference in government procurement and application of local preference in Third Party Projects

Rosie Truelove, Contract Management Department Director, spoke on information provided to the Committee regarding research on the City of Houston's Hire First program.

The Committee was not posted for discussion on this item and requested it be added to future meetings for discussion. The Committee then moved on to item 3a.

c. Update from staff on City Solicitations and Goal Determination Process

Veronica Briseño Lara, SMBR Director, provided an update on actions taken to-date on the Solicitations and Goal Determination Process.

d. Monthly report and update from SMBR regarding the (1) Request for Change, (2) Council Awards, and (3) Third Party Agreement reports

Veronica Briseño Lara, SMBR Director, provided an update on the Request for Change, Council Awards, and Third Party Agreement reports. There were no questions from the Committee.

5. AGENDA ITEMS

- a.** Presentation from Websense.
- b.** Follow-up on Agenda Setting Procedure
- c.** MBE/WBE Contracting Opportunities
- d.** Local Preference in Government Procurement and Third Party Projects
- e.** Goal Setting Update
- f.** Monthly Reports Update

6. ADJOURN

Acting Chair Harutunian adjourned the meeting at 9:00 p.m. without objection.