



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

**Regular Meeting
Tuesday, April 7, 2015**

The MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee convened in a regular meeting on Tuesday, April 7, 2015 at 301 W. 2nd Street, Boards & Commissions Room 1101, in Austin, Texas.

Chair Barbra Boeta called the Board Meeting to order at 5:47 p.m.

Board Members in Attendance:

Barbra Boeta, Anne Harutunian, Eliza May, Schiller Liao, Thomas Walker

1. APPROVAL OF MINUTES

The minutes for the regular meeting of March 3, 2015 were approved on Committee Member Liao's motion, seconded by Committee Member Walker, on a 5-0 vote.

2. CITIZEN COMMUNICATION: GENERAL

There were no speakers signed for Citizen Communication.

3. OLD BUSINESS

a. Discussion on parameters of requirements on local preference in government procurement and application of local preference in Third Party Projects

There were no presentations scheduled; the Committee did not have any action items to discuss on this matter.

b. Presentation from staff on the Agenda Setting Process and Procedures

Kristi Samilpa, SMBR Business Process Consultant, provided with Committee with a draft Agenda Setting Process and Procedures document for review.

The Committee recommended changes to the document for finalization.

c. Discussion on MBE/WBE contracting opportunities

The Committee reviewed the draft Recommendation that had been developed at the March meeting and requested it be added to the Economic Opportunity Council Committee agenda.

4. STAFF BRIEFINGS

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

Veronica Briseño Lara, SMBR Director, provided the Committee with an update on meetings and actions taken to-date.

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

Debra Dibble, SMBR Assistant Director, provided the Committee with an update on all reports.

5. AGENDA ITEMS

- a.** Update from Weatherization Committee
- b.** Discussion of 2015 Annual Review for approval
- c.** Update from Robin Camp, Public Works Department, on Commodity Code Crosswalk Initiative
- d.** Monthly reports

6. ADJOURN

Chair Boeta adjourned the meeting at 7:10 p.m. without objection.