



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

**Regular Meeting
Tuesday, June 2, 2015**

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

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

Board Members in Attendance:

Barbra Boeta, Anne Harutunian, Regina Adams, Eliza May Schiller Liao, Sheri Marshall, Thomas Walker

1. APPROVAL OF MINUTES

The minutes for the regular meeting of Tuesday, April 7, 2015 were approved on Committee Member Liao's motion, seconded by Committee Member Marshall, on a 5-0 vote.

Committee Members Harutunian and May were not on the dais.

2. CITIZEN COMMUNICATION: GENERAL

There were no speakers signed for Citizen Communication.

3. NEW BUSINESS

a. Overview of the FY 2016 Budget Process

Committee Member Harutunian joined the dais.

Veronica Briseño Lara, SMBR Director, prepared a presentation on the annual budget process, SMBR's proposed budget for FY2016, and responded to questions from the Committee.

4. OLD BUSINESS

a. Update from Robin Camp, Public Works Project Manager, on the Commodity Code Crosswalk Initiative

Committee Member Eliza May joined the dais.

Robin Camp, Public Works Project Manager, and Ryan Owen, of Lockwood, Andrews & Newnam, Inc., provided a presentation on the Commodity Code Crosswalk Initiative to include a list of recommendations moving forward. However, at this time, the project has exhausted all funding. Staff indicated they would approach the eCAPRIS team about incorporating some of the data and recommendations, and would keep the Committee updated on a quarterly basis, at the request of the Committee.

Chair Boeta made a suggestion for the Committee to make a recommendation to Council permitting staff to move forward on this item. Committee Member Harutunian recused herself from voting on this recommendation due to her employment and an association with a Public Works rotation contract, although not specifically working on this project, and sat in the audience for voting and discussion of the motion that had been made.

A recommendation requesting City Council authorize full funding in Fiscal Year 2016 for implementation of the Commodity Code Crosswalk report recommendations, noting these recommendations directly impact the MBE/WBE community, was approved on Committee Member Liao's motion, seconded by Committee Member Adams, on a 6-0 vote with Committee Member Harutunian off the dais.

b. Weatherization Committee Update to include a revision to Committee's bylaws dissolving the Weatherization Committee

Weatherization Committee Chair Boeta provided the Committee with an update to include a recommendation from the Weatherization Committee to dissolve. Committee Member Harutunian thanked the efforts of staff and the Committee for the work accomplished.

An amendment to the bylaws dissolving the Weatherization Committee, with the understanding the Committee will continue to receive updates on current project closeouts and on any new Austin Energy Weatherization Assistance Programs, was approved on Committee Member Harutunian's motion, seconded by Committee Member Marshall, on a 7-0 vote.

c. Discussion of 2014 Annual Review for committee approval

The 2014 Annual Internal Review was approved with recommended changes on Committee Member Harutunian's motion, seconded by Committee Member Liao, on a 7-0 vote.

5. STAFF BRIEFINGS

a. 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, reviewed the reports with the Committee. The Committee requested clarification on line item 19 of the Request for Change Report.

6. AGENDA ITEMS

7. ADJOURN

Chair Boeta adjourned the meeting at 6:58 p.m. without objection.