



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

**Regular Meeting  
Tuesday, August 4, 2015**

**The MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee convened in a regular meeting on Tuesday, August 4, 2015 at 301 W. 2<sup>nd</sup> Street, Boards & Commissions Room 1101, in Austin, Texas.**

Acting Chair Veronica Briseño Lara called the Board Meeting to order at 5:42 p.m.

**Board Members in Attendance:**

Regina Adams; Marjorie Burciaga; Jerry Jackson; Mark Madrid; Eliza May; Regina McKinnie

**1. APPROVAL OF MINUTES**

The minutes for the regular meeting of Tuesday, June 2, 2015 were approved on Committee Member Eliza May's motion, seconded by Member Regina Adams, on a 6-0 vote.

**2. CITIZEN COMMUNICATION: GENERAL**

Carol Hadnot, Austin Area Black Contractors Association

**3. NEW BUSINESS**

**a. Introduction of Members**

The Committee members introduced themselves and provided a brief overview of their professional background.

**b. Introduction of City of Austin Staff**

Veronica Briseño Lara, SMBR Director and Acting Chair of Committee, introduced SMBR staff in attendance and provided the Committee with an organizational chart.

**c. Overview of Advisory Committee Structure and Procedures**

**i. Briefing from staff on the Agenda Setting Process and Procedures**

Kristi Samilpa, SMBR Business Process Consultant, provided the Committee with an overview of the Agenda Setting Process adopted and approved by the prior Committee.

**ii. Overview of Bylaws**

Debra Dibble, SMBR Assistant Director, provided a brief overview of the Committee's Bylaws and invited the Committee to review and prepare recommended changes.

**d. Overview of the Minority-Owned and Women-Owned Business Enterprise (MBE/WBE) Procurement Program**

Veronica Briseño Lara, SMBR Director, provided the Committee with a presentation on the MBE/WBE Procurement Program, which included copies of the Program's Ordinances and Rules.

**e. Overview of Annual Internal Review**

Kristi Samilpa, SMBR Business Process Consultant, briefed the Committee on the Annual Internal Review and the requirements and components of this report.

**f. Election of Officers (Chair, Vice-Chair)**

The motion to elect Eliza May as Chair was approved on Committee Member Regina Adams's motion, seconded by member Marjorie Burciaga on a 6-0 vote.

The Committee postponed the Election of Vice Chair for the next meeting.

**4. AGENDA ITEMS/ ACTION ITEMS**

- a. Process of facilitating communication to the Economic Opportunity Council Committee
- b. Overview on Commodity Code Crosswalk Initiative from Public Works Department
- c. Purchasing Office procurement overview to include an update on items without subcontracting opportunities
- d. Briefing on Local Preference in Government Procurement and what is entailed
- e. Financial and Payment Assistance Options Update
- f. Standing staff reports
- g. Election of Vice Chair

**5. ADJOURN**

Chair Eliza May adjourned the meeting at 7:09 p.m. without objection.