



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

**Regular Meeting
Tuesday, October 6, 2015**

The MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee convened in a regular meeting on Tuesday, October 6, 2015 at 301 W. 2nd Street, Boards & Commissions Room 1101, in Austin, Texas.

Acting Chair Veronica Briseño Lara called the Board Meeting to order at 5:43 p.m.

Board Members in Attendance:

Eliza May, Regina Adams; Marjorie Burciaga; Caroline Espinosa, Jerry Jackson; Schiller Liao; Regina McKinnie; Reginald Worlds

1. APPROVAL OF MINUTES

The minutes for the regular meeting of Tuesday, August 4, 2015 were approved on Committee Member Marjorie Burciaga's motion, seconded by Member Regina Adams, on an 8-0 vote.

2. CITIZEN COMMUNICATION: GENERAL

3. NEW BUSINESS

- a. Overview from City Clerk's office on the process of facilitating communication to the Economic Opportunity Council Committee
Deena Estrada, Board & Commission Coordinator, provided a presentation on the communication process for the Committee to the Economic Opportunity Council Committee, including changes to the process resulting from the 10-1 conversion and Board and Commission Task Force recommendations.
- b. Overview on Commodity Code Crosswalk Initiative from Public Works Department
Robin Camp, Public Works Department Project Manager, provided a briefing to the Committee on the Commodity Code Crosswalk Initiative including the project's history, milestones and activities to-date, and next steps.
- c. Capital Contracting Office (CCO) and Purchasing Office procurement overview
James Scarborough, Purchasing Officer and Rosie Truelove, Capital Contracting Officer, provided the Committee with an overview on the procurement processes for each office and responded to questions from the Committee.
- d. Briefing on the goal setting and multiple award processes for commodity procurements

Veronica Briseño Lara, SMBR Director, informed the Committee this item had been added to the agenda at the request of Austin City Council at their October 1, 2015 Council Meeting. Council is requesting the Committee, as well as the Economic Opportunity Council Committee, to review the procurement processes with a focus on multiple awards and subcontracting opportunities.

The Committee decided to bring a recommendation to the Economic Opportunity Council Committee at their October 12, 2015 meeting. Committee Members Marjorie Burciaga, Jerry Jackson, and Regina Adams agreed to work together in drafting a recommendation.

- e. Briefing on Local Preference in Local Government Procurement
This item was postponed for the November meeting.

- f. Financial and Payment Assistance Options Update
The Committee agreed to postpone this item for future meeting.

- g. Review and approval of Bylaw amendments
The Bylaws, with amendments as presented, were approved by the Committee on a motion made by Committee Member Schiller Liao, seconded by Committee Member Barbra Boeta, on an 8-0 vote.

4. OLD BUSINESS

- a. Election of Vice Chair
The election of Committee Member Reginald Worlds as Vice Chair was approved on Committee Member Jerry Jackson's motion, seconded by Committee Member Regina Adams on a 9-0 vote.

5. STAFF BRIEFINGS

- a. Monthly report and update from SMBR regarding the 1) Request for Change (RFC); 2) Council Awards; and 3) Third Party Project reports.
The Committee agreed to review the reports independently

6. ADJOURN

Chair Eliza May adjourned the meeting at 9:00 p.m. without objection.