



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

**Regular Meeting
Tuesday, January 5, 2016**

The MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee convened in a regular meeting on Tuesday, January 5, 2016 at 301 W. 2nd Street, Boards & Commission Room 1101, in Austin, Texas.

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

Board Members in Attendance:

Eliza May, Regina Adams, Barbra Boeta, Schiller Liao, Mark Madrid, Reginald Worlds

1. APPROVAL OF MINUTES

The minutes for the regular meeting of December 1, 2015 were approved on Committee Member Schiller Liao's motion, seconded by Committee Member Reginald Worlds, on a 6-0 vote.

2. CITIZEN COMMUNICATION: GENERAL

Carol Hadnot, Austin Area Black Contractors Association – processes for financial and payment assistance programs

Juan Oyervides, US Hispanic Contractors Association – request additional information for meeting minutes

3. NEW BUSINESS

- a. Presentation from Economic Development Department regarding Third Party Projects to include job creation information

Presentation from staff; request was made of staff to survey firms to determine if job creation information is available.

- b. Presentation from 3rd & West (*The Independent*) regarding compliance with the City's Third Party Resolution (Resolution No. 20120112-058) and terms of their agreement with the City

- c. Discussion on developing a committee retreat to be held January or February 2016

Committee heard from developer's representatives, Haynes-Eaglin-Waters, LLC. No action taken.

4. OLD BUSINESS

- a. Briefing on Local Preference in Local Government Procurement

Presentation from staff was made; request was made of staff to invite City of Austin Law Department to provide a local preference presentation at next meeting.

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- b. Update on Economic Opportunity Council Committee agenda item and communication with City Council

Update from committee members; no action taken.

- 1. Update from Purchasing Office on development of purchasing processes
Request was made of staff to meet with service provider representatives and provide an update on which recommendations may be included in processes.

- c. Discussion on Technology Needs and Functions for MBE/WBE program and Certified Vendor Data profile information update from staff

Request was made of staff to pull a random sample on available data for prime contractor MBE/WBE history and/or provide an update on data availability at next meeting.

5. STAFF BRIEFINGS

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

Update provided; no action taken.

- b. Disparity Study update

Update provided; no action taken.

6. AGENDA ITEMS

- a. Amended minutes and process
- b. Disparity Study Presentation
- c. Trammell Crow presentation
- d. Discussion on broadcasting committee meetings
- e. Invitation to Greater Austin Chamber of Commerce to present on Opportunity Austin
- f. Law Department Local Preference Presentation
- g. Public Works and Purchasing Office Commodity Crosswalk funding discussion
- h. Financial and Payment Assistance Procedures Update
- i. Monthly Reports

7. ADJOURN

Chair May adjourned the meeting at 9:14 p.m. without objection.



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

**Regular Meeting
Tuesday, December 1, 2015**

The MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee convened in a regular meeting on Tuesday, December 1, 2015 at 301 W. 2nd Street, Boards & Commissions Room 1101, in Austin, Texas.

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

Board Members in Attendance:

Eliza May, Barbra Boeta, Marjorie Burciaga, Jerry Jackson, Schiller Liao, Mark Madrid, Regina Adams, Reginald Worlds

1. APPROVAL OF MINUTES

The minutes for the regular meeting of Tuesday, November 3, 2015 were approved on Committee Member Liao's motion, seconded by Member Worlds, on an 8-0 vote.

2. CITIZEN COMMUNICATION: GENERAL

General citizen communication information unavailable due to recording issues.

3. NEW BUSINESS

a. Staff presentation on Third Party Projects

The Committee moved to item 3b before item 3a.

Presentation from staff. Request was made of the Economic Development Department to provide a presentation at the next meeting.

b. Discussion regarding the budget need to complete the Commodity Code Crosswalk Initiative from Public Works Department

Presentation from staff. The committee discussed the possibility of drafting a recommendation supporting the authorization of additional funding for the project.

c. Discussion regarding Technology Needs and Functions for MBE/WBE program and participants

Committee discussion; no action taken.

4. OLD BUSINESS

a. Briefing on Local Preference in Local Government Procurement

This item was postponed; a presentation will be made at the January meeting.

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- b. Update on the process to set agenda items on Council Committee agendas
Update from staff; no action taken.

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.
Update provided; no action taken.
- b. Disparity Study update
Update provided; no action taken.

6. ADJOURN

Chair Eliza May adjourned the meeting at 8:40 p.m. without objection.



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

**Regular Meeting
Tuesday, November 3, 2015**

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

Chair Eliza May called the Board Meeting to order at 5:37 p.m.

Board Members in Attendance:

Eliza May, Marjorie Burciaga, Caroline Espinosa, Jerry Jackson, Schiller Liao, Mark Madrid, Regina McKinnie, Reginald Worlds

1. APPROVAL OF MINUTES

The minutes for the regular meeting of Tuesday, October 6, 2015 were approved with amendments on Committee Member Espinosa's motion, seconded by Member Jackson, on an 8-0 vote.

2. CITIZEN COMMUNICATION: GENERAL

Carol Hadnot, Austin Area Black Contractors Association – *topic unavailable due to recording issues*

3. NEW BUSINESS

a. Adoption of 2016 Meeting Schedule

The 2016 meeting schedule was approved for adoption on Committee Member Burciaga's motion, seconded by Committee Member Madrid, on an 8-0 vote.

b. Update on presentation to Economic Opportunity Council Committee

There was no update on a presentation to the Economic Opportunity Council Committee as the Council Committee did not have an associated item on their agenda. The Committee decided to use the additional time to work on, and finalize, their recommendation from the discussion at the October 6, 2015 Committee Meeting.

4. OLD BUSINESS

a. Briefing on Local Preference in Local Government Procurement

b. Rosie Truelove, Capital Contracting Officer, and Mark Walsh Purchasing Office Programmer Analyst, provided the Committee with an overview on the procurement processes for each office and responded to questions from the Committee. The Committee

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decided to bring this item back for the December meeting as it was not posted for discussion and possible action, however they did ask for follow-up information at the next briefing regarding research on tax implications for policy changes, research on San Antonio, Dallas and Houston local procurement programs, research on service issues and, if possible or applicable, funding sources on contracts.

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.

Veronica Briseño Lara, SMBR Director, walked the Committee through the reports and responded to questions from the Committee.

- b. Disparity Study update

Veronica Briseño Lara, SMBR Director, provided the Committee with an update on the Disparity Study and indicated the updates will be provided as a monthly staff briefing item.

6. ADJOURN

Chair Eliza May adjourned the meeting at 8:37 p.m. without objection.



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

There were no records of speakers signed for Citizen Communication.

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.

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- 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.



**MBE/WBE and Small Business Enterprise
Procurement Program Advisory Committee
Amended 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. 2nd 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 – *topic unavailable due to recording issues*

Juan Oyervides, US Hispanic Contractors Association de Tejas – *topic unavailable due to recording issues*

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

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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.