

# MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee

---

## Mission

The Advisory Committee's mission is to A. Review the city manager's report as described in Sections 2-9A-18 (Program Review), 2-9B-18 (Program Review), 2-9C-18 (Program Review), and 2-9D-18 (Program Review); and B. Recommend changes to the City Code provisions, adopted rules and regulations and program operations.

## Purpose

Boards and commissions enable citizens to participate in Austin's government processes. Their activities help shape and influence public policy, because they lend a more diverse viewpoint for the City Council to consider.

## Meeting Schedule

The Committee meets on the 1<sup>st</sup> Tuesday of each month at 5:30 at City Hall Boards & Commissions Room 1101. Agendas are posted on the Advisory Committee webpage noted below.

## Timeliness and Attendance

Board members are responsible for confirming attendance or absence prior to each meeting for quorum verification. Emails are sent prior to each meeting (*Notice of Posting*) requesting attendance confirmation. Board members should strive to be on time for all meetings. If there is not a quorum within 30 minutes of the posted start time, the meeting must be rescheduled.

## Staff Contacts:

**SMBR:** Veronica Briseño, SMBR Director  
512-974-2156 [veronica.lara@austintexas.gov](mailto:veronica.lara@austintexas.gov)  
512-779-7929 cell

**Executive Liaison:** Tamela Saldana, SMBR Acting Assistant Director  
512-974-7844 [tamela.saldana@austintexas.gov](mailto:tamela.saldana@austintexas.gov)

**Staff Liaison:** Kristi Samilpa, SMBR Business Process Consultant  
512-974-7650 [kristi.samilpa@austintexas.gov](mailto:kristi.samilpa@austintexas.gov)

**City Clerk's Office:** Deena Estrada Salinas, Board and Commission Coordinator  
512-974-2497 [deena.estrada@austintexas.gov](mailto:deena.estrada@austintexas.gov)

## Websites

Advisory Committee Webpage: <http://austintexas.gov/mbewbe>  
(Meeting Agendas, Historical Documents, Bylaws and Committee Member Directory)

Roles and Responsibilities Sheet: <http://www.cityofaustin.org/edims/document.cfm?id=114611>

Workbooks Documents Page: <http://austintexas.gov/department/workbooks>

SMBR Webpage: <http://austintexas.gov/department/small-and-minority-business>