



**The MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee convened in a regular meeting on Tuesday, August 6, 2019 at 301 W. 2<sup>nd</sup> Street, in the Boards & Commissions Room, in Austin Texas at 5:42pm.**

**Board Members in Attendance:**

Eliza May, Reginald Worlds, Barbra Boeta, Schiller Liao, Lena Banks, Usha Boddapu, Daniel Berner

**1. APPROVAL OF MINUTES**

The minutes for the regular meeting of June 4, 2019 were considered for approval. The minutes were approved on a motion by Committee Member Schiller Liao and seconded by Committee Member Barbra Boeta. Minutes approved on a **7-0** vote.

**2. CITIZEN COMMUNICATION: GENERAL**

- a. Jose Vera, Project Manager for Masonry Plus, requested a follow up to a request made at the June 4, 2019 M/WBE & Small Business Enterprise Procurement Program Advisory Committee meeting to have Catullus, the master developer on the Mueller project, submit a report showing the percentage of work on the Muller Development Project being subcontracted to City of Austin certified firms.

Action: Elisa May, Chair, requested that Edward Campos, SMBR Interim Director contact a representative at Catullus to request a report showing the percentage of work on the Mueller Development Project being subcontracted to City of Austin certified firms. If the information is available, it will be presented at the September 10, 2019 M/WBE & Small Business Enterprise Procurement Program Advisory Committee.

**3. NEW BUSINESS**

- a. Rolando Fernandez Jr., Capital Contracting Officer and Melissa Pool, Administrative & Finance Manager for the Capital Contracting Office, provided a presentation on the City of Austin's Consultant & Contractor Performance Evaluation (CPE) Program. Discussion. No action.
- b. Tamela Saldaña, SMBR Compliance Officer and Jolene Cochran, SMBR Program Compliance Coordinator provided an update on SMBR 3<sup>rd</sup> party project review process. Discussion.

Action: Elisa May (Chair), requested that she, Reginald Worlds (Co-Chair) and Edward Campos, SMBR Interim Director schedule a conference call to discuss what options the advisory committee has regarding issues with large projects and the participation of MBEs and WBEs on those projects.

Action: Per request by Committee Member Barbra Boeta, Edward Campos, SMBR Interim Director, will review the 2012 Resolution to determine if participants on 3<sup>rd</sup> party agreements are required to explain their intent on subcontracting to minority-owned, women-owned and small business subcontractors.

- c. Reginald Worlds, Co-Chair, reviewed the 2018 Annual Report submitted to the City Clerk's Office. Discussion. No Action.

#### **4. Old Business**

- a. Edward Campos, SMBR Interim Director, provided an update on the proposed Disparity Study scope and contract. Mr. Campos stated that the Disparity Study solicitation would be released by the City on August 19<sup>th</sup>. Mr. Campos further stated that he would provide a copy of the final solicitation to the advisory committee at their September 10<sup>th</sup> meeting. Discussion. No Action.
- b. Edward Campos, SMBR Interim Director, provided an update on the SMBR software implementation. Discussion. No Action
- c. Tamela Saldaña, SMBR Compliance Officer, reviewed the monthly 1) Council Awards, 2) Active Third Party and 3) Request for Change reports. Discussion. No action.

#### **ADJOURN**

Adjournment of the meeting was recommended by Eliza May, Chair. Motion to adjourn was carried by Committee Member Barbra Boeta and seconded by Committee Member Lena Banks. Adjournment was approved on a **6-0** vote at 8:17pm.