



**MBE/WBE and Small Business Advisory Committee  
Minutes**

**Regular Meeting  
Tuesday February 1, 2011**

The MBE/WBE and Small Business Advisory Committee convened in a regular meeting on Tuesday, February 1, 2011 at 301 W. 2<sup>nd</sup> Street Room 1029 in Austin, Texas.

Chair Adrian Neely called the Board Meeting to order at 5:50 p.m.

**Board Members in Attendance:**

Adrian Neely, Barbra Boeta, Anne Harutunian, Deirdre Moss

**1. APPROVAL OF MINUTES**

Minutes from the January 4, 2011 regular meeting were approved on 4-0 vote, from a motion by Ms.Boeta and seconded by Ms. Moss.

**2. CITIZEN COMMUNICATION**

Carol Hadnot, Austin Area Black Contractors Association (ABCA), discussed ABCA highlights and news.

Alayne Johnson, Austin Area Black Contractors Association, commented on concerns regarding the Austin Energy Weatherization program.

Mr. Neely requested that Ms. Johnson's concerns be submitted to SMBR in writing so that they could be passed on to the Weatherization Committee and Austin Energy and also announced that due to personal time constraints, Ms. Boeta would be replacing Ms. Moss as a member on the Weatherization Committee.

Mr. Neely stated that the Formula One project and the African American Cultural and Heritage Facility items would be taken out of order on the agenda and reviewed together.

Mr. Neely and Ms. Harutunian recused themselves from these items due to the possibility of a future contract on the Formula One project and the African American Cultural and Heritage Facility project and the respective companies they work for in excess of \$5000 for professional fees. They sat in the audience while the discussions took place.

**3. OLD BUSINESS**

For discussion and possible action, per authority to make recommendations to City Council (2-1-163(B))

**a. Update and discussion regarding procurement opportunities on the Formula One project.**

Veronica Briseño Lara, Director, SMBR reminded the committee that the Formula One representatives could not make this meeting due to a scheduling conflict but would be able to attend the March regular meeting to provide an update in person.

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A handout was provided containing an update on design and construction opportunities and awards and also an update on upcoming construction opportunities with the water/waste water extension component.

The committee requested the following information from the Formula One representatives;

- How many dollars to date have been spent on this project?
- How much has gone to the MBEs and WBEs?
- What has the response been to the bids? Have the outreach efforts been effective?

The committee also requested that SMBR inform them of the status of the design portion of the project.

Carol Hadnot, ABCA requested timely dissemination of pre-bid meetings.

The committee requested that the Formula One representatives provide them with a timeline or information on when the pre-bid meetings will be held and the standard amount of time that they are using to notify the community of these meetings.

Ms. Lara said she would summarize all the comments heard and forward them on to the Formula One representatives.

**b. Staff update on MBE/WBE goals for the African American Cultural and Heritage Facility solicitation.**

Ms. Lara provided the committee with an update on changes that had been made to the solicitation package and informed the committee that Contract and Land Management (CLMD) staff was also available for questions.

Ms. Lara updated the committee on what SMBR, in conjunction with other city departments, have done regarding the goals on this project;

- Addendum sent out extending due date from February 8, 2011 to February 16, 2011.
- One pre response meeting held and a second scheduled February 3, 2011.
- Networking session to be held for interested prime contractors and MBE/WBE subcontractors, notices will be sent out.
- SMBR internal review with Public Works to identify any additional scopes of work and re assess goals on the project. Additional scopes were identified which resulted in a change on the goals.
- On January 31<sup>st</sup>, an addendum was released as a result of the changes.
- Project has been identified as a Super Prompt Pay project to encourage participation. Information on the SPP program is available on SMBR's website, office, pre-response meeting and networking session. An addendum will be released next week.

Rolando Fernandez, Acting Assistant Director, CLMD also added;

- Webinar held with approximately 35 attendees at site and another 18-19 online participating.
- Advertisements in newspapers.
- Working with SMBR to inform certified vendors

Ms. Boeta stated she was disappointed in the African American goal and asked that SMBR diligently work to ensure that the goal is met and even exceeded.

Carol Hadnot, Austin Area Black Contractors Association, stated she was disappointed on the low participation goal for African Americans.

Ms. Boeta asked that SMBR review what was done on the Carver project regarding increasing the participation and requested that Ms. Lara report the goals set and final participation goals on that project back to the committee.

Ms. Moss stated that she hoped we could learn from the Carver project to increase the goals on this project which is especially sensitive to the African American community and the City may have to deviate from the normal process to increase the goals.

Ms. Boeta suggested that SMBR utilize this opportunity to review commodity codes for MBEs and WBEs in an effort to increase the participation.

Mr. Neely and Ms. Harutunian re-joined the committee.

**c. Update from the Weatherization Committee regarding the Austin Energy Weatherization project.**

Ms. Lara provided the committee with copies of the reports that were discussed at the previous Weatherization Committee meeting.

Mr. Neely requested that SMBR create a list of suggestions discussed at this meeting and send to Mr. Ramirez so that he could track any accomplishments and also requested announcements regarding the meetings are sent to the community.

Carol Hadnot, ABCA, reviewed suggestions the ABCA developed for the Austin Energy Weatherization program and stated that she would submit them to SMBR.

Alayne Johnson, Austin Area Black Contractors Association discussed concerns regarding the weatherization program processes.

The committee requested that SMBR communicate all public comments to Austin Energy at the next meeting and also include;

- Notifying subs of changes
- Progress pay
- Requirements of supplying testing materials.
- Request that Austin Energy provide a timeline of when the pay application is received and reviewed to ensure timely processing, that deficiencies are identified quickly so that they can be corrected and the subs can get paid.
- Concern with subs testing their own work

**d. Update regarding the template for standard City board bylaws.**

Mr Neely said that he attended the meeting for the Audit and Finance Council Subcommittee to relay their requests for the bylaws and hoped that this item would be added to the next meeting agenda for discussion (next meeting scheduled for February 22, 2011) and invited the rest of the committee to attend.

Ms. Lara supplied a redline version of the bylaws with the changes requested by the committee and asked them to review. A final draft copy is needed at the City Clerks office prior to approval by the committee.

Ms. Harutunian asked that the City consider reviewing the fact that the chair of a working group is capable of having a meeting on their own without informing others.

The committee requested that the law department look at this issue prior to submittal to the City Clerks office.

**4. STAFF REPORTS**

**Monthly report from Small & Minority Business Resources (SMBR) on request for changes and Council Awards.**

Ms. Lara presented the committee with an update on the reports.

**5. AGENDA ITEMS**

- Schedule special called meeting for Annual Review and Work Plan in March
- Discussion/Action regarding bylaws
- Update on Super Prompt Pay available projects
- Review of Third Party Resolution; to make recommendations
- Weatherization Committee Update
- Formula One Update

**8. ADJOURNMENT**

The meeting was adjourned at 7:30 p.m. on a motion by Ms. Boeta, seconded by Ms. Harutunian.