



Approved 2/7/2012

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

**Regular Meeting  
Tuesday, January 3, 2012**

The MBE/WBE and Small Business Advisory Committee convened in a regular meeting on Tuesday, January 3, 2012 at 301 W. 2<sup>nd</sup> Street Room 1101 in Austin, Texas.

**1. CALL TO ORDER**

Chair, Ed Lowenberg called the Board Meeting to order at 5:41 p.m.

Board Members in attendance were Ed Lowenberg, Brian Walters, Barbra Boeta, Anne Harutunian, Andy Ramirez and Schiller Liao.

**2. APPROVAL OF MINUTES**

The Committee approved the December 6, 2011 regular meeting minutes on a motion by Mr. Ramirez, second by Mr. Liao.

**3. CITIZEN COMMUNICATION**

No citizen's were signed up at this time.

**4. OLD BUSINESS**

**Item 4a. Reporting of procurement opportunities on the Circuit of the Americas (COTA) project.**

Ms. Cloteal Haynes briefed the Committee on the current M/WBE participation and progress on the Formula One project. She also updated the Committee on upcoming solicitations.

**Item 4b. Update from the Weatherization Committee regarding the Austin Energy Weatherization project.**

Mr. Larry Weiss, Austin Energy briefed the Committee on the usage of the new \$900,000 in ARRA grant funds to weatherize multi-family units.

Mr. Ramirez, Chairman of the Weatherization Committee briefed the Committee on their recommendations in regards to the usage ARRA grant funds and future projects.

Committee requested SMBR to provide notes from the December 20, 2011 Weatherization meeting regarding recommendations on future Weatherization programs.

Committee requested Austin Energy to provide a detailed report outlining subcontractors delayed payment issues on the Weatherization project.

Committee recommends that an audit be done on the Weatherization program and a joint committee formed between the Committee, Electric Utility Commission and Austin Energy.

**Citizen Communication is summarized below:**

Ms. Hadnot, Austin Area Black Contractors Association (ABCA) expressed concerns regarding how the entire process was handled.

Ms. Susan Meredith, Go Green Squad shared a power point presentation on their usage of subcontractors and expressed her concerns regarding miscommunication regarding the program.

Ms. Christine Valdez, Valdez Remodeling briefly explained their relationship between McCullough Heating & Air Conditioning as primes on the Weatherization program.

Mr. Pete Rivera, ATX expressed concerns regarding delayed payments on work performed.

Ms. Alayne Johnson, ABCA expressed concerns regarding delayed payments on work performed.

Mr. Rolando Osario, GG Construction expressed concerns regarding delayed payments on work performed.

**Item 4c. Update regarding Mentor Protégé initiative and the City's solicitation process.**

The Committee formally created a Working Group for the Mentor Protégé initiative consisting of the following Committee members; Andy Ramirez, Ed Lowenberg, Brian Walters and Regina Adams. Motion by Ms. Boeta and seconded by Mr. Ramirez. Vote passed 6-0

**Item 4d. Discussion and possible action on establishing an agenda for calendar year 2012 for the MBE/WBE & Small Business Procurement Advisory Committee.**

The Committee requested SMBR to provide copies of the last two years annual review and work plans prior to the scheduled meeting.

**5. STAFF REPORTS**

**Item 5a. Report status regarding Council Agenda date for the proposed Third Party Resolution.**

Ms. Debra Dibble, Assistant Director, Small Minority Business Resources (SMBR) stated that the Third Party Amendment was scheduled to go before Council for approval on Thursday, January 12, 2012.

**Item 5b. Monthly update and report from Small & Minority Business Resources (SMBR) on Small Business Construction Program (SBCP)**

Ms. Dibble, SMBR provided an update on the current SBCP projects. For the month of December 2011. There were no new solicitations to report.

Committee requested more information on the terminated project on the SBCP report.

**Item 5c. Monthly update and report from Small & Minority Business Resources (SMBR) on Request for Changes (RFC) and Council Awards.**

Ms. Dibble reviewed reports from SMBR.

The Committee requested that SMBR provide a list that forecasts all 2012 projects from Public Works in order to identify MBE/WBE opportunity in order to work toward increasing availability for minority firms in the upcoming year.

**Citizen Communication is summarized below:**

Ms. Hadnot, Austin Area Black Contractors Association (ABCA) asked for more information on how a certified firm can graduate from only one commodity code and not the full program.

Committee requested that a represented from SMBR give a presentation on the graduation program at the next meeting.

**5. AGENDA ITEMS**

- Update from the Weatherization Committee regarding recommendations for Austin Energy Weatherization project.
- Update regarding the Mentor Protégé Working Group and possible review of information from legal.
- Certification presentation from SMBR staff.
- Update on the results of Council agenda regarding the Third Party Amendment.

**6. ADJOURNMENT**

The meeting was adjourned at 7:35p.m.on a motion by Ms. Boeta and seconded by Ms. Harutunian.

DRAFT