



Approved 3/6/2012

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

**Regular Meeting  
Tuesday, February 7, 2012**

**The MBE/WBE and Small Business Advisory Committee convened in a regular meeting on Tuesday, February 7, 2012 at 301 W. 2<sup>nd</sup> Street Room 1101 in Austin, Texas.**

**1. CALL TO ORDER**

Acting Chair, Barbra Boeta called the Board Meeting to order at 5:35p.m.

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

**2. APPROVAL OF MINUTES**

The Committee approved the January 3, 2012 regular meeting and January 24, 2012 special called meeting minutes on a motion by Mr. Walters, second by Mr. Liao. Motion passed 5-0.

**3. CITIZEN COMMUNICATION**

Ms. Carol Hadnot, Austin Area Black Contractors (ABCA) gave compliment to Ms. Boeta for her efforts to assist securing a line of credit for a certified MBE/WBE subcontracting firm.

**4. OLD BUSINESS**

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

Mr. Ramirez requested Committee move on the recommendations approved by the Weatherization Committee in December 2011. He also briefed the Committee on the 90 day extension request made on contract as well as re-bidding or amending contracts on extension or additional funds.

The Committee requested to host a meeting with possible creation of a joint committee with the Electric Utility Commission (EUC) and Resource Management Commission (RMC) and add it to the Weatherization Committee recommendations from the December meeting.

The Committee requested legal to determine if the Advisory Committee has the purview to make a recommendation to the MBE/WBE Council Committee and potentially the entire City Council to move the administration of the Weatherization Program from Austin Energy to the Neighborhood Housing and Community Development Office.

The Committee approved to move the additional recommendations with amendments from the December 20, 2012 Weatherization Meeting forward to the Council Committee on a motion by Mr. Ramirez and 2<sup>nd</sup> by Mr. Walters. Motion passed 5-0.

**Citizen Communication is summarized below:**

Ms. Hadnot, Austin Area Black Contractors Association (ABCA) support recommendations to be approved and moved forward to the Council Committee. In addition she requested status on 8 of 15 recommendations implemented by Austin Energy.

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

Mr. Ramirez briefed the Committee that there will be a meeting with staff and City attorney's February 29, 2012 regarding discussions on Mentor Protégé program resolution.

**Item 4c. Discussion and possible action on regarding the draft MBE/WBE Procurement Advisory Committee Annual Review and 2012 Work Plan.**

The Committee elected to postpone approval of the Annual Review and 2012 Goals until next month. However, Committee requests feedback from the Committee members and community.

There were discussions regarding the addition of items to the 2012 Work Plan such as checkpoint monitoring for goals on the Weatherization program, types of certifications, assisting SMBR obtain new facility and compliance tracking software.

The Committee requested these items be added to the 2012 Work Plan and redistributed to the Committee for final review.

The Committee requested to review SMBR's budget on next month's agenda to assist with SMBR needs.

**Citizen Communication is summarized below:**

Ms. Hadnot, Austin Area Black Contractors Association (ABCA) recommended the added items to the 2012 Work Plan and asked the Committee to support assisting SMBR obtain a new facility that is accessible to persons served in addition to budgetary reductions.

**5. NEW BUSINESS**

**Item 5a. Schedule a special called meeting to discuss potential recommendations for the upcoming Disparity Study solicitation.**

Ms. Veronica Lara, Director, SMBR briefed the Committee on the disparity study solicitation and request a special called meeting for discussions as the solicitation is slated for April 2012.

The Committee agreed on a Special Called Meeting this month to discuss the disparity study solicitation.

**Item 5b. Discussion and possible action regarding revised bylaws.**

Ms. Lara briefed Committee on requirement to review existing bylaws annually.

The Committee requested time to review the current bylaws and postponed action until next month's meeting.

**Item 5c. Presentation from the Small & Minority Business Resources Department (SMBR) regarding the MBE/WBE Procurement Program graduation process.**

Ms. Lara, SMBR presented to the Committee with a Power Point presentation regarding the MBE/WBE Procurement Program graduation process.

**Citizen Communication is summarized below:**

Ms. Hadnot, Austin Area Black Contractors Association (ABCA) expressed concerns in regard to size determination specifically companies that exceeds size standards and are no longer in a specialty trade moving to general construction. She would like the Committee to review loopholes so program is not compromised.

**6. STAFF REPORTS**

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

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

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

Ms. Dibble briefed the Committee on the SMBR Request for Change and Council Award reports.

Ms. Lara informed the Committee that the City will be going to a more paperless environment and the Committee has been selected to use a Toshiba tablet instead of paper packets. Communication & Technology Management (CTM) will provide fifteen minute training on usage before the meeting in March. She asked that the Committee be present and ready to receive training at 5:15p.m.

**5. AGENDA ITEMS**

- Update from the Weatherization Committee regarding recommendations for Austin Energy Weatherization project.
- Update regarding the Mentor Protégé Working Group
- Discussion regarding bylaw changes
- Discussion regarding SMBR budget
- Final review and possible action regarding the Committee's Annual Review and 2012 Work Plan.

**6. ADJOURNMENT**

The meeting was adjourned at 7:28p.m.on a motion by Mr. Ramirez and seconded by Mr. Walters.