



Approved 7.19.12

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

**Regular Meeting
Tuesday, June 5, 2012**

The MBE/WBE and Small Business Advisory Committee convened in a regular meeting on Tuesday, June 5, 2012 at 301 W. 2nd Street Room 1101 in Austin, Texas.

1. CALL TO ORDER

Acting Chair, Anne Harutunian called the Board Meeting to order at 5:40p.m.

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

2. APPROVAL OF MINUTES

The Committee approved the May 1, 2012 regular meeting on a motion by Mr. Walters and seconded by Ms. Adams. Motion passed 4-0.

3. CITIZEN COMMUNICATION

Ms. Carol Hadnot, Austin Black Contractors Association (ABCA) stated concerns regarding activities in the plan room with a non-certified firm and requested it be investigated by SMBR.

4. OLD BUSINESS

Item 4a. Update on procurement opportunities on the US Farathane project.

This item was postponed. Due to US Farathane's recent management changes they will report at next month's meeting.

Item 4b. Update from the Weatherization Committee regarding Austin Energy's Home Energy Assistance Program solicitation and recommendation for a resolution of recognition of staff.

Ms. Harutunian reported an update from Austin Energy regarding the close-out of the ARRA Weatherization Assistance Program which resulted in a motion to recommend a resolution to recognize City staff, the Committee and minority trade association's hard work in making the program a success. Ms. Harutunian also reported that the Committee received updates from Contract Land Management and Austin Energy regarding its new Weatherization program, HEAP (Home Energy Assistance Program) solicitation requirements.

Item 4c. Update from City staff regarding adopted procedures and MBE/WBE participation on non-competitive cooperatives.

Mr. Edward Campos, Division Manager, Contract Management Department (CMD) and Ms. Yolanda Miller, Deputy Director, Purchasing briefed the Committee on standardized processes on non-competitive cooperative solicitations. All solicitations will be sent to SMBR for goal determination. Staff is currently working on formalizing the procedures in writing and anticipated to have a final draft in August

Citizen Communication is summarized below:

Ms. Carol Hadnot, Austin Black Contractors Association (ABCA) expressed her appreciation to staff for their efforts on standardizing the process and looks forward to the final draft.

Item 4d. Review of the Small & Minority Business Resources (SMBR) 2013 proposed budget.

Ms. Debra Dibble, Acting Director, SMBR briefed the Committee on the 2013 SMBR Budget. Ms. Dibble provided details on the additional service provider request for minority trade association contracts in the amount of \$388,000. Staff also provided details regarding the budget process.

Ms. Diane Siler, Corporate Budget Manager, Budget Office briefed the Committee on the budget process and provided dates regarding budget hearings, council approval and adoptions.

The Committee requested that staff notify them of dates for budget hearings.

Citizen Communication is summarized below:

Ms. Carol Hadnot, Austin Black Contractors Association (ABCA) requested clarification regarding cost determination for SMBR office relocation and additional staff.

Ms. Aletta Banks, Asian Contractors Association (ACA) expressed concerns regarding relocation and expressed the need for additional staff in compliance for tracking participation goals rather than certification.

Item 4e. Update from SMBR regarding budget request and overlapping service on service provider contracts.

Ms. Debra Dibble, Acting Director, SMBR informed the Committee that Dr. Clarence Bibby, Austin Energy will be conducting the study, contacting service providers and will provide a preliminary report at the July meeting.

Citizen Communication is summarized below:

Ms. Carol Hadnot, Austin Black Contractors Association (ABCA) requested that the University of Texas Professional Development Training program is considered and minority trade associations are included.

Item 4f. Update regarding the Mentor Protégé initiative from the Working Group.

This item was postponed. The Mentor Protégé Working Group was unable to meet due to scheduling conflicts.

5. NEW BUSINESS

Item 5a. Review of the MBE/WBE and Small Business Procurement Advisory Committee's progress on 2012 goals.

This item was postponed awaiting Chair Lowenberg's return.

6. STAFF REPORTS

Item 6a. Monthly report and update from Small & Minority Business Resources Department (SMBR) regarding the Small Business Construction Program (SBCP).

Ms. Debra Dibble, Acting Director, SMBR briefed the Committee on SBCP report.

The Committee requested information regarding the pending SBCP solicitation.

Item 6b. Monthly report and update from Small & Minority Business Resources Department (SMBR) regarding Request for Changes.

Ms. Gonzalez-Flores, Division Manager, SMBR briefed the Committee on the Request for Change report

Item 6c. Monthly report and update from Small & Minority Business Resources Department

(SMBR) regarding Council Awards.

Ms. Debra Dibble, Acting Director, SMBR briefed the Committee on the Council Award report.

The Committee requested additional information on specialized scopes of work on the Northwest C Pump Station & Elevated Storage Tank @ Anderson Mill (CLMC351) project awarded to Landmark Structures I, LLP for \$9m.

Item 6d. Monthly report and update from Small & Minority Business Resources Department (SMBR) regarding Third Party Agreements.

Staff provided the Committee as requested a new report regarding Third Party Agreements.

The Committee requested additional information is added to the report.

Item 6e. Discussion regarding the legal opinion on non-voting members from the trade associations to serve on the Advisory Committee and/or working groups and related issues.

Ms. Cindy Crosby, City Legal Department, briefed the Committee as outlined in the City Ordinance the current structure of boards and commissions, definitions of board, board member, committee, joint committee, task force and working group process to amend the board to include an ex-officio member.

7. AGENDA ITEMS

- 3a. Update regarding procurement opportunities on the US Farathane project.
- 3b. Update regarding the HEAP solicitation from the Weatherization Committee.
- 3d. Update from SMBR regarding budget request and overlapping service on service provider contracts.
- 3f. Update regarding the Mentor Protégé initiative from the Working Group.
- Overview of GFE Process from SMBR

8. ADJOURNMENT

The meeting was adjourned at 8:14 p.m. on a motion by Ms. Boeta and seconded by Mr. Walters.