



Approved 10.2.12

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

**Regular Meeting
Tuesday, September 4, 2012**

The MBE/WBE and Small Business Advisory Committee convened in a regular meeting on Tuesday, September 4, 2012 at 301 W. 2nd Street Room 1024 in Austin, Texas.

1. CALL TO ORDER

Acting Chair, Ms. Barbra Boeta called the Board Meeting to order at 5:40p.m.

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

2. APPROVAL OF MINUTES

The Committee approved the August 7, 2012 regular meeting on a motion by Mr. Ramirez and seconded by Ms. Adams. Motion passed 4-0.

3. CITIZEN COMMUNICATION

There were no citizen's communications.

4. OLD BUSINESS

Item 3a. Presentation from City staff regarding the study of the overlap in service provider contracts administered by SMBR and EGRSO including possible action on a resolution.

Ms. Veronica Lara, Director, SMBR updated the Committee on the study of the overlap in service provider contracts administered by SMBR and EGRSO.

Mr. Kevin Johns, Director and Rosy Jalify, Assistant Director, Economic Growth and Redevelopment Services addressed questions regarding contract requirements such as length, business plan submission and performance measures as it relates to funding for Chamber of Commerce and UT Small Business Development program.

Lost quorum at 6:39 p.m. Mr. Ramirez left the dais. Ms. Boeta called for a short recess. The meeting resumed at 6:59 p.m.

The Committee adopted an amendment to the Resolution for Service Provider Contracts to be drafted and distributed by City staff to the Board and service providers. Motion made by Ms. Boeta, seconded by Mr. Ramirez and passed 4-0.

Citizen's Communication

Mr. Paul Saldana, U.S. Hispanic Contractors Association (USHCA) played council directive to committee regarding the Committee's Resolution dated April 19, 2012. He expressed concerns regarding the difference in funding sources provided to EGRSO and SMBR and requested the Committee draft a letter to Mayor and Council in support of funding for trade associations.

Ms. Carol Hadnot, Austin Area Black Contractors Association, ABCA, stated that the services provided to subcontractors through trade associations is specialized and would appreciate support of increase in funding.

Mr. Juan Oyervides, USHCA stated that additional funds will be put to good use by trade associations and provide specialized services such as LEED training to subcontractors.

Item 3b. Update from the City staff regarding Underground Distribution Construction Services & Maintenance (MASTEC North America) and Dunlap Substation (Pending Award) projects.

Ms. Veronica Lara, Director, SMBR updated the Committee on the Mastec North America, Inc. assignment based contract and their current participation. She provided an update on the (currently pending issue) Dunlap Substation project which is in the no contact period.

Citizen's Communication

Ms. Carol Hadnot, ABCA expressed concerns regarding Mastec's record of not meeting participation goals. She also stated that there should be more scrutiny during the Request for Change process by SMBR.

Item 3c. Update from City staff regarding the Pickfair Recreation Center ADA & Parks Improvement and Conley-Guerrero Senior Activity Center Renovations (Rebid) project contracting issues.

Ms. Debra Dibble, Assistant Director, SMBR provided an update regarding T-N-G's Construction site issue on the Pickfair Recreation Center ADA & Park Improvements project. She reported that Parks and Recreation Department (PARC) and SMBR are working on a change order to assist in payment for unauthorized work performed by T-N-G's Construction. She also informed the Committee that a resolution is pending documentation from Patriot Veteran's Construction and Consulting Firm regarding bidding and bonding issues on the Conley-Guerrero project.

Reynaldo Hernandez, Landscape Architect II, PARC addressed questions regarding standard procedures to authorize work performed at the job site.

Citizen's Communication

Mr. Juan Oyervides, USHCA expressed his concerns regarding timely payments to subcontractors on the Pickfair project.

Mr. Paul Saldana, USHCA stated concerns regarding violation issued to the prime Contractor and possible bid shopping issue.

Ms. Carol Hadnot, ABCA stated concerns regarding prime contractors requesting additional scopes of work be performed without prior authorization.

Mr. Julio P. Trevino, T-N-G's Construction, LLC, expressed concerns regarding his issue with prime contractor on the job site and lack of payment on work performed.

Item 3d. Review and discussion regarding the Third Party Agreement procedures.

Mr. Veronica Lara, Director, SMBR provide the Committee an update regarding the Third Party Agreement procedures and addressed concerns regarding minority participation for U.S. Farathane and Apple projects.

Citizen's Communication

Mr. Paul Saldana, USHCA expressed concerns regarding minority participation on 3rd Party Agreements such as US Farathan and Apple.

5. NEW BUSINESS

Item 4a. Review of the MBE/WBE and Small Business Procurement Advisory Committee's progress on 2012 goals.

The Review of the Committees progress on their 2012 goals was postponed until next month's Advisory meeting.

Item 4b. Update from SMBR staff regarding contractor goal performance report card on awarded contracts.

Ms. Veronica Lara, Director, SMBR provided the Committee an update regarding the contractor goal performance report card on awarded contracts. She stated that programming will be reviewed with staff after the eCapris 4.0 upgrade roll out in October 2012.

6. STAFF REPORTS

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

The monthly report from SMBR regarding the SBCP was not reviewed. Ms. Boeta asked the board to Review the report and bring back any concerns to next month.

Item 5b. Monthly report and update from Small & Minority Business Resources Department (SMBR) regarding Request for Changes.

The monthly report from SMBR regarding Request for Changes was not reviewed. Ms. Boeta asked the board to review the report and bring back any concerns to next month.

Item 5c. Monthly report and update from Small & Minority Business Resources Department (SMBR) regarding Council Awards.

The monthly report from SMBR regarding Council Awards was not reviewed. Ms. Boeta asked the board to review the report and bring back any concerns to next month.

7. AGENDA ITEMS

- Update from City staff regarding Underground Distribution Construction Services & Maintenance (MASTEC North America) and Dunlap Substation (Pending Award) projects.
- Update from staff regarding the Pickfair Recreation Center ADA & Parks Improvement and Conley-Guerrero Senior Activity Center Renovations (Rebid) project contracting issues.
- Review of the MBE/WBE and Small Business Procurement Advisory Committee's progress on 2012 goals.

8. ADJOURNMENT

The meeting was adjourned at 8:41 p.m. on a motion by Ms. Boeta.