



**MBE/WBE AND SMALL BUSINESS ADVISORY
COMMITTEE MEETING MINUTES**

**REGULAR MEETING
Tuesday, September 3, 2013**

The MBE/WBE and Small Business Advisory Committee convened in a regular meeting on Tuesday, September 3, 2013, at 301 W. 2nd Street, Boards & Commissions Room 1101, in Austin, Texas.

Chair Ed Lowenberg called the Board Meeting to order at 5:35 p.m.

Board Members in Attendance:

Ed Lowenberg, Anne Harutunian, Regina Adams, Andy Ramirez

1. APPROVAL OF MINUTES

The minutes for the regular meeting of August 6, 2013 were approved on Chair Ed Lowenberg's motion, seconded by Committee Member Andy Ramirez, and passed on a 4-0 vote.

2. CITIZEN COMMUNICATION: GENERAL

No speakers were signed.

3. NEW BUSINESS (See attachment)

a. Discussion regarding future presentations from Third Party companies that have eligible Third Party Agreements with the City.

The Committee discussed Third Party presentation schedules.

The Committee approved a motion to request Third Party entities to appear before the Committee twice, 1) within two (2) months after Third Party Agreement is signed, and 2) upon project completion. The Committee will also review reports monthly and may ask the Third Party Participant to appear before the Committee throughout the project. Committee Member Andy Ramirez made the motion, seconded by Committee Member Regina Adams, and it passed on a 4-0 vote.

The Committee approved a motion requesting City Council stress to Third Party applicants and staff that Third Party participants will comply fully with MBE/WBE Ordinance. Committee Member Andy Ramirez made the motion, seconded by Chair Ed Lowenberg, and it passed on a 4-0 vote.

b. Discussion and possible action regarding the appointment of a Weatherization Committee Chair and member.

The Committee decided to table this action for next meeting.

4. OLD BUSINESS

a. Update from Economic Growth & Redevelopment Services Office staff regarding mandatory wage floor on construction projects related to Third Party Agreements.

Rodney Gonzales, Deputy Director, EGRSO, provided an update on the recommendations by EGRSO on mandatory wage floor.

Committee Member Andy Ramirez left the meeting at 6:46 p.m.

Committee Member Andy Ramirez joined the meeting at 6:48 p.m.

The Committee requested an Executive Session for Third Party Guidebook revision for next meeting.

5. STAFF BRIEFINGS

a. Monthly report and update from SMBR regarding the Small Business Construction Program (SBCP), Request for Change, Council Awards and Third Party Agreements reports.

Debra Dibble, Assistant Director, SMBR provided an update.

Committee Member Andy Ramirez left the meeting at 7:13 p.m.

Committee Member Andy Ramirez joined the meeting at 7:17 p.m.

6. AGENDA ITEMS

- a. Committee requested Apple and National Instruments present at October meeting.
- b. Crosswalk Initiative update from staff.
- c. Discussion and possible action regarding the appointment of a Weatherization Committee Chair and member.
- d. Election of Officers.

7. ADJOURN

Chair Ed Lowenberg adjourned the meeting at 7:21 p.m. without objection.