



**MBE/WBE and Small Business Enterprise  
Procurement Program Advisory Committee Meeting Minutes**

**Regular Meeting  
Tuesday, October 1, 2013**

**The MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee convened in a regular meeting on Tuesday, October 1, 2013 at 301 W. 2<sup>nd</sup> Street, Boards & Commissions Room 1101, in Austin, Texas.**

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

**Board Members in Attendance:**

Anne Harutunian, Barbra Boeta, Channy Soeur, Regina Miller, Schiller Liao, Sheri Marshall

**1. APPROVAL OF MINUTES**

The minutes for the regular meeting of September 3, 2013 were approved on Member Sheri Marshall's motion, seconded by Anne Harutunian, on a 5-0 vote.

**2. CITIZEN COMMUNICATION: GENERAL**

Juan Oyervides, US Hispanic Contractors Association de Austin, spoke regarding Agenda Item 7 of the October 3, 2013 city council meeting and requested the Committee make a recommendation to Council to postpone the item.

The Committee could not make a recommendation to Council as the item was not on the agenda. Acting Chair Barbra Boeta did note to the members they may bring this item to their Council Member as individuals.

**3. NEW BUSINESS**

- a.** Presentation from National Instruments Corporation regarding compliance with the City's Third Party Resolution (Resolution No. 20120112-058) and terms of their chapter 380 economic development agreements with the City.

Committee Member Anne Harutunian recused herself from the discussion due to a potential contracting opportunity with National Instruments and left the dais.

Rene Sanchez and Mike Walker of National Instruments provided a general update on building expansion project and responded to questions from the Committee. The design and construction phases have not begun for this project; however they have begun to develop an outreach process.

Committee Member Regina Adams joined the dais.

- b.** Update from Public Works Department on the Commodity Code Crosswalk Initiative.

Committee Member Anne Harutunian joined the dais.

Robin Camp of Public Works Department, Chris Kennedy of Periscope Holdings, and Graham Moore of Lockwood, Andrews & Newnam, Inc., provided an update on the project; anticipate scheduling a stakeholder meeting within the next 90-120 days.

The Committee encouraged the Crosswalk team to work with SMBR to identify those projects that have been affected by commodity code issues and evaluate those projects as a testing for the new program.

**4. OLD BUSINESS**

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

Committee Member Sheri Marshall will now join the Weatherization Committee; a Chair will be nominated at the next regular meeting of the Weatherization Committee.

**5. STAFF BRIEFINGS**

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

Debra Dibble, Assistant Director SMBR, provided an update on the monthly reports. Veronica Lara, Director SMBR, also provided a general budget update.

**6. FUTURE AGENDA ITEMS**

- a. Presentation from Apple Inc. regarding compliance with the City's Third Party Resolution (Resolution No. 20120112-058) and terms of their chapter 380 economic development agreement with the City.
- b. Presentation from Contract Management Department on the Contractor Evaluation Form
- c. Election of Officers.
- d. Set 2014 Regular Meeting Schedule
- e. Executive Session item- Discuss legal issues related to the Public Information Act and City release of information regarding a third party (Private consultation with legal counsel - Section 551.071 of the Government Code).
- f. Executive Session item- Discuss legal issues related to the application and requirements of the City's MBE/WBE Program to chapter 380 economic development agreements (Private consultation with legal counsel - Section 551.071 of the Government Code).

**7. ADJOURN**

Acting Chair Barbra Boeta adjourned the meeting at 7:20 p.m. without objection.