



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

**Regular Meeting
Tuesday, December 3, 2013**

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

Chair Ed Lowenberg called the Board Meeting to order at 5:36 p.m.

Board Members in Attendance:

Ed Lowenberg, Anne Harutunian, Barbra Boeta, Channy Soeur, Regina Adams, Schiller Liao

1. APPROVAL OF MINUTES

The minutes for the regular meeting of Tuesday, November 5, 2013 were approved on Committee Member Barbra Boeta's motion, seconded by Committee Member Schiller Liao, on a 5-0 vote.

2. CITIZEN COMMUNICATION: GENERAL

Carol Hadnot, Austin Area Black Contractors Association, spoke to request the Committee approve a resolution or recommendation to assist minority press.

3. NEW BUSINESS

- a. Discuss and make recommendations on a guaranteed loan program, including a collateral pool for small businesses and minority- and women owned businesses (MBE/WBEs) that contract with the City directly, or through companies that contract with the City or have chapter 380 economic incentive agreements with the City

Veronica Lara, SMBR Director, provided an update on the status of extension request, schedule of stakeholder meetings, and overview of program research.

Committee Member Regina Adams joined the dais.

- b. Discussion on City of San Antonio and City of Fort Worth MBE/WBE ordinance provisions pertaining to the rejection of future bids from contractors for payment related issues

Rosie Truelove, CMD Director, provided a briefing on the City's current construction contract language and the proposed changes to contract documents.

4. OLD BUSINESS

- a. Development of Third Party presentation guidelines for Third Party companies presenting to the Advisory Committee

Veronica Lara, SMR Director, briefed the Committee on the questions provided to Third Party companies presenting before the Committee. The Committee proposed additional questions to include for presenters.

- b.** Discussion on terms and language in City’s Third Party Resolution, SMBR’s Third Party Agreement Guidebook, and Chapter 380 economic development agreements
The Committee decided to move to postpone this item for the January meeting and moved to items 5.

5. STAFF BRIEFINGS

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

Debra Dibble, SMBR Assistant Director, provided an update on the SBCP, Council Awards, and RFC reports.

- b.** Monthly report and update from SMBR regarding Third Party Agreement reports.

Debra Dibble, SMBR Assistant Director, provided an update on the Third Party Agreement report and proposed changes.

Committee member Liao left the dais.

6. AGENDA ITEMS

- a.** Presentation from the Purchasing Office on procurement of advertising services, including the use of electronic advertising and the effects on local newspapers including Ahora Si
- b.** Collateral Pool update
- c.** Presentation from Austin Commercial
- d.** Continue discussion on third party presenter guidelines

7. ADJOURN

Chair Ed Lowenberg adjourned the meeting at 7:33 p.m. without objection.