



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

**Regular Meeting  
Tuesday, July 1, 2014**

**The MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee convened in a regular meeting on Tuesday, July 1, 2014 at 301 W. 2<sup>nd</sup> Street, Boards & Commissions Room 1101, in Austin, Texas.**

Chair Ed Lowenberg called the Committee Meeting to order at 5:40 p.m.

**Board Members in Attendance:**

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

**1. APPROVAL OF MINUTES**

The minutes for the regular meeting of June 3, 2014 were approved on Committee Member Barbra Boeta's motion, seconded by Member Schiller Liao, on a 5-0 vote.

**2. CITIZEN COMMUNICATION: GENERAL**

Carol Hadnot, Austin Area Black Contractors Association, expressed thanks and appreciation for City staff on working with the Minority Trade Alliance Association on the partial payment and retainage issues and the progress made to date.

**3. NEW BUSINESS**

Presentation from Athenahealth, Inc., regarding compliance with the City's Third Party Resolution (Resolution No. 20120112-058) and terms of its agreement with the City

Chair Lowenberg refrained from discussion on this issue due to a conflict of interest.

Cloteal Haynes of Haynes-Eaglin-Waters, LLP and Jim Lewis of Avison Young spoke to the Committee regarding the project and responded to questions from the Committee.

**4. OLD BUSINESS**

- a.** Update from City staff regarding Texas Open Meetings Act (TOMA) requirements, including notice requirements and posting language for agenda items

Cindy Tom and Cindy Crosby of the Law Department provided a presentation on TOMA requirements and responded to questions from the Committee. Ms. Crosby also introduced Ms. Tom as the new staff attorney for the MBE/WBE Procurement Program and advised she will be available to provide assistance during the transition phase.

- b.** Update from the City Public Works Department on the Commodity Crosswalk Initiative regarding commodity code classifications for City construction projects

Robin Camp of Public Works Department, Matt Walker of Periscope Holdings, and Ryan Owen of Lockwood, Andrews & Newnam, Inc. provided an update on the status of the Commodity Code Crosswalk Initiative. The Committee requested the presenters return with an update for the September meeting.

- c. Necessary next steps, including possible creation of a working group, regarding the proposed City Mentor Protégé Program regarding encouraging relationships between mentor firms and small, minority-owned, and women-owned protégé firms

Veronica Briseño Lara, SMBR Director, provided a presentation on research and initial recommendations for a Mentor Protégé Program.

The establishment of a Mentor Protégé working group consisting of Chair Lowenberg and Committee Member Boeta as well as the appointments of Latonya Pegues, Andy Ramirez, and Juan Oyervides were approved on Chair Lowenberg's motion, seconded by Member Schiller Liao, on a 5-0 vote. The Committee requested the working group meet within the next few weeks.

- d. MBE/WBE and Small Business Procurement Program Advisory Committee Annual Internal Review report, including scheduling a Special Called Meeting to finalize the report.

Ms. Lara provided the Committee with several dates as options for the Special Called Meeting to be held at City Hall Board & Commission Room 1101. The Committee scheduled the Special Called Meeting for July 24, 2014 to work on the Annual Internal Review report.

- e. City Board and Commission Transition Task Force Recommendations and Survey and possible recommendations to City Clerk's Office, City staff, or City Council

Ms. Lara advised the Committee the Transition Task Force Recommendations Survey had been delivered via email to all Board and Commission members with the options to complete the survey as individuals and as a whole. The Committee requested to add this item to the Special Called Meeting agenda for July 24, 2014 to prepare responses as a whole and also would respond as individuals prior to the Special Called Meeting.

## **5. STAFF BRIEFINGS**

- a. Update from City staff on status on potential financial and payment assistance options for small businesses and minority- and women-owned businesses (MBE/WBEs) in accordance with Council Resolution No. 20131024-055

Ms. Lara and Debra Dibble, SMBR Assistant Director, provided an update on the timeline and progress of options and responded to questions.

- b. Monthly report and update from City Small and Minority Business Resources Department regarding the Small Business Construction Program (SBCP), Request for Change (RFC), and Council Awards reports

Ms. Dibble provided an update on the SBCP, RFC, and Council Awards reports. The Committee requested information on the Subcontractor Amount or Percentage column in the RFC report; Ms. Dibble indicated she would provide updated information via email.

- c. Monthly report and update from City Small and Minority Business Resources Department regarding Third Party Agreement report

Ms. Dibble provided an update on the Third Party report. The Committee requested the representatives for Athenahealth, Inc. to respond to the Third Party Agreement Presentation Guidelines in written form and submit to the Committee.

**6. AGENDA ITEMS**

- a. Presentation from HID Global
- b. Presentation from Apple, Inc.
- c. Presentation from NERA Economic Consulting regarding the Disparity Study
- d. Board and Transition Task Force Report and Recommendations
- e. Mentor Protégé Program
- f. Weatherization Committee Update
- g. Staff Briefings Items

**7. ADJOURN**

Chair Lowenberg adjourned the meeting at 8:04 p.m. without objection.