



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

**Regular Meeting
Tuesday, March 1, 2016**

The MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee convened in a regular meeting on Tuesday, March 1, 2016 at 301 W. 2nd Street, Boards & Commission Room 1101, in Austin, Texas.

Chair Eliza May called the Board Meeting to order at 5:34 p.m.

Board Members in Attendance:

Eliza May, Regina Adams, Barbra Boeta, Marjorie Burciaga, Caroline Espinosa, Schiller Liao, Reginald Worlds

1. APPROVAL OF MINUTES

The minutes for the regular meeting of Tuesday, January 5, 2016, and the amended minutes for the meetings of Tuesday, December 1, 2015, Tuesday, November 3, 2015, Tuesday, October 5, 2015 and Tuesday, August 4, 2015 were approved on Committee Member Boeta's motion, seconded by Committee Member Liao, on a 6-0 vote.

2. CITIZEN COMMUNICATION: GENERAL

Carol Hadnot – *Citizen Communication, Good Faith Definition, Goal Setting Process*

3. NEW BUSINESS

- a. Presentation from Jon Wainwright, National Economic Research Associates, the status of the Minority, Women and Veteran-Owned Business Enterprise (MBE/WBE and VBE) Disparity Study.

No action taken.

- b. Consider request to have committee meetings broadcast live and/or recorded by ATXN
The Committee approved a recommendation to have the MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee meetings broadcast live via ATXN, but if staff resources are limited then the meetings shall be recorded in entirety and broadcast via ATXN, on Committee Member Worlds' motion, seconded by Committee Member Burciaga on a 6-0 vote.

4. OLD BUSINESS

- a. Legal briefing from Law Department on local business preference in City solicitations
No action taken.

- b. Update from staff on Committee Meeting Minutes

No action taken.

- c. Discussion with Public Works and Purchasing on Commodity Crosswalk Initiative funding requirements

The Committee approved a recommendation to Council to include a budget item of up to \$500,000 to continue the Commodity Code Crosswalk Initiative and ensure internal staff is trained to make ongoing changes to the codes as necessary on Committee Member Boeta's motion, seconded by Committee Member Adams on a 6-0 vote.

- d. Discussion on Committee Retreat

No action taken.

5. STAFF BRIEFINGS

- a. Update on financial and payment assistance program procedures

No action taken.

- b. Monthly report and update from SMBR regarding the 1) Council Awards; 2) Third Party Project; and 3) Request for Change (RFC) reports

No actions taken.

6. AGENDA ITEMS

- a. Discussion on the status of the Minority, Women and Veteran-Owned Business Enterprise (MBE/WBE and VBE) Disparity Study.
- b. Presentation from Trammell Crow regarding compliance with the City's Third Party Resolution (Resolution No. 20120112-058) and terms of their agreement with the City
- c. Purchasing Office policies update
- d. Legal risks associated with recommendations to Local Preference in Local Government Procurement update from Law Department
- e. Briefing from staff on MBE/WBE Graduation Process
- f. Update on financial and payment assistance program procedures
- g. Monthly report and update from SMBR regarding the 1) Council Awards; 2) Third Party Project; and 3) Request for Change (RFC) reports

7. ADJOURN

Chair May adjourned the meeting at 8:39 p.m. without objection.