

MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee



MEETING MINUTES

*The MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee convened in a regular meeting on **Tuesday, June 6, 2023**. Members attended both virtually and in-person at the City of Austin Permit and Development Center at 6310 Wilhelmina Delco Drive, Room 1215 in Austin, TX.*

CALL TO ORDER

Committee Chair, Ahmed Moledina called meeting to order at 5:36pm.

COMMITTEE MEMBERS IN ATTENDANCE:

In-Person: Ahmed Moledina (Chair)

Virtual: Lena Banks (Vice Chair), Sean Gooden, Terry Mitchell, TK Tunchen, Erica Douglass

Absent: Talan Tyminski

PUBLIC COMMUNICATION: GENERAL

- None

APPROVAL OF MINUTES

1. Approve the minutes from the MBE/WBE Advisory Committee Regular Meeting on April 4, 2023.
 - The minutes were considered for approval and approved on a motion by Vice Chair, Lena Banks and seconded by Committee Member, Terry Mitchell. Approved on a 6-0 vote.

DISCUSSION AND ACTION ITEMS

2. Briefing on the draft proposed revisions to the MBE/WBE Procurement Program Ordinance.
 - SMBR Director, Edward Campos provided the update.
 - Last meeting this Committee reviewed the proposed ordinance revisions that were going to move forward for public consumption. SMBR posted the revisions to the ordinance with a section for public comment.
 - Will be presented to City Council for adoption during the July 2023 meeting.
 - Moving towards an annual procurement forecast with Purchasing. From that forecast, SMBR will set annual aspirational goals. This process will be new for the City.
 - This item will remain on the agenda until City Council officially approves these items. It gives the opportunity for the public to make any comments in the meantime.
 - SMBR was working with the Financial Services Department (FSD) to review the roles and responsibilities for our respective departments and contract management departments (e.g. Public Works) that were listed in the body of the ordinance. During this review, FSD recommended to remove these roles and responsibilities.
 - FSD and SMBR agreed to remove some of the reports from the ordinance that FSD generates in terms of City spend (as required by City Council). Codifying these reports, do not allow much flexibility. FSD requested was that those reports be removed from the ordinance. This was one of the outstanding items that SMBR was still working on. This change was reflected as

part of the posted online ordinance revision

3. Authorize amendments to City Code Chapters 2-9A, 2-9B, 2-9C, AND 2-9D regarding Minority-owned and Women-owned Business Enterprise Procurement Program.
 - SMBR Director, Edward Campos provided the update.
 - This agenda item was covered during Director Campos' update on agenda item #2.
 - This item will remain on the agenda until it is presented to City Council during the July 2023 meeting.

STAFF BRIEFINGS

4. SMBR Staff will provide a monthly update on the following reports:

- a) Council Awards b) Third-Party Project c) Request for Change (RFC) d) Certification Roll
- SMBR Assistant Director, Tamela Saldana provided the updates on the Council Awards, Third-Party Project, and the Request for Change reports.
 - SMBR Certification Division Manager, Elton Price provided the update on the Certification Roll report.

Action Items:

- Add information regarding Significant Local Business Presence to the Council Awards Report. *(Requested by Committee Member, Terry Mitchell)*
- Provide Commissioner, Sean Gooden with a link to the July 2022 Disparity Study presentation by Colette Holt of Colette Holt & Associates. *(Assigned to SMBR Board Liaison, Nakia James)*
- Add *Industry* to the Certification Roll Report *(Requested by Committee Member, Terry Mitchell)*

FUTURE AGENDA ITEMS

- Ordinance program revisions
- Amendments to City code chapters 2-9A, 2-9B, 2-9C, and 2-9D
- Progress of Convention Center update from Austin Convention Center (July)
- Disparity Study results overview (July/August)
- Airport expansion project update from Aviation (August)
- Refinement of current MBE/WBE reports to include non-construction (discuss after ordinance is completed)
- Final Report and Recommendations from the IPWG
- Presentation on the City's solicitation process and outreach efforts
- Good Faith Efforts overview

ADJOURNMENT

Committee Chair, Ahmed Moledina adjourned meeting at 7:37 pm without objection.

On August 8, 2023, the minutes for this meeting were approved on a motion by Committee Chair, Ahmed Moledina and seconded by Committee Member, Terry Mitchell on a 7-0 vote.