

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, October 3, 2023**. Members attended both virtually and in-person at the City of Austin Permit and Development Center at 6310 Wilhelmina Delco Drive, Room 1208 in Austin, TX.*

CALL TO ORDER

Committee Chair, Ahmed Moledina called the meeting to order at 5:41pm.

COMMITTEE MEMBERS IN ATTENDANCE:

In-Person: Ahmed Moledina (Chair)

Virtual: Lena Banks (Vice Chair), Erica Douglass, Salman Rashid, Talan Tyminski, Terry Mitchell

Absent: Sean Gooden, TK Tunchen

PUBLIC COMMUNICATION: GENERAL

- None

APPROVAL OF MINUTES

1. Approve the minutes from the MBE/WBE Advisory Committee Regular Meeting on August 8, 2023.
 - The minutes were considered for approval and approved on a motion by Committee Vice-Chair, Lena Banks and seconded by Committee Member, Talan Tyminski. Approved on a 6-0 vote.

DISCUSSION

2. Discussion and appropriate action regarding the MBE/WBE Advisory Committee regular meeting schedule for 2024
 - The 2024 regular meeting schedule was considered for approval and approved on a motion by Committee Member, Talan Tyminski and seconded by Committee Member, Terry Mitchell. Approved on a 6-0 vote.

STAFF BRIEFINGS

3. Briefing from the Director on initiatives related to SMBR.
 - SMBR Director, Edward Campos briefed the Committee on the following:
 - SMBR is moving to One Texas Center on October 9th.
 - Office of Civil Rights Interim Director, Tamela Saldana led the charge for the September 12th Small Business Connections Conference which was an overwhelming success.
 - SMBR continues to work with our partners in the Aviation Department on the airport expansion. Held three events related to the expansion, there will be more as work commences.

4. Briefing from the Director on the progress of the Austin Convention Center Development Program.
 - SMBR Director, Edward Campos briefed the Committee on behalf of the Austin Convention Center. Any questions that may arise will be directed to Trish Tatro or Rolando Fernandez at the Austin Convention Center.
5. Briefing from the SMBR staff on the Council Awards, Third-Party Project, Request for Change, and Certification Roll reports.
 - SMBR Assistant Director, Tamela Saldana provided the updates on the Council Awards, Third-Party Project, and the Request for Change reports.
 - SMBR Certification Supervisor, Michelle Meadows provided the update on the Certification Roll report. A new format for this Certification report was unveiled.

FUTURE AGENDA ITEMS

- Refinement of current MBE/WBE reports to include non-construction. This item was requested by Committee Chair, Ahmed Moledina (December)
- List of most utilized spend codes. This item was requested by Committee Member, Terry Mitchell (SMBR still reviewing; will be presented at a future meeting)
- Key Performance Indicators that demonstrate the success of the committee (requested by Committee Chair, Lena Banks and Committee Member, Terry Mitchell)
- Disparity Study results overview (November)
- Good Faith Efforts overview (will discuss in a future meeting)
- Goal Setting (will discuss in a future meeting)
- City's solicitation process and outreach efforts (will discuss in a future meeting)

ADJOURNMENT

Committee Chair, Ahmed Moledina adjourned the meeting at 6:31pm without objection.

On January 9, 2024 the minutes were considered for approval and approved on a motion by Committee Chair, Ahmed Moledina and seconded by Committee Member, Talan Tyminski. Approved on an 6-0 vote.