

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, March 12, 2024**. 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 the meeting to order at 5:39pm.

COMMITTEE MEMBERS IN ATTENDANCE:

In-Person: Ahmed Moledina (Chair)

Virtual: Lena Banks (Vice Chair), Amin Dhukka, Terry Mitchell, Julio Rojas-Aguilar, Salman Rashid

Absent: Erica Douglass, Talan Tyminski, TK Tunchez

PUBLIC COMMUNICATION: GENERAL

- None

APPROVAL OF MINUTES

1. Approve the minutes from the MBE/WBE Advisory Committee Regular Meeting on February 6, 2024.
 - The minutes were considered for approval and approved on a motion by Committee Vice Chair, Lena Banks and seconded by Committee Member, Amin Dhukka. Approved on a 6-0 vote.

DISCUSSION

2. Overview of the 2022 Disparity Study by Colette Holt of Colette, Holt & Associates.
 - The data and recommendations from the 2022 Disparity Study conducted by Colette, Holt & Associates were presented to the new members of the committee.
3. Overview of MBE/WBE Goal Setting by SMBR Acting Assistant Director, Felecia Shaw.
 - SMBR Director, Edward Campos gave the presentation in Acting Assistant Director Shaw's absence.
 - The presentation outlined City's process when establishing minority and women-owned business goals on a project.

STAFF BRIEFINGS

4. Briefing from the Director on initiatives related to SMBR.
 - SMBR Director, Edward Campos briefed the Committee on the following:
 - SMBR will present to the City's Audit and Finance Committee on March 27th. The Committee will be updated on the Personal Net Worth process, status of work on the ordinance and rule revisions, and an overview of the annual procurement forecasts and annual aspirational goals.

- Presented some key information provided to the Boards and Commissions by the City Clerk's Office.
5. Briefing from the SMBR staff on the Council Awards and Certification Roll reports.
- SMBR Assistant Director, Tamela Saldana provided the updates on the Council Awards reports.
 - SMBR Certification Division Manager, Elton Price provided the update on the Certification Roll report.

FUTURE AGENDA ITEMS

Next Month's Agenda:

- Officer elections for Chair and Vice-Chair
- Presentation on the development of the Annual Aspirational MBE/WBE Goals
- Staff briefings (Director's updates and staff reports)

Future Items:

- Key Performance Indicators that demonstrate the success of the committee
Requested by Committee Vice-Chair, Lena Banks and Committee Member, Terry Mitchell
Will discuss at a future meeting.
- Overview of the City's solicitation process
Will present jointly with the Purchasing Office at a future meeting.
- Update from Aviation department on AUS expansion.
Presentation will be given in the near future.
- List of most utilized spend codes
Requested by Committee Member, Terry Mitchell
This list is ready and SMBR will present after the presentations on Goal Setting and the Disparity Study.

Reports:

Quarterly

- MBE/WBE Project Goal Report
- Chapter 380 Reports

Annual

- Annual Procurement Forecast Report
- Annual Aspirational MBE/WBE Project Goal Report
- MBE/WBE Goal Achievement Report by Fiscal Year

ADJOURNMENT

Committee Chair, Ahmed Moledina adjourned the meeting at 7:09pm without objection.

*On May 7, 2024 the minutes were considered for approval and approved on a motion by Committee Vice-Chair, Lena Banks and seconded by Committee Member, Julio Rojas-Aguilar.
Approved on an 6-0 vote.*