

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 1, 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 5:54pm.

COMMITTEE MEMBERS IN ATTENDANCE:

In-Person: Ahmed Moledina (Chair)

Virtual: Lena Banks (Vice Chair), Amin Dhukka, Erica Douglass, Salman Rashid, Shweta Padmanabha, Talan Tyminski, Sherice Williams

Absent: Terry Mitchell, Julio Rojas-Aguilar

PUBLIC COMMUNICATION: GENERAL

- None

APPROVAL OF MINUTES

1. Approve the minutes from the MBE/WBE Advisory Committee Regular Meeting on September 10, 2024.
 - The minutes were considered for approval and approved on a motion by Committee Member, Talan Tyminski and seconded by Committee Member, Salman Rashid. Approved on a 6-0 vote. Committee Members, Shweta Padmanabha and Sherice Williams were not present for the vote.

DISCUSSION AND ACTION

2. Discussion and appropriate action regarding Key Performance Indicators (KPIs) that demonstrate the success of the committee.
 - Felecia Shaw, Acting Assistant Director for the Small and Minority Business Resources (SMBR) department gave the presentation.
 - Tamela Saldana, Assistant Director for the Small and Minority Business Resources (SMBR) explained the disparity study and its role in setting KPIs and strategies for increasing minority-owned firm capacity.

Action Items:

- Provide more details on the objectives and target behaviors for the current KPIs.
- Explore creating a working group to further discuss the procurement process and identify ways to improve opportunities for minority and women-owned businesses.
- Invite the City of Austin's IT department.
- Provide overview of the City's procurement process.

3. Discussion and appropriate action regarding the MBE/WBE Advisory Committee regular meeting schedule for 2025.
 - The meeting schedule was considered for approval and approved on a motion by Committee Member, Shweta Padmanabha and seconded by Committee Member, Lena Banks. Approved on a 8-0 vote.

STAFF BRIEFINGS

4. Council Awards and Certification Roll reports by the Small and Minority Business Resources department staff.
 - Felecia Shaw, SMBR Acting Assistant Director and Elton Price, SMBR Certification Division Manager department gave the updates.
5. Director's Report on upcoming initiatives and events related to SMBR.
 - Felecia Shaw, SMBR Acting Assistant Director provided information on the 19th Annual Diversity in Contracting Awards Ceremony that will be held on December 10, 2024.

FUTURE AGENDA ITEMS

Next Month's Agenda:

- List of most utilized spend codes
- Key Performance Indicators (KPIs) that demonstrate the success of the committee
- City solicitation process and outreach efforts
- MBE/WBE Project Goal Report
- Chapter 380 Reports

Pending Agenda Items:

Annual Reports

- 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 7:28pm without objection.

The minutes were approved on November 12, 2024 on a motion by Committee Member, Talan Tyminski and seconded by Committee Member, Salman Rashid. Approved on a 6-0 vote. Committee Members Shweta Padmanabha and Sherice Williams were not present during vote.