

## 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 **June 3, 2025**. 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 Pro-Tem, Sherice Williams called the meeting to order at 5:49pm.

### COMMITTEE MEMBERS IN ATTENDANCE:

**In-Person:** Sherice Williams (Chair Pro-Tem)

**Virtual:** Ahmed Moledina (Chair), Lena Banks (Vice Chair), Amin Dhukka, Nabiha Hassan, Salman Rashid

**Absent:** Terry Mitchell

### PUBLIC COMMUNICATION: GENERAL

- None

### APPROVAL OF MINUTES

1. Approve the minutes from the MBE/WBE Advisory Committee Regular Meeting on February 4, 2025.
  - The minutes were considered for approval and approved on a motion by Committee Chair, Ahmed Moledina and seconded by Committee Member, Salman Rashid. Approved on a 6-0 vote.

### WORKING GROUP

2. Update from the Key Performance Indicators (KPIs) Working Group on developing KPIs that demonstrate the success of the committee.
  - No updates from the working group.
  - New Commissioner, Nabiha Hassan will join the working group.

### DISCUSSION AND ACTION

3. Discussion and appropriate action regarding officer elections for the Committee Chair and Vice Chair. (20 minutes)
  - Commissioner Sherice Williams elected as the new Chair and the current Committee Vice Chair, Lena Banks was re-elected. Approved on a 6-0 vote.

### STAFF BRIEFINGS

4. Briefing on the Small and Minority Business Resources Department (SMBR) Director's Report on upcoming initiatives and events related to SMBR.
  - Commissioners invited to the 2025 Small Business Connection event.

**Action Item:**

Send Commissioners the video from the 2024 Small Business Connection and link to SMBR website with upcoming events. (Nakia James, Board Liaison)

5. Staff briefing on the Certification Roll Report by the SMBR Certification Division Manager.
  - SMBR Certification Business Development Counselor, Sandra Fabian-Ramirez provided the update.
6. Staff briefing on the Council Awards report by the SMBR Acting Assistant Director.
  - This report was not presented but the Commissioners received a copy of the report.

**FUTURE AGENDA ITEMS**

Called for future agenda items from Committee members.

Pending Agenda Items

- Chapter 380 Reports (quarterly)
- MBE/WBE Project Goal Report (quarterly)
- MBE/WBE Goal Achievement Report by Fiscal Year (annually)
- Spend codes broken down by MWBEs
- Legislation Update impacting MWBEs (Commissioner, Sherice Williams)

**ADJOURNMENT**

Committee Chair Pro-Tem, Sherice Williams adjourned the meeting at 6:38 pm without objection.

*On October 7, 2025 the minutes were considered for approval and approved on a motion by Committee member, Amin Dhukka and seconded by Committee Member, Ahmed Moledina. Approved on an 8-0 vote.*