

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 **November 5, 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, Sherice Williams called the meeting to order at 5:40pm.

COMMITTEE MEMBERS IN ATTENDANCE:

In-Person: Sherice Williams (Chair), Janel Austin, Jaime (J.R.) Gonzales

Virtual: Lena Banks (Vice-Chair, Amin Dhukka, Valerie Esparza, Nabihah Hassan, Roberta Johnson, Ahmed Moledina

PUBLIC COMMUNICATION: GENERAL

- Citizen, Luke Luper requested that the Austin Small and Minority Business Resources (ASMBR) department reopen the Plans Room.

APPROVAL OF MINUTES

1. Approve the minutes from the MBE/WBE Advisory Committee Regular Meeting on October 7, 2025.
 - 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 9-0 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.
 - Invited new Commissioners to join.
 - ASMBR Director, Edward Campos recommended that ASMBR present an overview of the department's Key Performance Metrics at the January 2026 meeting.

STAFF BRIEFINGS

4. Staff briefing on the Austin Small and Minority Business Resources Department (ASMBR) Director's Report on upcoming initiatives and events related to ASMBR.

- ASMBR Director, Edward Campos provided the committee with the update.
5. Staff briefing on the Certification Roll Report by the ASMBR Certification Division Manager.
 - ASMBR Certification Business Development Supervisor, Michelle Meadows, provided the update.
 6. Staff briefing on the Council Awards report by the ASMBR Compliance Officer.
 - The report was provided by ASMBR Compliance Officer, Felecia Shaw.

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 (January)
- Spend codes broken down by MWBEs (Committee Vice-Chair, Lena Banks)
- Legislation update impacting MWBEs (Committee Chair, Sherice Williams)

New Agenda Items to Add:

- Overview of the City's procurement process by Austin Financial Services (January)
- Overview of ASMBR's Key Performance Metrics (January)

ADJOURNMENT

Committee Chair, Sherice Williams adjourned the meeting at 6:39 pm without objection.

*On December 2, 2025 the minutes were considered for approval and approved on a motion by Committee Member, J.R. Gonzales and seconded by Committee Member, Roberta Johnson.
Approved on an 7-0 vote.*