

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 **October 7, 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 5:37pm.

COMMITTEE MEMBERS IN ATTENDANCE:

In-Person: Sherice Williams (Chair), Janel Austin, Valerie Esparza, Nabihah Hassan

Virtual: Lena Banks (Vice-Chair), Amin Dhukka, Roberta Johnson, Ahmed Moledina

PUBLIC COMMUNICATION: GENERAL

- None

APPROVAL OF MINUTES

1. Approve the minutes from the MBE/WBE Advisory Committee Regular Meeting on June 3, 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.

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.

DISCUSSION AND ACTION

3. Discussion and appropriate action regarding the MBE/WBE Advisory Committee regular meeting schedule for 2026.
 - The regular meeting schedule was considered for approval and approved on a motion by Committee Chair, Lena Banks and seconded by Committee Member, Nabihah Hassan. Approved on an 8-0 vote.

STAFF BRIEFINGS

4. 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.

Action Item:

Committee Chair, Sherice Williams requested a list of upcoming ASMBR events.
(Board Liaison, Nakia James)

5. Staff briefing on the Certification Roll Report by the ASMBR Certification Division Manager.
 - ASMBR Certification Division Manager, Elton Price provided the update.

Action Item:

Committee Vice-Chair, Lena Banks requested a year-over-year trend report for applications. (Certification Business Development Supervisor, Michelle Meadows)

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)

ADJOURNMENT

Committee Chair, Sherice Williams adjourned the meeting at 6:48 pm without objection.

On November 5, 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.