

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 **December 2, 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 5:49pm.

COMMITTEE MEMBERS IN ATTENDANCE:

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

Virtual: Lena Banks (Vice-Chair, Amin Dhukka, Valerie Esparza, Roberta Johnson

Absent: Nabiha Hassan, Ahmed Moledina

PUBLIC COMMUNICATION: GENERAL

- None

APPROVAL OF MINUTES

1. Approve the minutes from the MBE/WBE Advisory Committee Regular Meeting on November 5, 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 a 7-0 vote.

DISCUSSION

2. Discussion regarding the Austin SMBR Director's Report on upcoming initiatives and events related to the Austin Small and Minority Business Resources department.
 - ASMBR Director, Edward Campos provided an update on:
 - Diversity in Contracting Awards Ceremony
 - Upcoming workshops, training sessions, outreach initiatives, and partner events
 - Small Business Spotlight Series
 - ASMBR communications, including:
 - Newsletters
 - Spotlights on small businesses
 - Opportunities for small businesses to receive personalized support and assistance with issues.

STAFF BRIEFINGS

3. Staff briefing on the Certification Roll Report by the ASMBR Certification Division Manager.
 - ASMBR Certification Business Development Supervisor, Michelle Meadows, provided the update.
4. Staff briefing on the Council Awards report by the ASMBR Compliance Officer.
 - The report was provided by ASMBR Assistant Director, Tamela Saldana.

FUTURE AGENDA ITEMS

Called for future agenda items from Committee members.

Staff Briefings

- Presentation from Austin Convention Center on the future of ACC
- Overview of the City's procurement process by Austin Financial Services (January)
- Overview of ASMBR's Key Performance Metrics (January)

Reports

- 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 (Committee Vice-Chair, Lena Banks)

Other

- Legislation update impacting MWBEs (Committee Chair, Sherice Williams)
- Update from the Key Performance Indicators (KPIs) Working Group on developing KPIs that demonstrate the success of the committee.

ADJOURNMENT

Committee Chair, Sherice Williams adjourned the meeting at 6:23 pm without objection.

On January 6, 2026, the minutes were considered for approval and approved on a motion by Committee Vice-Chair, Lena Banks, and seconded by Committee Member, J.R. Gonzales. Approved on a 6-0 vote.