

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 **January 6, 2026**. Members attended both virtually and in-person at the City of Austin Permit and Development Center at 6310 Wilhelmina Delco Drive, Room 2002 in Austin, TX.*

CALL TO ORDER

Committee Chair, Sherice Williams called the meeting to order at 5:52pm.

COMMITTEE MEMBERS IN ATTENDANCE:

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

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

Absent: Janel Austin, Ahmed Moledina, Nabaha Hassan (technical issues)

PUBLIC COMMUNICATION: GENERAL

- None

APPROVAL OF MINUTES

1. Approve the minutes from the MBE/WBE Advisory Committee Regular Meeting on December 2, 2025.
 - 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.

DISCUSSION

2. Discussion regarding the Austin SMBR Director's Report on upcoming initiatives and events related to the Austin Small and Minority Business Resources (ASMBR) department.
 - ASMBR Director, Edward Campos shared upcoming ASMBR events.
 - ASMBR Sr. Public Information Officer, Eddie Bynog presented the first video from the Small Business Spotlight series, highlighting local entrepreneur, Inez Escamilla of Loose Cannon Industries.

DISCUSSION AND ACTION

3. Discussion regarding overview of Austin SMBR's Key Performance Metrics.
 - ASMBR Strategic Services Division Manager, Patricia Bourenane gave the presentation that covered the following:

- Overview of ASMBR's Key Performance Indicators (KPIs)
- Framework for the Committee to develop KPIs
- Guidance on creating goals and KPIs

Action Items

- ASMBR to provide links to social media and other helpful information that Commissioners can use to share with their networks. (Committee Member, J.R. Gonzales)
- Provide a percentage of MBE/WBE spend on all City projects (Committee Vice-Chair, Lena Banks)

STAFF BRIEFINGS

4. Staff briefing on the Certification Roll Report by the ASMBR Interim Certification Division Manager.
 - ASMBR Interim Certification Division Manager, Michelle Meadows provided the update.
5. Staff briefing on the Council Awards Report by the ASMBR Compliance Officer.
 - ASMBR Assistant Director, Tamela Saldana provided the update.

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

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 7:14 pm without objection.

On February 3, 2026, the minutes were considered for approval and approved on a motion by Committee Member, Roberta Johnson and seconded by Committee Member, Ahmed Moledina. Approved on a 7-0 vote (Committee Member J.R. Gonzales and Committee Vice-Chair Lena Banks were not present at the time of the vote).