

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 **February 3, 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 5:36pm.

COMMITTEE MEMBERS IN ATTENDANCE:

In-Person: Sherice Williams (Chair), Jaime (J.R.) Gonzales, Nabihah Hassan, Elizabeth Monteleone

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

Absent: Valerie Esparza

PUBLIC COMMUNICATION: GENERAL

- None

APPROVAL OF MINUTES

1. Approve the minutes from the MBE/WBE Advisory Committee Regular Meeting on January 6, 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).

DISCUSSION

2. Discussion regarding the Austin SMBR Director's Report on upcoming initiatives and events related to the Austin Small and Minority Business Resources (SMBR) department.
 - SMBR Director, Edward Campos shared upcoming SMBR events.
3. Discussion regarding the Key Performance Indicators (KPIs) that demonstrate the success of the committee.
 - Committee Vice Chair, Lena Banks lead this discussion.
 - Recruited committee members to participate in the KPI Working Group that will develop KPIs that demonstrate the success of the committee.

- Committee Members, Ahmed Moledina, Roberta Johnson, and Nabiha Hassan were interested in joining the working group.
- Meeting invites will be sent by Committee Vice Chair, Lena Banks to the next working group meeting.
- No more than five committee members will be allowed to participate to prevent a quorum.
- Will review the KPI's that are currently tracked by SMBR.

STAFF BRIEFINGS

4. Staff briefing on the Certification Roll Report by the SMBR Interim Certification Division Manager.
 - SMBR Business Development Counselor, Sandra Fabian-Ramirez provided the update.
5. Staff briefing on the Council Awards Report by the SMBR Compliance Officer.
 - SMBR Compliance Officer, Felecia Shaw 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 6:20pm without objection.

On March 10, 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).