

February 19, 2021

NOTICE OF MEETING
OF THE
PROCUREMENT
AND
SMALL BUSINESS DEVELOPMENT
TASK FORCE
OF THE
PORT COMMISSION
OF THE
PORT OF HOUSTON AUTHORITY

In accordance with the official practice of the Port Commission, there is attached hereto a copy of the Agenda of the meeting of the Procurement and Small Business Development Task Force of the Port Commission of the Port of Houston Authority, to be held on Thursday, February 25, 2021. The Procurement and Small Business Development Task Force meeting will begin at 10:00 a.m. Pursuant to Governor Abbott's action of March 16, 2020 to allow virtual and telephonic open meetings to maintain government transparency, the Port Commission will meet via Webex webinar, which can be accessed as provided on the following page.

PORT OF HOUSTON AUTHORITY
of
HARRIS COUNTY, TEXAS

Erik A. Eriksson
Secretary



Formal Public Meeting Notifications.

1. This virtual meeting is permitted by Governor Abbott's order suspending certain provisions of the Texas Open Meetings Act to minimize the impact of the coronavirus outbreak.
2. In accordance with the Port Commission's usual practice:
 - a. Members of the public may speak during the posted public comment section.
 - Please register to speak no later than an hour before the meeting by emailing to Liana Christian lchristian@porthouston.com or Erik Eriksson eriksson@porthouston.com
 - Please provide name and the organization the speaker represents, if applicable.
 - Comments are limited to three minutes.
 - b. An audio recording of the meeting is being made, as also required by the governor's order, and will be available to the public, as will written minutes after Port Commission approval.
3. To request accommodations under the Americans with Disabilities Act or language access services, please contact the Port Houston– Legal Division at least three days prior to the meeting. The Legal Division may be reached by telephone at (713) 670-2450, by email at lchristian@porthouston.com or Erik Eriksson eriksson@porthouston.com, and by mail at 111 E. Loop N, Houston, Texas 77029.



- Please note the following to help the meeting run smoothly:
- The **Procurement & Small Business Task Force** meeting will begin at 10:00 a.m.
- **Please dial in via phone for the audio portion**, and use your attendee number to merge your phone and computer presence.
- **All participants will be muted upon entry**. Please stay muted unless speaking.
- **Please turn off your video** to help the call run more smoothly.

Join by meeting number

Meeting number (access code): 187 095 1880

Meeting password: 4Mqj5mb88mj

Tap to join from a mobile device (attendees only)

[+1-720-650-7664](tel:+1-720-650-7664), [1870951880##](tel:+1-720-650-7664) United States Toll (Denver)

[+1-469-210-7159](tel:+1-469-210-7159), [1870951880##](tel:+1-469-210-7159) United States Toll (Dallas)

Join by phone

+1-720-650-7664 United States Toll (Denver)

+1-469-210-7159 United States Toll (Dallas)

[Global call-in numbers](#)

Join from a video system or application

Dial [1870951880](tel:+1-720-650-7664)@porthouston.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial [1870951880](tel:+1-720-650-7664).porthouston@lync.webex.com

Need help? Go to <https://help.webex.com>

AGENDA

**PROCUREMENT
and
SMALL BUSINESS
TASK FORCE
of the
PORT COMMISSION
of the
PORT OF HOUSTON AUTHORITY**

**FEBRUARY 25, 2021
10:00 AM**

A. CALL TO ORDER

B. APPROVAL OF MINUTES

January 27, 2021

C. CHAIRMAN'S REMARKS AND DISCUSSION

D. APPEARANCES AND PUBLIC COMMENTS

E. GENERAL

1. Staff update and discussion regarding the fiscal year 2020 year-end report for the Small Business Development Program.
2. Staff update and discussion regarding current outreach activities, initiatives, and upcoming events related to Small Business and Maritime Education.
3. Staff update and discussion regarding the fiscal year 2020 year-end report of the Procurement Services Department.
4. Staff briefing and discussion regarding disparity study matters, including supplementary materials.
5. Staff briefing, discussion, and possible action regarding proposed Business Equity Policy and revised Small Business Development Program Policy.
6. Discussion and possible action regarding other Business Equity initiative matters
 - a. Nomenclature
 - b. Mission, Vision, Goals, and Objectives

- c. Schedule (updated phased document)
- d. Vendor training options
- e. Advisory Council

(Recess Task Force Open Meeting and convene Executive Session)

F. EXECUTIVE SESSION

Consultation with Attorneys (Section 551.071, Texas Open Meetings Act)

G. ADJOURN EXECUTIVE SESSION AND RECONVENE OPEN MEETING

(Announce any items from Executive Session requiring Task Force action)

H. ADJOURN