

June 18, 2021

**NOTICE OF MEETING**  
**OF THE**  
**BUSINESS EQUITY**  
**COMMITTEE**  
**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 Business Equity Committee of the Port Commission of the Port of Houston Authority, to be held on Thursday, June 24, 2021. The Business Equity 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](mailto:lchristian@porthouston.com) or Erik Eriksson [eriksson@porthouston.com](mailto: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](mailto:lchristian@porthouston.com) or Erik Eriksson [eriksson@porthouston.com](mailto:eriksson@porthouston.com), and by mail at 111 E. Loop N, Houston, Texas 77029.



NOTE: We will be meeting with the Business Equity Advisory Council at this meeting.

Please note the following to help the meeting run smoothly:

- The **Business Equity Committee** 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 (unless speaking)** to help the call run more smoothly.

#### **Join from the meeting link**

<https://porthouston.webex.com/porthouston/j.php?MTID=m441d1d3ec25f1ffe2467a9f907cf898b>

#### **Join by meeting number**

Meeting number (access code): 187 261 1376

Meeting password: dJwJERMx284

#### **Tap to join from a mobile device (attendees only)**

[+1-720-650-7664,,1872611376##](tel:+1-720-650-7664,1872611376##) United States Toll (Denver)

[+1-469-210-7159,,1872611376##](tel:+1-469-210-7159,1872611376##) 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 [1872611376@porthouston.webex.com](tel:1872611376@porthouston.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

Dial

[1872611376.porthouston@lync.webex.com](tel:1872611376.porthouston@lync.webex.com)

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

## **AGENDA**

### **BUSINESS EQUITY COMMITTEE of the PORT COMMISSION of the PORT OF HOUSTON AUTHORITY**

**JUNE 24, 2021  
10:00 AM**

**A. CALL TO ORDER**

**B. APPROVAL OF MINUTES**

April 29, 2021

**C. CHAIRMAN'S REMARKS AND DISCUSSION**

**D. APPEARANCES AND PUBLIC COMMENTS**

**E. PORT HOUSTON UPDATES**

1. Business Equity Initiative overview – Commissioner Wendy Montoya Cloonan
  - a. Amended and Restated Small Business Development Policy
  - b. Minority-and Woman-owned Business Development Policy
  - c. Business Equity Initiative launch (July 2021)
  - d. Business Equity Committee Charter
2. Port Houston diversity and inclusion efforts – Roger Guenther, Executive Director

**F. ADVISORY COUNCIL MATTERS**

1. Advisory Council Structure – Erik Eriksson, Chief Legal Officer
  - a. Advisory Council Charter
  - b. Updated Advisory Council Guidelines
2. Updates from Area Certifying Partners
  - a. City of Houston Office of Business Opportunity – Marsha Murray
  - b. Houston Minority Supplier Development Council – Ingrid Robinson
  - c. Metropolitan Transit Authority of Harris County – Karen Hudson
  - d. Women's Business Enterprise Alliance – April Day
  - e. U.S. Small Business Administration – Tim Jeffcoat

3. Staff briefing and discussion regarding Business Equity matters – Gilda Ramirez, Sr. Director, Business Equity
  - a. Inter-Organizational collaborative opportunities
  - b. Informal procurement process changes under review
  - c. Forecasting and unbundling
  - d. Technology- B2Gnow and BuySpeed enhancements
  - e. Internal training for Super Users and Business Equity Liaisons
  - f. Important dates
    - i. Business Equity Initiative soft launch – July 1, 2021
    - ii. Memoranda of Understanding ceremonial signing – July 22, 2021
4. Roundtable Discussion
5. Schedule of upcoming meetings

*(Recess Task Force Open Meeting and convene Executive Session)*

**G. EXECUTIVE SESSION**

1. Consultation with Attorneys (Section 551.071, Texas Open Meetings Act)
2. Employment and Evaluation of Public Officers and Employees (Section 551.074, Texas Open Meetings Act)

**H. ADJOURN EXECUTIVE SESSION AND RECONVENE OPEN MEETING**

*(Announce any items from Executive Session requiring Committee action)*

**I. ADJOURN**