

October 14, 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 Tuesday, October 19, 2021. The Business Equity meeting will begin at 10:00 a.m. or thereafter, at the Port of Houston Authority Executive Office Building, Fourth Floor Boardroom, 111 East Loop North, Houston, Texas 77029. In addition, pursuant to Government Code Sec. 551.127 permitting a governmental body to hold a public meeting by videoconference call, the meeting may also be accessed via Webex webinar, as provided on the following page. A quorum of the Port Commission may attend such meeting.

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.

**Due to health and safety concerns related to COVID-19, this meeting will offer the options to participate by videoconference or in-person. The meeting will be open to the public but restrictions regarding allowable room capacity and seating arrangements may be in place.**



The Business Equity Advisory Council meeting will begin once the Committee meeting has adjourned.

**When it's time, join your Webex meeting here.**

[Join meeting](#)

**More ways to join:**

**Join from the meeting link**

<https://porthouston.webex.com/porthouston/j.php?MTID=m7543758c3c4bec2ec6df16792429fe12>

**Join by meeting number**

Meeting number (access code): 2491 463 0838

Meeting password: BEC1019

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

[+1-720-650-7664,,24914630838##](tel:+1-720-650-7664,,24914630838##) United States Toll (Denver)

[+1-469-210-7159,,24914630838##](tel:+1-469-210-7159,,24914630838##) 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 [24914630838@porthouston.webex.com](tel:24914630838@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 [24914630838.porthouston@lync.webex.com](tel:24914630838.porthouston@lync.webex.com)

## **AGENDA**

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

**OCTOBER 19, 2021  
10:00 AM**

**A. CALL TO ORDER**

**B. APPROVAL OF MINUTES**

June 24, 2021

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

**D. APPEARANCES AND PUBLIC COMMENTS**

**E. GENERAL**

Staff briefing, consideration, and possible action regarding the proposed Port Authority Business Equity Committee Charter.

**F. STAFF UPDATES**

1. Introduction of Chief Business Equity Officer – Maxine Buckles
2. Staff briefing, consideration, and possible action regarding Business Equity matters – Gilda Ramirez, Sr. Director, Business Equity
  - a. Small Business Development Program
    - Quarterly Reports - Q1 & Q2
  - b. Small and Minority and Woman-Owned Business Enterprises (SMWBE) external training initiatives
    - Opportunity U
    - McCarthy
    - Lift Fund – Ascend Houston
    - Tellepsen
  - c. S/MWBE enrollment and future campaign efforts
  - d. Current S/MWBE outreach activities and upcoming events
  - e. Proposed Memoranda of Understanding with Certifying Partner agencies
    - City of Houston
    - METRO

- Houston Minority Supplier Development Council
  - Women’s Business Enterprise Alliance
3. Port Houston diversity and inclusion efforts – Maxine Buckles, Business Equity Chief Officer

**G. ADVISORY COUNCIL UPDATES**

1. 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
2. Roundtable Discussion

**H. UPCOMING BUSINESS EQUITY COMMITTEE MEETINGS**

- January 19, 2022- 10:00 a.m.
- April 19, 2022- 10:00 a.m.
- July 19, 2022- 10:00 a.m.

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

**I. EXECUTIVE SESSION**

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

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

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

**K. ADJOURN**