


June 21, 2019

**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 June 25, 2019. The Procurement and Small Business Development Task Force meeting will begin at 10:00 a.m., or thereafter, immediately following the adjournment of the Compensation Committee meeting, at the Port of Houston Authority Executive Office Building, Fourth Floor Boardroom, 111 East Loop North, Houston, Texas 77029. A quorum of the Port Commission may attend such meeting.

PORT OF HOUSTON AUTHORITY  
of  
HARRIS COUNTY, TEXAS

  
SECRETARY

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

**June 25, 2019**  
**10:00am**

**111 East Loop North Houston, TX 77029**  
**Fourth Floor Boardroom**

**A. CALL TO ORDER**

**B. APPROVAL OF MINUTES**

March 14, 2019

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

**D. APPEARANCES AND PUBLIC COMMENTS**

**E. GENERAL**

1. Staff briefing, discussion, and possible action regarding disparity study matters.
2. Staff update and discussion regarding the fiscal year 2019 first quarter report for the Small Business Development Program.
3. Staff update and discussion regarding current outreach activities, initiatives, and upcoming events related to Small Business and Maritime Education.
4. Staff update and discussion regarding the fiscal year 2019 first quarter report of the Procurement Services Department.
5. Staff update and discussion regarding the BuySpeed eProcurement system upgrade and enhancements.

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

**F. EXECUTIVE SESSION**

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

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

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

**H. ADJOURN**