

**MINUTES  
VENDOR ADVISORY COMMITTEE  
December 7, 2010**

**Members Present:** Mike Masters, Ed Kreusel for Greg Alexander, P.D. Morrison, Roy Mata, Arlene Dillworth, Ken Sorley, Ron Pigott (non-voting)

**Members Absent:** Paul Gibson (non-voting), Diana Keller, Gladys House, Nancy Evans

**Staff Present:** David Duncan, Rom Haghghi, Ron Pigott, Kit von Wupperfeld

**Others Present:** Kyle Radford (TIBH), Milton Turnipseed (TIBH), Boyd Herring (PBI), Gaye Erwin (SPI)

The meeting was called to order by Chair Mike Masters at 1 p.m. All present introduced themselves.

Minutes of the October 5 meeting were approved unanimously, upon a motion by Ken Sorley, seconded by Roy Mata.

**Item 4 – Discussion of Historically Underutilized Business (HUB) Disparity Study messages being presented to universities and State agencies**

Dr. Rom Haghghi summarized the reasons for the study, how it was conducted, and the recommendations made. Medium and long-range strategies were presented, such as unbundling large RFP's, establishing more mentor-protégé programs, more user-friendly websites, benchmarking and best practices, and vendor rotation. A major issue found during the study is that many vendors did not understand what HUB is and is not. For example, many either thought they did not have to compete for contracts, or that HUB was a "set-aside".

Mike said perhaps the VAC could become a resource for the Comptroller and help develop outreach programs for HUB vendors.

**ACTION ITEM** for David Duncan: Share draft of revised CPA HUB rules (as soon as they are publicly available) with the HUB Subcommittee to compare with policy changes recommended by the study.

**Item 5 – Update on possible appointments or reappointments of VAC Members**

Terms expire December 31, 2010 for Greg Alexander, Gladys House, Mike Masters, Roy Mata, and P.D. Morrison. All are interested in continuing to serve. Ron said he asked the Deputy Comptroller, Martin Hubert, to extend current terms through April to enable them to discuss ways to expand the VAC and get industries represented with which the State has large contracts, such as food, road aggregate and IT services. Ron would also like other agencies to attend the meetings, and to look at best practices across the nation, public and private. Ron will find out from Martin if current members can run again and how changes in the Board will be handled.

**ACTION ITEM** for Ron Pigott: Before the next meeting, solicit ideas from the VAC on how it can expand, so they can be discussed at the meeting. Subsequently, Ron can take the ideas to Martin Hubert.

**Item 6 – Discussion of "knowledge gaps" in VAC membership and possible methods of generating interest in other industries to become VAC members**

Generally included in item 5. In addition, PD said he can work with the Southwest Minority Business Development group to find potential new members.

#### **Item 7 – Updates from Public Outreach and HUB Subcommittee**

HUB Subcommittee – nothing to report, but they will be working on HUB rules (as discussed under agenda item 4 Action Item).

Public Outreach – Arlene suggested putting together a list of 10 things HUB vendors might want to consider doing to increase their business, for Public Outreach to distribute. She'd like to have it done prior to the next meeting so it can be discussed there.

She asked about the status of items suggested last meeting to be added to the website, and Ron said they are not yet done, that IT is "swamped".

#### **Item 8 – Discussion of SmartBuy Mechanics, including interface with vendors, and opportunity to discuss changes vendors want**

Ron needs to know specifics of what is wanted for a presentation, and said it will need to cover new ground. Then a presentation can be arranged for a future meeting.

#### **Item 9 – Public Comment**

None.

#### **Item 10 – Discussion of Future Agenda Items**

- Re-purposing the VAC
- Report from the HUB Subcommittee on Rules
- Texas Smartbuy – "crystallizing" what the Board wants in a presentation
- Top 10 ideas for HUB vendors

Next meeting: Tuesday February 8, 2011 at 1 p.m.

The meeting was adjourned at 3:30 p.m., after a motion made by PD and seconded by Roy. Motion passed.