ECLEG DEC07'12 PM 4:05

COUNTY OF ERIE, NEW YORK
MINORITY AND WOMEN BUSINESS ENTERPRISES
UTILIZATION ADVISORY BOARD
12.3.2012

Present:

Advisory Board Roster:

- Susan McCartney – Buffalo State – State University of New York
- Edward Watts, Jr. – Buffalo Niagara Partnership
- Lynne Marie Finn – Buffalo Niagara Partnership
- Twiggs Seymore, Jr. – WNY Black Chamber of Commerce
- Orlando Perez – Sky View Learning Group and Buffalo Community
- Charley Fisher, III – Erie County Legislature
- Vallie Ferraraccio – Department of Purchase
- Sawrie Becker – Commission on the Status of Women
- Jesse L. Burnette – Director, Division of Equal Employment Opportunity

Invited Guests:

- Mark Polencarz – Erie County Executive
- Jesse Simmons – Administrative Assistant to the Chief of Staff
- Ericka Bennett – Erie County, Assistant County Attorney

Minutes of the meeting:

- Lynn Kolodziej – EEO Investigator

Remarks by County Executive and Charge: Mark Polencarz

Mr. Polencarz greeted the Advisory Board and quests and thanked them for they time and effort in serving on the Board. Mr. Polencarz briefly reviewed the history behind formation of the Advisory Board. Mr. Polencarz identified members of his staff on the board and their strengths that will be contributed. Mr. Polencarz excused himself identifying Mr. Jesse Simmons as a representative from his office.

Call to Order:

Mr. Jesse L. Burnette welcomed everyone and called the meeting to order 11:15AM. Mr. Burnette expanded on the formation of the Advisory Board, starting with an Executive Order from Mr. Polencarz at the beginning of his administration. Mr. Burnette mentioned the Advisory Board was an integral part of the Affirmative Action Plan. Mr. Burnette identified we should be doing more than the minimum goals set forth.

Introductions:

Each person at the meeting introduced themselves and who they were representing. See above roster.

Discussion of time limits for Board Participation:

- Term of 3 years:

    1. Sawrie Becker
    2. Edward Watts Jr.
    3. Jesse L. Burnette
    4. Orlando Perez
    5. Susan McCarthey

- Term of 2 years:

    1. Lynne Marie Finn
    2. Charley Fisher III
    3. Twiggs Seymore Jr.
    4. Vallie Ferraraccio

- Recommendations:

Moved: Lynne Marie Finn

Sawrie Becker serve as Chairman and Edward Watts Jr. serve as Vice Chairman of the Advisory Board for a term of 2 years

2nd: Twiggs Seymore Jr. and Orlando Perez

Review of information in notebook & discussion:

- Agenda
- Advisory Board Roster
- Charter of the County of Erie Minority/Women Business Enterprise (M/WBE) Utilization Advisory Board
- MWBE Certifications for 2012
- MWBE Certification Reasons for Change
- WBE – Reference Listing
- MBE – Reference Listing
- 2011 Contracts with MWBE Participation rates – Department of Public Works (DPW) and Department of Environment, Planning and Sewer Management (DEPSM)
- Minority/Women Vendor Usage Report for 2011 County of Erie, Purchase Department

Mr. Charley Fisher started the discussion on the Charter. Mr. Fisher reminded the Advisory Board of the History and the intent of the initial creators. Susan McCartney mentioned a change of philosophy to a standard of operating procedure. Sawrie Becker pointed out the need for a wider base of Minority and Women businesses to draw from. Mr. Edward Watts Jr. mentioned a web base system (a tool) to draw information from. Other members voiced their views and concerns. Vallie Ferraraccio identified a need for strategic task sub committees; mentioned by her and others: fast track to NYS certification from County of Erie MWBE Certification, RFP's Advertised, Disparity Study, and Identification of money flow for contracts.

Discuss Goal(s) for 2013 accomplishment:

- Will be discussed at next meeting

Discuss and Set meeting Dates for 2013 propose Quarterly:

Meetings will be held every month for the next 5 months.

Next meeting: **Monday January 28th, 2013 11:00 – 12:30PM**

Adjournment: 12:30PM