

COUNTY OF ERIE, NEW YORK
MINORITY AND WOMEN BUSINESS ENTERPRISES
UTILIZATION ADVISORY BOARD
3.25.2013

Present:

Advisory Board Roster:

- Edward Watts, Jr. – Buffalo Niagara Partnership - Chair
- Orlando Perez – Sky View Learning Group and Buffalo Community – Vice Chair
- Susan McCartney – Buffalo State – State University of New York
- Charley Fisher, III – Erie County Legislature
- Vallie Ferraraccio – Department of Purchase
- Sawrie Becker – Commissioner of Public Advocacy

Absent:

- Jesse L. Burnette – Director, Division of Equal Employment Opportunity
- Twiggs Seymore, Jr. – WNY Black Chamber of Commerce
- Lynne Marie Finn – Buffalo Niagara Partnership

Invited Guests:

- Ericka Bennett – Erie County, Assistant County Attorney

Minutes of the meeting:

- Lynn Kolodziej – EEO Investigator

1. Call to Order:

Mr. Edward Watts Jr. welcomed everyone and called the meeting to order 11:05AM.

2. Approval of Last Meeting (2.25.2013) Minutes:

- Motion to Approve: Sawrie Becker
- Second: Vallie Ferraraccio
- Motion Approved

3. Old Business:

A. Reports from Goal committees:

1) Capacity Building of M/WBE's

- Understanding and streamlining (including reciprocity) the process for certification Memorandum of Understanding (MOU)
- Utilizing existing capacity

Group Leader: Jesse Burnette; committee members - Twiggs Seymore Jr., Lynne Marie Finn, Orlando Perez

Ms. Ericka Bennett reported in the absence of Mr. Burnette:

On March 6th, 2013 Mr. Burnette, Mr. Munson (New York Empire State Development Corporation - NYESDC) Mr. Luis Rodriguez (Joint Certification Committee – JCC) and Ms. Rossi (Special Assistant – Region President, Empire State development Corporation) had a conference call to discuss the Memorandum of Understanding MOU regarding certification by the State for those already certified by the County of Erie. Mr. Munson will work to get the fast track approved for the County of Erie and City of Buffalo. Mr. Munson provided a new format for the MOU. Mr. Burnette and Ms. Bennett have been working on the new format and feel it will go to the City for approval next week (Week of April 1st, 2013). From City of Buffalo approval it will move to the State for approval. MOU was sent to the city on April 2nd, 2013.

- Anticipated conference call meeting: Mr. Burnette, Mr. Munson (New York Empire State Development Corporation - NYESDC) Mr. Luis Rodriguez (Joint Certification Committee – JCC) and Ms. Rossi (Special Assistant – Region President, Empire State development Corporation)

Ms. Sawrie Becker reported:

After the approval of the MOU all those certified through the Joint Certification Committee (JCC) will be notified and can start the process of applying for State certification via the fast track.

2) Draft and present an Executive Order for MWBE Utilization to the County Executive for implementation

Group Leader: Jesse Burnette; committee members - Susan McCartney, Edward Watts Jr.

- Ms. McCartney provided examples for review
- Mr. Burnette will schedule a meeting with Michael Siragusa, County Attorney and Mark Poloncarz, County Executive in the near future.

Mr. Burnette recommends tabling committee work until after this meeting.

3) Meet with County Department Heads for discussion of implementation and adherence to MWBE Utilization goals

Group Leader: Vallie Ferraraccio; committee members - Edward Watts Jr., Sawrie Becker

Ms. Ferraraccio reported her committee was waiting for the Executive Order (Goal #2) to be completed before speaking with Department Commissioners and their staffs. All Departments should take steps to facilitate the utilization of M/WBE's; certain key departments will be addressed first: Department of Public Works, Environment and Planning, Department of Social Services.

- Request for Proposal (RFP): Companies can/should ask questions and submit even if they don't match exactly.

4) Prepare and submit 2012 & 2013 Year End Report of the MWBE Utilization on County of Erie Contracts

Group Leader: Jesse Burnette; Vallie Ferraraccio, Sawrie Becker

Three Reports:

1. Quarterly Report – 1st Quarter of 2013
2. Year Ending 2012
3. 3rd Party Spending Report

4. **New Business:**

Other areas the Board Members would like to address:

- Step in starting a Procurement Technical Assistance Center (PTAC) in Erie County
- Send PTAC rules from County of Erie
- Need for a Disparity Study
- Utilize Small Colleges – Canisius, Buffalo State and Medaille, training for small businesses
- Meet with Comptroller after Executive Order (Goal #2) – help with auditing use of MWBE's

5. Any Good for the Order:

Handout – Provided by Ms. McCartney

*Example of Executive Orders: All relating to Minority and Women’s Business Enterprise Utilization – State of New Jersey, State of New York, State of Washington, Philadelphia

Sent out: 3.26.2013 – Provided by Ms. McCartney

*Example of Executive Order: Minority/Women-owned Business Enterprise Procurements – Thomas P. DiNapoli, Comptroller, State of New York

6. Adjournment: 12:15PM

- Motion to Adjourn: Charley Fisher, III
- Second: Orlando Perez
- Motion Approved

~ Next Meeting April 29, 2013 ~