

COUNTY OF ERIE, NEW YORK  
 MINORITY AND WOMEN BUSINESS ENTERPRISES  
 UTILIZATION ADVISORY BOARD  
 4.29.2013

Present:

Advisory Board Roster:

- Orlando Perez – Sky View Learning Group and Buffalo Community – Vice Chair
- Charley Fisher, III – Erie County Legislature
- Vallie Ferraraccio – Department of Purchase
- Sawrie Becker – Commissioner of Public Advocacy
- Jesse L. Burnette – Director, Division of Equal Employment Opportunity
- Twiggs Seymore, Jr. – WNY Black Chamber of Commerce
- Lynne Marie Finn – Buffalo Niagara Partnership

Absent:

- Edward Watts, Jr. – Buffalo Niagara Partnership - Chair
- Susan McCartney – Buffalo State – State University of New York

Invited Guests:

Minutes of the meeting:

- Lynn Kolodziej – EEO Investigator

**1. Call to Order:**

Mr. Orlando Perez welcomed everyone and called the meeting to order at 11:06 AM.

**2. Approval of Last Meeting (3.25.2013) Minutes:**

- Motion to Approve: Sawrie Becker
- Un-Readiness by Mr. Burnette – discussion on how minutes from Utilization Advisory Board meetings are used in the Legislature
- Second: Charley Fisher III – Mr. Fisher requested the approved minutes be sent to Robert Graber, Erie County Legislature, Clerk
- 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

The Joint Certification Committee (JCC) working steadily on certifications of MBE and WBE's. Recently several appeals have been heard by the Committee and companies were granted certification.

Memorandum of Understanding (MOU) sent to the city for approval on April 2<sup>nd</sup>, 2013, no response as of this date. Follow-up with County Attorney, write letter encouraging the City to respond in an expedient manner.

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.

Target: County Departments that spend the most money

Mr. Burnette has (2) meetings pending, one with County Executive Mark Poloncarz and the other with County Attorney Michael Siragusa. Target date for sending draft to the committee May 2, 2013.

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

Hold until Executive Order Signed. Two steps in presenting the Executive Order/Letter to Department Heads.

1. Commissioner Meeting – target June 2013 meeting.
2. One on One Meetings with departments – provide outline of were the department could potential show improvements.

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 – 1<sup>st</sup> Quarter of 2013
2. Year Ending 2012
3. 3<sup>rd</sup> Party Spending Report

**4. New Business:**

Marketing the successes of MBE & WBE involvement

- Potential outlets: Amherst Bee, Challenger and County Websites

**5. Any Good for the Order:**

Year Ending 2012 to be sent out by Email, projected date: August 2013

**6. Adjournment: 12:30PM**

- Motion to Adjourn: Lynne Marie Finn
- Second: Charley Fisher III
- Motion Approved

~ Next Meeting May 20<sup>th</sup>, 2013 ~