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COUNTY OF ERIE, NEW YORK
MINORITY AND WOMEN BUSINESS ENTERPRISES
UTILIZATION ADVISORY BOARD
5.20.2013

Present:

Advisory Board Roster:

- Edward Watts, Jr. – Buffalo Niagara Partnership - Chair
- 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
    - Representative for Mr. Seymore: Richard A. Cummings

Absent:

- Lynne Marie Finn – Buffalo Niagara Partnership
- Twiggs Seymore, Jr. – WNY Black Chamber of Commerce
- Susan McCartney – Buffalo State – State University of New York

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 11:06AM.
2. **Approval of Last Meeting (4.29.2013) Minutes:**
   - Motion to Approve: Sawrie Becker
   - Second: Charley Fisher, III
   - 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

- MOU received approval from the City of Buffalo May 15, 2013 signed by John Heffron MOU sent May 17, 2013 4:30PM to the State, Mr. Munson (New York Empire State Development Corporation - NYESDC)cc: Ms. Rossi (Special Assistant – Region President, Empire State development Corporation) and Ericka Bennett, County of Erie Assistant County Attorney
- Anticipated conference call meeting: Mr. Burnette, Mr. Luis Rodriguez (Joint Certification Committee – JCC) , Mr. Munson and Ms. Rossi
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- Steadily increasing approval of Companies – Last JCC meeting May 15, 2013
  - 4 to 5 Applications for certification/Month
  - Approval – typically 80%

2) Draft and present an Executive Letter regarding MWBE Utilization to the County Executive for distribution.

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

- May 20, 2013 Executive Letter in the County Executive's (Mark Poloncarz) Office
  - To be sent to County Department Heads/Commissioners

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

1. Commissioner Meeting – target June 19, 2013 meeting.
   - County Executive, Mark Poloncarz announcement: this committee will be meeting with each Department Head/Commissioner.

2. One on One Meetings with departments – provide outline of were the department could potential show improvements – target end of June – July 2013
   - Accountability for utilization of MWBE's

3. Review online contracts for mention of MWBE participation

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. Last Resort Program Spending

4. New Business:

1. Letter from Utilization Advisory Board to Erie County Legislature
   - Draft: Edward Watts, Jr., Chair of Board
   - Reviewed: Ericka Bennett, Assistant County Attorney
   - Regarding: more opportunities to engage MWBE utilization
     - Review of Request for Proposal (RFP) for MWBE involvement

5. Any Good for the Order:

Anticipated Press Release from County Executive's office comparing Purchasing department 2011 to 2012 – Improvement in MWBE contract participation

6. Adjournment: 11:25PM

- Motion to Adjourn: Orlando Perez
- Second: Jesse L. Burnette
- Motion Approved

~ Next Meeting June 24th, 2013 ~