COUNTY OF ERIE, NEW YORK
MINORITY AND WOMEN BUSINESS ENTERPRISES
UTILIZATION ADVISORY BOARD
6.24.2013

Present:

Advisory Board Roster:

- Edward Watts, Jr. – Buffalo Niagara Partnership - 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
- Richard A. Cummings – WNY Black Chamber of Commerce

Absent:

- Orlando Perez – Sky View Learning Group and Buffalo Community – Vice Chair
- Lynne Marie Finn – Buffalo Niagara Partnership
- 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 11:04 AM.

2. **Remembrance:** Twiggs Seymore, Jr.
   Mr. Twiggs Seymore Jr. passed Sunday June 2, 2013
   Mr. Richard A. Cummings is the approved alternate and will fill the position on the Board.
   - Motion to Approve: Jesse L. Burnette
   - Second: Vallie Ferraraccio
   - Motion Approved

3. **Approval of Last Meeting (5.20.2013) Minutes:**
   - Motion to Approve: Sawrie Becker
   - Second: Vallie Ferraraccio
   - Un - Readiness - No
   - Motion Approved

4. **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 - Richard A. Cummings., Lynne Marie Finn, Orlando Perez

Steady increase of certified MWBE's, close to 300 – equate to overall 14.3% increase

- Last Joint Certified Committee (JCC)Meeting: June 19, 2013
- Status of MOU – Pending approvals from State – "expedited process" in effect currently
- County of Erie , Division of Purchase, Vendor's List Application – Encourage all MWBE's to fill out

2) Draft and present an Executive Letter regarding MWBE Utilization to the County Executive for distribution to Department Heads and Commissioners.
Group Leader: Jesse Burnette; committee members - Susan McCartney, Edward Watts Jr.

Executive Letter – Sent out July 17, 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

- Commissioner Meeting – target July 2013 meeting.
- One on One Meetings with departments – provide outline of were the department could potential show improvements in regard to MWBE participation.
- Ms. Ferraraccio will send out (on an as needed basis) Email to Department Heads and Commissioners reviewing Local Law #9 (Professional Services) and Article 15A

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

Reports: Discussion will carry over to next meeting

5. **New Business:**
Create survey (to reflect on last 2 years) – sent to certified MWBE
- Inquiring who they have been doing Business with

6. **Any Good for the Order:**
   NEWS RELEASE: EC Department of Purchasing Reports on 2012 Minority & Women Vendor Usage

   Wednesday June 19, 2013 – Erie County Government "Open for Business" Workshop II – Frank Merriweather Library

   Wednesday June 26, 2013 – Buffalo State, Small Business Development Center – MWBE Contractor Program

   Remaining MEETINGS in 2013: August 26, September 30, October 28, 2013 November 25, and December 30.

7. **Adjournment: 12:38PM**
   - Motion to Adjourn: Sawrie Becker
   - Second: Charley Fisher, III
   - Motion Approved

~ Next Meeting July 29th, 2013 ~