

COUNTY OF ERIE, NEW YORK
 MINORITY AND WOMEN BUSINESS ENTERPRISES
 UTILIZATION ADVISORY BOARD
 9.30.2013

Present:

Advisory Board Roster:

- Edward Watts, Jr. – Buffalo Niagara Partnership - Chair
- Lynne Marie Finn – Buffalo Niagara Partnership
- Sawrie Becker – Commissioner of Public Advocacy
- Richard A. Cummings – WNY Black Chamber of Commerce
- Charley Fisher, III – Erie County Legislature
- Vallie Ferraraccio – Department of Purchase

Absent:

- Susan McCartney – Buffalo State – State University of New York
- Jesse L. Burnette – Director, Division of Equal Employment Opportunity
- Orlando Perez – Sky View Learning Group and Buffalo Community – Vice Chair

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 11:09AM.

2. Approval of Last Meeting (8.26.2013) Minutes: amended

- Motion to Approve: Sawrie Becker
- Second: Lynne Marie Finn
- Un - Readiness - No
- 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 - Richard A. Cummings., Lynne Marie Finn, Orlando Perez
- Steady increase of certified MWBE's - Joint Certified Committee (JCC) – did not meet in August 2013 – next meeting October 16, 2013
- Status of MOU – Pending approvals from State – “expedited process” in effect currently
 - Invite Mr. Scott Munson to speak with the Utilization Advisory Board to explain State Certification process
- Presentations by Director Burnette
 - Women’s Business College at Canisius – September 12, 2013
- Matchmaking Conference – End of October 2013 – related to work in 2014 – coincide with Buffalo Bills introduction of largest bid package
- Buffalo Bills Stadium Project – (1 or 2) Webinars on State certification, dates TBD – to follow Matchmaking Conference
- Proposed items:
 - County of Erie, Director, Division of Equal Employment Opportunity
Jesse L. Burnette – Presentation to the Small Business Administration Staff
 - Certification as a Minority Business Enterprise (MBE) or Women Business Enterprise (WBE)
 - Encourage more Erie County Departments to participate in the Matchmaker event – March 2014
 - Encourage more Erie County Departments to take part in Straight Talk event
 - Director Burnette will encourage Erie County Departments at September 2013 Commissioner’s meeting

2) 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

- Memorandum from County Executive Mark Poloncarz dated July 17, 2013, regarding Minority and Women Business Enterprise Utilization Commitment used for One on One Meetings with departments – provide discussion to help outline of were the department could potentially 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
 - Mental Health – Done

- Setting up model report mechanism for MWBE Utilization Board, to be used by all departments.
 - Several aspects to the Report being developed:
 - Mr. Burnette – packet showing certified vendors/companies broken down by service provided *MWBE Utilization Board would like to review
 - Individuals looking at contract language - pertaining to business done with the County
 - Educational piece – Ms. Ferraraccio speaking with each department as she has done with Mental Health – next department will be Social Services
- Ms. Ferraraccio will send out packet showing certified minority vendors that are categorized by the services or products they sell to Departments and Businesses when available.

3) 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:

1. EEO4 Report – Electronic Form sent – September 23, 2013
* MWBE Utilization Board would like a summary review
2. MWBE Utilization 2012 – target date October 2013 meeting
3. MWBE Utilization 2013 – January 2014 Meeting

B. Discussion – Letter to be sent asking Public School Districts in Erie County (except the City of Buffalo) to notify the Advisory Board of their M/WBE participation status

- Discussion will continue at next meeting

4. New Business:

- Buffalo Niagara Partnership (BNP)– outreach
 - BNP to mention MWBE certified companies to their contacts
 - Use packet being developed by Mr. Burnette
- Motion presented by Vallie Ferraraccio
Determine if a company can be certified by the Erie County/City of Buffalo Joint Certification Committee (JCC) both as a Women and

Minority Business so to apply different certification for different contracts.

Motion seconded: Charley Fisher, III

Motion Approved: Unanimous

- Review JCC bylaws
- What steps need to be taken to qualify as either

5. Any Good for the Order:

- 2013 Women, Veteran and Minority Owned Business Enterprises and Local Vendor Fair, Wednesday, October 9, 2013 10:00AM to 2:00PM Millennium Hotel, 2040 Walden Avenue, Cheektowaga, New York 14225

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

6. Adjournment: 12:37 PM

- Motion to Adjourn: Charley Fisher, III
- Second: Vallie Ferraraccio
- Motion Approved

~ Next Meeting October 28, 2013 ~