

COUNTY OF ERIE, NEW YORK
 MINORITY AND WOMEN BUSINESS ENTERPRISES
 UTILIZATION ADVISORY BOARD
 11.18.2013

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 – Black Chamber of Commerce of WNY
- Vallie Ferraraccio – Department of Purchase
- Susan McCartney – Buffalo State – State University of New York
- Jesse L. Burnette – Director, Division of Equal Employment Opportunity

Absent:

- Charley Fisher, III – Erie County Legislature
- 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 11:10AM.

2. Approval of Last Meeting (9.30.2013) Minutes:

- Motion to Approve: Richard A. Cummings
- Second: Sawrie Becker
- 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) – next meeting November 20, 2013
- Status of MOU – Pending approvals from State – “expedited process” in effect currently – Recently appointed Ms. Lillian Choi, Deputy Director of Policy & Operations, Division of Minority and Women’s Business Development Empire State Development has stepped down.
 - Invite Mr. Scott Munson to speak with the Utilization Advisory Board to explain State Certification process
- Matchmaking Conference – (2) November 13, 2013 (20 Million) and December 5, 2013 (50 Million) – related to work in 2014 – coincide with Buffalo Bills introduction of largest bid packages
 - Paul Mcguire Club - Buffalo Bills Stadium
- 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 – Mr. Burnette will encourage Erie County Departments at future Commissioner Meeting.
 - Encourage more Erie County Departments to take part in Straight Talk event – January 18, 2014
 - Director Burnette will encourage Erie County Departments at December 2013 Commissioner’s meeting and send email to Department Heads.

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

- Report mechanism for MWBE Utilization Board/County Executive, to be used by all departments.
 - Mental Health Department currently using
 - Social Services next department to be introduced
- Several aspects to the Report being developed:
 - Mr. Burnette – revised packet showing certified vendors/companies broken down by service provided. This will be

added to the 2014 Agency Packet sent out by Purchasing. (Packet includes, county Laws, applicable percentages of MWBE participation, Personnel draft)

- 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 – summary review to be sent to Board by Mr. Burnette
2. MWBE Utilization 2012 – target date January 2014 meeting
3. MWBE Utilization 2013 – January 2014 Meeting
4. Report from 2013 Bills Stadium Project (provided by L.P. Ciminelli) MWBE – 23% requirements – Mr. Burnette will send to Board in December 2013

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

- Motion: Formally close topic
 - Motion to Approve: Sawrie Becker
 - Second: Richard A. Cummings
 - Un - Readiness - Yes
 - Motion Approved
 - Topic Closed

- Vallie Ferraraccio was asked to participate on the City of Buffalo Cooperative Purchasing Board – received for Information

C. 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

- Mr. Burnette provided the Advisory Board with the Erie County & City of Buffalo Joint Certification Committee – Rules and Regulations

- Item 7 (C) "The Joint Certification Committee will not issue dual certification. Certification will be either MBE or WBE."
- Mr. Burnette will discuss with The Joint Certification Committee (JCC) at their next meeting November 20, 2013.

4. New Business:

- Buffalo Niagara Partnership (BNP)– outreach
 - BNP to mention MWBE certified companies to their contacts
 - Use packet being developed by Mr. Burnette
- Research Idea: Corporations receiving tax breaks from Erie County Industrial Development Agency (ECIDA). Do they have MWBE goals?
- Formal summary of accomplishments of the County of Erie, New York Minority and Women Business Enterprises Utilization Advisory Board for year ending 2013
 - Mr. Watts will head up writing summary
 - To be done by January 27, 2014

5. Any Good for the Order:

Motion: No Meeting the Month of December 2013. Meetings to be held every other Month, last Monday of the Month at 10:00AM

- Motion to Approve: Sawrie Becker
- Second: Richard A. Cummings
- Un - Readiness - Yes
- Motion Approved

6. Adjournment: 12:52 PM

- Motion to Adjourn: Jesse L. Burnette
- Second: Richard A. Cummings
- Motion Approved

~ Next Meeting January 27th, 2014 ~