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COUNTY OF ERIE, NEW YORK
MINORITY AND WOMEN BUSINESS ENTERPRISES
UTILIZATION ADVISORY BOARD
3.31.2014

Present:

Advisory Board Roster:

- Edward Watts, Jr. – Buffalo Niagara Partnership - Chair
- Richard A. Cummings – Black Chamber of Commerce of WNY
- Jesse L. Burnette – Director, Division of Equal Employment Opportunity
- Sawrie Becker – Commissioner of Public Advocacy
- Susan McCartney – Buffalo State – State University of New York

Absent:

- Vallie Ferraraccio – Department of Purchase
- Charley Fisher, III – Erie County Legislature
- Orlando Perez – Sky View Learning Group and Buffalo Community – Vice Chair
- Lynne Marie Finn – Buffalo Niagara Partnership

Invited Guests:

- Ericka Bennett – Erie County, Assistant County Attorney

Minutes of the meeting:

- Lynn Kolodziej – EEO Investigator

1. **Call to Order:**
   Mr. Edward Wa s Jr. welcomed everyone and called the mee ng to order 10:07AM.

2. **Approval of Last Mee ng (11.18.2014) Minutes:**
   - Mo on to Approve: Sawrie Becker
   - Second: Richard A. Cummings
   - Un - Readiness - None
   - Mo on Approved

3. **Old Business:**
   A. Reports from Goal commi ees:
   1) Capacity Building of M/WBE's
      - Understanding and streamlining (including reciprocity) the process for cer ca on Memorandum of Understanding (MOU)
      - U lizing exis ng capacity

Group Leader: Jesse Burne e; commi ee members - Richard A. Cummings., Lynne Marie Finn, Orlando Perez

- Steady increase of cer ed MWBE's - Joint Cer ed Commi ee (JCC) – Last mee ng March 12, 2014 – 287 cer ed companies
- Understanding and streamlining (including reciprocity) the process for New York State cer ca on (MOU)
    - Sco Munson – No longer handling this area
    - 2.27.2014 Director Burne e spoke to Mecca Santana – Chief Diversity O cer, New York State (phone: 212.681.7753) – o ered to help move the MOU along with acceptance with the State
- Proposed items:
    - County of Erie, Director, Division of Equal Employment Opportunity Jesse L. Burne e – Presenta on to Outside Organiza ons
        - Cer ca on as a Minority Business Enterprise (MBE) or Women Business Enterprise (WBE)

2) Meet with County Department Heads for discussion of implementa on and adherence to MWBE Utiliza on goals
Group Leader: Vallie Ferraraccio; committee members - Edward Wa s Jr., Sawrie Becker

- Report mechanism for MWBE U liza on Board/County Execu ve, to be used by all departments.
    - Mental Health Department currently using
    - Department of Social Services currently using
    - Senior Services - next department to be introduced

3) Prepare 2013 Year End Report of the MWBE U liza on on County of Erie Contracts
Group Leader: Jesse Burne e; Vallie Ferraraccio, Sawrie Becker

Reports:

1. MWBE U liza on 2013 – Target May 19, 2014 mee ng
2. Report from 2013 Bills Stadium Project (provided by L.P. Ciminelli) MWBE – 23% requirements – Mr. Burne e will send to Board by May 19, 2014 mee ng

4) Determine if a company can be cer ed by the Erie County/City of Bu alo Joint Cer ca on Commi ee (JCC) both as a Women and Minority Business

a. Mr. Burne e provided the Advisory Board with the Erie County & City of Bu alo Joint Cer ca on Commi ee (JCC) – Rules and Regula ons
   - Item 7 (C) "The Joint Cer ca on Commi ee will not issue dual cer ca on. Cer ca on will be either MBE or WBE."
   - Ms. Sawrie Becker to dra le er to JCC – seeking dual cer ca on for Minority Women

5) Bu alo Niagara Partnership (BNP) – outreach - Ms. Lynne Marie Finn to report.
   - BNP to men on MWBE cer ed companies to their contacts
   - Use packet being developed by Mr. Burne e
   - Research Idea: Corpora ons receiving tax breaks from Erie County Industrial Development Agency (ECIDA). Do they have MWBE goals?

6) Formal summary of accomplishments of the County of Erie, New York Minority and Women Business Enterprises U liza on Advisory Board for year ending 2013
   - Mr. Wa s will head up wri ng summary
   - To be done by May 19th 2014

4. New Business:

A. An cipated April 8, 2014 – Director Jesse L. Brune e's Quarterly mee ng with County Execu ve Mark Poloncarz
   - New Members for Advisory Board
     - Replacement for Mr. Orlando Perez
     - Replacement for Mr. Charley H. Fisher, III (Legislator Representa ve)
     - Recommenda ons By May 19th, 2014

B. 2014 MWBE and Small Business Contractor Bond Readiness Training Program
   - Program topics include: Bonding, Insurance, Capital Access & Loan support, construc on Management, Planning & Con ict Resolu on
   - Program Dates: May7,14,21,28 & June 4, 11 (six evenings/six sessions)
   - Time: 4-8PM
   - Loca on: Bu alo State College, Cleveland Hall 418, 1300 Elmwood Ave. Bu alo, NY 14222
   - Cost: No cost to par cipate

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

A. Procurement Technical Assistance Center (PTAC):

- Center located in Niagara County – 2 Programs
  - Niagara County – Higher requirements of Federal Contribu ons
  - Erie County - Lower requirements of Federal Contribu ons
- April 1st, 2014 an cipated approval for dual PTAC (Niagara and Erie Coun es)
- The interim person for PTAC at Erie County is Lenora Leasure.

  Lenora Leasure
  Program Manager
  Erie County Government Technical Assistance Center
  95 Perry Street, Suite 403
  Bu alo, NY 14203
  (716) 856-6525 Ext 550
  lleaure@bni .org
- The center is iden ed as the Erie County Government Technical Assistance Center and a proposal is in to have the unit iden ed as a part of the local area PTAC and we should receive response by April 2014

B. Richard C. Cummings – President – Black Chamber of Commerce of WNY.

C. Poster - adver sement for MWBE par cipa on – dra to be prepared by Ms. McCartney

6. **Adjournment: 11:40 AM**

- Mo on to Adjourn: Richard A. Cummings
- Second: Susan McCartney
- Mo on Approved

~ Next Mee ng May 19 2014