

COUNTY OF ERIE, NEW YORK
MINORITY AND WOMEN BUSINESS ENTERPRISES
UTILIZATION ADVISORY BOARD
9.29.2014

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
- Vallie Ferraraccio – Department of Purchase
- Susan McCartney – Buffalo State – State University of New York
- Lynne Marie Finn – Buffalo Niagara Partnership

Absent:

Invited Guests:

Minutes of the meeting:

- Lynn Kolodziej – EEO Investigator
- 1. Call to Order:**
Mr. Edward Watts Jr. welcomed everyone and called the meeting to order at 10:10 AM.
 - 2. Approval of Last Meeting (7.28.2014) Minutes:**
 - Motion to Approve: Sawrie Becker
 - Second: Susan McCartney
 - Un - Readiness - None
 - 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

- Steady increase of certified MWBE's - Joint Certified Committee (JCC) – Last meeting September 17, 2014 – 269 certified companies (WBE –151 & MBE – 118)
- Understanding and streamlining (including reciprocity) the process for New York State certification (MOU)
 - Status of MOU – “expedited process” in effect.
 - MOU ready to submit
 - Director Burnette will contact Ms. Bette Yee the replacement for Scott Munson from the Empire State Development Corporation and Lourdes Zapata, Executive Director Division of Minority & Women Business Development and proceed with MOU approval.
- JCC Rules and Regulations have been amended Section #5 (16) & (17)
 - JCC (September 17, 2014) - approved amendments to Rules and Regulations regarding net worth (less than 3.5 Million)for applicants and size of workforce (less than 300 employees)
- Proposed items:
 - County of Erie, Director, Division of Equal Employment Opportunity Jesse L. Burnette – Presentation to Outside Organizations
 - Erie County Fair – August 6,14,15, & 16 – Division of Equal Employment Opportunity (EEO)
 - Straight Talk Meeting – September 25, 2014 9:00AM – 12:30PM
 - Event January 2014
 - September 25, 2014 Canisius College – “Getting Certified 101”
 - Student Center, 98 Hughes Ave., Buffalo, NY 14208

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
 - ❖ Reporting diversity of workforce
 - Department of Social Services currently using
 - Senior Services - next department to be introduced
- Committee to develop a compliance document to be inserted into “RFP” Request for Proposals
 - Compliance document highlighting Local Law 9

- Director Burnette to start process of MWBE Utilization Advisory Board to meet with Legislature – target date November 2014

3) Prepare 2014 Year End Report of the MWBE Utilization on County of Erie Contracts

Group Leader: Jesse Burnette; Vallie Ferraraccio, Sawrie Becker

4) 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

- Ms. Sawrie Becker presented letter to JCC at September 17, 2014 meeting – seeking dual certification for Minority Women
 - Unanimous vote to approve
 - JCC approved and in affect – by-laws amended accordingly
 - EEO Office will retroactively approve dual certification for all Minority/Women businesses if company determines they want to be listed as both.

Sub-committee: Sawrie Becker, Lynne Marie Finn, Vallie Ferraraccio, Richard Cummings, Daniel Loebell & Ericka Bennett

5) Buffalo Niagara Partnership (BNP) – outreach - Ms. Lynne Marie Finn to report.

- BNP to mention MWBE certified companies to their contacts
- BNP mention to members the benefits of certification with the Erie County/City of Buffalo Joint Certification Committee (JCC).
- Mr. Edward Watts, Jr. to make presentation to the BNP – Target date: December 2014

6) 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 presented summary to Board
- Revisions will be made and Final presented by October 15, 2014

7) Corporations receiving tax breaks from Erie County Industrial Development Agency (ECIDA). Do they have MWBE goals?

- Director Burnette will look into goals if any.

4. New Business:

- Term of 3 years:
 1. Sawrie Becker – December 2012
 2. Edward Watts Jr. – December 2012
 3. Jesse L. Burnette – December 2012
 4. Susan McCartney – December 2012
 5. Richard A. Cummings – September 15, 2013

- Term of 2 years:
 1. Lynne Marie Finn – December 2012
 2. Vallie Ferraraccio – December 2012
 3. ~ Vacancy ~ (Legislature)
 4. ~ Vacancy ~ Community Representative

- Mr. Burnette will address vacancies. As of this date no representatives have been identified.

5. Any Good for the Order:

- A. The Erie County Government Technical Assistance Center: Lenora Leasure left post as of September 23, 2014. At this time the GTAC doors will be closed.
 - Cattaraugus County has PTAC

- B. Ralph Wilson Stadium update: work is 99% complete as of 7.31.2014 report
 - Next meeting October 24, 2014
 - Strategic Plan:
 - 17.3% WBE
 - 15.2% MBE
 - Total of 32.5% Goal of 23%
 - 14.1% Apprenticeship Participation - Goal of 10%

- C. Helen Diane Foster – newly confirmed Commissioner of New York State – Department of Human Rights (NYS-DHR)

6. Adjournment: 11:55 AM

- Motion to Adjourn: Vallie Ferraraccio
- Second: Richard A. Cummings
- Motion Approved

~ Next Meeting November 24, 2014 ~