

COUNTY OF ERIE, NEW YORK  
MINORITY AND WOMEN BUSINESS ENTERPRISES  
UTILIZATION ADVISORY BOARD  
11.24.2014

**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
- Lynne Marie Finn – Buffalo Niagara Partnership

**Absent:**

- Vallie Ferraraccio – Department of Purchase
- 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 at 10:08 AM.

**2. Approval of Last Meeting (9.29.2014) Minutes:**

- Motion to Approve: Sawrie Becker
- Second: Jesse Burnette
- 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

- MOU signed 11.14.2014 by Jesse L. Burnette, Chair County of Erie and City of Buffalo Joint Certification Committee and signed 11.18.2014 (effective date) by Lourdes Zapata, Executive Director Division of Minority & Women's Business Development NYS Department of Economic Development
    - Year to year agreement
  - JCC Rules and Regulations have been amended:
    - Section #5 (16) & (17)
    - Dual Certification for Minority Women Business Enterprises
    - Current Certified Business were informed December 2014 via mail, effective January 1, 2015
- 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 January 2015
      - ❖ Topics to be cover at meeting:
        1. Importance of Legislative Representation at MWBE Utilization Advisory Board meetings
        2. Approval of Contracts (RFP's) – review for participation rates

Note: In process recommend target date extension

- 3) Prepare 2014 Year End Report of the MWBE Utilization on County of Erie Contracts  
Group Leader: Jesse Burnette; Vallie Ferraraccio, Sawrie Becker

- 4) Buffalo Niagara Partnership (BNP) – outreach - Ms. Lynne Marie Finn to report.
  - Mr. Edward Watts, Jr. to make presentation to the BNP – Target date: January 2015
  
- 5) 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 November 3, 2014
  - Action completed by letter to County Executive November 3, 2014
  
- 6) 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 selected.

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

1. Equal Pay Act: Executive Order #13
2. MWBE Certification Training: Tuesday December 2, 2014 Roswell Park Cancer Institute, Gaylord Cary Conference Room
3. Straight Talk 2015: Saturday January 24, 2015 – Buffalo Niagara Convention Center
4. SUNY Buffalo State: Presentation on EEO – Requested by Dr. Karen Clinton Jones, Chief Diversity Officer – Date TBD January/February 2015
5. Rochester Institute of Technologies (RIT) - Date TBD– Joint Educational Session for Facilities Staff - Presentation By: Kevin McDonald, Vice President, Chief Diversity Officer and Jesse L. Burnette

**6. Adjournment: 11:21AM**

- Motion to Adjourn: Richard A. Cummings
- Second: Ericka Bennett
- Motion Approved

~ Next Meeting January 26, 2015 ~