ECLEG MAY23'16 PM 2:55

COUNTY OF ERIE, NEW YORK
MINORITY AND WOMEN BUSINESS ENTERPRISES
UTILIZATION ADVISORY BOARD
1.25.2016

Present:

Advisory Board Roster:

- Edward Watts, Jr. – Buffalo Niagara Partnership - Chair
- Richard A. Cummings – Black Chamber of Commerce of WNY
- Lynne Marie Finn – Buffalo Niagara Partnership
- Vallie Ferraraccio – Department of Purchase
- Maritza Vega – Hispanic Heritage Council of Western New York, Inc.
- Jesse L. Burnette – Director, Division of Equal Employment Opportunity
- Vacancy – Erie County
- Vacancy - Legislature

Absent:

- Susan McCartney – Buffalo State – State University of New York

Invited Guests:

- Leslie Ortiz-Fogg – 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 9:07 AM

2. **Approval of Last Meeting (9.28.2015) Minutes:**
   - Motion to Approve: Maritza Vega
   - Second: Richard A. Cummings
   - Un - Readiness - None
   - Motion Approved

3. **Old Business:**

A. Reports from Goal committees:

1) Capacity Building of M/WBE's
   - Utilizing existing capacity

Group Leader: Jesse Burnette; committee members - Richard A. Cummings, Lynne Marie Finn

- Erie County Certified MWBE's approximately Total: 278 MBE- 133 WBE – 145

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.

- Report mechanism for MWBE Utilization Board/County Executive, to be used by all departments.
  - Mental Health Department currently using
    - reporting diversity of workforce
  - Senior Services – working in the department
    - Outreach programs
  - Department of Social Services –
    - reporting diversity of workforce
    - working in the department
  - Parks and Recreation

- Meeting with Maria Whyte, Deputy County Executive - Office of the County Executive – Vallie Ferraraccio, Edward Watts Jr. and Jesse L. Burnette
  1. Tuesday September 29, 2015 3:00PM – RFP – greater opportunity to identify minority and women participation
  2. Next meeting 1.26.2015 – Final RFP memo – supportive documents – local law 9 Minority 15% and Women 5% participation – goals identified
  3. Copy of Memo and supportive documents will be sent to Advisory Board when approved

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

- 2014 Report on the EEO web page – updates for the Department of Public Works capital projects, Building and Grounds and Highways due in

4) Buffalo Niagara Partnership (BNP) – outreach - Ms. Lynne Marie Finn to report.
   - Verify links are working and are on website
   - Links to Erie County will not appear on BNP website as of this date

5) Formal summary of accomplishments of the County of Erie, New York Minority and Women Business Enterprises Utilization Advisory Board for Year ending 2014 & 2015.
   - Mr. Edward Watts, Jr. and Director Burnette will start working on report beginning of March 2016.

6) Letter to be drafted to Mark Poloncarz, Erie County Executive – Office of the County Executive
   - Mr. Edward Watts, Jr. will draft letter and highlight MWBE Utilization Advisory Board initiatives
   - MWBE Utilization Advisory Board will review before sending

4. New Business:

- Items to be reviewed:
  1. Members of Board – Sign Ethics Form
     - Term of 3 years:
       1. Edward Watts Jr. – December 2012
       2. Jesse L. Burnette – December 2012
       3. Susan McCartney – December 2012
       4. Richard A. Cummings – September 15, 2013
       5. ~ Vacancy ~ (Erie County)

     - Term of 2 years:
       1. Lynne Marie Finn – December 2012
       2. Vallie Ferraraccio – December 2012
       3. Maritza Vega – January 2015 – January 2017
       4. ~ Vacancy ~ (Legislature) –Mr. Burnette will contact Ms. Lynne M. Dixon – Chairperson – Minority and Women Business Enterprise Committee

  2. Appointment Letters – to be sent out after receiving signed Ethics Form

5. Any Good for the Order:

1.

2. xErie Community College (ECC) STEM (Science, Technology, Engineering & Math) Building – ECC North Campus, next high priority project - MWBE Goals total 30% Minority = 17% Women = 13%. Begin in Spring 2016, completed by September 2017

3. January 23, 2016 8:00 – 1:00PM – Straight Talk 2016 - Buffalo Niagara Convention Center – Attended by Director Jesse L. Burnette and Deputy County Executive Maria Whyte
    - 20th Anniversary Presentation

3. Equal Pay Act: Executive Order #13
    - Erie County Industrial Development Agency (ECIDA) approved policy 7.15.2015. Agreement with County was approved with an effective date of September 1, 2015.

4. October 1 & 2, 2015 New York State MWBE Forum
    - Attended by EEO Investigators - Glenn Belton and Lynn Kolodziej

5. September 21 – 23, 2015 New York State Association of Counties Conference, Lake Placid, New York
    a. Attended by Erie County Division of EEO Director – Jessie L. Burnette

6. Hispanic Heritage Month Celebrations – September 15 – October 15, 2015
    b. 2015 Theme: "Honoring our Heritage, Building our Future"

7. Entrepreneurial Effectiveness Program:
    c. Dates: September 3rd, 8th, 10th, 15th, 17th, 22nd, 24th, and 29th
    d. Time: 5:30PM Refreshments & Networking 6pm – 9pm Class Instruction
    e. Location: SUNY Buffalo State Rockwell Hall 204

6. Adjournment: 10:40 AM
- Motion to Adjourn: Vallie Ferraraccio
- Second: Richard A. Cummings
- Motion Approved

~ Next Meeting March 14, 2016 ~