

COUNTY OF ERIE, NEW YORK  
MINORITY AND WOMEN BUSINESS ENTERPRISES  
UTILIZATION ADVISORY BOARD  
5.23.2016

Present:

Advisory Board Roster:

- Edward Watts, Jr. – Buffalo Niagara Partnership - Chair
- Richard A. Cummings – Black Chamber of Commerce of WNY
- Maritza Vega – Hispanic Heritage Council of Western New York, Inc.
- Susan McCartney – Buffalo State – State University of New York
- Jesse L. Burnette – Director, Division of Equal Employment Opportunity
- Vacancy – Erie County
- Vacancy – Legislature
- Vacancy – Buffalo Niagara Partnership

Absent:

- Vallie Ferraraccio – Department of Purchase

Invited Guests:

- Esther Smothers – Legislative Assistant to Betty Jean Grant

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 9:42AM.

**2. Approval of Last Meeting (1.25.2016) Minutes:**

**a. 3.14.2016 – no quorum – no minutes**

- Motion to Approve: Susan McCartney
- 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 member - Richard A. Cummings

▪ Erie County Certified MWBE's

2016	2015
MBE 89	MBE 111
Dual 28	Dual 7
WBE 137	WBE 149
<b>Total 254</b>	<b>Total 267</b>

- Discuss addendums received from New York State – opportunity to invite local MWBE applicants to apply for JCC certification.

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 September 29, 2015: Maria Whyte, Deputy County Executive - Office of the County Executive – Vallie Ferraraccio, Edward Watts Jr. and Jesse L. Burnette
  - This meeting provided impact information for this memorandum. all Department Heads must follow this procedure.
  - Memorandum: Procurement of Professional Services – Distributed to all Department Heads in April 2016
  - MWBE Advisory Board review for next meeting

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) 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.

#### **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. Vallie Ferraraccio – December 2012
      2. Maritza Vega – January 2015 – January 2017
      3. ~ Vacancy ~ Buffalo Niagara Partnership
      4. ~ Vacancy ~ (Legislature) –Mr. Burnette will contact Ms. Lynne M. Dixon – Chairperson – Minority and Women Business Enterprise Committee
  2. Appointment Letters –Ethics Forms have been received from board members. Letters will be ready for next meeting.

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

1. Erie Community College (ECC) STEM (Science, Technology, Engineering & Math) Building – ECC North Campus, next high priority project - MWBE Goals total 32% Minority = 18% Women = 14%.
  - MWBE Mixer and Outreach activity – May 11, 2016 ECC North Campus
  - New Pre-Bid Site Visit will be held May 18, 2016 at ECC North Campus
  - Bids Opened – June 1<sup>st</sup>, 2016 - Ground Breaking August 8, 2016
  - Move in Date: January 2018
2. 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.
  - Received ECIDA report May 20, 2016 beginning pilot review for pay equity.

3. March 8, 2016 – 1:00 – 4:00PM U.S. Small Business Administration (SBA) – Getting Certified 101 – U.S. Small Business Administration, 130 South Elmwood Ave., Suite 423, Buffalo, New York 14202. A part of the SBA Women’s observance program.
4. March 10, 2016 Erie County Executive’s “State of the County” speech at Buffalo and Erie County Historical Society -1300 Elmwood Ave, Buffalo, NY 14222
5. March 30, 2016 9:00 – 10:00AM - Small Business Administration – Celebrate “Women’s History Month” - Federal Contracting & WOSB ( Woman Owned Small Business Opportunities – 130 S. Elmwood Avenue, 4<sup>th</sup> Floor, Buffalo, NY 14202
6. May 12, 2016 Expo by Empire State Development - The University at Buffalo's Educational Opportunity Center - 555 Ellicott Street - Buffalo, NY 14203
7. Business Microloans: Thursdays at 6:00PM May 26<sup>th</sup>, July 7<sup>th</sup>, & August 18<sup>th</sup>, 2016 - Free Information Sessions Canisius Enactus and Evans Bank – Varsity Theater, 3165 Bailey Ave, Buffalo, NY 14215
8. New Executive Director for Commission on the Status of Women is Ms. Karen King, she will begin the first full week of June 2016.
9. July 28<sup>th</sup>, 2016 9:00 – 3:00PM U.S. Small Business Administration, 130 South Elmwood Ave. Suite 423, Buffalo, New York 14202 – Demystifying Federal Contracting & Responding Competitively to RFPs (Requests for Proposal), RFQs (Requests of Quotations) and RFIs (Requests for Information)

**6. Adjournment: 10:21 AM**

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

~ Next Meeting July 25, 2016 ~