

COUNTY OF ERIE, NEW YORK  
MINORITY AND WOMEN BUSINESS ENTERPRISES  
UTILIZATION ADVISORY BOARD  
9.28.2015

**Present:**

**Advisory Board Roster:**

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

**Absent:**

- Lynne Marie Finn – Buffalo Niagara Partnership
- Maritza Vega – Hispanic Heritage Council of Western New York, Inc.

**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 9:01 AM.

**2. Approval of Last Meeting (7.27.2015) Minutes:**

- Motion to Approve: Susan McCartney
- Second: Sawrie Becker
- 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: 264 (16 Dual Certification) MBE- 120 WBE – 144
- Director Burnette request meeting with Hon. Betty Jean Grant
  - Email sent 7.23.2015 to Jonathan Rivera – Legislative Liaison requesting Mr. Rivera to extend and invitation to our July 27<sup>th</sup>, 2015 meeting and/or September 28<sup>th</sup>, 2015 meeting to the Legislator. Mr. Rivera was asked to help arrange a meeting with the Legislator and MWBE Utilization Advisory Board.
    - a. Topics to be cover at meeting:
      - i. Importance of Legislative Representation at MWBE Utilization Advisory Board meetings
      - ii. Approval of Contracts (RFP's) – review for participation rates
      - iii. Propose Local Law: LL INT. 8-1 12/1/2014 up for review and discussion
        - 1. Amending of Local Laws #6- 1987, #5- 1994 & #9- 2005
        - 2. Update Equal Employment Opportunity Goals for Minority Owned and Women Owned Enterprises

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
  - Senior Services – working in the department
  - Department of Social Services –
    - ❖ reporting diversity of workforce
    - ❖ working in the department
  - Parks and Recreation

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

Group Leader: Jesse Burnette; Vallie Ferraraccio, Sawrie Becker

- Chair will send to Advisory Board Members for review and comment then to the Erie County Executive

- 4) Buffalo Niagara Partnership (BNP) – outreach - Ms. Lynne Marie Finn to report.
  - Verify links are working and are on website
  
- 5) Formal summary of accomplishments of the County of Erie, New York Minority and Women Business Enterprises Utilization Advisory Board for Year ending 2014
  - Mr. Edward Watts, Jr. and Director Burnette will start working on report.
  
- 6) Meeting to be scheduled with Maria Whyte, Deputy County Executive - Office of the County Executive
  - Mr. Edward Watts, Jr. will contact Ms. Whyte and make arrangements
    - Discuss support for MWBE Utilization Advisory Board initiatives
  - MWBE Utilization Advisory Board will be contacted
  - Email dated 7.31.2015 was sent to Advisory Board Members advising them contact had been made with Ms. Whyte's Office and would be hearing from them soon.
  - Meeting set for September 28, 2015 3:00PM
    - Topic to cover with Ms. Whyte
      - ❖ Filling Legislature Vacancy on MWBE Utilization Advisory Board
      - ❖ Local Law #9 – contract RFP review for MWBE participation rates
  
- 7) 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:**

- 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. Maritza Vega – January 2015 – January 2017
  4. ~ Vacancy ~ (Legislature) – cover at meeting in September with Legislature

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

1. Equal Pay Act: Executive Order #13
  - Erie County Industrial Development Agency (ECIDA) approved policy 7.15.2015
2. August 21, 2015 8:30 – 10:30AM Erie County Bureau of Purchase Spotlight Matchmaker – Niagara Center, Room 423, 4<sup>th</sup> Floor, 130 South Elmwood Avenue, Buffalo, NY
3. October 1 & 2, 2015 New York State MWBE Forum
  - Attended by EEO Investigators - Glenn Belton and Lynn Kolodziej
4. 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
5. Hispanic Heritage Month Celebrations – September 15 – October 15, 2015
  - a. 2015 Theme: “Honoring our Heritage, Building our Future”
6. Entrepreneurial Effectiveness Program:
  - a. Dates: September 3<sup>rd</sup>, 8<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 17<sup>th</sup>, 22<sup>nd</sup>, 24<sup>th</sup>, and 29<sup>th</sup>
  - b. Time: 5:30PM Refreshments & Networking 6pm – 9pm Class Instruction
  - c. Location: SUNY Buffalo State Rockwell Hall 204

**6. Adjournment: 10:30 AM**

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

~ Next Meeting November 30, 2015 ~