

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

7.29.2019

Present:

Advisory Board Roster:

- Gwen A. Howard RA, LEED AP – Buffalo Niagara Partnership
- Hon. April N.M. Baskin – Chairwomen - Legislature
- Jesse L. Burnette – Director, Division of Equal Employment Opportunity
- Richard A. Cummings – Black Chamber of Commerce of WNY
- Vallie Ferraraccio – Director - Bureau of Purchase
- Susan McCartney – Buffalo State – State University of New York
- Maritza Vega – Hispanic Heritage Council of Western New York, Inc.

Absent:

- Edward Watts, Jr. – Buffalo Niagara Partnership - Chair
- Karen King PhD. – Commissioner of Public Advocacy

Invited Guests:

Minutes of the meeting:

- Lynn Kolodziej – EEO Investigator

1. Call to Order:

Mr. Burnette welcomed everyone and called the meeting to order at 9:07 AM.

2. Introduction of Guests: None

3. Approval of Last Meeting (3.25.2019) Minutes: Note: No quorum at the 5.20.2019 meeting

- Correction to Call to Order: insert 9:00AM

- Motion to Approve with correction: Gwen Howard
- Second: Susan McCartney
- Un - Readiness: None
- Motion Approved

4. Old Business:

A. Reports from Goal committees:

1) Capacity Building of M/WBE's

Group Leader: Jesse Burnette; committee member - Richard A. Cummings

- Utilizing existing capacity
- Erie County Certified MWBE's (current figures as of July 2019)

2019	2018	2017
MBE 80	MBE 73	MBE 77
Dual 46	Dual 46	Dual 33
WBE 125	WBE 120	WBE 124
Total 251	Total 239	Total 234

- Erie County and City of Buffalo Joint Certification Committee (JCC)
 - To be discussed at Special JCC Board meeting – August 21, 2019
 - Erie County and City of Buffalo Joint Certification Committee (JCC) Discussion for the opportunity of licensed professionals (i.e., Attorneys, CPAs, Engineers, Architects...) on a case-by-case basis may be granted a waiver of the one-year operational requirement
 - N.Y. State New MWBE Bill Article 15A as of June 6, 2019
 - Recertification every (5) five years
 - Maximum Personal Net Worth raised from 3.5 Million to 15 Million
 - Suggestion made by Susan McCartney: The MWBE Utilization Advisory Board is encouraging the JCC Board to adopt the new guidelines from New York State. Specifically: 1. Personal Net Worth maximum raised to 15 Million 2. Recertification every 5 years
 - Motion to Approve: Gwen Howard
 - Second: Susan McCartney
 - Un - Readiness: None
 - Motion Approved
- 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.
 - Ms. Ferraraccio is continuously working with departments
- 3) Prepare Year End (2018) Report of the MWBE Utilization on County of Erie Contracts
Group Leader: Jesse Burnette; Vallie Ferraraccio
- Begin report prep week of May 20, 2019 - July 22, 2019
 - Addition of Executive Order #18
 - Just beginning to write report July 2019
 - Ms. Ferraraccio will inquire with other Joint Certification Committee members about their organizations MWBE numbers for 2018.
 - ❖ Buffalo City School District
 - ❖ City of Buffalo – No response
 - ❖ Buffalo Sewer Authority

❖ Buffalo Municipal Housing Authority

- Ms. Ferraraccio was sent contact information for the (3) other organizations in order to request information regarding contracts for 2018
 - Motion made by Richard Cummings: The MWBE Utilization Advisory Board is encouraging an amendment to Local Law #1 1987 to increase MWBE goals to 30%
 - Motion to Approve: Richard Cummings
 - Second: Susan McCartney
 - Un - Readiness: Hon. April N.M. Baskin – recused herself
 - Motion Approved
- 4) Formal summary of accomplishments of the County of Erie, New York Minority and Women Business Enterprises Utilization Advisory Board for Year ending 2018.
- Begin report prep week of May 20, 2019 - July 22, 2019
 - Just beginning to write report July 2019
- 5) LCP Tracker : Status update
- Current status: Erie County has begun to exceed its current bulk pricing plan of up to \$5 Million in projects and we are now working with LPC Tracker to increase our plan up to \$10 Million in projects with an option to up to \$25 Million. Pay difference in cost between the \$10 Million increase and the \$25 Million will be prorated. Projects are being up loaded and contractors are responding positively.

5. New Business:

1. Executive Order #18

- Applies to all construction Project at or over \$250,000.00 (except Federally funded projects)
- Director Burnette working on Summary for 2018 for the Department of Public Works and Department of Environment and Planning
 - Last Meeting held June 27, 2019; status of project participation is looking well.

2. Middle Skills for Women

- Nontraditional Employment for Women (NEW):
 - NEW has selected Buffalo N.Y. as their next location, Pre-Apprentice Program for Women in building trades, Funding for 2 years, 20 Women – 8 Week training, Monday – Friday, No payment
 - Summer of 2019 movement on project

3. Equal Pay Act: Executive Order #13

- Director Burnette will start Erie County review process, new target of September 2019

4. New York State Sexual Harassment Training: Mr. Burnette asking that all board members complete their workplace training on sexual harassment by the end of 2019.

- Email statement of Completion (including dates, title of course, duration)/copy of certificate. Due Date: September 30th, 2019

5. Term of 3 years: September 15th, 2019 – September 15th, 2022

- Email set to all Board Members 7.18.2019 requesting a response to continue
- Mr. Burnette will send letter to Erie County Legislature regarding their participation

6. Ethic Forms: Annual Statement of Financial Disclosure for the County of Erie

- Not Needed; Erie County Ethics committee determined the County of Erie, New York Minority and Women Business Enterprises Utilization Advisory Board does not make monetary decisions

6. Good for the Order:

1. The ECCSW (Erie County Commission of the Status of Women) Pay Equity Roundtable Discussion/Action Series: 6 part series Fall 2018 – Spring 2019 Location United Way, 742 Delaware Ave, Buffalo, NY 14209

- Members at the roundtable tasked with recommendations and identifying gaps
- Next roundtable - Summer 2019 – Date and Time - TBD

2. The Beverly Gray Business Exchange Center, 334 E. Utica Street, Buffalo, New York 14208 – Phone: 716.342.3615 Opens at 10:00AM & Buffalo State College, Small Business Development Center, 1300 Elmwood Ave. GC 206 , Buffalo, N.Y. 14222

- Startup & Launch Assistance, M/WBE Certification Support, Financing Assistance, Networking

3. Amending Local Law NO. 2-2006 Done: Local Law No. 3 – 2018 “Erie County Workforce Development and Diversification New York State Certified Worker Training Program”

- April N.M. Baskin – one of (3) Sponsors

4. New York State: New MWBE Legislation passed June 2019

- N.Y. State New MWBE Bill Article 15A as of June 6, 2019
 - Sent out 6.25.2019

5. **2019 New York State Regional MWBE Opportunities EXPO Series – Western NY,**
Thursday, July 25, 2019 – University of Buffalo’s Educational Opportunity Center, 555
Ellicott Street, Buffalo, NY – 8:00AM event begins
 - Erie County Department of Equal Employment Opportunity and Purchase will
have a booth.

6. **U.S. Small Business Administration – Workforce Development Training Series –**
August 14, 20, 27, 2019 9:00AM – 10:30PM & September 11, 2019 1:00PM – 2:30PM
Niagara Center, 130 South Elmwood, Suite 423 (4th Floor), Buffalo, New York 14202

7. **Minority and Women Business Enterprise – MWBE Certification – Meet with the**
Experts – Wednesday, September 25, 2019 5:30 refreshments, 6-8PM
training/discussion Technology Building 358, SUNY Buffalo State – 1300 Elmwood
Avenue, Buffalo, NY 14222

8. **2019 – New York State MWBE Forum : Wednesday October 2, & Thursday 3, 2019,**
Location: Empire State Plaza Convention Center, Albany, New York

9. **October 10th, 2019 TBD – EEO Refresher Training – Buffalo State College.** Buffalo State
College is preparing the flyer to announce special invited speaker.
 - William McCauley, Administrative Judge: review of Case studies, federal law
updates.

5. Adjournment:10:26 AM

- Motion to Adjourn: Susan McCartney
- Second: Gwen Howard
- Motion Approved

~ Next Meeting September 30th, 2019 ~

9:00 – 10:30AM