



THE ERIE COUNTY LEGISLATURE

**MINORITY &  
WOMEN  
BUSINESS  
ENTERPRISE  
COMMITTEE**

Meeting No. 1 – February 11, 2021 – 11:00  
AM

Lisa M. Chimera  
*Chair*

Jeanne M. Vinal  
*Vice-Chair*

TAB R&F APP

|    |  |   |  |  |  |
|----|--|---|--|--|--|
| 1. | <a href="#"><u>COMM. 2E-20 (2020)</u></a><br>Session 2 | <b>COUNTY EXECUTIVE</b><br><i>"Notification of<br/>Appointment of Acting<br/>Director of Equal<br/>Employment Opportunity<br/>Office"</i> |  |  |  |
| 2. | <a href="#"><u>COMM. 3E-11 (2020)</u></a><br>Session 3 | <b>COUNTY EXECUTIVE</b><br><i>"Reappointments to the EC<br/>MWBE Utilization Advisory<br/>Board"</i>                                      |  |  |  |
| 3. | <a href="#"><u>COMM. 3E-13 (2020)</u></a><br>Session 3 | <b>COUNTY EXECUTIVE</b><br><i>"Appointment to the EC<br/>MWBE Utilization Advisory<br/>Board"</i>   |  |  |  |
| 4. | <a href="#"><u>COMM. 3M-14 (2020)</u></a><br>Session 3 | <b>MWBE UTILIZATION<br/>ADVISORY BOARD</b><br><i>"Meeting Minutes for<br/>Meeting Held on<br/>11/18/2019"</i>                             |  |  |  |



ECLEG JAN10'20 AM 9:58

# COUNTY OF ERIE

**MARK C. POLONCARZ**

COUNTY EXECUTIVE

January 10, 2020

Erie County Legislature  
92 Franklin Street, 4<sup>th</sup> Floor  
Buffalo, NY 14202

**Re: Notification to the Legislature on the appointment of the Acting Director of the Office of  
Equal Employment Opportunity**

Dear Honorable Members:

Pursuant to Article 3, Section 307 of the Erie County Charter, I hereby appoint Timothy Hogues, to the position of the Acting Director of the office of Equal Employment Opportunity effective immediately. Mr. Hogues will serve temporarily until a permanent Director has been selected.

Should your Honorable Body require further information, I encourage you to contact my Chief of Staff, Jennifer Hibit. Thank you for your consideration on this matter.

Sincerely yours,

A handwritten signature in blue ink that reads "Mark C. Poloncarz". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mark C. Poloncarz, Esq.  
Erie County Executive

cc: Commissioner Timothy Hogues



ECLEG JAN31 '20 PM 1:04

# COUNTY OF ERIE

**MARK C. POLONCARZ**

COUNTY EXECUTIVE

January 30, 2020

Erie County Legislature  
92 Franklin St.  
4<sup>th</sup> Floor  
Buffalo, NY 14202

**RE: Erie County Minority and Women Business Enterprise Utilization Advisory Board**

Dear Honorable Members,

Pursuant to the power vested in me by the Local Law No. 6 (1987), Section 2, I hereby reappoint the following to the Erie County's Minority and Women Business Enterprise Utilization Advisory Board, for a term ending September 15, 2022.

Hon. April N.M Baskin  
792 E. Delevan Avenue  
Buffalo, NY 14215

Richard A. Cummings  
172 Woodlawn Avenue  
Buffalo, NY 14208

Vallie Ferraraccio  
95 Franklin St. Rm. 1254  
Buffalo, NY 14202

Gwen Howard  
763 Main Street  
Buffalo, NY 14203

Karen King, PhD  
96 Franklin St. Rm. 625  
Buffalo, NY 14202

Susan McCartney, PhD, MBA  
Cleveland Hall 206  
1300 Elmwood Avenue  
Buffalo, NY 14222

Maritza Vega  
270 Pennsylvania Street  
Buffalo, NY 14201

Edward Watts Jr.  
95 Perry Street  
Buffalo, NY 14203

If you have any questions about this or any other matter, please feel free to contact my office at 858-8500.

Sincerely yours,

Mark C. Poloncarz, Esq.  
Erie County Executive

cc: Commissioner Timothy Hogue



ECLEG FEB03'20 PM 2:18

# COUNTY OF ERIE

**MARK C. POLONCARZ**

COUNTY EXECUTIVE

January 31, 2020

Erie County Legislature  
92 Franklin St.  
4<sup>th</sup> Floor  
Buffalo, NY 14202

**RE: Erie County Minority and Women Business Enterprise Utilization Advisory Board**

Dear Honorable Members,

Pursuant to the power vested in me by the Local Law No. 6 (1987), Section 2, I hereby appoint the following individual to the Erie County's Minority and Women Business Enterprise Utilization Advisory Board, for a term ending September 15, 2022.

**Appointee:**

Timothy Hogues  
95 Franklin Street  
Buffalo, NY 14222

If you have any questions about this or any other matter, please feel free to contact my office at 858-8500.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Mark Poloncarz", is written over a horizontal line.

Mark C. Poloncarz, Esq.  
Erie County Executive

cc: Appointee

**COUNTY OF ERIE, NEW YORK  
MINORITY AND WOMEN BUSINESS ENTERPRISES  
UTILIZATION ADVISORY BOARD  
11.18.2019**

**Present:**

**Advisory Board Roster:**

- Gwen A. Howard RA, LEED AP – Buffalo Niagara Partnership
- Jesse L. Burnette – Director, Division of Equal Employment Opportunity
- Edward Watts, Jr. – Buffalo Niagara Partnership - Chair
- Karen King, PhD. – Commissioner of Public Advocacy
- Vallie Ferraraccio – Director - Bureau of Purchase
- Susan McCartney, PhD. – Buffalo State – State University of New York
- Maritza Vega – Hispanic Heritage Council of Western New York, Inc.

**Absent:**

- Hon. April N.M. Baskin – Chair – Legislature
- Richard A. Cummings – Black Chamber of Commerce of WNY

**Invited Guests:**

- Pedro Gonzalez - Ortiz – Chief of Staff – Office of Erie County Legislator April N.M. Baskin

**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 9:07AM.

**2. Introduction of Guests: Mr. Pedro Gonzalez - Ortiz**

**3. Approval of Last Meeting (9.30.2019) Minutes:**

- Motion to Approve: Gwen Howard
- Second: Vallie Ferraraccio
- 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 November 15, 2019)

| <b>2019</b>      | <b>2018</b>      | <b>2017</b>      |
|------------------|------------------|------------------|
| MBE 82           | MBE 73           | MBE 77           |
| Dual 48          | Dual 46          | Dual 33          |
| WBE 128          | WBE 120          | WBE 124          |
| <b>Total 258</b> | <b>Total 239</b> | <b>Total 234</b> |

- 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
      - Tabled as of this date
- 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 and their staff.
- 3) Prepare Year End (2018 & 2019) Report of the MWBE Utilization on County of Erie Contracts  
Group Leader: Jesse Burnette; Vallie Ferraraccio
- Letter Date 8.20.2019 Encouraging an amendment to Local Law #1 1987 to increase MWBE goals to 30%
    - To: Honorable April N.M. Baskin, Chair
    - Re: County of Erie MWBE Advisory Board Recommendations.
      - ❖ Legislature has for their consideration
  - Report being written
- 4) Formal summary of accomplishments of the County of Erie, New York Minority and Women Business Enterprises Utilization Advisory Board for Years ending 2018 & 2019.
- Report being written
- 5) LCP Tracker : Status update
- All applicable projects pertaining to Executive Order #18 are being monitored

- Executive Order #18
  - Applies to all construction Project at or over \$250,000.00 (except Federally funded projects)
- Department of Public Works (DPW) is inputting **all** of their projects into LCP Tracker regardless of total dollar amount. Total capacity was increased to \$50 million in total construction value.

## **5. New Business:**

### **1. Middle Skills for Women**

- Encouraging Northland Workforce Training Center - 683 Northland Ave, Buffalo, NY 14211 and The Foundry - 298 Northampton St, Buffalo, NY 14208
  - Working on Pre- Apprenticeship program for Women in building trades
- Seeking grant monies from The United States Department of Labor Women's Bureau – Apprenticeship program
- Nontraditional Employment for Women (NEW) – Buffalo program on hold indefinitely

### **2. Equal Pay Act: Executive Order #13**

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

### **3. 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
- All members have complied

## **6. Good for the Order:**

### **1. The Beverly Gray Business Exchange Center, 334 E. Utica Street, Buffalo, New York 14208 – Phone: 716.342.3615 Opens at 10:00AM**

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

### **2. Buffalo State College, Small Business Development Center, 1300 Elmwood Ave. GC 206 , Buffalo, N.Y. 14222 - Phone: 716-878-4030**

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

**3. Buffalo Purchasing Initiative, 334 E. Utica Street, Buffalo, New York 14208 – Phone: 716-246-1109 – Contact: Antonina Simeti – Program Manager**

**4. 2019 – New York State MWBE Forum : Wednesday October 2, & Thursday 3, 2019,**  
Location: Empire State Plaza Convention Center, Albany, New York

**5. Minority Inclusion – Town Hall Conversations with Chairwoman April Baskin**

- Monday October 7, 2019 6:00 – 8:00PM
- Community Health Center, 34 Benwood Ave, Buffalo, NY 14214

**6. Diversity Breeds Success: A Discussion with Payette, AIA National's 2019 Firm of the Year – Tuesday, October 8, 2019 – Doors open at 3:00PM – Northland Workforce Training Center**

- Dr. Karen King providing opening remarks
- <https://www.aiabuffalowny.org/diversity-committee>  
this is the link to the page that has all the other links on it.

**7. Straight Talk 2020: Buffalo Niagara Convention Center, Saturday, January 25, 2020, 8:00AM – 1:00PM – 24<sup>th</sup> Year**

- Small Business Education, Training, Counseling, & Networking

**5. Adjournment: 10:00AM**

- Motion to Adjourn: Gwen Howard
- Second: Vallie Ferraraccio
- Motion Approved

~ Next Meeting January 27<sup>th</sup>, 2019 ~

9:00 – 10:30AM