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**Allegheny County MBE Advisory Committee Meeting Minutes**  
**505 County Office Building**  
**Friday, February 15, 2013**  
**9:00 a.m.**

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**Advisory Committee Members in Attendance:**

Austin Davis – Executive Assistant, Office of the Allegheny County Executive  
Amy Griser – Deputy Controller, Office of the Allegheny County Controller  
Ola Jackson – Founder/CEO – Onyx Woman Network (OWN)  
Philip La May – Acting Director, Allegheny County Department of Public Works  
Marc Little – CEO/President, Minority and Women Educational Labor Agency (MWELA)  
M. Gayle Moss – Chair, MBE Advisory Committee  
James Overton – Chairman/President, City of Pittsburgh Equal Opportunity Review Commission/  
Overton Financial Group  
Toni Silva – Supplier Relations Director, UPMC  
Gregory Spencer – President/CEO, Randall Industries, LLC  
Tim Stevens – Chairman, Black Political Empowerment Project (B-PEP)

**Advisory Committee Members Absent:**

Larry Brinker – President/CEO, Brinker Group  
Victor Diaz – CEO, Pittsburgh Metropolitan Area Hispanic Chamber of Commerce  
Abass Kamara – Director of Government Affairs, Pittsburgh Penguins  
Iftikhar Malik – President, Shawn Malik, Inc.  
Roxanne Sewell – President, LJS Publishing/Talk Magazine

**Also Present:**

Ruth Byrd-Smith – Director, Allegheny County Department of M/W/DBE  
Lisa Edmonds – Deputy Director, Allegheny County Department of M/W/DBE  
Barbara Parees – Deputy County Manager, Office of the Allegheny County Manager

**Agenda:**

- I. Open Meeting**
- II. Approval of Previous Meeting Minutes**
- III. Director's Report**
- IV. New Business**
- V. Miscellaneous**
- VI. Adjournment**

**I. Open Meeting**

After introductions, M. Gayle Moss thanked Mr. Phillip La May for his presentation at the last meeting.

**II. Approval of Previous Meeting Minutes**

The minutes from the November 2012 meeting were reviewed and approved.

**III. Director's Report**

Packets of information were distributed to the Committee. Ruth Byrd-Smith stated that as of yesterday, the M/W/DBE Department housed the files of 511 firms. This could be due to the Pennsylvania Department of General Services (DGS) discontinuing their certification program. James Overton asked how much the workload has changed. Ms. Byrd-Smith replied that the files have increased by 100 firms over the last five years. The Pennsylvania Unified Certification Program (PA UCP) attracts companies in part because there is no cost to obtain certification. DGS has gone to a self-certifying registration program. Allegheny County will accept their minority and women business designations because to obtain those designations, a company must be certified with the PA UCP, the National Minority Supplier Development Council (NMSDC) or the Women Business Enterprise Council (WBEC) and those entities are ones that the County can accept on non-transportation funded projects.

Toni Silva and Ms. Byrd-Smith facilitated the formation of the Western Regional National Association of Minority Contractors. There will be an Inaugural Breakfast on March 27, 2013 to roll out the organization, at which the County Executive will be the keynote speaker.

Referring to the packet of information distributed at the beginning of the meeting, Ms. Byrd-Smith notified the Committee that the County now has a Veteran Owned Small Business Program. Documents pertaining to this new program are included in IFBs and RFPs. The Purchasing Division has oversight responsibilities for this activity. The Outreach Manager reports in the packets show M/W/DBE participation. Philip La May asked if there was a way to show on this report the prime vendor number and exactly how much they have been paid. Ms. Byrd-Smith replied that that information is available on a different Outreach Manager report.

**IV. New Business**

Regarding how the Public Works Department handles purchasing products and services, Mr. La May asked his staff to monitor the contractors and the subs that are onsite and the work being done. There are all different types of items dealing with providing specialized heavy highway equipment that might be needed in case of an emergency. As long as the firms are working on these contracts, they are expected to use the subs they committed to in their bid. Mr. La May said Public Works is making sure that these commitments are honored. He said Public Works really

tries to capture all the different types of services and specialized equipment that might be needed over the course of the year in terms of roadway improvements or emergencies and specialized equipment for repairs. The bottom line is that if a contractor is on a job and the work exceeds their original contract, the prime is expected to increase the utilization of their DBEs. Ms. Silva asked whether there is an opportunity for DBE participation to go upwards. Mr. La May answered yes, that it is put in Public Works contracts that if the majority is increased the minority must be as well. He explained that they regularly touch on this with their Project Managers. They have quarterly meetings specifically to look at the contracts including MWDBEs. Ms. Byrd-Smith stated that each time these contracts are let, there is a minority and women business participation plan.

Austin Davis said that the goal is to improve the process for the contracts. Mr. Overton asked Ms. Byrd-Smith if all vendors are certified her by department. Ms. Byrd-Smith answered that most of them are but some are certified by other entities. If there are no transportation dollars involved other certifications can be accepted. Examples are DGS (in the past), the Western Pennsylvania Minority Supplier Development Council (WPMSDC) and Women's Business Enterprise National Council (WBENC). She explained that both of these entities are private certifiers and originally developed their programs to accommodate the diversity desires of the three big auto makers in the 1960s or 1970s.

The location of the PA UCP Oversight Committee rotates, and the next meeting will be hosted by the M/W/DBE Department. It is not an open meeting; however, there might be 30 minutes of it that can potentially be open to the public. It is a body of agencies receiving federal transportation funds and have to, by federal regulations, have a disadvantaged business program that forms the PA UCP. This organization develops policy in reference to minority and women businesses that are certified as DBEs.

#### **V. Miscellaneous**

Ms. Byrd-Smith referred to an upcoming event that will be hosted by Christian Evangelistic Economic Development (CEED), based in East Liberty. They are bringing in the Governor of the Osun State of Nigeria to discuss business opportunities relating to importing and exporting items into Nigeria. It will be held at the Kingsley Association.

#### **VI. Adjournment**

Ms. Moss closed the meeting noting that Chief Purchasing Officer John Deighan will be invited to the next meeting.