
Allegheny County MBE Advisory Committee Meeting Minutes
204 County Office Building, 542 Forbes Avenue
Tuesday, January 23, 2018
11:30 a.m.

Advisory Committee Members in Attendance:

M. Gayle Moss – Chair, MBE Advisory Committee
Roxanne Sewell – President, The LJS Group
Toni Silva - Supplier Relations Director, UPMC
James Overton - President/Principal Advisor, Overton Financial Group

Advisory Committee Members Absent:

Abass Kamara- Partner, Carey Group
Victor Diaz – President, VideoTek Construction
Marc Little – CEO/President, Minority and Women Educational Labor Agency (MWELA)
Tim Stevens – Chairman, Black Political Empowerment Project (B-PEP)
Austin Davis – Executive Assistant, Office of the Allegheny County Executive
Barbara Parees – Deputy County Manager, Office of the Allegheny County Manager

Also Present:

Ruth Byrd-Smith- Director, Allegheny County Department of M/W/DBE
Lisa Edmonds – Deputy Director, Allegheny County Department of M/W/DBE

Agenda

- I. **Open Meeting**
- II. **Introductions**
- III. **Approval of Previous Meeting Minutes**
- IV. **Director's Report**
- V. **Vacant Seats on Committee**
- VI. **2018 Department Outreach Discussion**
- VII. **Miscellaneous**
- VIII. **Adjournment**

I. **Open Meeting**

II. **Introductions**

III. **Approval of Previous Meeting Minutes**

The previous meeting minutes were reviewed and approved by the members present.

IV. **Director's Report**

Ruth Byrd-Smith's report informed the committee of the following:

- She participated on two panels at the 2017 Pittsburgh Bar Association (PBA) Minority and Women Lawyers' Business Development Forum which was held at the Omni William Penn:
 - (1) Contracting with Public Entities and Benefits of Being Certified as a Minority or Women Owned Business.
 - (2) Get Acquainted with the Process of Becoming Certified as a Minority or Women Owned Business and the Next Steps after being Certified.
- There were approximately 145 attendees at the 2017 Annual Open House. County Executive Rich Fitzgerald gave the opening remarks and M. Gayle Moss provided the closing remarks. Chief Purchasing Officer John Deighan gave a presentation on Public Purchase, the County's electronic bidding/purchasing system. There were laptop computers available for firms to register for Public Purchase. Edward Everett, owner of E&S Parking and Transportation, Inc., was honored as a certified firm in business for 30 years. Tom Klevan from the Southwestern PA Commission covered Multimodal Planning. Samantha Stedford, PA UCP representative for the Allegheny County Airport Authority, presented on their upcoming plans. Mary Connell, the PA UCP representative for the Southeastern Pennsylvania Transit Authority (SEPTA), gave an overview of contracting opportunities at SEPTA.
- She met with Penn State Greater Allegheny University's CEO and a board member. Penn State and Chatham University have both been added to the list of sites where the M/W/DBE Department will conduct one-on-one certification counseling.
- The M/W/DBE Department partnered with the Department of Human Services (DHS) and hosted a networking event for PA UCP certified M/W/DBEs and DHS services providers.
- She had her annual meeting with County Executive Rich Fitzgerald

V. Vacant Seats on Committee

The committee discussed the status of Austin Davis providing an update on filling the vacant seats and if Austin Davis will remain on the committee since he has been elected to serve as a member of the PA House of Representatives.

VI. 2018 Department Outreach Discussion

Ruth informed the committee that she had presided over a panel at the Transportation Research Board's (TRB) annual meeting. The panel also included Fredrick Douglas, owner of Cosmos Technologies, one of the department's certified firms. Ruth stated that the department currently maintains files for approximately 586 of the firms that are certified by the PA UCP. She also noted that one-on-one certification counseling sessions are being provided at five locations. Ms. Moss expressed her concern that the functions and the services of the M/W/DBE Department are not advertised enough by the County at large and mentioned writing a letter to the County Executive regarding this matter.

VII. Miscellaneous

Discussion ensued regarding the revised M/W/DBE language that was enacted by County Council on August 30, 2016 and signed by the Chief Executive on September 2, 2016. The committee voiced their concern that the updated language had not yet been added to the code. This led to discussion regarding the DBE liaison not reporting to directly to the County Executive as required under 49 CFR, Part 26. The committee agreed to draft a letter that expressed their concern regarding the posting of the updated language. Jim Overton agreed to draft a letter and send it to the committee for review and comment. The committee discussed members that do not attend the meeting regularly.

The next meeting will be scheduled for March 20 at 10:00 a.m.

VIII. Adjournment

The meeting was adjourned.