
Allegheny County MBE Advisory Committee Meeting Minutes
204 County Office Building, 542 Forbes Avenue
Tuesday, March 20, 2018
10:00 a.m.

Advisory Committee Members in Attendance:

Marc Little – CEO/President, Minority and Women Educational Labor Agency (MWELA)
M. Gayle Moss – Chair, MBE Advisory Committee
James Overton – President/Principal Advisor, Overton Financial Group
Barbara Parees – Deputy County Manager, Office of the Allegheny County Manager
Roxanne Sewell – President, The LJS Group
Toni Silva – Supplier Relations Director, UPMC
Andréa Stanford – Assistant County Manager, Office of the Allegheny County Manager
Tim Stevens – Chairman, Black Political Empowerment Project (B-PEP)

Advisory Committee Members Absent:

Victor Diaz – President, VideoTek Construction
Abass Kamara – Partner, Carey Group

Also Present:

Ruth Byrd-Smith – Director, Allegheny County Department of MWDBE
Lisa Edmonds – Deputy Director, Allegheny County Department of MWDBE

Agenda

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

- There are currently 596 firms certified with the PA UCP through the MWDBE Department.
- The Department is in the process of creating a series of educational videos which will be available online so that business owners can receive assistance at any time that is convenient for them. The videos will cover filling out the PA UCP certification paperwork and the MWDBE participation paperwork. The first video deals with completing the certification application and accompanying personal net worth statement.
- The Department has taken part in several recent events:
 - Ms. Byrd-Smith was a speaker at one of the classes that are part of the Small Business Administration's Emerging Leaders Program. The class took place at Duquesne University.
 - Ms. Byrd-Smith participated on a panel at a Women's Veterans Workshop that will focus on business development for women veterans. It took place on March 2nd at CareerLink in downtown Pittsburgh.
 - Deputy Director Lisa Edmonds was a speaker at the City of Pittsburgh Equal Opportunity Review Commission's annual event for WBEs. It took place on March 8th at AJ Palumbo Hall at Carlow University.
 - The Department hosted an outreach event in conjunction with the Allegheny County Department of Human Services (DHS) on March 15th at the Human Services Building. The purpose of the event was to provide matchmaking opportunities for DHS service providers and MWDBEs in an effort to increase MWDBE participation on those contracts. The inaugural outreach event held in November 2017 was such a success that both departments decided to hold these events biannually.

- The Department is a sponsor for the following upcoming events:
 - SHARE 2018, a matchmaking session that will bring together the region's top corporations, institutions and MWDBE suppliers to expand opportunities and increase growth among area MWDBEs. It will take place on April 19th at the Rivers Casino.
 - C3: Creating Opportunities, Connecting Resources and Contracting Diversity, a networking event for government agencies, prime contractors, universities, support organizations and other businesses. It will take place on May 3rd at Alumni Hall on the campus of the University of Pittsburgh.

- A smartboard is slated to be installed in the MWDBE conference room. It will provide convenient access to electronic documents and the internet during meetings, allow the Department to more efficiently conduct certification counseling, and enable the Department to hold educational webinars. Ms. Byrd-Smith met with the vendor and the County's Chief Information Officer on March 13th to discuss the installation process.

- The Department has acquired a LexisNexis investigative subscription, which allows for investigation of applicant firms as necessary. The service is called Accurint for Government.

V. Vacant Seats on Committee

A discussion ensued regarding filling the vacant seats on the Committee.

VI. Outreach Discussion

A discussion ensued regarding the type and frequency of outreach that the MWDBE Department provides.

VII. Adjournment

The meeting was adjourned.