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**Allegheny County MBE Advisory Committee Meeting Minutes**  
**204 County Office Building, 542 Forbes Avenue**  
**December 14, 2018**  
**11:00 a.m.**

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**Advisory Committee Members in Attendance:**

M. Gayle Moss – Chair, MBE Advisory Committee  
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:**

Brian Burley – Director of Economic Inclusion, Allegheny Conference  
Victor Diaz – President, VideoTek Construction  
Abass Kamara – Partner, Carey Group  
Marc Little – CEO/President, Minority and Women Educational Labor Agency (MWELA)  
James Overton – President/Principal Advisor, Overton Financial 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. **Vacant Seats on Committee**
- V. **Director's Report**
- VI. **Miscellaneous**
- VII. **Departmental Overview Presentation**
- 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. **Vacant Seats on Committee**

A discussion ensued regarding filling the vacant seats on the Committee. There were suggestions of pursuing a youthful crowd by reaching out to organizations such as Urban League Young Professionals and CORO. M. Gayle Moss favored appointing an attorney on the Committee. Members of the Committee agreed upon giving County Executive Rich Fitzgerald a list of recommended potential candidates to fill the vacant seats.

### V. **Director's Report**

Ruth Byrd-Smith's gave a report that informed the Committee of the following:

- March 22<sup>nd</sup> – She taped “Our Region’s Business” with Bill Flanagan that was publicity for the SHARE 2018 conference. The MWDBE Department sponsors this matchmaking event along with UPMC, Highmark, City of Pittsburgh, WNBEC, EMSDC, Rivers Casino, PNC and AACCCWP.
- March 22<sup>nd</sup> – Lisa Edmonds attended the NEED dinner which was to support students who are scholarship recipients sponsored through the Southwestern Pennsylvania Engineering Outreach. Lisa is a board member and on the Academic Committee.
- March 27<sup>th</sup> – recorded the instructional video on how to complete the certification application.
- April 19<sup>th</sup> – SHARE 2019 event – Co-Sponsor
- April 30<sup>th</sup> – Ms. Byrd-Smith met with the New Pittsburgh Courier along with the County Executive, his Chief of Staff and the Director of Communications.

- May 3<sup>rd</sup> – C3 Event – co-sponsored along with University of Pittsburgh SBDC, CMU, SBA, Riverside Commons, Southwestern Pennsylvania Commission and other procurement technical assistance providers from the region. This was a daylong event with a tradeshow, breakout sessions and a luncheon speaker.
- June 7<sup>th</sup> – Ms. Byrd-Smith was on a televised panel at the WQED - The State of Black Pittsburgh - 100<sup>th</sup> Anniversary of the Urban League.
- June 25<sup>th</sup> – breakfast sponsor and Ms. Byrd-Smith was a speaker for the Corporate Equity & Inclusion Roundtable Conference at Duquesne University.
- September 13<sup>th</sup> – MWDBE Department's 15<sup>th</sup> Annual Open House.
- October 2<sup>nd</sup> – she was interviewed by Marcia Liggett of the Soul Pitt for an article about her and the MWDBE Department.
- November 14<sup>th</sup> – she was the keynote speaker for the Society of Women Environmental Professionals mentoring initiative meeting.
- November 26<sup>th</sup> – Ms. Byrd-Smith was interviewed by JoAnn Forrester on the Empress of Bix Podcast.
- December 6<sup>th</sup> – she was re-elected to the office of Chair of the Pennsylvania Unified Certification Program Oversight Committee. She also was appointed to the Penn State Greater Allegheny Advisory Board and the Mon Yough Chamber of Commerce Board.
- At this point in 2018 a total of **260** one-on-one certification counseling sessions were performed at:
  - Diversity Business Resource Center – North Side
  - Community Empowerment Association – Homewood
  - Hill District Community Development Corporation – Hill District
  - Chatham University Women's Business Center – East Liberty
  - Penn State Greater Allegheny – McKeesport

## **VI. Miscellaneous**

Discussion ensued on behalf of Ms. Byrd-Smith's invitation to be on the advisory committee for upcoming development projects located in North Point Breeze and Homewood. Lexington Technology Park, located in North Point Breeze, is pursuing a project in which a 411,000 square foot facility will be developed into residential housing which will also include tying Thomas Boulevard to the area. She also informed the Committee about the state's disparity study of the lack of African Americans present in the heavy and highway industries. The MWDBE Department is looking into making some of the contracts small business enterprises with an SBE designation under USDOT. The Committee then briefly discussed a presentation provided by Ms. Byrd-Smith on a webinar she did in conjunction with Advantage Credit Counseling Services on credit repair. She went on to inform the Committee that the MWDBE Department had undergone an audit by the Controller's Office.

**VII. Departmental Overview Presentation**

Ms. Byrd-Smith gave a presentation regarding detailed information about the M/W/DBE Department.

**VIII. Adjournment**

The meeting was adjourned.