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**Allegheny County MBE Advisory Committee Meeting Minutes**  
**204 County Office Building, 542 Forbes Avenue**  
**May 3, 2019**  
**10:00 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  
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  
Roxanne Sewell – President, The LJS 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. **Video Campaign**
- VI. **Discussion – Additional Committee Members**
- 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**

- January - Ruth attended the Transportation Research Board meeting in Washington, DC.
  
- May 1<sup>st</sup> - Moderator for a national webinar entitled Forging a Better Understanding of DBE Interstate Certification

### V. **Video Campaign**

Ms. Byrd-Smith discussed the collaboration with Kevin Evanto and his team's development project around the success stories of certified firms for the marketing campaign. Lisa Edmonds then presented a video that the MWDBE Department has posted on Facebook regarding the marketing campaign.

### VI. **Discussion – Additional Committee Members**

Discussion ensued on filling vacant seats on the committee. Andréa Stanford offered to reach out and get in contact with the Urban League Young Professionals in attempt to reach a younger crowd to fill remaining slots on the committee. The committee discussed that 11 out of 15 of the slots on the board are currently filled. Gayle Moss revisited the suggestion to appoint a lawyer. Tim Stevens also suggested to reach out to the Homer S. Brown and Hispanic Law Associations. The Committee agreed that the attendance and the communication of the committee members needs to improve. In addition, with appointing new members, they should be required to attend three out of the four quarterly meetings and to notify when not able to attend. Ms. Byrd-Smith discussed the legislation of the Advisory Committee stating that no more than 15 members are permitted, up to five members of the Advisory Committee may be county

department directors who are engaged in procurement activities, the remaining members shall be representatives of civic, minority, and other entities.

**VII. Miscellaneous**

Ms. Byrd-Smith discussed the new certification of 55 firms, making a total of 601 firms certified through the MWDBE Department in 2018. There was also discussion on new technology being presented in the office such as Microsoft Teams. Ms. Byrd-Smith discussed the benefits of certification counseling provided by the MWDBE Department.

**VIII. Adjournment**

The meeting was adjourned.