

**Allegheny County Department of Equity and Inclusion
MWDBE Advisory Committee Meeting
Virtual Meeting via Microsoft Teams
Tuesday, February 14, 2023
1:00 PM**

Agenda

- I. Open Meeting**
- II. Roll Call**
- III. Approval of Previous Meeting Minutes (December 13, 2023)**
- IV. Action Items from Previous Meeting**
 - a. Outreach to Potential Candidates for the Committee
 - b. Name Tags to Be Provided for In-person Meetings
- V. Chairperson Report**
- VI. DEI Chief Equity and Inclusion Officer Report**
- VII. Continued Discussion of County Procurement Processes**
- VIII. Next Meeting Date and Desired Topics**
- IX. Miscellaneous**
- X. Adjournment**

Allegheny County MWDBE Advisory Committee Meeting Attendees
February 14, 2024, 1:00 PM

Advisory Committee Members Present:

M. Gayle Moss – Chair, MWDBE Advisory Committee
Roxanne Sewell – President, The LJS Group
James Overton – President/Principal Advisor, Overton Financial Group
Tim Stevens – Chairman, Black Political Empowerment Project (B-PEP)
Holly Douglas – Vice President, Cosmos Technologies, Inc
Alberto Benzaquen – Commissioner, Pittsburgh Commission on Human Relations

Advisory Committee Members Absent:

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Advisory Committee County Liaison Members Present:

Loren Ganoë – Human Services
Kevin Halaja (replaced Nancy DiNardo) – Facilities Management

Advisory Committee County Liaison Members Absent:

Jason Molinero – Public Works
Kelly Stockman – Purchasing
Sydney Rabinovitz – Economic Development

Also Present:

Lisa Edmonds – Chief Officer, Allegheny County Department of Equity and Inclusion
Damian Wiles – Deputy Director, Department of Equity and Inclusion

Allegheny County MWDBE Advisory Committee Meeting Minutes
February 14, 2024, 1:00 PM

I. Open Meeting

M. Gayle Moss opened the meeting.

II. Roll Call

Attendance of committee members and liaisons was taken.

Lisa noted that Nancy DiNardo was no longer with Facilities Management and was now with the Treasurer's Office. However, Kevin Halaja the Deputy Director of Facilities Management will join the committee. Jason Molinaro and Sidney gave notice that they would not be able to attend the meeting.

III. Approval of Previous Meeting Minutes (December 13, 2023)

The finalized November meeting minutes with noted corrections were provided to the committee. A draft of the December meeting minutes was provided. However, all committee members had not had a chance to review them. Therefore, it was agreed that the December minutes be sent out to the members and liaison for review with a deadline to respond with any corrections.

IV. Action Items from Previous Meeting

a. Outreach to Potential Candidates for the Committee

Gayle reached out to Cameil Williams and does have her resume. Cameil is interested and her resume will be sent to the County Executive's Office.

Gayle expressed her concern that the committee members with expired terms had not been informed of whether they would be kept on although the question had been asked. She hopes that by the next meeting, she will have some answers. Lisa informed the committee that she shared with the new administration that the members are all interested in continuing to serve and that she was advised that the committee members with expired terms may still attend the meetings.

Committee members were encouraged to put in their suggestions for persons that they would like to be considered to serve on the committee.

Lisa informed the committee that she was cc'd on an email from Tricina Cash, who is with the Eastern Minority Supplier Development Council (EMSDC), to the new County Executive wherein Tricina expressed her interest in serving on the committee. There was further discussion about EMSDC, its membership, and certification criteria.

Tim mentioned Dylan Davis, the new president of the NAACP, Pittsburgh Branch, as a possible candidate for the committee. Tim requested a copy of the MWDBE Advisory Committee ordinance. A copy of the ordinance will be emailed to the committee.

b. Name Tags to Be Provided for In-person Meetings

Name tents/tags will be available for members at all in-person meetings.

V. Chairperson Report

Gayle noted that she wanted to revisit some items discussed at the previous meeting:

Allegheny County MWDBE Advisory Committee Meeting Minutes
February 14, 2024, 1:00 PM

- Recommending that the county have more businesses added to the ACH process. Loren gave an update about the county's ACH process and stated that it is managed by the County Treasurer. She also stated that DHS hasn't been able to add any of their providers to the ACH process. She stated that she has an upcoming meeting with the budget department and will inquire if there has been any progress with the Treasurer to add vendors. The Committee discussed the benefits of the ACH process advocating for more business to be added.
- Reviewing the MWDBE participation tracking process. Gayle suggested that during the upcoming meetings, Lisa cover segments/portions of the process.
- Thanks to Loren for sending out information about the DHS's new solicitation webpage as promised
(Lisa noted that DHS, Public Works, and the Purchasing Division all use Bonfire to advertise opportunities)
- The outreach event for how to do business with Allegheny County is in the planning stage and scheduled for April 18, 2024.
- Future meetings informing the committee about services that each department offers and opportunities seen or lacking for MWDBEs and discussing recommendations for the County Executive

Further discussion about committee member candidates took place and possibly getting an attorney to join the committee. Also, discussed were the county's 13% MBE and 2% WBE goals and the types of contracts that are more applicable for meeting the goals as opposed to some that don't such as the direct purchase of supplies/commodities. The committee also discussed requesting the new County Executive to meet with the committee to discuss the MWDBE Program, her plans moving forward, and possible programs to increase MWDBE participation.

VI. DEI Chief Equity and Inclusion Officer Report

DEI is working on completing its annual report and will reach out to the committee for photos to be included in the report.

DEI was approved to add a new position titled Certification Intake Assistant. Also, the Contract Compliance Specialist position remains vacant.

Again, noted that committee members with expired terms are welcome to continue attending the committee meetings.

VII. Continued Discussion of County Procurement Processes

The procurement process was discussed throughout the meeting.

VIII. Next Meeting Date and Desired Topics

The next meeting will be scheduled for March 20, 2024, at 1:00 p.m. A meeting reminder will be sent out shortly following the meeting.

Topics for the next meeting:

- Recommendations for new committee members
- Status of retaining committee members with expired terms
- Results of Gayle reaching out to the County Manager to request a meeting with the new executive

Allegheny County MWDBE Advisory Committee Meeting Minutes
February 14, 2024, 1:00 PM

- Update on the ACH process

IX. Miscellaneous

Loren informed the committee that DHS will be releasing an RFP later in the week for a new IT Platform for their contracts management system to replace the custom in-house system with an off-the-shelf system for process improvement. They will also be sending an update to their providers. Loren will send the committee the information when it is sent out to their providers.

X. Adjournment

M. Gayle Moss adjourned the meeting at 2:34 PM.