

**Allegheny County Department of Equity and Inclusion
MWDBE Advisory Committee Meeting
Virtual Meeting via Microsoft Teams
Wednesday, March 20, 2024
1:00 PM**

Agenda

- I. Open Meeting**
- II. Roll Call of Attendance**
- III. Approval of Previous Meeting Minutes (February 14, 2024)**
- IV. Chairperson Report**
- V. DEI Chief Equity and Inclusion Officer Report**
- VI. Liaison Discussion of Procurement Process**
- VII. Action Items from Previous Meeting**
 - a. Recommendations for potential committee members**
 - b. Status of retaining committee members with expired terms**
 - c. Results of Gayle reaching out to the County Manager to request a meeting with the new County Executive**
 - d. Update on the ACH process**
- VIII. Desired Topics for Next Meeting**
- IX. Miscellaneous**
- X. Adjournment**

Allegheny County MWDBE Advisory Committee Meeting Attendees
March 20, 2024, 1:00 PM

Advisory Committee Members in Attendance:

M. Gayle Moss – Chair, MBE 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)
Alberto Benzaquen – Commissioner, Pittsburgh Commission on Human Relations
Holly Douglas – Vice President, Cosmos Technologies, Inc

Advisory Committee Members Absent:

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Advisory Committee County Liaison Members Present:

Loren Ganoë – Human Services
Kelly Stockman – Purchasing
Sydney Rabinovitz – Economic Development
Kevin Halaja – Facilities Management

Advisory Committee County Liaison Members Absent:

-Jason Molinero – Public Works (sent an email, that he would not be able to attend)

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
March 20, 2024, 1:00 PM

I. Open Meeting

Gayle opened the meeting.

II. Roll Call of Attendance

Attendance of committee members and liaisons was taken.

III. Approval of Previous Meeting Minutes (February 14, 2024)

Gayle asked if the committee wants to accept the minutes. Gayle asked if committee members would read over the minutes before their meetings. Tim made a motion that the committee accept the minutes pending any future corrections. Lisa asked any corrections or comments to be received by Friday, March 22. It was noted that if there were no corrections or comments by this date, meeting minutes will stand approved.

It was agreed upon that the Advisory Committee Meetings shall be the 3rd Wednesday of every month at 1:00 P.M. Tim suggested that the schedule be sent out for the entire year.

IV. Chairperson Report

Gayle mentioned that she has no report. She did not receive any feedback regarding her requests. She did leave a message with the assistant to the County Executive.

V. DEI Chief Equity and Inclusion Officer Report

Lisa noted that she did speak with Sydney about the April 18th event, "Doing Business with Allegheny County Seminar." Registration is at 4:30, however the actual event will be 5 p.m. to 7 p.m. and will be held at the Convention Center. Lisa stated the goal is to bring in vendors including women and minority businesses. Sydney will send out the website advertisement to the Committee. Roxanne asked if there could be something that the individual members could post on their social media. Sydney confirmed that there is something and she will send it to Lisa and Lisa will share it with the group. Tim asked if the group was marketing this to the black media agencies discussed during prior meetings? James asked if we could find out how much a paid eblast would cost, and Roxanne stated it depends on what service is used. Gayle asked Lisa to look into this to see what the cost would be. Lisa agreed to doing so and, if reasonable, the flyer would be sent to the agencies. Gayle asked if Lisa could give the group the information before the next meeting, so they can see if it is affordable or not. Sydney shared the link to the flyer that also included registration information.

On Monday March 25th, DEI will have a new person on staff filling the position for contract compliance specialist, and we will be scheduling interviews for the newly created position, which is certification intake assistant. Also, DEI's office manager will be transferring to the Public Defender's Office.

VI. Liaison Discussion of Procurement Process

Lisa logged into Bonfire under the Procurement Portal and went over different documents, giving an overview of some of the DEI expectation. Tim asked what the description of a Good Faith Effort is, and Lisa said that USDOT's regs are followed, and there are steps of a Good Faith Effort. Lisa stated that the goal is provide the committee with detailed information so that they understand the DEI vetting process for the committee to render improvement recommendations.

Allegheny County MWDBE Advisory Committee Meeting Minutes
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VII. Action Items from Previous Meeting

a. Recommendations for potential committee members

Roxanne asked, how many more committee members does the committee need, Gayle said the limit was 15. Lisa confirmed that it would be 15 total, appointed. Lisa also stated that in the new ordinance out of the 15, five can be from County departments. 10 members and 5 liaisons (if the unappointed liaisons are considered Committee members).

b. Status of retaining committee members with expired terms

Roxanne stated that she had a conversation with the County Executive, and she would like to keep the committee members whose terms are expired, which includes Tim, Gayle, James, and Roxanne.

c. Results of Gayle reaching out to the County Manager to request a meeting with the new County Executive

d. Update on the ACH process

Loren stated that there was no updates or changes at this time since the last meeting, however, she will continue to follow up on recommending that the County have more businesses added to the ACH process and also with the budget department to inquire if there has been any progress with the Treasurer to add vendors; and DHS to see if they have been able to add any of their providers to the ACH process.

VIII. Desired Topics for Next Meeting

Advertising for the April 18th event, i.e., paid E-Blast. The cost, which service will be used (Courier, Ash Woodson, Urban Media, or Soul Pit) and how many times it will be advertised. If reasonable the flyer will be sent, and Lisa will send an email to members of her findings.

IX. Miscellaneous

Gayle suggested that during each meeting, Lisa will give a brief overview of our contract compliance process from vetting MWDBE good faith efforts to monitoring MWDBE participation.

X. Adjournment

Gayle asked for a motion to adjourn the meeting, Tim made the motion, meeting adjourned.