

**Allegheny County Department of Equity and Inclusion
MWDBE Advisory Committee Meeting
Virtual Meeting via Microsoft Teams
Wednesday, July 17, 2024
1:00 PM**

Advisory Committee Members in Attendance:

Barata Bey - African American Chamber of Commerce of Western
Blayre Britton - CDI Printing
Melanie Boyer - Pittsburgh Metropolitan Area Hispanic Chamber of Commerce and Foundation
Brian Oglesby - Eastern Minority Supplier Development Council
Cynthia Oliver - Small Business Development Center, Duquesne University
Roxanne Sewell - The LJS Group
Victoria Snyder - Riverside Center for Innovation
Tim Stevens - B-PEP
Guillermo Velazquez - Pittsburgh Hispanic Development Corporation
Cameil Williams - Key Players Consultancy

Advisory Committee Members Absent:

Alberto Benzaquen - Pittsburgh Commission on Human Relations
Brian Burley - Qualified Human Staffing and Recruiting
Holly Douglas - Cosmos Technologies
Kevin Jenkins - Manchester Bidwell Corporation
Kanak Iyer - Kanakadhara Financial (attempted to join the meeting but had trouble accessing the link)

Advisory Committee County Liaison Members Present:

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Advisory Committee County Liaison Members Absent:

Loren Ganoë - Office of Administration, Department of Human Services (Jaron Paul attended as her substitute)
Sydney Rabinovitz – Economic Development Business Development Division
Kevin Halaja - Facilities Management
Jason Molinero - Public Works
Kelly Stockman - Purchasing & Supplies

Also Present:

Lauren DeDomenic – Deputy Chief of Staff, Policy & Partnerships, County Executive's Office
Alfred Reiter – Management Intern, County Executive's Office
Lisa Edmonds – Chief Officer, Allegheny County Department of Equity and Inclusion
Damian Wiles – Deputy Director, Department of Equity and Inclusion
Jaron Paul – Procurement Manager, Office of Administration, DHS

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I. Open Meeting

Ms. Edmonds opened the meeting.

II. Roll Call of Attendance

Attendance of committee members and liaisons was taken.

NOTE: Sydney Rabinovitz may no longer be with Allegheny County and DEI will confirm and inquire about a replacement liaison if necessary.

III. Approval of Previous Meeting Minutes (June 19, 2024)

Ms. Edmonds asked the committee if there were any additions or corrections to note from the June 19, 2024, meeting minutes. All members present voted to approve the previous meeting minutes, with revisions noting the absence of committee members due to multiple meeting links.

IV. Action Items from Previous Meeting

a. Distribution

All present noted they had received and reviewed the ordinance for the Allegheny County MWDBE Advisory Committee, as well as the Certification Resources brochure from the MWDBE Governmental Committee.

b. Certification

Ms. Edmonds reviewed common issues seen with DBE certification applications processed by the Department of Equity and Inclusion, as well as regulations regarding notices to applicants.

Ms. Boyer asked if there is data for the timeline of applications being processed and if such information could be with the committee. Ms. Edmonds noted there are a number of reports that could be pulled from the online software the County uses to manage its certification data. Ms. Boyer noted it could be helpful to review the data and see where there may be potential slowdowns or opportunities to streamline the process.

Mr. Oglesby shared common issues seen in MBE applications reviewed by the EMSDC and noted that the applications are forwarded to the certification committee for determination once deemed a complete application package.

c. Shared Drive

Ms. Edmonds noted that she has been in contact with the County IT Department regarding alternate methods of sharing information between the advisory committee and staff. She will provide an update on the status when she has heard back.

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V. Ordinance Review and Discussion

Discussion of the ordinance for the Allegheny County MWDBE Advisory Committee was had by all present, covering member seats, processes for recommendations, and involvement from the County Executive's office. Past recommendations and documenting processes were also discussed. The committee decided to further the discussion once they have thoroughly reviewed the ordinances previously provided regarding the MWDBE Program and county purchasing/contracting.

VI. Discussion on Officer Selection

Officer duties and the selection process were discussed. Guillermo asked whether the former chairperson, Gayle Moss, should be invited to the next meeting to discuss past practices. It was concluded that this was not necessary at this time. The committee agreed that the chair should be someone who was not newly appointed to the committee. It was noted that Holly Douglas expressed her interest in serving as the chairperson. The committee voted to have Holly serve as such. Having a vice-chairperson was suggested. Discussion to be continued at the next meeting.

VII. Agenda Items for Next Meeting

Committee Operations and Officers

VIII. Adjournment

The meeting was adjourned.