
**Allegheny County MWDBE Advisory Committee Meeting Minutes
(Virtual Teams Meeting)
November 9, 2021
10:00 a.m.**

Advisory Committee Members in Attendance:

M. Gayle Moss – Chair, MBE Advisory Committee
Tim Stevens – Chairman, Black Political Empowerment Project (B-PEP)
James Overton – President/Principal Advisor, Overton Financial Group
Roxanne Sewell – President, The LJS Group

Advisory Committee Members Absent:

(Note: Ralph Watson – deceased)
Alberto Benzaquen – Pittsburgh Commission on Human Relations

Also Present:

Lisa Edmonds – Chief Officer, Allegheny County Department of Equity and Inclusion

Agenda

- I. **Open Meeting**
- II. **Introductions**
- III. **Approval of Previous Meeting Minutes**
 - a. **October 26, 2021**
- IV. **Chairperson's Letter to County Executive**
- V. **Central Location - Bids/Proposals**
- VI. **Revisit Items Covered at the August 20, 2021 Meeting**
- VII. **Vacant Seats on Committee**
- VIII. **Miscellaneous**
- IX. **Adjournment**

I. **Open Meeting**

II. **Introductions**

III. **Approval of Previous Meeting Minutes**

The previous meeting minutes from October 26, 2021, were reviewed, discussed, and approved by the members present.

IV. **Chairperson's Letter to the County Executive**

Gayle Moss noted that she had sent a letter to the County Executive wherein she stated the committee recommends that representatives from the following department be appointed to the committee:

- Purchasing/Procurement
- Public Works
- Economic Development
- Facilities Management
- Human Services

The letter also asked, what will the role (voting, just giving advice, report, etc.) be of any member appointed to the committee that serves as direct staff to the Executive or the manager's office.

V. **Central Location - Bid/Proposal**

An overview of the County's webpage for doing business with Allegheny County was given. It was noted that the Purchasing Division utilizes Bonfire to advertise bids. Firms may sign up for Bonfire to receive specific bids of interest for their scope of services. It was also noted that other departments have open bids/proposals listed on the webpage. However, there doesn't appear to be a process of signing up and receiving notifications for specific scopes of services like the Bonfire process. It was agreed that it would be beneficial for representatives from the various departments to be at the table to further discuss this concern. The committee agreed that a letter requesting that all

bids/proposals are managed via a common system like Bonfire. Gayle Moss agreed to write the letter.

VI. Revisit Items Covered at the August 20, 2021 Meeting

The committee noted that many of the items from the August 20 meeting had been covered and any additional items can be added to the next meeting agenda.

VII. Vacant Seat on Committee

The following list from the previous meeting was revisited:

- The Advanced Leadership Institute (TALI) – Gayle
- Vibrant Pittsburgh - Roxanne
- Urban League Young Professionals (ULYP) - Tim
- Pittsburgh Urban Magnet Project (PUMP) - Tim

The committee members agreed to reach out to the various agencies for possible member candidates.

VIII. Miscellaneous

IX. Adjournment

The meeting was adjourned