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**Allegheny County MBE Advisory Committee Meeting Minutes**  
**204 County Office Building, 542 Forbes Avenue**  
**August 20, 2021**  
**1:00 p.m.**

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**Advisory Committee Members in Attendance:**

M. Gayle Moss – Chair, MBE Advisory Committee  
Alberto Benzaquen – Pittsburgh Commission on Human Relations  
Tim Stevens – Chairman, Black Political Empowerment Project (B-PEP)  
Roxanne Sewell – President, The LJS Group  
Ralph Watson- Classic Events

**Advisory Committee Members Absent:**

James Overton – President/Principal Advisor, Overton Financial Group

**Also Present:**

Lisa Edmonds – Chief Equity and Inclusion Officer

## Agenda

- I. Open Meeting
- II. Introductions
- III. Discussion - MWDBE Advisory Committee
- IV. Department of Equity and Inclusion
  - a. Compliance
  - b. Certification
  - c. Outreach
- V. Discussion – Additional Committee Members
- VI. Miscellaneous
- VII. Adjournment

- I. Open Meeting
- II. Introductions
- III. Discussion - MWDBE Advisory Committee Legislation
- IV. Department of Equity and Inclusion
  - Need to understand how Equity & Inclusion is defined
  - The focus will continue to be Women and Minority businesses until further notice
  - Will strengthen ties with the division of Purchasing and the Department of Economic Development
  - Staffing updates since the last meeting.

**Compliance**

  - Discussed what is required of vendors
  - Discussed what the lowest-responsible bidder is
  - *Bonfire Notifications*
    - Discussed what contracts are found in the portal
    - Discussed bidder requirements
    - Discussed ways to initiate a conversation to implement changes to the way all County bid/RFP notifications are provided to vendors
  - *Defining Good Faith Effort*
    - Addressed concerns regarding the method notices for work are sent out to disadvantaged business owners.
    - Discussed the intention to minimize the tendency to find loopholes through verbiage.
    - Discussed concerns regarding the use of “pass-through”
    - Penalties for firms that falsify information

- *B2Gnow – Contract Compliance Software*
  - Discussed the payment reporting processes and verification of payments
  - Discussed, briefly, the payment disputes process. Monthly reports are submitted as a record of payment.
  - The former process of requiring copies of payment/checks to verify payment.
  - Discussed whether other government agencies utilize the software

**Certification** – Unified Certification Program (UCP) for Disadvantaged Business Enterprises

- Discussed requirements for firms to be certified.
- Discussed ownership percentages required for certification
- Discussed the county’s goals for inclusion of minority, women and disadvantaged business enterprises (MWDBEs)
- Discussed regulations for determines what determines social and economic disadvantage

**Outreach**

**V. Discussion - Additional Committee Members**

- Discussed the possibility of recruiting someone from Purchasing to be a part of the committee or others that deal with contracts
  - **Recommended Departments**
    - Purchasing/Procurement
    - Public Works
    - Economic Development
    - Facility Management
    - Human Services
- **Establishing meeting day**
  - Confirmed that meetings will be held Wednesday at 1:30 PM

**VI. Miscellaneous**

- Discussed upcoming events

**Upcoming Events**

- Annual Open House 9/30/21 2 PM-4 PM
- Bike Marathon for Social Justice 10/22/21
- Get Out to Vote Rally 10/2/21 2-4:30 PM at the Hill House
- Jazz Event 5:30-11:30 9/20/21 – Heinz History Center
- Meet the Candidates event 9/11/21
- 7th Annual Salute to Legal Excellent Event 10/28/21

- Opening of Life Male STEAM Academy – 9/8/21
- Rivers Casino 35th Anniversary Jazz Event @ Drum Room  
9/9/21 6-8 PM

## **VII. Adjournment**