Meeting called by: Kelly Kimbrough, Chair  Date: 3-14-18  Time: 6:00PM

Attendees:  Kimbrough, Chair ☒ Conti ☒ Flynn ☒ Balarin ☒ Johnson ☒ Robinson ☒ -  
(Please check to signify present)

Invitees/Speakers

Minutes

Discussion:

The meeting was called to order at 6:37 PM by the Chairman Kelly Kimbrough.

The Committee met with Jellisa M. Joseph, Chief Diversity Officer under the Commission of Administrative Services on March 14, 2018, to review Resolution 10.31.18R which requests the transfer of fund for MWBE/Fair Housing Coordinator position thus will affect a salary total in the Department of Administrative Services for the 2018 Budget. MWBE/Fair Housing Coordinator was cut out of this year’s budget under the assumption that the City would enter a shared service agreement with the County and have the work be done by one person. Conversation with the County is still in the initial stage and ongoing. The Department of Administrative Services is requesting a prorated salary of $38,000 for the rest of the year. This position yearly salary is $50,000. If the City cannot enter a share agreement with the County, she would like to keep this position in the budget for 2019. The position will be posted as soon as possible and filled. The requirement for this position is Business Administration degree or a closely related degree and 2-4 years of experience with MWBE Subcontracting. The contractor currently doing this job for the City is certified WBE in the surrounding counties and New York State and have experience working with subcontractors.

Hon. Conti asked Joseph if she is also the EOP Coordinator and if the MWBE position’s salary would be taken out contingency. Joseph responded that funding for this position would come out of contingency. She states is also the EEO/ Affirmative Action Coordinator and Executive Director of Human Rights Commission. The MWBE Coordinator would report to her. Hon. Balarin asked if the City has preference or requirements for contractors to hired city residence. She answered that most of the subcontractors the City utilizes have a good relationship with the City and is based in the City but there is no residence preference for those working for the contractor. Hon. Robinson asked what the City’s percentages of MWBE contract. She replied that the City goal is 17% to be awarded to minority and women-owned businesses. There is no minimum requirement and the City allows for a waiver. Chairman Kimbrough requested a copy of the City 2017 MWBE contractor report.

Conclusions:

Ms. Joseph will track down the 2017 MWBE contractor report and provides it to the Legislative Aide to Common Council (Please see attached)