

1. Meeting Minutes

Documents:

[MAC_MINUTES 07.25.18.PDF](#)

2. Agendas

Documents:

[MAC AGENDA 07.25.18 REV. 1 AND FINAL.PDF](#)

MINUTES OF THE NASSAU COUNTY MINORITY AFFAIRS COUNCIL
JULY 25, 2018

The meeting of the Nassau County Minority Affairs Council was held on Wednesday, July 25, 2018 at approximately 6:00 pm in the First Floor Conference Room at One West St, Mineola New York.

The following members were present at the meeting:

Isma Chaudry
Charles Dickens
Gabriela Guzman, Secretary
Kyle Rose-Louder
Lucas Sanchez
Robert Socolof
Arthur Vernon
Regina Williams, Chairperson
Debra Wheat Williams

The following members were absent at the meeting:

Shani Bruno
Nadine Burnett, Vice – Chairperson
Melrose Corley
William Watson

Upon determining that a quorum was present, the Chair Regina called the meeting to order and welcome the board members and public attendees.

First, upon a motion made by Arthur Vernon and duly seconded by Isma Chaudry, the council members voted unanimously to adopt the minutes of the meeting of the governing body of the Nassau County Minority Affairs Council of July 25, 2018.

Chair Regina led the audience in the Pledge of Allegiance.

Secretary Gabriela called the roll.

Chair Regina stated that the next item on the agenda was an old business from the Nassau County Minority Affairs Council meeting held on Tuesday, July 10, 2018 regarding the Nassau County Human Resources job description for Executive Director.

Chair Regina suggested to create working groups and/or teams to finalize the process for the Executive Director position. Four groups will be formed in which each council member will participate according to their interest. If one council member has information for another group, it can be shared. The groups are: 1) Goals and objectives for the Office of Minority Affairs, 2) Research, 3) History of the Office of Minority Affairs, and 4) Meeting with current employees.

Chair Regina stated that the next item on the agenda was to establish a preferred method of contact for each member. Eight out of nine members present prefer to be contacted via email, the remainder will be contacted via text message and email. Four members that did not attend the meeting will be contacted via email to decide.

Chair Regina stated that the next item on the agenda was to establish meeting dates and time, and hold Executive Sessions. Members agreed unanimously to have Wednesdays at 6:00 pm for Standard Meetings. The Executive Sessions is still pending for clarity and specifics. If the council members decide to have Executive Sessions, it will be after the Standard Meetings end.

Chair Regina stated that the next item on the agenda was to designate a location to meet and store files. There will be a cabinet file in the Office of Minority Affairs with a lock, an office space and a telephone for the Minority Affairs Council.

Chair Regina stated that the next item on the agenda was to research the total companies registered to do business with Nassau County, the total number of MWBE applications submitted and the total number of approved applications on a yearly basis. This information will be presented by the Office of Minority Affairs staff. Chair Regina requested monthly figures and 6-month cumulative reports. At the same time, it was discussed to have professional education for the council in areas related to the Office of Minority Affairs mandates and programs.

Chair Regina stated that the next item on the agenda was for the Minority Affairs Council suggest other areas to be informed about. The suggestions are any events held by the Office of Minority Affairs, such as workshops, and reports that help the council evaluate and analyze the function and responsibility of the office.

Public Comment:

Luis Mendez – Westbury, NY

- Nassau County MWBE certification is not valid anywhere else. There is a two year wait list with Empire State Development to become certified as a MWBE. There is no Memorandum of Understanding.
- Instead of focusing on doing Certification Seminars, there should be training and technical assistance seminars to teach small firms in how to open a business, insurance requirements, and other areas that will be required for the companies to become certified in the future as a MWBE.
- Compliance Agency – Appendix EE is up to each agency. Utilizations plans that should be submitted does not get done on time.
- No civil service titles for Office of Minority Affairs staff, only done by request.
- Operating budget negotiations should request for clerical staff.
- The Office of Minority Affairs should follow its mandates, Title VII, MWBE, delivery of services and pronouncement of the budgetary staff for action.

Jack Prophet – Rockville Centre, NY

- Instead of recreating the wheel on how to make the Office of Minority Affairs work, it should follow the mandates. The Office of Minority Affairs in Nassau is uniquely different than Suffolk.
- There should be a Utilization Analyst hired to assist the Office of Minority Affairs with compliance of MWBE.
- A Compliance Unit should be establish to manage and understand when someone is out of compliance and not pay the amount due on things that are not certified.
- The Office of Women's Services – question directed to Deputy County Executive Kyle Rose-Louder as attorney. If government passes at referendum, can someone come and ignore that? Deputy County Executive Kyle Rose-Louder made reference of a resolution passed back in 1999 to merge both the Office of Minority Affairs and Office of Women's Services.

There being no further business, upon a motion made by Arthur Vernon and duly seconded by Debra Wheat Williams, the council members voted unanimously the meeting adjourned at 7:30 pm.

Respectfully submitted,

Gabriela Guzman
Secretary

AGENDA

Nassau County Minority Affairs Council Meeting Wednesday July 25, 2018 at 6:00pm

Location: **One West Street, Mineola, NY**
(1st floor conference room)

Attendees: **Shani Bruno, Nadine Burnett, Isma Chaudry, Melrose Corley, Charles Dickens, Gabriela Guzman, Kyle Rose-Louder, Lucas Sanchez, Robert Socolof, Arthur Vernon, William Watson, Regina Williams, Debra Wheat Williams**

- 1. Call to Order/Welcome**
- 2. Adoption of Agenda**
- 3. Pledge of Allegiance**
- 4. Roll Call (Attendance & Sign-in Sheet)**
- 5. Old Business**
 - a. NC Human Resources job description for Executive Director**
- 6. Creation of Groups/Teams to finalize process for ED position**
- 7. Establish preferred method of contact for each member.**
- 8. Established Meeting dates and time:**
 - a. Standard Meetings (publicly held) - every two weeks, Tuesdays or Wednesdays at 6:00 pm**
 - b. Executive Sessions (private meeting – no public attendance) – let's discuss**
- 9. MAC designated location to meet and store files.**
- 10. Research the total of companies registered to do business with Nassau County (information to be presented by OMA Staff). How many applications for MWBE have been submitted and how many are approved on a yearly basis?**
- 11. OMA Reports**
 - a. Contract and Compliance Reports (approved and pending)**
 - b. Monthly Reports**
 - c. 6-month Cumulative Report**
- 12. What other areas does the MAC wish to be informed about?**
- 13. Adjournment of Meeting**