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[MAC AGENDA 08.22.18.PDF](#)

2. Meeting Minutes

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[MAC_MINUTES 08.22.18.PDF](#)

AGENDA

Nassau County Minority Affairs Council Meeting Wednesday August 22, 2018 at 6:00pm

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

Attendees: 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

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- 1. Call to Order/Welcome**
 - 2. Pledge of Allegiance**
 - 3. Roll Call (Attendance & Sign-in Sheet)**
 - 4. Adoption of Agenda**
 - 5. Minutes of 7/25/18 (adoption and vote on posting for the public)**
 - 6. MAC Changes – Resignation of Shani Bruno**
 - 7. Old Business**
 - a. Confirmation of storage file cabinet for MAC records**
 - b. Executive Sessions – to be conducted as needed**
 - c. Item 10 from 7/25/18 Agenda (Research the total of companies registered to do business with Nassau County; How many applications for MWBE have been submitted and how many are approved on a yearly basis?)**
This will be handled by one of the Working Groups
 - d. Item 11 from 7/25/18 Agenda (OMA Reports; a. Contract and Compliance Reports (approved and pending); b. Monthly Reports; c. 6-month Cumulative Report)**
This will be handled by one of the Working Groups
 - 8. Presentation of OMA Staff – current employees to share their role**
 - 9. Working Groups List of Assignments (see handout)**
 - 10. Development of OMA Executive Director Job Description**
 - 11. Next Steps**
 - 12. Next MAC Meeting - Wednesday September 5, 2018 at 6:00pm**
 - 13. Adjournment of Meeting**

MINUTES OF THE NASSAU COUNTY MINORITY AFFAIRS COUNCIL
AUGUST 22, 2018

The meeting of the Nassau County Minority Affairs Council was held on Wednesday, August 22, 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:

Nadine Burnett, Vice – Chairperson
Isma Chaudry
Melrose Corley
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:

Charles Dickens
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.

Chair Regina led the audience in the Pledge of Allegiance.

Secretary Gabriela called the roll.

First, upon a motion made by Arthur Vernon and duly seconded by Vice-Chair Nadine Burnett, the council members voted unanimously to adopt the minutes of the meeting of the governing body of the Nassau County Minority Affairs Council of August 22, 2018.

Chair Regina stated that the next item on the agenda was to adopt and vote on posting the Minutes of the Office of Minority Affairs Council meeting on July 25, 2018 for the public. A motion was made by Robert Socolof and seconded by Arthur Vernon to approve the minutes for the meeting held on July 25, 2018 with all the necessary corrections. A motion was moved by Melrose Corley and seconded by Kyle Rose-Louder to post the minutes for public viewing.

Chair Regina discussed the resignation of council member Shani Bruno and shared with the public. A motion was made by Melrose Corley and seconded by Arthur Vernon and Kyle Rose-Louder to send a letter of appreciation from the Nassau County Executive Laura Curran to council member Shani Bruno for the time she served in the council. A question arose on who will replace Shani Bruno. A comment was made it will be up to the County Executive.

We took public comment from members of the public.

Chair Regina stated that the next item on the agenda was an old business to confirm the storage cabinet has been purchased for the sole purpose to file the Minority Affairs Council records. Executive sessions will be conducted as needed right after the meeting and minutes will be taken. Working Groups formed consisting of council members will handle items 10 and 11 from July 25, 2018 agenda. Item 10 consists of the research of total companies registered to do business with Nassau County, how many companies are certified as Minority-Women Business Enterprise (MWBE), the total amount of applications submitted and how many applications are approved on a yearly basis. Item 11 is to review the Office of Minority Affairs reports, contract and compliance reports, monthly reports and 6-month cumulative reports.

Chair Regina stated that the next item on the agenda was to have the Office of Minority Affairs staff give a presentation to the Minority Affairs Council. Rashad Mitchell and Dexter Hedgepeth were present. Rashad and Dexter are Program Coordinators. Rashad is in charge of the MWBE certification program coordinating new certifications and re-certifications as well as site visits to ensure the businesses who are certified operate under guidelines. Rashad also assists in providing language access, performing business workshops, and events such as the Mental Health Day. Dexter is in charge of office administration, manages contracts and purchasing, gathers paperwork of bills paid, budget liaison and budget preparation. Dexter handles the hiring process of new employees and interns. Dexter also prepares departmental reports such as Matrix Performance Management Reports, monthly budget, finance review to check the allocations for Office of Minority Affairs, utilization plans, event attendees outreach report. Dexter assists the Deputy Director with utilization reports. Affirmative Action trained to conduct utilization reports, sensitivity training, workforce, and community outreach. Dexter provides entrepreneurship and business trainings. Dexter works closely with legislators for Mental Health, Kwanza, and other cultural events. Dexter also creates the newsletters outlining what the Office of Minority Affairs has done from January to present. Dexter sits on different boards across Nassau County.

Chair Regina stated that the next item on the agenda was to discuss the Working Groups List of Names and choose first meeting dates and times. The working groups consist of four teams who will be working on different areas and report back to the council in the following meetings. **Working Group 1 – Goals and Objectives** will review old goals and objectives and develop new ones taking into consideration what has been accomplished previously and what will aid the OMA now and in the future. The members are: Gabriela Guzman, Kyle Rose-Louder, Lucas Sanchez, and Debra Wheat-Williams. **Working Group 2 – Research Team** will pull together data of the reports that were prepared previously and review current reports to present a concise listing of up-to-date data. The members are: Nadine Burnett, Melrose Corley, Charles Dickens and Arthur Vernon. **Working Group 3 – Office of Minority Affairs History** will compile the origin of Office of Minority Affairs including the names of persons in various positions from its inception up to 2018. The members are: Melrose Corley, Gabriela Guzman, Kyle Rose-Louder and Robert Socolof. **Working Group 4 – Office of Minority Affairs Employees** will meet with the staff of the Office of Minority Affairs and prepare a list of their current duties and accomplishments for the first half of 2018, which is January through June. The members are: Nadine Burnett, Isma Chaudry and Debra Wheat-Williams. Chair Regina will participate in all groups.

Chair Regina stated that the next item on the agenda was to discuss the development of the Office of Minority Affairs Executive Director job description. The public was able to speak on this item.

Public Comment:

Jack Prophet – Rockville Centre, NY
Luis Mendez – Westbury, NY
Torrance Addison – Hempstead, NY

Chair Regina suggested to email each other suggestions and walk in with a draft of the Executive Director Job Description for our next meeting to be held at the First Floor Conference Room at One West Street, Mineola, NY on September 12, 2018 at 6:00 pm.

There being no further business, upon a motion made by Arthur Vernon and duly seconded by Kyle Rose-Louder and Debra Wheat Williams, the council members voted unanimously the meeting adjourned at 7:25 pm.

Respectfully submitted,

Gabriela Guzman
Secretary