

# Inclusive Procurement and Contracting Board

## Meeting Minutes

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**Date:** February 1<sup>st</sup>, 2022 **Time:** 4:30 pm **Location:** Microsoft Teams (Virtual)

Link: <https://tinyurl.com/2p9b4ujy>

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- I. Call to Order- The IPC Board is now called to order on February 1<sup>st</sup>, 2022 @ 4:30 p.m.
  
- II. Roll Call, Breanna Allen
  - MEMBERS PRESENT: Alkeyna Aldridge, Keana Baylis, Kara Boyles, Wilbur Boggs, Larry King, Jeff Rea, Rachel Tomas-Morgan, Murray Miller, and Breana Allen
  - MEMBERS ABSENT: Michael Morris
  - ALSO PRESENT: Michael Patton, Jenna Throw, Michael Schmidt, Antonius Northern, Bob Palmer, and Kimberly West
  
- III. Election of Officers, Jeff Rea

Nominations have been opened for Board Offices Positions for 2022:

- Motion to nominate Keana Baylis as President of the IPC Board (Moved by Wilbur Boggs, 2<sup>nd</sup> by Rachel Tomas-Morgan)
  - Roll Call Vote: Ayes- Alkeyna Aldridge, Murray Miller, Rachel Tomas-Morgan, Kara Boyles, Jeff Rea, Breanna Allen, Keana Baylis, Wilbur Boggs, and Larry King
  - Opposed: None (0)
    - Nine (9) Ayes, Keana Baylis will serve as President of the IPC Board for the year 2022
  
- Motion to nominate Jeff Rea as Vice President of the IPC Board (Moved by Rachel Tomas- Morgan, 2<sup>nd</sup> by Kara Boyles)
  - Roll Call Vote: Ayes- Alkeyna Aldridge, Murray Miller, Rachel Tomas-Morgan, Kara Boyles, Jeff Rea, Breanna Allen, Keana Baylis, Wilbur Boggs, and Larry King
  - Opposed: None (0)
    - Nine (9) Ayes, Jeff Rea will serve as Vice President of the IPC Board for the year 2022

- Motion to nominate Breanna Allen as Board Secretary of the IPC Board (Moved by Rachel Tomas-Morgan, 2<sup>nd</sup> by Kara Boyles)
  - Roll Call Vote: Ayes- Alkeyna Aldridge, Murray Miller, Rachel Tomas-Morgan, Kara Boyles, Jeff Rea, Breanna Allen, Keana Baylis, Wilbur Boggs, and Larry King
  - Opposed: None (0)
    - Nine (9) Ayes, Breanna Allen will serve as Board Secretary of the IPC Board for the year of 2022

#### IV. Approval of the January Minutes

- Motion to Approve January Minutes (Moved by Murray Miller, 2<sup>nd</sup> by Jeff Rea)
  - Roll Call Vote: Ayes- Alkeyna Aldridge, Murray Miller, Rachel Tomas-Morgan, Kara Boyles, Jeff Rea, Breanna Allen, Keana Baylis, Wilbur Boggs, and Larry King
  - Opposed: None (0)
    - Nine (9) Ayes, January Minutes are Approved

#### V. Diversity Officer- Michael Patton (10 min)

- MWBE Ordinance
- MWBE Program Plan
- Evidence of Good Faith Efforts Document
  - Working with IT to place the information on the department's webpage and linking it to PW and Procurement
- Mentorship- Protégé Program
  - Dates of each session provided for the Board
  - 9 Prime Contractors committed to mentoring Subcontractors
- Utilization Report
  - 2020- Total Overall Annual Spend: **\$143,459,484**
  - 2021- Total Overall Annual Spend: **\$97,962,859.18**
- Total Overall Spend had a \$45,496,624.90 (**46.44%**) **decrease** from 2020 to 2021

#### 2020 to 2021 Spend Comparison by Ethnicity Summary-

- Black Vendors: **Increase** of \$176,208.75 (**382.77%**)
- Hispanic Vendors: **Increase** of \$46,392.37 (**113.34%**)
- Native American Vendors: \$38,650.58 **Decrease** of \$63,268.25 (**68.08%**)

#### 2020 to 2021 Spend Comparison by Gender Summary-

- Difference: \$113,223.15 (**32.07%**) **Increase** from 2020 to 2021 in Non-Women Owned Business

- Difference: \$584,990.56 (**23.17%**) **Decrease** from 2020 to 2021 in Women-Owned Businesses

#### Relevant Discussion:

- Is the metric of the # of these MWBE contractors that are local to the St. Joseph Co. being tracked in this spend data?
  - Response: Difficulties in the amount of local MWBE availability (Disparity study provides additional info.), but this metric can be included in future reports as requested
- Could the Good and Services provided be included in the Utilization Report?
  - The annual report, distributed in March or April, would include an expansive summary of spending (including G & S information)

#### VI. Board of Public Works- Kara Boyles (5 min)

- January Bid/Quote Openings with MWBE Goals:
  - Updates from the two (2) BPW Meetings
    - 1. Sibley Center Exterior Renovation- No bids on 1.11.22
      - Contract is to be awarded at 2/8 BPW Meeting (MWBE Goals met)
    - 2. Coveleski Stadium Field Lighting Installation- No bids on 1.11.22
      - Awarded as Open Market Contract on 1.25.22 (MWBE Goals met)
    - 3. 2021 Community Crossings Paving Round 11- Received two (2) bids on 1.25.22
  - Receiving no bids on the first two projects, and the third project being over budget, may show the busyness, and potential constraints on the contractors,
    - This causes difficulty in terms of executing projects and delivering on community promises
    - May have to come up with new strategies to find contractors to complete these PW projects

#### VII. Procurement- Michael Schmidt (5 min)

- December MWBE Spend Report
  - December Minority Spending Highlight: Eyedea Studios, over \$20,000
  - 2021 YTD Minority Spending Highlight: Mr. Think Big, over \$50,000
  - December Woman Spending Highlight: Best Equipment Co., over \$50,000
    - Only five (5) businesses have reported certification status, explaining the low number of certified spend.
    - Access to certification records will aid in updating system to reflect a more accurate number

- *Member Michael Morris joined the Meeting. (Time Stamp: approx. 1hr. 9min. in)*
- VIII. Old Business- (TBD) (5 min)
- IX. New Business (5 min)
- Summary of IPC Board Committee's GFE Discussion from January 19<sup>th</sup>, Jeff Rea
    - Quality discussion between Committee & Board Members, City Teams, and Contractors
      - Aailed an opportunity to discuss possible improvements to the Good Faith Efforts (GFE) Process
      - City Team will work on internal suggestions concerning GFE for the March IPC meeting
- X. Announcements:
- Indiana Governor's Emergency Declaration was extended to March 4<sup>th</sup>, allowing the IPC Board to continue meeting remotely until then
- XI. Floor Open to the Public
- XII. Adjournment- Vote
- Motion to Adjourn (Moved by Jeff Rea, 2<sup>nd</sup> by Wilbur Boggs)
    - Roll Call Vote: Ayes- Alkeyna Aldridge, Keana Baylis, Larry King, Murray Miller, Rachel Tomas-Morgan, Wilbur Boggs, and Jeff Rea
    - Opposed: None (0)
      - Seven (7) Ayes, Meeting is Adjourned at **6:16pm**

## Notes and Action Items

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- Request for a Written Report of the Number of Rejected Bids and Goal Waivers