

# Inclusive Procurement and Contracting Board Meeting Minutes

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Date: February 5<sup>th</sup>, 2024 | Time: 5:30 pm | Location: Microsoft Teams (Virtual) & TRC 1165 Franklin Street, Suite 100, South Bend, IN 46601

Link: <https://tinyurl.com/ipcboardmeeting>

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- ❖ **Call to Order- The IPC Board Committee is now called to order on February 5<sup>th</sup>, 2024, @ 5:30 p.m.**
  - COMMITTEE MEMBERS PRESENT: Keana Baylis, Jeff Rea, Murray Miller, Wilbur Boggs, Cynthia Simmons, Michael Morris
  - COMMITTEE MEMBERS PRESENT VIRTUALLY: Michael Morris
    - DIVERSITY & INCLUSION: Darius Lipsey, Bianca Jones
    - PURCHASING:
    - LEGAL: Michael Schmidt
  
- ❖ COMMITTEE MEMBERS ABSENT: Breanna Allen, Rachel Tomas Morgan, Kara Boyles,
  
- ❖ **Approval of Minutes: December 5<sup>th</sup>, 2023, Minutes were revised, reviewed, and approved. January 9<sup>th</sup>, 2023 Minutes were approved.**

## Notes & Action Items

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**President Keana Baylis** - Addressed the ODI Department on behalf of the board stating that, Her biggest concern was at the end of the year she was badly confused and empty and we are starting the year the same way. They do not know anything until everything is done. They do not want to spend another month with things not getting out on time and do not want this to continue to be an issue. She feels like they are behind because she does not know what was going on last

year. She did not understand why there is always an issue with DPW Report and Procurement Reports timely submission. Agreed with Jeff Rea that we should do a poll about moving the meetings from the first Tuesday of every month. According to what she heard from nameless individuals in Public Works the information is provided a week before the IPC Board requires. Concerned about the issue of the meeting notice not being published in a timely manner which caused confusion about if the meeting was going to happen. Stated we had 2 or 3 meetings out of 12 last year and we are way behind.

**Cynthia Simmons-Taylor** – Started her response stating the words used were, “we ended the year badly, confused, and empty”. She believes the meetings that we had were clear. The board received reports from purchasing and Darius. She is unclear what is causing the confusion. She stated regarding the confusion that in the emails that we submitted the meeting notices in time. We sent notices for all of the 2024 meetings. Because there was a change in the Clerk’s office, the new Clerk did not realize this and when she found the information she came back and acknowledged that they do have the notices. She stated she instructed Bianca to not wait for Darius’ report because he must wait on purchasing, send out the meeting notice and agenda. She stated she is unclear where she got her information from regarding the public works report being out a week ago, as Darius received it Friday. The numbers are skewed if the board meets the first Tuesday of the month. She then questions if the first Tuesday of the month is the best time to meet. She addressed emails are not being received because we have a technical issue that is not allowing us to put the IPC Board in a group. The work around is we will type the board members names individually. She stated that she thinks we are doing a great job. The MBE spend is on a 100% increase. Her team has been working very diligently and if you look in your packet you will see that Bianca is putting together the MWBE Workshop to assist in increasing our capacity, because we realized we will have to grow them. If at any time you have questions about anything, please call. We have identified that out of 80 “self-reporting” agencies 22 of them are certified and that will increase our certified spend.

**Darius Lipsey** – State he wanted to clarify that the BPW reports are completely separate from the reports that are generated and presented to the IPC Board. There is some information on there from the BPW but not a direct correlation.

**Jeff Rea** – Stated that what we the team may be feeling is 5 years of frustration and lack of ownership from anybody in the city and that is not fair to Cynthia. He stated that he doesn’t feel like their time is spent very well because we end up spending a lot of time talking about emails and meeting notices and very little about how we get more minority contractors. We spend a lot of time about certified or non-certified and honestly, we walk away from the meetings feeling like we wasted another couple of hours of our lives that we are not going to get back and do we really move the needle. He stated he has written his resignation 9000 times for this board because he does not want to be part of an entity that wastes his time and not move the needle. He goes on to say that sometimes he is hopeful that we are moving in the right direction and what they want to give us grace. However, it seems that the city often isn’t on the same page. Our hope is that under this new leadership that this becomes a meaningful use of our time.

**Michael Morris** – Stated that the frustration is culpable. But his vantage point, we do spend a lot of time on stuff that doesn't seem to have a lot to do with why we are here. A different way of looking at why we are here is to make you as successful as possible at your job and so we don't feel used or productive. If you came to us and said my strategic vision are these 3 things in a 12-month calendar year that I would like the board to tackle and contribute to.

**Simmons-Taylor** – Stated that our goal is to increase the capacity and make sure we have a good number of companies that are certified. We are really starting what has been in play for 5 years at ground level. We are very transparent and will own up to it if we mess up but if a situation is out of our control, we will let you know that as well.

**Murray Miller** – Stated he doesn't think you can send blanket meeting notices out at the beginning of the year to satisfy the entire year. Statute states it has to be 48 hours prior to the meeting.

**Simmons-Taylor** – Stated that the clerk requested 72 hours.

**Micheal Schmidt** – Stated going back to BPW experience, all meetings are set in advance and that is what her team tried to do here that establishes minimum of providing notice. There was an unfortunate degree of chaos that occurred which was not necessary because it was about trying to update the agenda and documents associated with the meeting and wires got crossed.

**Miller-** Stated he received notices 48 hours prior to the other board meetings and the notices were not on the IPC Board site.

**Schmidt** – Stated the new Clerk verified the notices were sent out but he is not sure where they are posted.

## **I. Diversity and Inclusion:**

Bianca Jones- Stated MWBE Certification first cohort will be on March 6<sup>TH</sup>, the would be conducted by herself and RONALDA MINNIS. She has been assisting in the development of the framework for the workshop. The reason for this workshop is because, as Cynthia said, of the 80 businesses that were self-reporting, we found 22 that are certified so those other 60 businesses we will reach out to and inform them of this option.

Simmons-Taylor – Stated our goal is not to get the certified and drop them off, we are looking to follow up and identify where we can further assist. We will look to Dr. Morris' program to possibly feed that pipeline as well. We do have the B-Suite back in ODI and this team will be hands on. Darius is getting calls from Primes, even some outside of our area looking to do work in our area, asking him to provide a list of MWBEs. We attend NIBMA meetings to assist with spreading the word.

Wilbur Boggs – Stated this is an opportunity to thank you for this first step. This is the first time I have seen a workshop and the paperwork on what you are going to do to get there. To him that is a first step. This is something he hasn't seen. Maybe other people have but it's a first time for me to see something laid out.

Rae - Stated he is trying to understand is it that the more of these the better? Does this fill a need in the community? As we are focusing our efforts long term and utilizing our community partners? He goes on to say he has been a critic of this group trying to recreate the wheel.

Simmons-Taylor – Stated no we are not the only people doing it but we have to assess where they are. Utilizing resources and what is already in place is very valuable. We are not trying to do it all ourselves.

Rea- Stated they rarely got the tale end of reporting. We would love to close the loop.

Jones - Stated that it's not just about what we did and how successful it was. We often don't close the loop. Once we get people through certification how can we go to the engineering department and say are there any small projects that we can put these individuals into. When reading through the previous administration strategic plan certification was a part of that. Because I am newer, I am still meeting people and shaking hands, but I will not stand idle.

Morris – Stated his suggestion was going to Parks and Recreation. There must be several events and things they do every year. He stated he met with the Director of Procurement with Notre Dame, and he doesn't know if they have a great historical record of contracting with minorities. I met with the two of them and I mentioned the city and they are very keen to meet with you all and to see things like the certification workshop. They would be interested in people going to that too. Maybe there are other things you can do in collaboration.

Baylis – How do people benefit from the B-Suite? Are you all keeping the same coaches as before?

Simmons-Taylor – We are expanding that. We don't believe coaching should come from one place and there are other entities that will present results as well, but we are still working with IMPower.

## **II. Public Works/ Procurement:**

- Darius Lipsey presented the DPW report.

## **III. Purchasing:**

- Procurement Report

IV. Old Business

- 

V. New Business

- NONE

VI. Announcements

- 

VII. Floor Open to the Public

- None

VIII. Adjournment- Vote

**Notes & Action Items**

Send out Poll to members for meeting change