

Inclusive Procurement and Contracting Board Meeting Minutes

Date: December 5th, 2023 | Time: 5:30 pm | Location: Microsoft Teams (Virtual) & TRC 1165 Franklin Street, Suite 100, South Bend, IN 46601

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

❖ **Call to Order- The IPC Board Committee is now called to order on December 5th, 2023, @ 5:30 p.m.**

- COMMITTEE MEMBERS PRESENT: Wilbur Boggs, Rachel Tomas-Morgan, Michael Schmidt, Kara Boyles, Keana Baylis

- COMMITTEE MEMBERS PRESENT VIRTUALLY:
 - DIVERSITY & INCLUSION: Cynthia Simmons, Darius Lipsey, Bianca Jones

 - PURCHASING:

 - LEGAL: Michael Schmidt

 - PUBLIC WORKS: Kara Boyles

 - COMMITTEE MEMBERS ABSENT: Michael Morris, Jeff Rea, Breanna Allen, Antonios Northern

❖ **Approval of Minutes: October 3rd, 2023, Minutes were approved.**

Notes & Action Items

I. Diversity and Inclusion:

Cynthia Simmons-Taylor – ODI will be doing outreach and accompanying HRC whenever they go out. She stated that she met with Kay Farlow and was enlightened on what they have

done in the B Suite. Cynthia requested an audit of participants of the B Suite to ensure that they are moving through the process.

Simmons-Taylor- Stated IPC Board Member will be receiving a notification from ODI with their end of service dates. She stated that ODI is continuing in efforts to attract minority and women owned businesses to increase capacity. She has a goal of getting 10 people certified in 2024. She invited the Board members to reach out with any suggestions that may assist in these efforts. Simmons-Taylor continues- The spend has increased tremendously with minority business enterprises and has went down for the minority business enterprises. We are up 139% on the minority business spend.

Keana Baylis- Asked if ODI is collaborating with the B Suite to start it over?

Simmons-Taylor- There was no leadership in ODI so it transitioned over to Community Investments. So, it continued to operate.

Baylis- Asked who is over it in Community investments. Antonios?

Simmons-Taylor- Yes, but it is informal, because the way the ordinances is written it belongs in ODI and she has met with Caleb who is the executive director about B Suite.

Baylis- She questioned if the minimum of 10 people certified is all b suite individuals.

Simmons-Taylor- No it's not just b-suite.

Boggs- Are there any businesses that ODI is targeting?

Simmons-Taylor- We are really targeting businesses that make sense for public works projects.

Boggs- What about outside of PW

Simmons-Taylor- We are looking outside of PW as well. We will be reaching out to the Director of VPA as well as going from department to department.

Boggs- Stated they will need to be certified.

Simmons-Taylor – No we have a lot of non-certified spend. The certified spend helps ODI but we will still include non-certified.

Baylis- I thought we weren't going to stick with PW because there are other businesses that we can pull from.

Simmons- Taylor- Reiterated that we started with PW but will be moving into other departments. We are taking a close look at the non-certified spend to see where additional organizations can be included.

Darius Lipsey- He stated a lot of businesses have been reaching out trying to figure out to get certified. Next steps we are taking is to actively figure out the mechanism to help keep track of the certified spend with the rest of the city. We will be sitting down with Mickey and figure out how we can get to the directors of department to assist with facilitating people with getting involved with the city spend.

II. Public Works/ Procurement:

Simmons-Taylor – The quantity of MBE utilizing this is from January through November 2022 and January through November 2023. The quantity or the number of MBE's utilized this year was nine. Last year it was eleven, so that was reduced by two and one of our endeavors is also to go after those individuals who were certified and are no longer certified to see if we can find out why and convince them to become certified again. The quantity of WBE utilized was 15 this year and 14 last year, so we gained one there. The quantity of primes utilized was the same 16. Again, the MBE S were paid 139% more in 2023 than they were in 2022, and that is through the end of November. So we still have December to add once we get through the month with regard to the WBE, they weren't paid 5% less and the primes were paid 21% more. In 2023, then there were in 2022 and the total payments was 22% more in 2023 than it was in 2022 and these are these are of the certified spins. Certified so #5 I would just draw your attention to that challenges which I have stated relative capacity of the certified contractors and certified Subs reporting being used by the primes just to win the city. Projects on the horizon.

Darius Lipsey- The Board of Public Works meeting on November 14th. The Bercliff Estates sewer separation another project is the 2023 guard rail installation and replacement. And then the city of South Bend, wayfinding signage program phase three. The Board of Public Works meeting on November 28th. There wasn't anything that was no RTA or anything on that meeting. No RTA's at that time, but there's a breakdown for you on the for the credit contract awards, my Department type category gold type, vendor type, ethnicity and gender from January through November 30th of 2023. MBE award was 1,485,663 and then WBE award was 1,901,793.

Baylis- That is what our aim is because we want more minorities, and we are not just calling because you are a minority, but you are part of the overall picture. I think the challenge is changing the perception.

Kara Boyles- My own quick observation, you look at Page Six of eight, I don't know who you're talking about, but when I look at year to year comparison of first class logistics for instance, last year they paid \$200,000 and this year they made 537,000 And then if you look at Kennedy, Thresh line this year, looks like they were paid 40,000 last year, they were good 87,000 similar for being our trucking, they've paid 44,000 this year and last year they were paid 188,000.

Simmons-Taylor- I'm sure we probably they probably would be happy to show us that, but the whole intent of this program for my perspective is to build relationship and for the primes to utilize the Subs because they know who they are and they know that the type of work that they do and we would hate to see it, that crimes would only utilize the Subs when it's on a city contract when before that they were utilizing them for other contracts outside the city.

Murray Miller- So one factor would be price could be gives you a better price and nothing those close that and are they increasing on the state side of things and maybe decreasing on the City side that that could be that could be a thing I think over.

Lipsey- Said we, we are going to I and or we are tossing out you know ideas of of survey questions that we can get out to the business, so we can get some more tangible data to figure out

what's the cause of why, you know, like as care appointed some businesses like first class, they doubled their business and others are so active in the program but aren't doing but aren't doing as much business.

Miller- Well, and it's quite possible that could be making more money on the state side of things. and you understanding is on state projects as they are in cities, South Bend, which was something that I had talked about when these old things started. At some point, they're going to be city and state is going to be competing against each other for the trucking side business. So there could be an increase, maybe an increase in the city and maybe increase in stateside, pending along with their ability or trucks.

III. Purchasing:

Baylis- We want a representative to report on the city spend for the January meeting.

IV. Old Business

V. New Business

- **Vote for January 2nd meeting to be rescheduled to January 9th.**
- **Summers off July and August**
- **Move April Meetings**
- **PW tab to be added back to the agenda**
- **Request to present all PW projects**
- **Miller- Questioned what the MLK Project was not addressed in this meeting.**
- **Simmons-Taylor – Carry over agenda items from missed meetings.**
- **Michael Schmidt- MLK had 21 bid packages and was assigned to Garmong as construction Management Company. Goals were 7% M, 5%W, 3% V. total amount of \$2,436,994.00 went to minority**

First tier, where subcontractors \$1,271,867.50 a point to women owned first year or subcontractors that broke down to 14.55% for M 7.6% for W, No veteran owned business engagement.

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VI. Announcements

- **None**

VII. Floor Open to the Public

- **None**

VIII. Adjournment- Vote

Notes & Action Items

Revise the MW Spend in New Business. – Completed

Make all IPC Board meeting documents available in Laserfiche