

**IPC Board Meeting
December 1, 2020
Board Minutes**

Attendance: Bilijah Williams, Larry King, Jeff Rea, Kara Boyles, Michael Morris, Murray Miller, Keana Baylis, Alkeyna Aldridge, Bob Palmer, Dan O'Connor, Jenna Throw, Arnold, Michael Patton, Rachel Tomas Morgan, Breanna Allen

- I. Call to Order-The IPC board is now called to order on December 1, 2020 at 5pm
- II. Roll Call
- III. Approval of agenda
- IV. Approval of previous minutes
 - Discussion of Agenda, Minutes, Public Meeting Notices
 - Working to be more intentional for the Clerk's Office to have information about the board.
 - Check the ordinance on process for notices and publication of board information
 - What is the clerk's role with the IPC Board
 - Board President and Vice President to reach out to clerk's office (Clerk Jones)
 - Bianca Tirado is the new point of contact for clerks office
- V. Old Business
 - Contract Software
 - Identify B2G now as the selected software
 - Dan O'Conner is represented to answer questions along with IT
 - Next week to have movement with the software (finalize agreement)
 - Expected to implement over the next 4 months and provide training
 - **Questions:** How does the timeline impact bidding in January
 - Training took place today (12/1/20) to learn how to track contracts currently via paper, in the interim until B2G software is rolled out.
 - Engineering department has a process and template established already to support goal setting in collaboration with Diversity and Inclusion.
 - Recognition that city data of potential contracts was in error which impacted the ability for goals to accurately be set with the city. There was a shift to good faith effort with contracts and bids in the interim until city data was corrected.
 - Goal Setting/Contracts
 - Ask BPW and Purchasing and Procurement and other departments to share the process of quotes, bids, and goal setting for contracts under \$50,000

VI. New Business

- Amended MWBE Ordinance based on Revised Disparity Study
 - A few things that needed to be changed (**please see copy**). The remaining portions of the ordinances were previously enacted. The only portions that are new are those items that are highlighted.
 - Currently the diversity office is still receiving and collecting feedback on the amendment from internal city departments.
 - Any additional feedback about amendment should be discussed at the January meeting for public hearing.

Motion: Jeff Rea, Send the draft ordinance to the council with a favorable Recommendation

Motion rescinded: Jeff Rea, with the message that this does not continue to draw on any longer that it has. Strong emphasis to bring this to the January meeting to be voted on to put forth to council

- Inclusive Program Plan 2020
 - 3 focus areas for Office of Diversity and Inclusion: Inclusive Procurement, Equitable Workplace Culture, and Small Business Assistance Suite
 - New HR Director hired with the city, MP excited to begin working with HR department to begin Diversity training
 - MP will send a draft of plan to board this month for feedback
 - Diversity office is looking to work with anchor organizations with the city (such as Am General, South Bend School Corp, 1st Source Bank) to build relationships and open up contract opportunities for smaller minority and women businesses such as (catering, lawn care, etc.).
 - Mentors will be housed in the small business suite to assist small businesses in need.
- Success updates
 - Entrepreneurs have been contacting office information of acquiring their ID number from watching and engaging in the virtual labs. The current efforts of the office has definitely been positively impacting small businesses in the community. Covid has presented a challenge, but the communication through virtual platforms have been affected.

VII. Announcements

- A. No announcements

VIII. Privilege of the floor

- A. Members
- B. Public

IX. Adjourn

- A. Motion to adjourn, Bilijah, 2nd Rachel Tomas Morgan

Next Meeting Date: Tuesday, January 5, 2020