

Inclusive Procurement and Contracting Board Meeting Minutes

Date: January 4th, 2022 **Time:** 4:30 pm **Location:** Microsoft Teams (Virtual)
Link: <https://bit.ly/3HrJRML>

- I. Call to Order- The IPC Board is now called to order on January 4th, 2022 @ 4:31 p.m.

- II. Roll Call, Breanna Allen
 - MEMBERS PRESENT: Jeff Rea, Kara Boyles, Larry King, Murray Miller, Rachel Tomas-Morgan, Keana Baylis, Bilijah Williams, Breanna Allen

 - MEMBERS ABSENT: Alkeyna Aldridge, Wilbur Boggs, Michael Morris

 - ALSO PRESENT: Michael Patton, Michael Schmidt, Jenna Throw, and Kimberly West
 - *Member Wilbur Boggs joined the Meeting. (Time Stamp: approx. 2 minutes in)*

- III. Approval of the Minutes
 - Motion to Approve December Minutes (Moved by Jeff Rea, 2nd Breanna Allen)
 - Roll Call Vote: Ayes- Jeff Rea, Breana Allen, Larry King, Kara Boyles, Murray Miller, Keana Baylis, Wilbur Boggs, Bilijah Williams
 - Opposed: None
 - Eight (8) Ayes, December Minutes are Approved.

 - *Member Michael Morris joined the Meeting. (Time Stamp: approx. 4 minutes in)*

IV. Diversity Officer- Michael Patton (10 min)

- B2Gnow Contract Award and Payment Distribution Report
 - Includes contracts awarded between 5/4/21 and 12/30/21
 - Contract Awards:
 - Number of Firms- 17
 - Total Awards- \$2,378,964
 - Average- \$139,939
 - Contract Payments:
 - Number of Firms- 14
 - Total Payments- \$1,206,576
 - Average- \$86,184
 - Hawk Enterprises, Inc. receiving the largest Award Percent (25.09%)
 - Remainder awards are listed, with each percentage totaling (tallying) to 100%
 - Hawk Enterprises, Inc. receiving the largest Contract Payment Percent (47.15%)
 - Remainder payments are listed, with each percentage totaling (tallying) to 100%

Relevant Discussion:

- Concerns expressed regarding data from this report that shows less than half of the money being awarded/paid out is going to subcontractors in St. Joseph County
 - Possibly create incentives for local contractors who have a certain percentage of minorities in their workforce
 - Evaluate the economic benefits are for our city to contract with those outside of the county
 - Response: Must consider the purpose of providing disadvantaged business to opportunity to do business with the City of South Bend and the benefits of their services
 - Mentorship program and additional incentives that are being implemented in ODI will help with the growth & further sophistication of MWBE small businesses

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

- *Continuing comments regarding B2Gnow Contracts and Awards Report*
 - These are not awarded contracts by the City; these are sub-contractors engaging in a project with Primes, thus the subcontractors are not directly doing business with Public Works

- There is a need to track what the spend was to subcontractors from Jan. 2021- May 2021 (Launch of B2Gnow)
- Contracts that have been awarded have met the goals
- Two (2) Board meetings held in December
 - 2-3 contracts have been awarded

Relevant Discussion:

- What determines what bids have goals and which ones that do not?
 - Supply purchases are distinguished from bids due to lack of labor concerning why these purchases do not have goals placed on them
 - Labor and whether there's a sub-contractable scope of work determines goal
 - Ordinance excludes Emergency Contracts from the goal setting program
- A report of rejected bids may be helpful to determine that the patterns are
- *Member Alkeyna Aldridge joined the Meeting. (Time Stamp: approx. 45 minutes in)*

VI. Procurement- Michael Schmidt (5 min)

- November MWBE Spend Report
 - 2021 YTD Minority Spending
 - \$604,302.52
 - November Minority Spending
 - \$106,589.34
 - Largest Spend: VS Engineering, Inc.
 - 2021 YTD Woman Owned Spending
 - \$1,536,345.45
 - November Woman Owned Spending
 - \$98,706.83
 - Largest Spend: Jennifer Settle, LLC
- Column added to include Certified MWBE Spend, which totaled at \$500.
 - Current disconnect with DFO regarding documentation of certification of these businesses.

Relevant Discussion:

- Shared characteristic from the first report, majority of City spending shown here is going towards vendors outside of St. Joseph County, are other counties reciprocating the same efforts?

- Response: Balancing spend with local offices, and supporting diversification of spend according to City initiatives
 - City's bandwidth presents a challenge to achieve goals solely from businesses in St. Joseph County, pressing the importance of building capacity
 - ODI will continue to move forward with Office Initiatives to build capacity

VII. Old Business- (TBD) (5 min)

- Good Faith Efforts
 - Further clarification is needed behind increased price to sub-contract with MWBE's, qualifications, etc.
- Board members with such concerns should be discussing and creating recommendations
- Small committee could be created for such discussions and recommendations
 - Must be in accordance with the Open Door Law, advertising them as Public Meetings
 - Recommendation is that these committee meetings are advertised regardless of the number of members
 - There would not necessarily be a limit to the number of members that can join the committee
 - After such research and discussion has been done, committee would create a recommendation for the Entire Board to review
- Motion to establish a committee to further study Good Faith Efforts: (Moved by Jeff Rea, 2nd Wilbur Boggs)
 - Roll Call Vote: Ayes- Bilijah Williams, Jeff Rea, Breanna Allen, Alkeyna Aldridge, Larry King, Murray Miller, Michael Morris, Keana Baylis, Wilbur Boggs & Rachel Tomas- Morgan
 - Ten (10) Ayes, on January 4th, 2022, the IPC Board will form a committee surrounding the Good Faith Efforts
- Jeff Rea & Murray Miller will Co-Chair, any interested members can contact them to be involved in this discussion.
 - Wilbur Boggs & Alkeyna Aldridge stated interest in being on this committee

- Members of staff are welcomed and encouraged to attend committee meetings.
- Kimberly West will send a Meeting Notice for the IPC Board Committee to the Clerk's Office once dates & times have been established.

VIII. New Business (5 min)

- Board Appointments
 - If a member is nearing the end of their term, it is acceptable to stay on the Board until they are either re-appointed, or a new member is appointed
 - Nominations and votes can be taken for Officers
 - Staff should be bringing this to the attention of the Board regarding the ending of Board members' terms
- February meeting will be the consideration of Officer nominations

IX. Announcements:

Nothing to report.

X. Floor open to the Public

Nothing to report.

XI. Adjournment- Vote

- Motion to Adjourn: (Moved by Jeff Rea, 2nd Murray Miller)
 - Roll Call Vote: Ayes- Bilijah Williams, Jeff Rea, Breanna Allen, Alkeyna Aldridge, Larry King, Murray Miller, Michael Morris, Keana Baylis, Wilbur Boggs & Rachel Tomas- Morgan
 - Opposed: None

Meeting Adjourned at 6:27pm.

Notes and Action Items
