

# Inclusive Procurement and Contracting Board

## June Meeting Minutes

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**Date:** June 7<sup>th</sup>, 2022 **Time:** 5:33 pm

**Location:** Microsoft Teams (Virtual) & TRC 1165 Franklin Street, Suite 100, South Bend, IN 46601

**(Virtual Option) Microsoft Teams Link:** <https://tinyurl.com/2p9b4ujy>

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**I. CALL TO ORDER - The IPC Board is now called to order on June 7, 2022 @ 5:33 p.m.**

**II. ROLL CALL**

- MEMBERS PRESENT: Keana Baylis, Wilbur Boggs, Kara Boyles, Karen White-Goyzueta, Rachel Tomas-Morgan, Breanna Allen
- MEMBERS PRESENT VIRTUALLY: Michael Morris, Alkeyna Aldridge
- ALSO PRESENT: Jenna Throw, Michael Patton, Denise Riedl
- MEMBERS ABSENT: Jeff Rea, Murray Miller

**III. APPROVAL OF MAY MINUTES**

- Roll Call vote:
  - i. Ayes- Keana Baylis, Karen White-Goyzueta, Rachel Tomas-Morgan, Wilbur Boggs, Breanna Allen, Kara Boyles, Michael Morris, Alkeyna Aldridge
  - ii. Opposed: None (0)
  - iii. Eight (8) Ayes, May Minutes are Approved

**IV. BOARD OF PUBLIC WORKS - Kara Boyles (4 min)**

- Monthly Report: Quote openings that have been performed since beginning of the year:
  - i. Sibley Center Exterior Renovation (no bids)
  - ii. Coveleski Stadium Field Lighting Installing
    - 1. Open market contract awarded – met contract goals
  - iii. Community Crossings Paving Round 2
    - 1. Reith Riley contract awarded – met contract goals
  - iv. Studebaker Fountain Water Improvement Project
    - 1. Open market contract awarded – met contract goals
  - v. Walker Field House Restoration Project (no bids)
  - vi. Biosolids Trucking for Land Application Annual Contract
    - 1. Ongoing
  - vii. Randolph Park Area Improvements
    - 1. Milestone Contractors North awarded contract – met contract goals
  - viii. Asphalt Materials Bid
    - 1. Reith Riley contract awarded – met contract goals
  - ix. Contractor Paving Round 1
    - 1. Reith Riley contract awarded - met contract goals
  - x. VPA Athletic Court Renovation (no bids)
  - xi. North Water Treatment Plant Improvements
    - 1. Open market contract awarded – some meeting of contract goals and some good faith efforts

**V. DIVERSITY OFFICER - 2021 Procurement Report -Michael Patton (7 min)**

- Minority vendor spend by ethnicity (DFO self-reported minority status)
  - i. Total Minority Business Spend \$668,593 (Combined ethnicity spend = \$348,220 and Unidentified spend = \$320,373)
    - 1. Black - \$222,244
    - 2. Hispanic - \$87,325
    - 3. Native American - \$38,651
    - 4. Other Unidentified - \$320,373
- 2021 Location Breakdown Spend
  - i. Out of state = \$389,216
  - ii. Indiana = \$1,942,425
  - iii. St. Joseph County = \$191,234
- Certified Spend (information from B2Gnow from May-December 2021)
  - i. Breakdown of vendors that pay/not pay and dollars received/not received in 2021. Zeros mean they didn't receive any dollars in 2021 but could potentially receive dollars in 2022 although reward happened in 2021.
  - ii. \$2,680,009 as total awarded
  - iii. \$874,359 total payout for 2021
  - iv. City's achievement toward aspirational goal is .9%
- Broader City Spend – Certified Vendors in DFO

**VI. PROCUREMENT - MWBE Spend April 2022 – Michael Schmidt (12 min)**

- Dollars spent is a little bit higher than previous month. City entering into higher spending level engagements as enter into summer months.
- St. Joseph County (vendors in red) = local
- Total YTD Minority Spending = \$71,458.95
- April Minority Spending = \$20,271.68
- Some things are not showing up in reports. Referring back to Michael Patton's dashboard data with list of certified MWBE vendors. Only two that City has done direct relationship with (meaning issue PO in DFO) is State Barricading and Visions GPS Branding. State Barricading is woman-owned business; however, all other vendors are not showing up in procurement reports because they've been subcontracted. The power of the ordinance is giving us data on businesses owned by women and minorities, but they're just not showing up through DFO. 90% of subcontractors are getting a good chunk of money but it's not showing up because they've been subcontracted. Although subcontractor's, its still going toward achievement of goals.

**Breanna Allen** –Expanding certification list. What does this look like? Do we need to go back to beginning of ordinance to have it reviewed by committee and council, similar to process necessary to originally get it approved? **Rachel Tomas-Morgan** –if amending ordinance, would need to go through same channels, but with program plan would just need to be presented to council at some point.

**Wilber Boggs** –In 2022 minority spend, in red bold St. Joseph County Vendor, what does certified represent? Is it certified by one of the agencies in the state? **Michael Schmidt** –Yes, if it's in bold, it is certified business. Only one is certified and happens to be local (Visions GPS Branding LLC), so bold and red for local.

**Wilber Boggs** –Certified by who? **Michael Schmidt** –They are certified as a minority and women owned business by IDOA. And red (without bold) means they have a physical presence (office) in St. Joseph County.

**Wilber Boggs** – Businesses are not certified, waste of time to be at the meetings. Same thing at every meeting.

**Rachel Tomas-Morgan** – The importance was distinguishing between certified and non-certified.

**Wilber Boggs** – Quit calling them women and minority owned businesses if they're not certified as such.

**Keana Baylis** - Categorizing minority or women-owned businesses based on ownership, correct? **Michael Schmidt** – Based on self-representation.

**Keana Baylis** – Is them saying they that through self-representation not sufficient? **Wilber Boggs** – No, it is not. It doesn't mean that a minority or a woman owns or operates the business. It could just mean the front person may be a minority or woman.

**Keana Baylis** - I like this better than any other presentation. It is very self-explained, and it answers all the questions we wanted to know. I understand whether a business says they are a minority or women owned, then we don't have the time to ask everybody if they are really minority/women. Trust that the owner says minority/women. Understanding of what Mr. Wilbur is saying, but think this is the best representation so far. Maybe we can help businesses get certified.

**Wilber Boggs** – The exception is someone saying minority/woman owned doesn't make it so. It could happen that a business could front as a minority/woman owned business.

**Michael Schmidt** – We try to present the information in a split way to be inclusive of all business out there. City does business with a lot of different vendors, some more sophisticated than others, those that tend to be subcontractors in public works tend to be more sophisticated in their operations. Try to service a community of 100,000 of diverse residents with diverse needs. We know we have to get better in guiding small business to certifications, we know it can be affective, but there are a handful that will say they're not interested in a public works subcontractor.

**Wilber Boggs** – If someone doesn't want to be certified as a MWBE business that's fine, but we shouldn't label some as they are unless they are. **Keana Baylis** - if someone says minority business, and we ask for proof, someone might feel like that's offensive.

**Michael Schmidt** – Michael's team is working with pop up vendor teams, really small businesses, we give them support money. We're trying to promote them as a business even though they're so small, but we still want to promote them as a MWBE. Then these can move forward with more departments.

**Michael Morris** – Agree with Ms. Baylis, this is more helpful information. Do we have a similar dashboard to show us how many bids are put in by WMBE businesses that don't win? **Michael Patton** – We don't have a dashboard that shows those not awarded; however, Kara shares in our meetings what has been happening regarding bids and who was bidding.

**Michael Morris** – When we start to step back and look at the problem, we have to look at a pipeline. Pipeline would include getting more MWBE people to bid and then look at quality of bids received.

**Karen White-Goyzueta** - In order to be inclusive, we need to get to all levels. What I would like to see is total number of bids, and who won them and then percentage. That would be simplest way for me to see. **Michael Schmidt** – Do you want to see a document that says the project, three companies that bid, and the one who bid the lowest? Do you want minority and women subcontractors on those bids? **Karen White-Goyzueta** - No, there was a document that showed 140 slash a percentage, but I'd like to know 140 out of what.

## VII. OLD BUSINESS

- Recess July meeting and resume meeting in August for Board training
  - i. Motion and Second – no quorum so cannot vote on it but no objections.

**Alkeyna Aldridge** – Soulful Kitchen is a MWBE – a spend that we did with her was \$500. Only did business with her one-time last year, certification is more than \$500. She's a very fledgling business, and we have her on the list, but I agree that not every business is ready or makes sense for every business to get the certification.

**Michael Schmidt** – Did not have appreciation for how many little engagements the City does with a bunch of unique things we wouldn't necessarily think of. We have a \$100+ million dollar budget and lot of these engagements aren't in the supply chain that you may start to see in some of these bigger cities that have more experienced ordinances and program plans. Houston is geographically one of the biggest cities, heavy Hispanic community, and it is a challenge to compare South Bend's operations to Houston's operations. We need to get better. We need to be talking to professional services companies because they're missing out on opportunities. We need to have conversations asking someone why they aren't certified. We can help with see opportunity costs because they're not certified.

**Wilber Boggs** – If certified, they can do business all over – it expands your horizons as a business. To say certification isn't worth it, they need to see. The cost has a great benefit.

**Michael Schmidt** – Michael Morris' program helps to highlight importance of certification and use it as networking tool to get other opportunities.

## VIII. NEW BUSINESS

- Email to be sent out to choose a day in the week of August 8th through the 12th for Board training. Decide date over email and will be set.
- Will vote about September meeting in August.

**Michael Schmidt** – B2Gnow software – currently have 17 contracts open. Can work on trying to pull together open contracts, list of subcontractors for each of those, for August. Might be helpful to board to see same subcontractors are used for every contract that's being awarded. We're still getting MWBE subcontractors but might be helpful to see what dollar amount is being awarded to subcontractors for each one of those projects.

## IX. ADJOURNMENT

- Motion to Adjourn vote:
  - i. Ayes- Keana Baylis, Rachel Tomas-Morgan, Wilbur Boggs, Karen White-Goyzueta, Breanna Allen, Michael Morris, Alkeyna Aldridge (7)
  - ii. Opposed: None (0)
  - iii. Seven (7) Ayes, Motion to Adjourn is approved

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## Notes and Action Items

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1. Send out email with dates for August Board Training