

Inclusive Procurement and Contracting Board Meeting Minutes

Date: December 6th, 2022, Time: 5:30 pm Location: Microsoft Teams
(Virtual) & TRC 1165 Franklin Street, Suite 100, South Bend, IN 46601

Link: <https://tinyurl.com/3n4r6r6x>

I. Call to Order- The IPC Board Committee is now called to order on December 6th, 2022, @ 5:30 p.m.

(Attendance could not be verified because of the recording issues for this meeting):

- COMMITTEE MEMBERS PRESENT: Keana Baylis, Breanna Allen, Rachel Tomas-Morgan, Jeff Rea, Murray Miller, Wilbur Boggs, Antonius Northern
- COMMITTEE MEMBERS PRESENT VIRTUALLY: None
- DIVERSITY & INCLUSION: Michael Patton, Morgan Fleming
- LEGAL: Michael Schmidt
- PUBLIC WORKS:
- COMMITTEE MEMBERS ABSENT: Karen White Goyzueta ; Kara Boyles, Michael Morris

II. Approval of November Minutes: A motion was made, seconded, and carried unanimously to approve the November minutes

Notes & Action Items

- I. Shanon Buari: Handles participants from The South Bend Assistance Suite (SBS) and assists with legal issues with one of the law firm vendors- Anderson, Agostino & Keller PC. She discussed and took questions from the board in regards to his role with SBS
 - Looks forward to continuing and improving this service.
- II. Michael Patton from Office of Diversity and Inclusion (ODI) discusses:
 - Insights and status on 2022 reports
 - Discussions with board members on specific roles and deliverables for the city to prove the IPC board with
- III. Discussions over appointing a person for 2023 over the board and the city for ongoing issues. Board votes and rules:
 - a. Michael Patton for the city
 - b. Keana Baylis for the IPC board
- IV. Breanna Allen – discussions on ordinance and section 14.5-4 specifically
- V. This discussion will serve as the basis for 2023 as holding city and the IPC board accountable on expectations moving forward
- VI. Rachel Thomas Morgan expresses concern over city’s management and use of the B2Gnow software.
- VII. Made clear that she expects better reporting and utilization of the software
- VIII. Discussion between board member Keana Baylis and assistant city attorney Michael Schmidt involved the date of the monthly IPC board meetings, and explored if the board would be interested in moving the date further back in the month so that the city could generate accounting and procurement reports for the current month
- IX. Baylis declined- acknowledged that the city would not be able to present current month’s data during the meetings, and the 30-40 day lag will continue.
- X. Upcoming January meeting will present data from November.