

Inclusive Procurement and Contracting Board Meeting Minutes

Date: January 3rd, 2023, Time: 5:30 pm Location: Microsoft Teams (Virtual) & TRC 1165 Franklin Street, Suite 100, South Bend, IN 46601

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

❖ **Call to Order- The IPC Board Committee is now called to order on January 3rd, 2023, @ 5:30 p.m.**

- COMMITTEE MEMBERS PRESENT: Keana Baylis, Breanna Allen, Jeff Rea, Kara Boyles, Wilbur Boggs
- COMMITTEE MEMBERS PRESENT VIRTUALLY: Michael Morris, , Murray Miller
- DIVERSITY & INCLUSION: Michael Patton, Morgan Fleming
- LEGAL: Michael Schmidt
- PUBLIC WORKS:
- COMMITTEE MEMBERS ABSENT: Antonius Northern; Karen White Goyzueta; Rachel Tomas-Morgan,

❖ **Approval of Minutes: A motion was made by Keana Baylis to approve the December minutes. The motion was seconded by Breanna Allen- everyone approved but Kara Boyles, who abstained from voting**

Notes & Action Items

- Baylis- Small Business Assistance Suite has nothing to do with the IPC board goals, so discussions on the program will be reserved for a later time.
- Office of Diversity and Inclusion: Michael Patton- announces new mentorship protégé initiative for 2023 and other ODI projects
 - New programs that occur in the city that try to understand business needs- funding is the most sought after one
 - Business symposium- business plans, market, bidding, analysis, outreach, tracking complexities, etc.
 - Will take the form of 2-day workshops
 - Baylis expresses concern with the Mentorship-Protégé Program- will it produce a measurable outcome?
 - Can the yearly report include the contract outcomes from the 2022 Mentorship Protégé Program?- Patton agrees and takes note
 - General request that the city members provide evidence for programs and initiatives completed so that outcome could be tracked
 - We need to be able to see if any relationships were made from the 2022 Mentorship Protégé that are outside of Public Works tracking
 - Morris- small business always point to financing as the biggest problem- it is not
 - ◆ Mentorship protégé is where the focus needs to be
 - ◆ Has spoken to SPARK- we do not even track that data
 - ◆ Patton acknowledges this- work that is being done may not have impacted procurement, but women and minority are reached
 - ◆ We need a discussion about structure and what has to happen with certain programs (like the mentorship-protégé)
 - Baylis- for the record, discussions on Small Business Suite will not be engaged
- Public Works Reporting- Kara Boyles
 - no project to report for 1st period, but during the second period, there are 5
 - all successful and have met the goals- report includes only the successful ones
 - some have not met goals but they are not included in the report
 - Boggs asks Boyles to define what the “goals” are- she explains that they are goals that enable bidding agreements
 - When comparing 2021 to 2022, lots more money has been awarded in 2022 (in general)
 - Some bids never came to fruition due to 2022 economics
 - A correction on the report- Upcoming DPW Projects- the allocated budget should be corrected to read \$500000
 - Boyles receives praise from the committee about the presentation and measurability of her report, since tracking has been historically problematic for IPC board presentations/reporting

- Goal- out of \$15 million, \$10 million were awarded to WMBEs
 - Rea- 70% of contracts were done out of the South Bend region- should this be of concern?
 - Agreement that the efforts should focus on our area
 - Schmidt looks optimistically to the future, and that the B2Gnow will allow for even better reporting
 - As of now, the Dashboard is the only thing that the public has access to when it comes to seeing what the city is doing in terms of spending
 - Schmidt- D&R Trucking is a success story and so is Kennedy Express
 - Allen- asks what “unassigned” stands for in the report and how we should treat it
 - Schmidt and Boyles do not know but will check
- Procurement Spending Reporting- Michael Schmidt/ Mickey Lovy
- Formatting for the reporting this time is different due to some transitions in reporting technicalities
 - Breaking down spending with certified and non-certified contractors
 - Big projects are almost always tied to public works
 - Despite encouragement some people still do not want to get certified- they are still included in the report
 - Lovy- working on better reporting even though there is a lag of 30-40 days
 - This December data will be even more late since the year has to close out
 - Suggestion from Rea- trace 1st time engagements and regional metrics vs. local metrics
 - ◆ Lovy will figure out how to generate this data
 - Clarification on what certification really is and why/should we weed out certified from non-certified contractors
 - ◆ Committee explains that it should be split from other reporting in addition to helping track those that should get certified
 - Rae- suggests that this knowledge also helps track progress
 - Allen- thinking about what data we can share- this goes back to the idea of tracking progress
 - Board discusses and decides that Lovy should produce quarterly data to track progress, but monthly reports will still be produced
 - Rea- comments that the people we work with really need to grow their complexity, and we need to know the things that are being tracked in the reports
 - Question for Schmidt from Boyles: How many people in this report are WMBE certified?
 - If the ordinance says 6% need to be *certified* WMBEs, than everything is on track. If not, than there is a lot of work to do.

➤ No new and old business- a vote is held to adjourn the meeting