

# Inclusive Procurement and Contracting Board Meeting Minutes

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Date: June 6<sup>th</sup>, 2023,      Time: 5:30 pm      Location: Microsoft Teams (Virtual) &  
TRC 1165 Franklin Street, Suite 100, South Bend, IN 46601

Link: <https://tinyurl.com/3n4r6r6x>  
<https://tinyurl.com/2p9b4ujy>

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- ❖ **Call to Order-** The IPC Board Committee is now called to order on June 6<sup>th</sup>, 2023, @ 5:30 p.m.
  - COMMITTEE MEMBERS PRESENT Keana Baylis, Jeff Rea, Wilbur Boggs, Murray Miller, Breanna Allen, Michael Schmidt, Antonius Northern.
  - COMMITTEE MEMBERS PRESENT VIRTUALLY: Michael Morris
  - DIVERSITY & INCLUSION: Cynthia Simmons, Morgan Fleming
  - LEGAL: Michael Schmidt
  - PUBLIC WORKS: Chana Roschyk
  - COMMITTEE MEMBERS ABSENT: Kara Boyles
  
- ❖ **Approval of Minutes:** Minute approval has been pushed to the July 11<sup>th</sup> meeting.

## Notes & Action Items

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**Diversity and Inclusion:**

Keana Baylis – Welcomes and introduces Cynthia Simmons-Taylor, the new director of the Office of Diversity and Inclusion. Invites board members and other city personnel to introduce themselves.

Cynthia Simmons-Taylor – Expresses gratitude and states that she is looking forward to building the program and identifying and supporting minority and women's business enterprises in the city of South Bend.

Michael Schmidt – Highlights Simmons-Taylor, stating that she has given 26 years of service to South Bend and that Director of Diversity and Inclusion is her fourth role in the city. He further states that Cynthia previously directed and transformed the city's 311 Service Center and requests that the board is patient with her during her transition.

Simmons-Taylor – States that she wants to schedule meetings with each individual IPC Board member to gain insights into their experience and hear their goals for the program.

### **Public Works/ Procurement:**

Schmidt – Transitions, stating that six projects were awarded, five of them had goals, four of them made calculated goals, and one was met with a good faith waiver (GFW). \$1.3 million, year-to-date, has been spent with MWBEs, the majority spent with non-minority women business enterprises. Further, he states that we are seeing a lot of the same vendors and a goal for the board would be to locate new ones.

### Discussion Point:

Murray Miller – Discusses an outreach event for MWBEs where Garmong Construction Company discussed upcoming projects and opportunities.

Breana Allen – Questions if Garmong has a history with recruiting MWBEs and what their process is.

Schmidt – states that Garmong has between 18-20 bid packages, and 7% is for MBEs, 5% WBEs, and 3% VBEs. The totality of the projects has to meet these goals.

Keana Baylis – Questions the city's motives. She feels the city prioritizes securing the cheapest bid offer over MWBE involvement. Further, she asks what the follow-up process is with MWBEs for contracts.

Simmons-Taylor – States that her role is to follow-up with MWBEs and will work to notify, verify, and ensure MWBEs are reached by prime contractors for opportunities.

Rea – States that, historically, city spending outside of the region is 70%, but is currently at 53%. Further, he acknowledges the progress and states his hope to continue to reduce spending outside of the region.

Schmidt – States that compliance and following protocol will be important in ensuring MWBE participation. Further, he says that there is a lot of money to go around with these projects and it

should attract small businesses. He is hoping for new sub-contractors and an increase in MWBE participation.

Rea – States that there is a lack of business incubation in the region and hopes that the program and board can help boost new businesses.

Discussion Point:

Schmidt – States that the procurement has not changed much since last month. He reminds the board that the procurement director will attend meetings on a quarterly basis to present information but will continue to provide monthly reports for board members to review movement. Further, he welcomes any feedback on the presentation of the reports.

Antonius Northern – Requests that the difference between minority and women-owned business enterprises that are certified and those that are not certified, be made clearer.

Discussion Point:

Baylis – States that Karen White-Goyzueta would like to re-join the IPC Board now that there is no leadership.

Schmidt – Informs Baylis that the council president appoints the position

**New Business:**

Schmidt – Presents information on the Locust Road project that the city has received a \$1,000,000 grant for. He says that the company that is seeking the bid submitted a GFW, and that they reach out to MWBEs, engaged with 6, and ended up going with two MWBEs. Further, he asks the board if they think the company put forth enough effort in trying to secure MWBEs. Further, he asks the board if they thought the company created enough tasks to meet the goals. Lastly, he states that one prime contractor feels they should perform the tasks that should be subcontracted. He questions if it is commercially responsible to subdivide some of these tasks. Says that this GFW discussion is important because it will set the standard moving forward.

Wilbur Boggs – States that he believes that the company is truthful in not being able to break out tasks to reach project goals for MWBEs.

Schmidt – States that NAICS codes can be broad and cover a variety of tasks, as well as detailed in describing what these tasks are.

Baylis – States that she is aware of companies trying to “make things look good” when they are not. Reiterates that she feels companies will do what it takes to get the most money.

Schmidt – Asks the board what the standard of effort for a GFW is. He asks if the board thinks that the company was intentional about securing MWBEs. Lastly, he asks the board what constitutes a GFW.

Breanna Allen – Asks “if we are setting the standard what does that entail?”

Schmidt – commends Allen for her ability to read between the lines. He states that there need to be amendments with the program language.

Rachel Tomas-Morgan – States that the ordinance and program plan were made separately so that updates and changes could be made if necessary.

Baylis – States that she supports the granting of the GFW due to meeting the criteria of the current program plan but said the program plan needs revisions. Further, asks the board to vote on passing the GFW.

Five board members voted to pass, with one abstention.

#### **VI. Old Business**

- **None.**

#### **VII. New Business**

- **GFW standard**

#### **VIII. Announcements**

- **None**

#### **IX. Floor Open to the Public**

- **Public Absent**

#### **X. Adjournment- Vote**

- Motion to Adjourn vote:
- Wilbur Boggs, Dr. Michael Morris, Murray Miller, Keana Baylis, Breana Allen.
- **Opposed: None (5)**
- **Four (9) Ayes, Motion to Adjourn is approved**

### **Notes & Action Items**

- **None**