

# Inclusive Procurement and Contracting Board Meeting Minutes

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Date: November 19, 2024 | Time: 5:30 pm | Location: Microsoft Teams (Virtual) &  
TRC 1165 Franklin Street, Suite 100, South Bend, IN 46601

Link: <https://tinyurl.com/ipcboardmeeting>

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❖ **Call to Order-** The IPC Board is now called to order on November 19, 2024 at 5:30 p.m.

- BOARD MEMBERS PRESENT: Breanna Allen, Murray Miller, Wilbur Boggs, Rosa Toma, Kara Boyles, Cynthia Simmons-Taylor
- BOARD MEMBERS PRESENT VIRTUALLY:
- DIVERSITY & INCLUSION: Bianca Jones, Micheal Szymanski
- PURCHASING: Mickey Lovy
- LEGAL: Jenna Throw
- INNOVATION & TECHNOLOGY: Davis Finley
- BOARD MEMBERS ABSENT: Keana Baylis, Jeff Rea, Rachel Tomas-Morgan, Michael Morris, Kimberly Hurt

❖ **Approval of Minutes:**

October 2024 meeting minute - Miller motions for approval - Tomas seconded.

All Ayes no Nays

Notes:

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- I. **Procurement:** Bianca Jones and David Finley presented.  
Jones mentioned ODI has taken into consideration of what the board stated they wanted to see and we have a redesign of the procurement reporting style. She stated the revised procurement report captures DFO (the city's current financial system) and B2Gnow

reports, which focuses on public works (PW) projects with goals. She explained that, though both data sets are included in the report those numbers and percentages are kept separate to mitigate and confusion with regard what the actual spending reflects based on all eligible spending and PW projects with goals.

Jones continued on to explain the breakdown in the numbers.

All eligible spending is a \$151,860,082 and of that \$6,203,548 was spent with certified MBE/WBE and non-certified businesses that identified themselves as either minority or woman-owned, which shows a spend of percentage of 4% with all M/W businesses.

Boggs clarified that of the 6.2mil 3.9mil was attributed to non-certified spend so the percentage would be lower because the certified spend is what meets the requirements based on the Program Plan. Allen stated that she agrees with Boggs and thinks we need to separate the percentages of certified and non-certified because our responsibility is to the certified expenditures.

Boggs asked Simmons-Taylor to clarify what the mayor's ask as it pertains to the data. She clarified that the mayor wanted to see all spend data from both certified MWBEs and those who identified themselves as minority or women owned businesses.

Boyles questioned if the PW spend was encompassed in all city's spending. Finley clarified that the all city spend amount did encompass the PW dollar amount. He stated that while all city's spend was pulled from DFO, the PW projects with goals spend came from B2Gnow. It was concluded that the top portion of the report encompassed (DFO data) all tier one spending while the bottom portion of the report encompassed (B2Gnow data) all tier 2 spending in PW.

Jones moved on report on the PW projects with goals spending.

The overall spending was \$38,927,741 the total certified spend was \$2,870,010 which shows a spend percentage of 7%. MBE spend was \$1,448,772, WBE spend was \$1,255,558 and MWBE spend was \$165,680.00

The following page gives a breakdown of what was spent each month in each certification category.

Boyles questioned what SHI International was. The cost was 1,540,308.00 Simmons-Taylor stated we can find out but she believes that are a WBE.

Finley explained how the heat map pulls in data from DFO to show where eligible spending is happening. He stated that he can list all counties in the region and indicated if they have spend on or not. He further explained the rest of the report reflects the same information as original B2Gnow report.

## **II. DPW:**

Simmons-Taylor reported that there was 1 bid awarded and 1 quote awarded. 2024 Traffic calming project was awarded to Premium Concrete in the amount of \$304,630. The WWTP Access Drive Milling & Resurface quote was awarded to Milestone Contractors LP in the amount of \$35,938.

There was one project with bids being rejected. The SBFD Central Fire Station Roofing Replacement bids were rejected due to incomplete documentation and amount exceeding the project budget. 4 projects closed out. Lasalle Park Improvements was completed by HRP Contrution with a final contract amount of \$2,070,804.81. LaSalle Ave. Streetscape was completed by Milestone Contractors North, INC. with a final contract amount of \$6,025,155.26. The Campeau Streetscape was completed by Reith Riley Construction Co. Inc. with a final contract amount of \$2,148,206.99. The 2023 Traffic Calming Division 1-5 completed by Selge Construction Co., INC. for a final contract amount of \$2,070,804.81.

Jones asked if the board would like to see open project goal progression as well as what the final goals were on projects that closed out. Board members said yes to this information.

### **III. Office of Diversity and Inclusion:**

Jones spoke on the Small Business Development Ecosystem (SBDE) Partnership Luncheon. There were 2 board members in attendance at the luncheon. We had a total of 13 organizations and 2 CoSB departments in attendance.

Simmons-Taylor stated that this is something we want to continue to add too in 2025.

Kay Farlow from IMPower Center did a status report on 2024 to date. There was 75 businesses that were serviced, 49 are complete and 26 are still in progress. She stated that participation was down in 2024 compared to 2023. 90% of the businesses that have are participating identified as a minority and 50% of the participants were women. So far there has been an aggregate of 193 coaching hours delivered so far. There were 16 legal vouchers, 16 bookkeeping, and 2 tax vouchers given. She then clarified that the original structure was outlined as only coaching through the service voucher and as an accountability partner. Moving forward to participation engagement, she stated participants consistently reported to high satisfaction with the targeted coaching approach and access to professional services. She stated that she sent 215 surveys out and received 24 responses. One of the questions is did you see an increase in belief in yourself and your ability to operate your business? Only two said no, and of course that'll give us a chance to dive into why did those two say no, only two put not applicable, and the remaining 20 participants said yes. We received feedback on whether they were able to gain the basic understanding needed to maintain our books. A few said they did have to seek help from elsewhere. One participant states that "Yes, I did not think it would ever be possible. Coach Mo made me believe it was possible whenever I would feel discouraged." So that's just some of the feedback we're getting. Farlow stated that she will be back at January meeting with a full update on 2024.

Allen asked if Farlow was able to take what she learned from the experience to become certified as knowledge that she could share with her mentors. Farlow stated she was working closely with Jones and there are some difficulties with certification for a not for profit. Simmons-Taylor stated that there is a coach that is now certified that does help

with the certification workshops. Jones stated that the coach was able to certify one person since he became certified in March.

Simmons-Taylor stated that she will share information in December about how many certified businesses we have in the area based on our city and surrounding counties.

Miller inquired about the annual report for 2023 and Simmons-Taylor stated that we will have that for December's meeting and can use that to help figure out how to set expectations.

Miller also brought to the board attention a suit against the INDOT DBE program from a KY company that is currently working its way through federal courts.

IV. Old Business

- **Wertnz Update** – Throw stated that a payment from Wertnz has been made to South Bend Heritage.

V. **Announcements**

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VI. Floor Open to the Public -

VII. Adjournment-

Boggs– Motion to adjourn /Miller – Second

**Notes & Action Items**