

# Inclusive Procurement and Contracting Board Meeting Minutes

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Date: August 20, 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 August 20<sup>th</sup>, 2024, @ 5:30 p.m.

- BOARD MEMBERS PRESENT: Jeff Rea, Michael Morris, Rachel Tomas-Morgan, Murray Miller, Cynthia Simmons-Taylor, Breanna Allen
- BOARD MEMBERS PRESENT VIRTUALLY:
- DIVERSITY & INCLUSION: Bianca Jones, Cynthia Simmon-Taylor
- PURCHASING:
- LEGAL: Michael Schmidt
- BOARD MEMBERS ABSENT: Keana Baylis, Kimberly Hurt, Kara Boyles

❖ **Approval of Minutes:**

July 2024 minutes – (Rachel Tomas- Morgan was not present at July meeting) Miller motions to approve / Wilbur seconded  
All Ayes not Nays

Notes:

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**I. Procurement:**

Simmons-Taylor presented the procurement report.

Certified: MBE – \$229,192.94, MWBE – \$88,995.50, WBE - \$30,208.70

Total City Spend – 97,901,817.00 – She explained that much of that spending did not have goals.

\$1.43M for Certified MWBE, MBE, WBE spend

\$1.68M for Non-certified MWBE, MBE, WBE spend

Jones explained the 1.43 million does not include tier 2 spending only tier 1. Tier 2(subcontractor) certified M/WBEs spending is only captured in B2Gnow.

Discussion about how the subcontractor payments is not tracked in DFO.

Conversation continued to understand how the businesses' locations are not tracked in DFO because of the discrepancy on the regional spend map.

### **Public Works:**

Simmons-Taylor – Presented the BPW report.

Discussion took place regarding why businesses show an unassigned in B2Gnow; How can we incentivize Prime contractors who consistently meet and exceed goals; Payments have not started to subs on the MLK dream center.

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

Jones – Gave information about the third cohort for the MWBE Certification workshop. 9 businesses have been completely certified from the last 2 cohorts. IMPower Center has submitted their application for certification as well.

Discussion over outreach:

Thinking of ways to highlight those contractors that excelled with Supplier Diversity.

Upcoming event with St. Joseph County Library and NDU Procurement at the Library on September 18<sup>th</sup> from 6pm-8pm. Event titled How Small Companies Get Big Contracts.

Morris – Informed the board SBEAP has an upcoming event Saturday at Charles Martin from 10-2

Miller- Informed us on Indiana Black Expo Black Business Institute and inquired on combining NIMBA 6-month subscription with the B-Suite 6-month subscription.

Rea addressed the difficulty in identifying minority businesses and stated no organization has been able to provide a list. Dr Morris stated there is a list of businesses the SBEAP keeps and stated he can send a link. The conversation continued.

Miller inquired on the Youth Build, Annual Report, and 2025 Budget.

Jones -Youth Build Grant rolled out earlier than the planning team anticipated so we will attempt apply for it in 2025. The annual report was halted due to confirmation of qualified reportable expenditures. Once the Mayor, ODI, Procurement and Innovation and Technology confirm the allowable expenses we can issue the report.

**III. Old Business**

- Report on Werntz – The Mayor's office accepted the offer to pay the \$4,114.00 that was not paid to the MBE. They will send the payment to Charles Martin Youth Center.
- Mentor to Protégé efforts Jones stated this is a work in progress.

**IV. New Business**

- Tomas-Morgan – Council revised the Responsible Bidders Ordinance last fall, there were provisions in the bill that would not negatively impact Minority and Women Owned Businesses. Tomas-Morgan suggest we review and discuss this in the upcoming meeting.

**V. Announcements**

- 100 Black Men Gala October 26<sup>th</sup> – ODI can sponsor a table, however, Simmons-Taylor stated the table must be filled.

**VI. Floor Open to the Public -**

**VII. Adjournment-**

Morris – Motion to adjourn /Miller – Second

**Notes & Action Items**