

Inclusive Procurement and Contracting Board Meeting Minutes

Date: September 12, 2023, | Time: 5:30 pm | Location: Microsoft Teams (Virtual) & TRC 1165 Franklin Street, Suite 100, South Bend, IN 46601

Link: <https://tinyurl.com/3ashu46m>

❖ **Call to Order- The IPC Board Committee is now called to order on September 12th, 2023, @ 5:30 p.m.**

- COMMITTEE MEMBERS PRESENT: Jeff Rea, Wilbur Boggs, Murray Miller, Breanna Allen, Michael Schmidt, Kara Boyles
- COMMITTEE MEMBERS PRESENT VIRTUALLY:
- DIVERSITY & INCLUSION: Cynthia Simmons, Darius Lipsey, Bianca Jones
- PURCHASING: Mickey Lovy
- LEGAL: Michael Schmidt
- PUBLIC WORKS: Kara Boyles
- COMMITTEE MEMBERS ABSENT: Keana Baylis, Antonius Northern, Michael Morris, Chana Roschyk

❖ Approval of Minutes: June 23rd, 2023, Minutes were approved.

Notes & Action Items

I. Diversity and Inclusion:

Cynthia Simmons-Taylor – Announced ODI the new Contract Compliance Administrator, Darius Lipsey and the new Manager of the Inclusion Project, Bianca Jones. Cynthia stated she is still the interim Executive Director of HRC and looking forward to not being in that role much longer so she can really get into her role of Officer of Diversity and Inclusion.

Jeff Rea- Asked Cynthia if she had any reflections on her first few months in her position.

Simmons-Taylor- Stated she believes that ODI is moving in the right direction. ODI is identifying and trying to bring subcontractors to the table so we can increase our capacity and be more marketable. We will be gathering resources and information on what it takes to bid successfully on some of the contracts. She further states the Primes are doing a good job currently and there is always room for improvement. ODI is reaching out to the subs to identify qualified business owners and will assist in any way they can.

II. Public Works/ Procurement:

Michael Schmidt – Transition, Stated Chana Roschyk is working to get Darius up to speed. Segued to the B2G Now report that provides an update on prime contracts awarded by the board of public works, subcontractor engagement that are affiliated with public works projects. June, Public Works awarded 6 projects. Five of the six projects had goals. Engagement with MW and spending with M&W Subs increased from this last 6 months from the same 6-month period in 2022.

Discussion Point:

Schmidt - The city granted a GFW on Locust Rd project. Skyler Restroom Upgrade project. The third project was not stated but listed in the PW document provided.

Breanna Allen- Asked if she can get Cynthia's perspective on GFW process.

Simmons-Taylor – Response to Allen's question is ODI is trying to reach the goals, but the reality is in some areas we are lacking in capacity. She went on to say for her to consider a GFW she reviews the efforts made to reach out the Subs in those categories, if the subs are not bidding, and if we have capacity for it.

Schmidt – Noted the utilization on the Fire Station project exceeded the 4.3% M goal, reaching 22.4% but did not have any W participation to which a GFW was issued. Schmidt further explained some industries or NAICS codes have a low number of M/WBEs

Simmons-Taylor – Added our goal is to not only meet the M&W goals but also ensure we are utilizing M&Ws in our marketplace and only outsourcing for truly specialized project needs.

Murray Miller – Questioned why the board was not provided with a notice and the details on why the GFW on the Fire Station.

Schmidt - Stated waivers are presented in the form of the Public Works document provided for the board meeting, further stating there is no requirement for a formal letter to be provided to the IPC board.

III. Purchasing:

Mickey Lovy – Presented IPC Spend Data

Wilbur Boggs- Questioned the wording used for MBE – Not Identified /Not certified. Boggs further stated that the MBE is a certification and self-identifying is not possible.

Lovy- Agreed the certification process its own category but the CoSB wanted to capture all businesses that identify as an M/W Owned Business.

Simmons-Taylor – Stated allowing those who are not yet certified to do business with the city and tracking them is low hanging fruit, which would allow for an opportunity to try and get them certified.

Allen - Questioned when will the board receive the annual report for 2022 data?

Schmidt - The city is determining if the 2021 data and 2022 data will be outsourced to a third party. Release date is tentative. Further stating the historical data is needed to assist the IPC board in setting aspirational goals.

IV. New Business:

VI. Old Business

- **None.**

VII. New Business

- **Board meetings on the 1st Tuesday**

VIII. Announcements

- **Last day to submit bids for MLK Dream Center 9/26/2023.**

IX. Floor Open to the Public

- **Public Absent**

X. Adjournment- Vote

- **Motion to Adjourn vote:**
- **Wilbur Boggs, Murray Miller, Breana Allen.**
- **Opposed: None**
- **6 Ayes, Motion to Adjourn is approved.**

Notes & Action Items

- **None**

