

Inclusive Procurement and Contracting Board Meeting Minutes

Date: November 18, 2025 | Time: 5:30 pm | Location: Microsoft Teams (Virtual) &
TRC 1165 Franklin Street, Suite 100, South Bend, IN 46601

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

❖ **Call to Order- The IPC Board is now called to order on November 18, 2025 at 5:35 p.m.**

- BOARD MEMBERS PRESENT: Wilbur Boggs, Breanna Allen, Jemma Stanton, Rachel Tomas-Morgan, Bianca Jones
- BOARD MEMBERS PRESENT VIRTUALLY: Rosa Tomas, Reasha Donaldson
- DIVERSITY & INCLUSION: Michael Szymanski
- PURCHASING:
- LEGAL: Michael Schmidt
- INNOVATION & TECHNOLOGY:
- MAYOR'S OFFICE:
- BOARD MEMBERS ABSENT: Michael Morris, Murray Miller

❖ **Approval of Minutes:**
October meeting minutes- Approved

I. **Action Items –**

Approval of the 2026 Meeting schedule. Motion carried.

II. **Procurement –** Jones reported a total spend of \$163,431,598 from January to October 2025. Out of the total spend, \$5,981,847 was spent with minority and women-owned businesses, representing 3.7% of the total spend.

\$1,176,930 with MBE

\$348,248 with WBE

\$110,955 with MBE and WBE

\$4,345,674 with Self-reported

The certified spend was 1% of the total spend.

Boogs inquired about efforts to increase that spending. Jones stated that they will cover the capacity building efforts further down the agenda.

In public works spending, \$31,715,976 was spent of total spending, \$3,231,643 was spent with MBE/WBE resulting in a 10.2% utilization.

\$1,522,866 on MBE

\$1,644,177 on WBE

\$64,600 on MWBE

Regional Spend: The report highlighted that 70.1% of the total eligible spending was regional, while 29.93% was outside the region.

Jones noted that all grants they were privy to have been removed from the report.

III. DPW:

Szymanski presented the DPW reports:

Three bids were awarded at the October BPW meeting –

Cleanup of South Bend Range

Awarded to Indiana Earth for \$505,100

MBE Goal – 1.3%

WBE Goal – 4.7%

Demolition of Rabbi Shulman Apartments

Awarded to Green Demolition for \$1,348,000

MBE Goal – 1.3%

WBE Goal – 4.7%

Project Completion Affidavits –

2024 Curb and Sidewalk – Divisions 1,2,3,5

Company – Selge Construction

Final Amount - \$936,958

MBE final payment

- 1st Class Logistics - \$12,741 - exceeded goal of \$10,948 by 16.4%

WBE final payment

- State Barricading - \$2,112 - met goal
- Slussers Green Thumb Inc. - \$62,259 - exceeded goal of \$61,310 by 1.5%

IV. Office of Diversity and Inclusion:

Schmidt asked the board to think about things they would like to see as a good faith effort. The current efforts primes use is posting on building connected, local

advertisement in the newspaper, reaching out to known businesses in the NAICS they are looking for, etc. Allen inquired if the prime contractors submit proof of these efforts. Schmidt gave an overview of the process which covers how ODI and the project managers check the efforts validity.

Tomas-Morgan asked if we see any patterns in companies who repeatedly request good faith effort waivers. The answer was yes.

Allen asked if there is an opportunity where contractors are expected to work with the city to find subcontractors? Schmidt stated that it would not be in the best interest of the city to highlight one or a specific contractor over another, but we can encourage them, to look on the IDOAs website to find certified businesses.

Boggs asked if it's possible to include tier 2 subcontractors or suppliers. There may be a possibility to track that which can move the needle.

Jones asked if there was anything the board would like to see in the annual report. They were unsure and asked for a markup of the 2024 report to see if there are sections that could be added.

Jones touched on the capacity building strategy for 2026 which included keeping the MWBE Certification workshops and the Small Business Assistance Suite. The inclusion of a bid ready academy that covers bidding, understanding how to read specifications, overview of project management for city projects, etc. ODI would also like to include Access Connect, which is a monthly virtual meeting discussing how to engage with the city for projects, where to find projects what are the current open advertisements. Etc. Continuing next year with using the Supplier Access Summit as a staple event that will allow us to educate, connect, and celebrate local entrepreneurs. Potentially adding additional educational tracts.

V. New Business:

Jones will send out email for MLK Breakfast interest – Tomas Morgan stated to check with other departments before buying a table.

VI. Old Business:

VII. **Announcements:**

Bogg announced the 100 Black Men of Greater South Bend, Inc. Gala

VIII. Floor Open to the Public -

Adjournment :

Boggs adjourned