

Inclusive Procurement and Contracting Board Meeting Minutes

Date: March 17, 2026 | 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 March 17, 2026 at 5:35 p.m.**

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



Approval of Minutes:

A motion was made and seconded to approve the February 17, 2026 meeting minutes.
Motion carried.

Board Update - It was noted that Rosa Tomas has resigned from the IPC Board due to increased responsibilities within Procurement and Finance. A new DCI appointee is anticipated.

I. Action Items – None

- II. Procurement** – Jones reported a total eligible spend of \$33,327,651.80 through February 2026. Out of the total spend, \$1,416,756 was spent with minority and women-owned businesses, representing 4.3% of the total spend.

\$287,114 with MBE
\$78,415 with WBE
\$71,742 with MBE and WBE
\$979,484 with Self-reported

1.3% was spent with certified firms.

In public works spending, \$5,073,731 was spent of total spending, \$103,803 was spent with MBE/WBE resulting in a 2.0% utilization.

\$38,389 on MBE
\$65,415 on WBE

Regional Spend: 41.9% within the local region and 58.1% outside.

III. DPW:

Szymanski presented the February 2026 DPW Report. At the February 10 and February 24 Board of Public Works meetings, the following contracts were awarded:

2026 CCMG Ireland Rd – Project #125-061

Awarded to Milestone Contractors in the amount of \$2,530,800.

MBE participation: 7%

WBE participation: 5%

Portage and Elwood Demolition – Project #124-065B

Awarded to Indiana Earth in the amount of \$775,706.

MBE participation: 1.30%

WBE participation: 4.70%

Leighton Building Second Floor Selective Demolition – Project #125-055A

Awarded to Robert Henry Corp in the amount of \$132,000.

MBE participation: 1.22%

WBE participation: 4.07%

Project completion affidavits were reviewed.

Walker Field Park Connectivity exceeded both MBE and WBE goals, achieving 5.81% MBE participation and 10.41% WBE participation.

The WWTP Solar Guaranteed Energy Savings Contract met and slightly exceeded both MBE and WBE goals.

2024 CCMG Round 1 met both MBE and WBE goals.

2024 NSE Demolitions fell below both MBE and WBE goals. Discussion noted that this was due to scheduling delays and subcontractor availability, and that the contractor

typically performs well on meeting participation goals.

IV. Office of Diversity and Inclusion:

Jones provided an ODI update and shared that the Disparity Study RFQ has been released and distributed to selected firms. The anticipated timeline includes review, interviews, and a projected kickoff in July 2026.

Jones also provided an update on Supplier Access: Public Works Project Prep, the monthly initiative designed to help business owners better understand how to engage in public works contracting opportunities. She shared that the meetings cover upcoming project scopes, how to navigate plans and plan-holder lists, and where to find opportunities. Participation continues to grow, and businesses are beginning to attend pre-bid meetings and utilize the information provided.

Jones explained that many participating businesses are now seeking more technical guidance on bid preparation, qualifications, estimating, bonding, labor requirements, and project readiness. She asked the Board to consider potential facilitators or guest speakers who could support those conversations during future sessions.

Board members discussed the need for stronger education around apprenticeship requirements and pathways for smaller contractors seeking to qualify for city work..

V. New Business:

None

VI. Old Business:

Program Plan revisions

Jones reported that the revised program plan is nearing finalization. Internal circulation has been completed and individual outreach to Common Council members has begun. The tentative roll out was disused. Concerns were raised regarding having a draft of the proposed changes for review.

VII. Announcements:

VIII. Floor Open to the Public:

None

Adjournment:

A motion to adjourn was made and approved.