

Inclusive Procurement and Contracting Board Meeting Minutes

Date: December 16, 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 December 16, 2025 at 5:35 p.m.**

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

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

- I. **Action Items** – None
- II. **Procurement** – Jones reported a total spend of \$181,156,026 from January to November 2025. Out of the total spend, \$7,173,448 was spent with minority and women-owned businesses, representing 4% of the total spend.
 - \$1,387,174 with MBE
 - \$365,838 with WBE
 - \$217,530 with MBE and WBE
 - \$5,202,905 with Self-reported

The certified spend was 1.1% of the total spend.

Jones noted ODI will continue to work towards supporting those businesses who are currently not certified and show up as self-identified to become certified.

In public works spending, \$31,715,976 was spent of total spending, \$3,576,312 was spent with MBE/WBE resulting in a 11.3% utilization.

\$1,657,138 on MBE

\$1,854,574 on WBE

\$64,600 on MWBE

Regional Spend: The report highlighted that 65.27% of the total eligible spending was regional, while 34.73% was outside the region.

III. DPW:

Szymanski presented the DPW reports:

One bid was awarded at the November BPW meeting –

Dylan Drive Lighting Improvements

Awarded to Indiana Earth for \$284,910

MBE Goal – 1.13%

WBE Goal – 4.35%

No project completion affidavits were submitted.

Schmidt followed up with Millers ask regarding participation on MLK, the final was 10.2% minority and 5.7% women. He also stated that there could be some nuances regarding the location and certification status of that business for eligibility purposes.

Discussion continued regarding projects that were CMC and getting the totals on those for the annual report.

IV. Office of Diversity and Inclusion:

Jones and Szymanski presented the board with an appreciation gift and thanked them for their service and support on the IPC Board.

Jones went on to touch on 2025 successes –

MWBE Certification Workshop successfully assisted 14 business with becoming certified and 2 additional businesses that became certified shortly after attending the workshop.

Szymanski highlighted the prime contractors that used the most unique M/W vendors on city projects. Milestone used 14. He also noted there were a couple of new engagements this year as well.

Jones moved on to upcoming outreach activities which include the XBE monthly outreach. This program is a virtual session that will help businesses know which scopes of work are coming up on projects throughout the year. ODI will continue with the MWBE Certification workshops. ODI looks to host another supplier Access Summit in October of 2026.

Schmidt discussed the proposed MWBE Program Plan changes which would include removal of the utilization plan so bidders will not need to submit this, they will either affirm they will meet the goal or will submit a good faith effort. However, if bidder who affirms they will meet the goals and fail will pay liquidated damages back to ODI. Another change is moving the dollar amount of goal eligibility from \$50,000 to \$150,000.

Stanton asked if a contract stated they did everything they could to meet the goal but still did not meet it. Schmidt stated with enough evidence we have a case out to waive this. She stated that at pre-con meetings, they should present the list of contracts which coincide with what contractors currently do. Jones was in agreement with that process.

Miller questioned if the liquidated damages be predetermined, Schmidt stated it will be determined by the goal and minus what they were able to fulfill. Miller also asked when bidder would submit the good faith efforts waive, at the time of bidding or at the time of affirming, Schmidt stated that they will submit it at the time of bid.

Schmidt stated that the goal is to get these changes implemented in February.

Stanton stated that we should look to work together soon to work on a process so communication is consistent.

Jones shared the markup for the 2025 Annual report outline.

V. New Business:

Miller asked about board appointment terms. Jones will be working to check board appointments.

VI. Old Business:

VII. **Announcements:**

VIII. Floor Open to the Public -

Adjournment :

Miller adjourned

