

Inclusive Procurement and Contracting Board Meeting Minutes

Date: January 20, 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 January 20, 2026 at 5:35 p.m.**

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

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

I. **Action Items** – None

II. **Procurement** – Jones reported a total spend of \$279,832,043 from January to December 2025. Out of the total spend, \$8,698,859 was spent with minority and women-owned businesses, representing 3% of the total spend.

\$2,041,643 with MBE

\$540,596 with WBE

\$238,909 with MBE and WBE

\$5,877,710 with Self-reported

The 6% utilization goal (as established by the disparity study) was not met based on certified spend alone (1%).

Key Question:

Does the reported 1% certified utilization fully reflect total M/WBE participation, particularly when including Public Works Tier 2 subcontractors?

Summary of Discussion:

- Current reporting separates DFO-certified spend and Public Works subcontractor spend.
- Public Works subcontractor participation may increase the overall percentage when combined.
- There may be minor overlap between prime contractors and subcontractors that must be scrubbed before combining totals.
- When combining Public Works subcontractor spend (approx. \$4.2M) with the \$8.6M total, the percentage may increase to approximately 4.6%, pending data validation.
- Final annual reporting will:
 - Remove duplication
 - Separate certified-only calculation (required by ordinance)
 - Provide combined reporting including self-reported participation

Board Emphasis:

If updated calculations show progress closer to the 6% goal, that story should be clearly communicated to the community.

In public works spending, \$37,185,837 was spent of total spending, \$4,238,837 was spent with MBE/WBE resulting in a 11.4% utilization.

\$1,716,916 on MBE

\$2,411,033 on WBE

\$110,888 on MWBE

Regional Spend: The report highlighted that 70.% of the total eligible spending was regional, while 30% was outside the region.

III. DPW:

Szymanski presented the DPW reports:

One bid was awarded at the December BPW meeting –

Drewry's Brewery Cleanup- Phase III

Awarded to Ritschard Brothers Inc. for \$419,235

MBE Goal – 5%

WBE Goal – 7.5%

One project completion affidavit submitted December BPW meeting –

Community Crossings, Round 2

Awarded to Reith-Riley Construction Co., Inc.

Final Contract Amount - \$1,041,856.85

MBE Goal – 6.43% (1.1% Above goal)

WBE Goal – 7.1% (4.12% Above goal)

IV. Office of Diversity and Inclusion:

ODI outlined its priorities for the first six months of the year, focusing on certification support, structured business development, and increased access to procurement opportunities. Two certification workshop cohorts are scheduled for February and May to assist businesses through the certification process. Board members were encouraged to notify ODI of relevant public events or outreach opportunities where participation would support visibility and engagement efforts.

ODI also announced refinements to the Small Business Assistance Suite (SBAS) program to strengthen outcomes and better align with procurement readiness. The updated structure is designed to move businesses beyond introductory support and toward measurable growth and contract readiness.

SBAS Program Refinements Include:

- Businesses must provide goods or services the City can procure.
- Participants must be enrolled in or have completed a City-recognized incubator.
- Cohort-based model: 10 businesses per quarter.
- Eight-week structured engagement model.

Core Focus Areas:

- Legal and contracting fundamentals.
- Operations and back-office automation.
- Financial systems development and CPA engagement.
- Marketing visibility and discoverability.
- Additional workshop component on surety bonding readiness.

Supplier Access: Public Works Project Prep

ODI launched a new recurring initiative titled *Supplier Access: Public Works Project Prep*, designed to improve transparency and early access to upcoming contracting opportunities. The program provides structured insight into scopes of work and system navigation to better prepare businesses for subcontracting participation.

The session occurs monthly and emphasizes proactive engagement with Public Works processes to build visibility and strengthen contractor relationships.

Program Details:

- Held on the second Monday of each month, 10:00–11:00 AM.
- Focus includes upcoming scopes of work, plan navigation, plan-holder lists, and subcontracting access strategies.
- One-time registration; recurring meeting link remains active for the year.
- Attendance tracked via a brief monthly participation form.

- Strong emphasis on attending in-person Public Works meetings to increase contractor visibility.
- Initial registration: 12 participants.

Jones shared ODI will be attending the B2Gnow training in April of 2026

V. New Business:

VI. Old Business:

Program Plan revisions –
The revised program plan is nearing finalization.

Key points:

- Internal circulation complete.
- Council feedback being solicited individually.
- Target implementation date: March 1 (tentative).
- Engineering coordination required for front-end document revisions and pre-bid communication updates.
- Flexibility built into program plan allows future adjustments if needed.

Board discussion acknowledged:

- Change implementation requires clear communication.
- Monitoring and documentation processes must be clearly defined.
- Contractors should retain reasonable flexibility while ensuring compliance.

VII. **Announcements:**

VIII. Floor Open to the Public -

Adjournment :

A motion to adjourn was made and approved.