

Inclusive Procurement and Contracting Board Meeting Minutes

Date: July 15, 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 June 17, 2025 at 5:30 p.m.**

- BOARD MEMBERS PRESENT: Murray Miller, Kimberly Hurt, Rachel Tomas-Morgan, Reasha Donaldson, Gemma Stanton
- BOARD MEMBERS PRESENT VIRTUALLY: Micheal Morris, Rosa Tomas
- DIVERSITY & INCLUSION: Bianca Jones, Michael Szymanski
- PURCHASING:
- LEGAL: Michael Schmidt
- INNOVATION & TECHNOLOGY:
- MAYOR'S OFFICE: Darryl Scott
- BOARD MEMBERS ABSENT:



Approval of Minutes:

April meeting minutes- Boggs motions for approval - Miller seconded.
All Ayes no Nays

Notes: Gemma Stanton had been appointed by Public Works as the IPC Board member.

- I. Action Items - Jones presented the Small Business Assistance Suite semi annual report. 73 businesses participated in the small business assistance suite since January of 2025. Gender breakdown - 37% Male and 63% Female

Ethnicity breakdown – 83.6% Black, 4.1% Hispanic, 5.5% White, 5.5% Other

Industry breakdown:

Author – 1.4%

Beauty/Wellness – 17%

Childcare – 1.4%

Entertainment – 1.4%

Catering – 6.8%

Non-Profit – 5.5%

Real Estate – 6.8%

Retail – 8.2%

Professional Services – 34.2%

Transportation – 13.7%

Miller inquired on how many of those businesses the city has done business with. Jones identified a couple but stated she will get them the full list of businesses.

Tomas-Morgan asked about the effectiveness of the program and duplicity with other entities doing similar work. Jones informed them that the program has shown to be effective in supporting businesses, however, they have decided to revamp the program to have minimum criteria for entry, adding the stipulation that these businesses must have been through a prior incubator, and they have services or products the city purchases. We additionally partnered with SBEAP to support entity creation as a way of partnering with a local organization doing the same work.

Tomas-Morgan inquired on what analysis has been regarding the program. Kay Farlow informed her that the data provided is the current analysis, however, the new city contract has defined new KPIs that have not been traditionally apart of the data collection points.

Jones presented the 2024 Annual Report.

Tomas-Morgan requested to know the overall MWBE spending percentage in comparison to the overall eligible city spend. Jones stated she will work to get that for the next board meeting.

ODI was able to increase the number of certified businesses by 11.

Schmidt stated that all of this information and format was created by the previous Officer of Diversity and Inclusion.

- II. **Procurement** – Jones reported a total spend of \$73,042,852 from January to June 2025. Out of the total spend, \$2,855,827 was spent with minority and women-owned businesses, representing 3.9% of the total spend.

\$615,968 on MBE

\$133,101 on WBE

\$35,874 on MBE and WBE

\$2,070,883 on Self-reported

The certified spend was 1.1% of the total spend.

In public works spending, \$11,403,593 was spent of that total spend \$1,633,103 was spent with MBE/WBE resulting in a 14.3% utilization rate.

\$1,145,404 on MBE

\$423,009 on WBE

\$64,600 on MWBE

Tomas-Morgan inquired about grants being included in the spend. Schmidt stated that grants should not be included, and it could be in error, and we will need to speak with procurement.

Regional Spend: The report highlighted that 57.8% of the total eligible spending was regional, while 42.2% was outside the region.

III. DPW:

Szymanski presented the DPW report:

One bid was awarded at the May 27th BPW meeting –

Wall Street Improvement

Awarded to Selge Construction for \$2,592,256.

MBE Goal – 2.64%

WBE Goal – 5.18%

One project completion –

Drewry's Brewery Cleanup – Phase 2

Final Amount - \$1,063,600.00

MBE goal was 1.3% - they ended with 1.1%

WBE goal was 4.4% - they ended with 4.93%

IV. Office of Diversity and Inclusion:

Jones informed the board the budget season for 2026 has commenced and we are in the preliminary stages of outlining the budget and will be sharing what our thoughts are for 2026. Tomas-Morgan asked was there anything additional to be shared, Jones stated that all city departments are being requested to lower their budgets by 5%.

Jones touched on the revamp of the small business assistance suite, informing the board that all current participants will be exited out of the program and a more direct and intentional approach will be taken when admitting participants to the SBAS. We will be adding workshops and classes to this program. Miller requested to know the current structure of the program and compare it to the proposed restructuring. Morris stated that the SBAS should have different thresholds for each area of coaching. He also stated the with the revised entry criteria that should be explicitly clear to everyone. Donaldson offered to assist with a marketing partnership with her students who will earn credit in school while also supporting a small business marketing plan.

Jones touched on ODI being in the exploratory phase seeking opportunities in other departments and identified what they are currently buying and how we can support them expanding vendors with comparable local diverse businesses.

Miller inquired about the upcoming IBE SB Chapter Juneteenth Event and ODIs presence. Jones stated that she saw the flyer but was unable to register, Scott stated there is space at the Mayors table.

Jones touched on potential canvassing with EEE to get the word out on what our office does and how we can support local minority or women-owned businesses.

V. New Business:

- Schmidt informed the board of a Good Faith Effort Waiver issued on the Leeper Tennis Courts project. The project was heavily funded from outside contributions. It was a 1.9 million dollar project with \$800,000 contributed from Visit South Bend/Mishawaka as well. No one met the goals and the company that was awarded was from out of state. They did not have relationships built with local M/Ws and have represented that they will meet the goals on this project.

VI. Old Business

VII. **Announcements**

VIII. Floor Open to the Public -

Adjournment :

Motion Passed

