

Inclusive Procurement and Contracting Board Meeting Minutes

Date: June 17, 2025 | Time: 5:3 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 May 20, 2025 at 5:35 p.m.**

- BOARD MEMBERS PRESENT: Rachel Tomas-Morgan, Michael Morris, Wilbur Boggs, Kara Boyles, Rosa Tomas
- BOARD MEMBERS PRESENT VIRTUALLY: Murray Miller, Reasha Donaldson, Breanna Allen
- 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 – Morris seconded.
All Ayes no Nays

Notes:

Jeff Rea, IPC Board VP, resigned from leaving a vacancy for VP –

Elected VP: Wilbur Boggs all ayes no nays

- I. **Procurement** – Szymanski reported a total spend of \$59,769,230 from January to May 2025. Out of the total spend, \$2,327,489 was spent with minority and women-owned

businesses, representing 3.9% of the total spend.

\$573,754 on MBE

\$130,634 on WBE

\$27,313 on MBE and WBE

\$1,595,788 on Self-reported

The certified spend was 1.2% of the total spend.

In public works spending, \$9,667,441 was spent of that total spend \$1,582,532 was spent with MBE/WBE resulting in a 16.4% utilization rate.

\$1,147,280 on MBE

\$435,252 on WBE

Rosa Tomas inquired on 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 to double check if grants are included.

Regional Spend: The report highlighted that 55.9% of the total eligible spending was regional, while 44.1% was outside the region.

Morris stated that it seems that internal spending would be ingenious. Dialog continued regarding how we can engage more with general spending over public works spending.

Morris stated we need to have an action agenda to assist businesses with getting contracts.

Miller stated that there is a winery that is certified that went through the program that could be used at the Century Center or at the Morris. Schmidt responded that conversations are being had regarding incorporating our local minority or women owned businesses in new areas.

Boggs stated that as a board they made an agreement to go out and reach minority and women businesses to recruit them to get certified and become a part of city procurement. One of the responses that he received from some businesses is they are very hesitant to approach the city for work for whatever reason. There may have been a not so pleasant interaction.

Schmidt stated that we have talked about celebrating our wins and feedback on consistent growth of businesses that we've interacted with.

II. DPW:

Michael Schmidt directed the board to review and contact ODI or himself if any additional questions arise.

III. Office of Diversity and Inclusion:

Jones stated that from March of 2024 til March of 2025 we were able to assist 18 business with certification and shared with the board a list of those businesses.

Miller asked if we can send supplemental information at the same time as the meeting notice and board docs. He also asked about the 2024 annual report being sent out, Jones confirmed with Board attorney Schmidt and Chief of Staff Scott if she has permission to do so. Which they confirmed was okay to send. Miller interjected and stated he will submit an APRA request.

Jones continued with stating that the initiative and focus for the rest of the year, it to increase MWBEs vendors by 5% which translated into 2-3 new businesses engaged in city procurement.

Regarding outreach the ODI participated in the Thought Leadership Conference by hosting a session, Jones stated she was part of a panel discussion with the South Bend Elkhart Regional Partnership. She continued to say that the Prime and Sub Connect has been lackluster with attendance and trying to identify if there is a new approach needed. Boggs stated that we should push out a survey with the primes and subs to see what works best for them.

IV. New Business:

- Kara Boyles, Ph.D. P.E. is resigning from the City she held position as the first female City Engineer. Kara served over 10 years with the city and her leadership has had major impact on infrastructure. The board thanked Kara for her service.

V. Old Business

VI. **Announcements**

VII. Floor Open to the Public -

Adjournment :

Motion Passed

