

**Governor’s Commission on Supplier Diversity**  
 Conference Room C  
 302 W. Washington Street, Indianapolis, IN 46204  
**Monday, December 11, 2023 | 1:00 p.m. – 3:00 p.m.**

**Meeting Minutes**

**I. Call to Order**

Chairman Wilson called the meeting to order Monday, December 11, 2023, at 1:00p.m. EST.

**II. Roll Call**

Graham Melendez, Director of Business Development and Outreach, took roll call.

Those members present were:

Gregory L. Wilson – Chairman	Dr. Rebecca Holwerda – Indiana Department of Administration Commissioner	Kesha Rich – Division of Supplier Diversity Deputy Commissioner	Rebecca Kubacki – Northern Representative
Joanna King – Indiana General Assembly	Elizabeth Kiefner Crawford – Indiana Department of Transportation	Frances Vega-Steele – Northern Representative	Ellen Dunnigan – Central Representative
John Bartlett – State Representative	Christine Jeffers – Indiana Small Business Development Center	Angela Franklin – Central Representative	

Note – Commissioner Rebecca Kubacki attended via teleconference.

**Establish Quorum**

Having 8 voting members, a quorum was established for the meeting.

**III. Adoption of Past Minutes**

Chairman Wilson entertained a motion to adopt the minutes from the September Q3 Meeting.

The motion was unanimously passed, and the Governor’s Commission on Supplier Diversity Meeting Minutes were adopted.

**IV. MBE/WBE/IVOSB Vendor Presentations**

Selected vendors pitched their businesses and gave brief presentations to the Governor’s Commission on Supplier Diversity that met the following criteria:

1. Be certified with the IDOA as an MBE, WBE, or IVOSB.
2. Not have had any contracts with either the State of Indiana or the SEIs.
3. Willing to participate on State or SEI contracts.
4. Willing to travel for an in-person presentation at the Governor’s Commission on Supplier Diversity Meeting.

## VI. State Educational Institution (SEI) Reports

Each SEI gave a brief overview of their overall goals and utilization percentages for the *quarter*.

The SEIs that presented their reports were:

- Indiana State University: MBE 3.06%, WBE 12.14%, IVOSB 0.03%
- Purdue University: MBE 3.42%, WBE 4.77%, IVOSB 0.61%
- Ivy Tech Community College: MBE 7.90%, WBE 4.66%, IVOSB 2.14%
- University of Southern Indiana: MBE 5.09%, WBE 15.49%, IVOSB 0.26%
- Vincennes University: MBE 5.06%, WBE 21.27%, IVOSB 4.16%
- Ball State University: MBE 1.93%, WBE 5.89%, IVOSB 0.27%
- Indiana University: MBE 3.11%, WBE 8.39%, IVOSB 1.25%

Each SEI also gave a brief overview of their overall goals and utilization percentages for the *year*.

The SEIs that presented their reports were:

- Indiana State University: MBE 1.37%, WBE 11.84%, IVOSB 0.01%
- Purdue University: MBE 3.37%, WBE 6.66%, IVOSB 0.67%
- Ivy Tech Community College: MBE 6.51%, WBE 6.71%, IVOSB 1.43%
- University of Southern Indiana: MBE 6.83%, WBE 21.66%, IVOSB 2.58%
- Vincennes University: MBE 5.51%, WBE 19.68%, IVOSB 6.56%
- Ball State University: MBE 2.36%, WBE 6.11%, IVOSB 3.86%
- Indiana University: MBE 5.76%, WBE 9.18%, IVOSB 1.20%

## VII. INDOT DBE Program Update

Elizabeth Kiefner-Crawford, Director of the Indiana Department of Transportation, Equity Initiative Services Division gave the quarterly program update:

- DBE Certification Data (Through 11/30/23):
  - Total Number of INDOT Certified DBE's: 813
  - Total Files Completed: 764
  - New DBE's Certified in 2023: 81
  - Average Processing Time: 20.43 days
- Quarterly Supportive Partner/Attendee Events:
  - IAA/IndyGo Outreach
  - IDOA Yearly Symposium
  - American Council of Engineering
  - City of Indianapolis End of Year Forum
- Coming in 2024
  - DBE Reimbursement for INDOT Prequalification audits (Details to follow)
  - DBE Seal Program
- Workforce 2023 Recap
  - BY Roads- 67 students successfully completed the program.
  - BY Roads Better Your Future successfully graduated 13 individuals.
  - Three students were hired as seasonal interns in the Getting Ready for Opportunities to Work (GROW) pilot at INDOT.
  - INDOT sponsored the Train the Trainer Program held at Indiana Constructors Inc.
- GROW/THRIVE 2024 Plans
  - Seasonal interns continue to work with INDOT and are working towards development of full-time career plans. GROW will be recruiting from Arsenal Tech and Franklin Central high schools in 2024.
  - THRIVE is working through details to launch in 2024 at Frankfort High School.

- BY Roads 2024 Plans
  - Winter 2024 (Late January-March)- Class in Evansville, Indiana at Vincennes University Adult Education
  - Working towards planning an Indianapolis area class in 2024 as well.
  - BY Roads Better Your Future is working through logistics to launch in the Indiana Women's Prison in Madison, Indiana in 2024.

**VIII. Deputy Commissioner's Report**

Kesha Rich, Deputy Commissioner of the Division of Supplier Diversity, gave a general overview of the 3<sup>rd</sup> quarter 2023. The report included:

- Business Outreach Updates
  - Business Development & Outreach team has participated in 94 events
    - Connected with 3,792 attendees.
  - Prior year attendance in total 1,841
    - 106% increase
  - 15<sup>th</sup> Annual Business Conference/B2B Expo
    - 401 attendees
- Certification Updates
  - Total Newly Certified Businesses
    - 2022 – 160
    - 2023 – 381
      - 138% Increase
  - Total Recertified Businesses
    - 2022 – 342
    - 2023 – 459
      - 34% Increase
  - With the initiative of sending out reminder emails. Along with the Business Development and Outreach team, DSD is reaching vendors eager about the potential opportunities available with MBE/WBE/IVOSB certification.
- Compliance Updates
  - Bridge the gap between DSD and other vendor/contract management teams.
  - Forty-eight (48) GFE reviews and fifty-three (53) subcontract participation change requests.
  - Three (3) Preparation Meeting Opportunity workshop series – in-person starting.

**IX. Deputy Commissioner of Procurement's Report**

Syed Mohammad, in proxy of Erin Kellam, Deputy Commissioner of Procurement, gave a prime spend report:

- Reviewed the Division's 1st quarter 2023 certified prime spend data and payments made to prime contractors. MBE \$ 53,482,475.88 – 19.75%; WBE \$90,787,964.05 – 33.53%; IVOSB \$10,204,964.58 – 3.77%.
  - Total State spend \$270,778,753.35.
- Reviewed the Division's 1st quarter 2023 certified prime spend data and payments made to prime contractors. MBE \$ 30,878,808.31 – 17.75%; WBE \$70,391,380.84 – 40.46%; IVOSB \$9,816,757.57 – 5.64%.
  - Total State spend \$173,996,633.30.

**X. Public Comments**

None at this time.

**XI. Adjourn**

Chairman Wilson adjourned the meeting Monday, December 11, 2023, at 2:07 p.m. EST.