The Year in Review—President’s Report

2009 has been a very busy and productive year for the Iowa Public Procurement Association. We have grown from our charter count of 64 members to 82. Board members completed all of the 2008 and 2009 filings on time. We developed and adopted comprehensive Policies and Procedures for Directors, Officers, and Committee Chairpersons. I believe we are leaving a solid foundation and a clear path for future board members to see how decisions were made.

We have had 14 board meetings since January 1, 2009. With 2009 board members geographically widespread, it would have been a lot of travel or a lot fewer meetings without the use of the State’s teleconferencing system. So, thank you to Iowa DAS for allowing us to use that system.

The current board has been fiscally conservative. The dues are minimal - $20 per year. The spring 2009 event and both last year’s and this year’s annual meetings have been at minimal cost to both members and potential members. This has resulted in a great turnout in spite of budget cuts. I know many of you funded your own attendance today, and many of you pay your own dues. You are investing in your own personal growth as well as in your chapter. I challenge you to find a better training value for $30.00 than you are getting today. For that fee you are getting training on two chapters of the Iowa Code, plus training on dealing with vendor issues and providing better customer service. You are also investing in the future of our profession.

The 2009 board has been committed to building a reserve of funds with the intent that in the future, when a reserve fund is well established, the chapter can subsidize education and other professional development for its members. That day will come if we all continue to grow our chapter. One of the benefits of being a chapter member is being a part of that growth. I am confident that if we continue our current path, we will be able to subsidize development for IPPA members. You are going to hear more about education and development plans from our education committee.

Our committees have made real progress during this first year. You will hear about their activities in detail from the committee chairs. Members serving on committees are working hard and have spent a lot of time fulfilling their responsibilities. The three existing committees are required by our Bylaws. I would like to see an audit committee added. I would also like us to get to a place where we have the location of our two major meeting events planned a year in advance. This would make it somewhat easier for the volunteers from the host locations to plan our major events. I would like to take the first step toward that goal by offering a joint Ames effort by the City of Ames, Iowa DOT, and Iowa State University to host the fall 2010 annual meeting. We do need a volunteer to host the spring 2010 meeting.

I would like to thank the entire 2009 board. They are a great group, and I hope that each of them realizes that the time and effort they have put into getting this chapter off to a great start is appreciated. They have developed processes and laid the groundwork for the future. I’d like to share just a few examples:

- When Pat set up the bank account and financial reporting documents, there were no examples to follow.
- And the web sites – I hope everyone is utilizing the web site! Did you know there is a separate web site maintained for the board, and that we actually started out with three sites?
- When Laurie set up the system for retaining all official chapter documents and the template for meeting minutes, there was no history.
- Jill developed a newsletter, and when she set up the worksheet of board seats and all the election documents, she started from scratch.
The Year in Review—Cont’d

It was that way every “first time” for all of the board members. I can’t say enough about how proud I am to have been able to work with these people. When we set up meetings and events or something needed to be done, someone (or several people) on the board stepped up to volunteer.

I want to say a special thank you to three of the 2009 directors. Unfortunately, two of our 2009 directors, Bob Spring and Cathy McRoberts, resigned in September due to workload issues. They both made substantial contributions to the chapter and continue to be active members volunteering for the chapter. I appreciate all they have done and continue to do. I also want to thank Pat Harmeyer whose term is ending December 31. She has been instrumental in insuring a solid foundation for your chapter, and she has volunteered to continue to be our webmaster for 2010.

In a very short time, I will pass our charter and all that goes with this office to Judy. I feel truly honored to have been the President in this first year of our chapter. I have made many new friends and learned a lot. There have been times when I’ve stayed awake all night worrying that I made a wrong move, and I know I’ve made a few. I have learned a lot, and I hope you know that my intent has always been the best interests of this organization and its members and guests.

It was a high point at NIGP Forum in St. Louis when we were recognized as NIGP’s newest chapter. Rick Grimm, NIGP’s CEO, took time to meet with Judy and me to learn about the history of public purchasing in Iowa, including our eight years of informal meetings and my remembrances of Jack Pitzer bringing NIGP training to Iowa. Rick related some of this as he had the Iowa delegation stand and be recognized at the national awards banquet. I also got to attend the NIGP President’s lunch when we were again recognized for our accomplishments and awarded a certificate for third place among chapters whose members are also national members.

In closing, I want to thank you all for your support during the past 18 months. I hope you will consider what this chapter means for public purchasing in Iowa. It needs you!—Luane Stoneking

Annual Fall Meeting

The Annual Fall Meeting of the Iowa Public Procurement Association was held November 5, 2009 in Dubuque, Iowa. What a success it was!!

The meeting was opened by Roy Buol, Mayor of the City of Dubuque. There were 36 registered members and guests and three speakers. Those attending the full day received certificates for five hours of training. The annual business meeting and election of directors and officers was held over lunch.

There were four training sessions provided:

• Open Meetings Law: Know Your Rights and Responsibilities (Iowa Code Chapter 21) provided by Angela McBride, Assistant Ombudsman, Office of the Citizens’ Aid/Ombudsman

• Public Records Law: Keeping the Balance (Iowa Code Chapter 22) provided by Angela McBride, Assistant Ombudsman, Office of the Citizens’ Aid/Ombudsman

• How Do We Achieve Great Customer Service provided by Mary Zimmerman, Senior Purchasing Officer, Iowa Department of Transportation

• Assisting Vendors and Suppliers provided by Jennifer Holm, Government Contracting Specialist, ISU Extension/CIRUS

Thanks to all who attended and volunteered to become part of the IPPA!!
Education Committee News

The current Education Committee Members include: Laurie Hoing, from the Iowa Department of Administrative Services, Chairperson; June Nasby from the City of Iowa City; Diane Rodenkirk from the City of Cedar Rapids; Rhonda Ruark from the Iowa Department of Transportation; and Edie Schmidt from the City of Ames

Our activities over the past year include hosting five NIGP seminars. We had a very successful year, bringing in 15% of the fees collected as revenue for the IPPA. Each member selected a seminar to host in their area, based on last year’s Educational Survey response.

Last year, we had members vote by pen and paper, but this year we wanted to try an electronic survey. Rhonda Ruark was willing to take on the task of getting this accomplished. She did an excellent job. Fifty five percent of our members voted. The Education Committee is meeting on December 4th, to review the results, answer some of the questions that people asked, and determine next year’s training opportunities. The final results will be posted on our website and in our newsletter.

If you are interested in being a little more involved with the IPPA but don’t wish to be a Board member, a committee is a great place to serve. Please contact Diane Rodenkirk if you would like to join the Education Committee! We meet via teleconference, so no travel is required.

Finally, Diane Rodenkirk has agreed to be the Education Committee Chairperson next calendar year and Laurie will remain on the committee as the liaison to the Board. We hope you will consider volunteering for this committee.

Nomination Committee Report

The Nominating Committee has been busy the last few months searching for nominees for the IPPA Board. We have been successful in obtaining two nominees for seats 7 and 8. These board seats are for a two year term beginning January 1, 2010.

The nominee for Board Seat 7 is Kim Housh, Purchasing II from the Mt. Pleasant Correctional & Mental Health Institute. Kim has more than 30 years of purchasing experience. Kim believes the IPPA has a lot to offer its members and potential members and is happy to volunteer to be a part of our organization.

Karen Server is running for Board Seat 8. Karen is Purchasing Agent/Construction Coordinator at Iowa State University. Karen states the IPPA offers significant value to everyone who participates. It’s a place to network with others in our profession, offering professional training opportunities, and a place to share our knowledge and offer helpful ideas in the ever changing world of procurement. Karen is interested in getting more involved to help keep IPPA growing and has over 22 years of procurement experience in both the public and private sector.

The IPPA has had two board members resign effective immediately. They were Bob Spring of Davenport Schools and Catherine McRoberts from University of Northern Iowa. The IPPA board decided to appoint someone to fill the remaining terms on these two board seats which will expire December 2010.

Board Seat 4 will be filled by Lori Stock, CPPB. Lori is an Accounting Clerk with the City of Bettendorf with 9 years of purchasing experience. Lori is excited in gaining and sharing information while promoting the purchasing profession.

Sandy McClure will be filling Board Seat 5. Sandy would like to encourage the smaller municipalities to join and share their ideas and knowledge and feels that the knowledge gained by networking with others is invaluable. With 14 years of experience, Sandy is employed as Purchasing Coordinator at the City of Ankeny.

The Nominating Committee consists of Jill Kennebeck, Sandy McClure, Carol Manternach, and Barb Sullivan. Carol Manternach has volunteered to be chairperson for 2010.
**Congratulations — IOWA DOT!**

Iowa DOT receives award for TSB participation

Iowa Department of Transportation received the “Iowa Agency Award” for the agency’s ongoing commitment to supporting small businesses. The Iowa Department of Economic Development—Targeted Small Business Program, along with the Iowa Department of Human Rights, and ISED Ventures (Iowans for Social & Economic Development) presented the first ever Iowa Black Business Summit at the Downtown Des Moines Marriott on September 24 – 25, 2009! Kermit Wilson, Director of Procurement and Distribution accepted the award at a luncheon for 150 attendees held on Sept. 25th.

The Iowa DOT has been working with the Iowa Department of Economic Development’s (IDED) Targeted Small Business (TSB) Program designed to help women, minorities (American Indian, Asian, Black, Latino, Pacific Islander) and persons with disabilities overcome some of the major hurdles of starting or growing an Iowa small business.

To qualify for the TSB program, participants register the business with the Iowa Department of Inspections and Appeals. Being certified in the TSB program allows business owners to access financial assistance to purchase equipment, acquire inventory, receive operating capital or leverage additional funding.

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**Iowa DOT Purchasing Green Team**

Iowa Department of Transportation Purchasing Green Team was the recipients of a 2009 Governor’s Golden Dome - Team of the Year – Award. The team was nominated for its efforts in holding an office Supply Exchange and Share Day. DOT central complex offices were encouraged to bring unused office supplies to purchasing. Purchasing team then categorized, organized and displayed the materials in the north lobby on Earth Day for employees to take advantage of the surplus in an effort to use the supplies and reduce waste.

Preparing for the office supply exchange was a lot of work, but well worth the effort. The day was a great success with 22 DOT offices participating in the exchange of supplies.

Measurement results for the project included: 100% of items were reused, renewed, reduced or recycled. All but 10% of items submitted were “adopted” for reuse; the balance went to the DOT auction. The few items leftover that were sent to the DOT auction

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**State of Iowa - 2009 Governor’s Golden Dome Awards—Lt. Governor’s Employee Volunteer**

Rhonda Ruark, Iowa Department of Transportation Purchasing Officer is the recipient of the 2009 Lt. Governor’s Employee Volunteer award.

Rhonda serves as a valued member of the Education Committee for Iowa Public Procurement Association (IPPA). Rhonda is committed to increasing education within the purchasing group. She is a charter member and also assists with the annual meeting events. Rhonda has donated not only time but used her skills to improve communication and increase educational opportunities for purchasing agents and officers. Her work on the committee requires extensive planning to schedule, plan and host educational sessions for the non-profit association.
New for 2010

The annual meeting included election of directors and officers as follows:

- President: Judy Lehman, City of Cedar Rapids
- Vice President: Kim Housh, Mt. Pleasant Correctional & Mental Health Institute
- Secretary: Jill Kennebeck, Anamosa State Penitentiary
- Treasurer: Karen Server, Iowa State University
- Member at Large: Laurie Hoing, Iowa Dept of Admin. Services
- Member at Large: Lori Stock, City of Bettendorf
- Member at Large: Sandy McClure, City of Ankeny
- Past President: Luana Stoneking, City of Ames

⇒ 2010 Spring Meeting to be held in Iowa City
⇒ 2010 Fall Annual Meeting to be held in Ames
⇒ An audit committee was added for 2010
⇒ An announcement of 2010 educational classes is expected by January 1, 2010

2009 Highlights

- IPPA has grown from 64 members to 82!
- Board Members completed all 2008 and 2009 filings on time.
- The IPPA Board developed and adopted Policies and Procedures for Directors, Officers, and Committee Chairpersons.
- The Board has held 14 board meetings since January 1, 2009.
- The 2009 board has been committed to building a reserve of funds with the intent to subsidize education and other professional development for its members in the future.
- The IPPA was recognized as NIGP’s newest chapter at the annual NIGP Forum in August 2009.

2009 Highlights

- The education committee sponsored five seminars in 2009.
- The membership committee has contacted several counties in an effort to bring counties into the membership.
- The nomination committee was successful in securing nominations for 2010.
- The IPPA hosted two membership meetings in 2009.
- The IPPA chapter was recognized for our accomplishments at the President’s Luncheon at the NIGP Forum.
- Awarded Third Place among chapters whose members are also national members.

Find the Secretary’s Report and Treasurer’s Report on our website.

http://sites.google.com/site/ippamembers/2009-fall-event

Thanks to Mary Wells who will assume the duties of publisher of the IPPA newsletter in 2010. Please forward any newsworthy information to Mary at wellsma@mail.davenport.k12.ia.us
Recently our IPPA Education Committee sent a survey to its members. One of the responses was “How to persuade those in control of budgets that these classes can actually save money rather than just costing money?”

This question brings to mind a story …..

IPPA advertised that a two day class titled “Effective Contract Writing” was being hosted in Ames, IA on September 17-18, I seriously thought of skipping it. It is a daily challenge to manage my workload which has tripled over the past year due to flood recovery. All I could think of was how much further behind I would be upon return to the office.

Long story short, I decided to attend. The NIGP trained teacher, Michael Kolodisner, CPPO captured my interest immediately. He is a true professional who not only knew his subject but had the knack of teaching it as well.

On the second day we were discussing the subject of professional services contracts and negotiations. I asked Mike about Best and Final Offers. We state in our Request for Proposal document that we reserve the right to request a Best and Final Offer, however we rarely do that. Mike’s response was “Why not? The vendors are expecting you to ask”.

That gave me the incentive to put this into action. Since returning from this awesome class, I have received three Best and Final Offers saving my agency a total of $32,294.

We are also in the process of revising our professional services contract template based on the examples that Mike provided in class.

Our work as public procurement professionals is ever changing. Salaries are being frozen, budgets are being cut and we are expected do more with less. The only way we can do this is by continuously improving. Knowledge is power and no matter how many years you have been in public procurement, there is always something new to learn.

Whatever stage you are at in your purchasing career, don’t neglect to always brush up on the basics. I challenge you to sign up for at least one class this year and put what you learn into immediate action. Then don’t be shy. Let your agency management know what changes you have made and how many tax dollars you have saved.

Cost of class? $360.00…..Value of class? Priceless!

**Membership Committee Report**

The IPPA membership by category is as follows: State Agencies: 45 individual members; Cities: 27 members representing 9 cities; Counties: 2 members representing 2 counties; School Districts: 6 members representing 2 school districts; Junior College: 1 member; Universities: 2 members representing 2 universities

Phone calls were made to the following agencies inviting them to join IPPA: University of Iowa, Johnson County, Polk County, City of West Des Moines, Scott County and Sioux City.

Linda Miller of IA Dept of Natural Resources has graciously agreed to be the Chair of the Membership Committee for 2010.

Plans are underway to develop a “script” or a “brochure” and to recruit a committee member from each agency category to assist with recruitment.
The Iowa Public Procurement Association Chapter of NIGP was organized to promote ethical, efficient, and cost-effective public purchasing policies and practices; to provide educational programs, products, and services for public purchasing personnel; to enable public purchasing personnel to exchange useful information about policies, practices, procedures, products, and services of common interest; to otherwise facilitate the conduct of purchasing activities by government and other public agencies; to assist other charitable and educational organizations in the conduct of similar activities; and to engage in any and all lawful activities to accomplish the foregoing purposes, except as restricted herein.

http://sites.google.com/site/ippamembers/

SUMMING IT ALL UP......

Congratulations to the following members who have become certified:

Ashley Super, CPPB
Randall Stapp, CPPO, CPPB

Hello from Luana

Greetings IPPA members!

It’s hard to believe that 2009 and my term as president of IPPA are nearing an end.

In July 2008, a group of volunteers met at a little restaurant in Williamsburg to figure out how to get the Iowa Public Procurement Association chartered in the fall. I’ve gotten somewhat nostalgic as I recall these past 18 months. Now we have had our second annual meeting and we have 82 members! As I take this mental trip back even farther, I remember the first meeting of Iowa public purchasers in 2001. There were probably less than 15 people at that meeting in the City Council Chambers in Cedar Rapids. The group grew rapidly as we held those informal meetings at various locations every fall.

IPPA did get chartered in November 2008, and we have had a lot of “first times”, and I have had many learning opportunities (i.e. learn from not doing it the best way first). I am so thankful for new friends! It was great going to Dubuque for our second annual meeting and seeing familiar faces. Thank you to Kathy Sturm and the City of Dubuque, to Kathy Bohling, Mary Wells, and Bob Spring of Davenport Schools, and Lori Stock of City of Bettendorf, and everyone else who helped with the meeting – you were great hosts! The facility was magnificent and we had a great day of learning and friendship. I’d like to say a special thank you to Pat Harmeyer for arranging for all the speakers and coordinating the session timing.

It’s hard to express what it meant to me when so many volunteers came forward for board seats and committees, to host the spring 2010 event, to take over newsletter and webmaster duties, and to do all the other things that will continue to make IPPA a success. We even have a new committee! These volunteers are ready to go for 2010.

I want to thank fellow board members Judy Lehman, Laurie Hoing, Pat Harmeyer, Jill Kennebeck, Cathy McRoberts, and Bob Spring for all their work and dedication to IPPA during the past 18 months. This is a great and very talented group, and I’m proud to have worked with them.

I’ve got a few new projects in mind for 2010, so you will continue to hear from me. I will see you in May in Iowa City, and fall 2010 for our third annual meeting in Ames. My friend and colleague Judy Lehman will lead you to new successes in 2010!

Regards, and thank you for your support during my term.

Thanks Luana for your leadership in 2009!