2019 Board Election Results

At the 2018 Annual Forum and Vendor Exposition in December, five members were elected to the board. They were Kara Couch, Sheila Durham, Toni Simmons, Claudette Tracy, and Tim Wiard. Since that time, two other vacancies have arisen which resulted in the board voting to select the replacements with candidates from the December board elections. As a result, Tammy Bullock and Tom Stratton were selected to join the board in January.

Officers elected for 2019 include:

President, Lindsay Jackson
Vice President, Tim Wiard
Secretary, Jennifer Washabaugh
Treasurer, Kara Couch

Welcome to all the new KPPA board members.

2019 March Procurement Month Celebration

Join KPPA at the Capital Plaza Hotel in Frankfort, KY on March 13, 2019, from 8am to 4pm as KPPA celebrates March Procurement Month. The day will begin with the Finance and Administration Cabinet Secretary William M. Landrum III and KPPA President Lindsay Jackson welcoming you during the proclamation presentation. Following that, you will hear important KPPA and NIGP announcements, along with various training opportunities on topics such as strategic procurement planning and Procard compliance.

This event is free to all public procurement staff but in order for KPPA to properly prepare, please register for this event by March 6th. KPPA will be providing a light continental breakfast beginning at 7:45am and later in the day, a boxed lunch for attendees.

Click on this link for additional information and registration.
March Procurement Month Celebration registration

Please be aware of alternate traffic patterns/parking availability for this meeting due to construction in the downtown area. Parking will be available in the hotel’s parking structure between the hotel and the YMCA, as well as at the Farmers Market. To access the hotel’s parking structure, enter from Clinton Street.
President’s Message

KPPA is off to a fast start this year. To date we have held our first board meeting, audited the 2018 accounts, purchased new software to streamline board processes, held 5 committee meetings and planned many more.

Plans for our “March is Procurement Month” celebration are well under way. We hope to see you there! Remember this event is free! This is a great opportunity to introduce management or program staff to the procurement training and our Association. Spread the word!

We have big plans for KPPA this year and need your help to achieve our goals. If you have not already signed up for a committee, now is the time! All committee meetings will be posted in the Upcoming Events section of the KPPA website so even if you have not signed up through the website you can still plan to attend.

Tim and I are currently in Dulles, VA attending the NIGP Chapter Academy and let me tell you this is one intense training. Tim has said it has been his favorite conference ever! The Chapter Academy is an event meant to train chapter leaders in communication, encouraging volunteerism in chapter activities, and strategies for overall chapter management. What makes this training so great is that everyone is excited about being an officer in their Chapter and wants to learn from others. The event is structured to put you at the table with different groups of people for every class. There is a completely different atmosphere when you are spending time collaborating and learning from your peers rather than listening to someone presenting material. We look forward to getting back to Kentucky so that we can start implementing the ideas we have gained through this experience!

See you in March!
Lindsay Jackson
Member Spotlight

In each issue, we will highlight members so you can get to know them a little better. If you would like to know more about a KPPA member, please email that person’s name to a member of the Communications Committee. For this issue, we present your 2019 KPPA Board....

Lindsay Jackson, CPPO, CPPB, (President)
CHFS OATS Procurement and Grants Oversight Assistant Director

1. Why are you serving on the KPPA Board? I was introduced to KPPA from day one when I started in procurement at KYTC Division of Purchases in 2005. My boss at the time, Henry Adams, told me to take advantage of the opportunities it presents. He was right. I have learned a lot about our profession and met so many people who have helped me along the way. I have a strong desire to make a positive change in just about everything I do. If I see an opportunity to improve a process or fill a gap, I want to create actionable steps to work toward that goal. There is no better way to do that for KPPA than serving on the Board.

I did not get on the board the first time I was nominated. I think that it is important for those of you who are hesitant to put yourself out there by running for the Board to know. Don’t let fear of failure hold you back. Keep trying. I am now on my 8th year on the Board and have had wonderful opportunities and been a part of many changes along the way. I am honored to serve as your President and hope that I represent you well.

2. What are your hobbies/interests? Hauling kids to swim, CrossFit, basketball, play practice, piano lessons, wrestling, and chorus practices. And when I have a moment for myself, I enjoy reading, making soap with my kids, woodworking with my dad, and traveling.

Kara Couch, CPPB (Treasurer)
KY Council on Postsecondary Education Senior Associate in Administrative Services

1. Why are you serving on the KPPA Board? I joined the board because I loved KPPA and wanted to get more involved. Being on the board is a hard but a fun job and I really have learned a lot.

2. What are your hobbies/interests? I am an active member and Preschool School teacher at my church, Forks of Elkhorn Baptist, and enjoy spending time with family and friends.

Jennifer Washabaugh, KCPA, KCPS (Secretary)
Public Protection Cabinet, Office of the Secretary Purchasing Agent

1. Why are you serving on the KPPA Board? I have been a member of KPPA since 2006 and have enjoyed the many benefits it has to offer. I have been on various committees throughout the years, but didn’t fully understand all that it takes to make this amazing organization successful. In 2016 I decided it was time to become more involved and start giving back to the organization that had given me so much over the years. I love what we do, the training and support we provide to our fellow procurement professionals, and I’m proud to be able to serve our membership.

2. What are your hobbies/interests? Photography, cruising, and jewelry.

Tim Wiard, CPPB (Vice President)
KY Department of Fish and Wildlife Resources Administrative Branch Manager

1. Why are you serving on the KPPA Board? I am serving on the Board because I am very interested in the inner workings of KPPA and really want to be involved in the growth and direction of our wonderful association moving forward.

2. What are your hobbies/interests? I love spending time with my family. I love to travel especially warm beachy areas. I also love fishing, hunting, and just being outdoors.

Joey Beatty, CPPB
Department of Education Purchasing Officer

1. Why are you serving on the KPPA Board? This is my second time of serving on the Board of KPPA. I enjoy serving on the Board because I believe KPPA is a great organization with great people. The organization is about education, and that is what we try to do – educate our members. I have met a lot of amazing people and made some good friends through KPPA.

2. What are your hobbies/interests? My hobbies are spending time with family and friends and watching my kids grow into amazing adults. (Shh – don’t tell them I said that). I also like the beach a lot.

Tammy Bullock
Finance Div of Administrative Support Services Director

1. Why are you serving on the KPPA Board? This year I felt like I was familiar enough with the inner-workings of KPPA and had the time available for what is needed to effectively serve as a board member. I want to provide a new perspective to the board and do the best I can to ensure members are positively affected by our decisions and attain as much value from the organization as I have with the knowledge and friendships gained.

2. What are your hobbies/interests? Reading, game nights with my family (Catan is a favorite) and going to movies. However, my primary interest is cruising. I love not only the trip itself but also the whole aspect of researching and planning the itinerary. I’m currently working on my largest one to date, a 14 day transatlantic cruise from England to New York in 2020.

Sheila Durham
KYTC Division of Purchases Purchasing Agent

1. Why are you serving on the KPPA Board? I am excited to be on the Board! I have enjoyed serving on various committees over the years and I want to help in meeting the needs of Kentucky’s procurement professionals.

2. What are your hobbies/interests? I love crafts, art, watching mystery shows, being involved in my church, and spending time with my husband, 4 kids, and 2 grandkids.
Robert Edwards  
CHFS Department for Community Based Services  
Human Services Program Compliance Analyst

1. Why are you serving on the KPPA Board? I joined the KPPA Board because I appreciated how the membership embraced me and helped me grow in the procurement profession. I wanted to return the kindness and give back to the membership and work to add more diversity to this wonderful organization by pursuing membership with county, schools, and municipal.

2. What are your hobbies/interests? I like to bake, draw, paint, craft, and play board games. My favorite bakes are pies and cobblers. Holiday decorating is my favorite crafting. Monopoly is my favorite game. I draw and paint for stress release and downtime.

Tracy Gritton  
Office of Procurement Services  
Assistant Director

1. Why are you serving on the KPPA Board? I am serving on the KPPA board to continue to learn and give back to my profession.

2. What are your hobbies/interests? I am a mother of two very active girls. I do not have time for my own hobbies anymore so my hobbies are spending time with my family and watching my girls play the sports they enjoy.

Laura Hagan, CPPO, CPPB  
KYTC Division of Purchases  
Assistant Director

1. Why are you serving on the KPPA Board? Because Ben McCray told me to. Seriously, I have found a career that I love (most of the time) and I want to see others grow as procurement professionals.

2. What are your hobbies/interests? As a working wife and mother of two, I don’t have much time for hobbies. However, if I find spare time, I enjoy doing fun activities with my kids, traveling, watching TV, working puzzles, & reading.

Tom Stratton  
CHFS OATS  
Director of Procurement and Grant Oversight

1. Why are you serving on the KPPA Board? To offer my knowledge and experience to help grow the KPPA and its offerings.

2. What are your hobbies/interests? Attending my kid’s sporting events, watching movies, date nights with my wife.

Claudette Tracy, KCPA, KCPS  
CHFS OATS Procurement and Grants Oversight  
Administrative Branch Manager

1. Why are you serving on the KPPA Board? I have had the opportunity to be an active member of the organization for six years and have seen the work and dedication of this group as well as the Board of Directors. It is a wonderful organization to be associated with and I want to do my part as a member of the organization to help continue the success and help bring new ideas.

2. What are your hobbies/interests? As a working wife and mom of two teenagers, I have found that I don’t have a lot of hobbies, per se. I have recently gone back to school to finish my degree, so my time is limited. I enjoy collecting Willow Tree figurines, and I always enjoy time at home with my family and our cat and dog.

David Hecker  
CHFS OATS Procurement and Grants Oversight  
Internal Policy Analyst

1. Why are you serving on the KPPA Board? I’ve always enjoyed helping out wherever I could and the KPPA board was a logical choice. Throughout my career in state government, I have been fortunate to work with many individuals who were deeply passionate about KPPA and their enthusiasm for advancing the profession rubbed off on me.

2. What are your hobbies/interests? It may not look like it but I enjoy being active outside. On a nice day, you will likely find me hiking, biking, or kayaking somewhere. I also enjoy volunteering at local youth sporting events. I’ve worked everything from Little League baseball to college national championships.

Toni Simmons, CPM  
Auditor of Public Accounts  
Fiscal Manager

1. Why are you serving on the KPPA Board? I am serving on the board to give a voice to the other 285 members, many of which are new and just don’t know who to turn to, or how to begin! More and more experience is retiring and while a good portion have had the classes through KPI, some haven’t had that training, or much at all. I want to make sure their interests are first and foremost – listening to what they need.

2. What are your hobbies/interests? I love reading, watching TV, especially Netflix, decorating, crafting, cooking, traveling and spending time with my hubby and family.

Travis Trent, CPPB, CPM, MPA  
EEC Division of Abandoned Mine Lands  
Administrative Branch Manager

1. Why are you serving on the KPPA Board? I love helping and meeting people, plus I get to work on the board with the best procurement people in the state.

2. What are your hobbies/interests? I am a high school tennis coach. I am also a water rat. I love being on my houseboat, aka “floating shack”. I enjoy spending time with my daughters, usually the role of a chauffeur, cook, cleaner, and ATM.
KPPA and NIGP offer a wide range of courses to expand your procurement knowledge through classroom and online settings. Take advantage of these learning opportunities, some of which are at no cost to the member, by registering for the upcoming classes at https://www.kppanigp.org/insidepages/meetings/ (KPPA/KPI courses) and https://www.nigp.org/home/detail-pages/event (NIGP courses).

**KPI Courses**

**Introduction to Professional Service Contracts**
- **Thursday, May 9, 2019**
  - Capitol Annex Room T40 (OPS Training Room)
  - Frankfort, KY 40601
  - 1:00 PM-4:00 PM

**Advanced Kentucky Public Procurement**
- **Thursday, March 21, 2019**
  - Capitol Annex Room T40 (OPS Training Room)
  - Frankfort, KY 40601
  - 1:00 PM-4:00 PM

**Kentucky Contract Administration**
- **Thursday, March 28, 2019**
  - Capitol Annex Room T40 (OPS Training Room)
  - Frankfort, KY 40601
  - 1:00 PM-4:00 PM

**Introduction to Kentucky Public Procurement**
- **Tuesday, April 2, 2019**
  - Capitol Annex Room T40 (OPS Training Room)
  - Frankfort, KY 40601
  - 1:00 PM-4:00 PM

**Thursday, April 25, 2019**
- Capitol Annex Room T40 (OPS Training Room)
- Frankfort, KY 40601
- 1:00 PM-4:00 PM

**Thursday, June 6, 2019**
- Capitol Annex Room T40 (OPS Training Room)
- Frankfort, KY 40601
- 1:00 PM-4:00 PM

**NIGP Courses**

**The State of the RFP Webinar**
- **February 28**
  - 2:00 PM – 3:30 PM (ET)

**The Power of Certification Webinar**
- **March 19**

**NIGP Virtual Conference**
- **March 27-28**
  - 1:00-3:30 PM (ET)
- **March 29**
  - 1:00-2:00 PM (ET)

**Contracting for Public Sector Services – Online**
- **March 28 – May 8**

**Legal Aspects of Public Procurement - Online**
- **April 4 – May 29**

**Fundamentals of Leadership and Management**
- **April 18 – June 12**

**Developing & Managing RFPs - Online**
- **April 11 – June 5**

**Contracts Administration in the Public Sector - Online**
- **May 2 – June 26**

**Kentucky Procurement Institute**

The KPI training and certificate program substantiates basic levels of training accomplished by agency procurement staff and provides a framework for delegation of agency small purchase authority.

For information regarding KPI training and certification, go to https://finance.ky.gov/services/eprocurement/Pages/Kentucky-Procurement-Institute-Training-and-Certificate-Program.aspx or send an email to Ask.kpi@ky.gov.
The future of procurement starts here...Together

NIGP 2019 Forum

Whether you are new to the profession or a seasoned veteran, the Forum has something for everyone. Hear inspiring keynote speakers, engage in networking activities and attend the products expo with over 250 suppliers showcasing the latest government products and services. The value you gain personally and professionally is priceless.

NIGP is not offering group rates this year since they have discounted the individual prices. You must register yourself on NIGP’s website if you want to attend the 2019 forum. Although KPPA will not be registering members for the NIGP conference, the board will be collecting individual shirt sizes, contact info, etc. to coordinate KPPA group activities while at the conference. Those efforts will take place closer to conference so members will be notified at a later date on how to submit their information to the board.

Register before April 30th and save $140 on the registration fee!


Connecting through Communities

The Kentucky Personnel Cabinet has developed a new talent management system called MyPURPOSE which serves as a portal for multiple functions such as applying for state government jobs, online training, and connecting with other departments through communities known as MyCOMMUNITY. This community area resembles a message board in that the moderators of the communities post articles and respond to discussions and questions posted by the community members. Each community also has a search feature which allows the user to filter based on the word(s) entered.

Go to https://personnel.ky.gov/pages/MyPurpose.aspx to learn more about MyPURPOSE. Once you are logged into MyPURPOSE, you can browse the communities under the Connect tab at the top of the page and join the ones relating to your interests. After you become a community member, you will be able to see the postings for that particular community. A couple of the larger communities include “eMARS Elements” (maintained by Finance Cabinet’s Statewide Accounting division) and “OPS-Your Official Procurement Source” (maintained by the Office of Procurement Services). Both offices are actively using these communities to distribute newsletters and other helpful information pertaining to their areas. MyCOMMUNITY is proving to be a beneficial resource for all KPPA members.
KPPA would like to thank our generous sponsors who supported our 2018 Annual Forum and Vendor Exposition. Without your support, we would not be able to offer our membership the training and networking opportunities they obtain from attending our forum. THANK YOU!
2019 Legislation

The legislative session will be on its 21st day of a thirty-day session when this newsletter is published on February 28. “Sine Die” (adjourning without assigning a day for further meeting or hearing) is currently set for Friday, March 29, which means that will be the last day of the 2019 session. Bills approved in the legislative session become effective ninety days after adjournment unless the bill is marked as emergency. Emergency bills go into effect immediately once the Governor has approved (signed) the bill.

Per the listing of bills indexed by subject on the General Assembly’s website, there are several bills pertaining to contracts and/or purchasing that were filed for this session. Each of those bills are identified below, along with a summary of the contract/purchasing related language for each. To find out whether these bills passed and the latest status of the bills, go to the Kentucky General Assembly’s website (https://apps.legislature.ky.gov/lrcsearch#tabs-6) and search using the bill number. Be sure the correct session and bill type are marked when doing your search.

**House Bill 26**
Amends KRS Chapter 45A.385 to increase from $20,000 to $30,000 the maximum amount of a contract for which a local public agency may use small purchase procedures and amends KRS 424.260 to allow local officials to make contracts up to $30,000, rather than up to $20,000, without taking out newspaper advertisements for bids.

**House Bill 51**
Creates new sections of KRS Chapter 45A to promote the KY and US economies by requiring a preference for iron, steel, and manufactured goods produced in KY and the US, including in construction and maintenance contracts and subcontracts.

**House Bill 135**
Creates new sections of KRS Chapter 45A to set guidelines for awarding contracts for public works projects, sets forth that public agencies shall not require or prohibit bidders to adhere to agreements with a labor organization relating to a public works project, further defines responsible bidder and establishes prevailing wage laws for all public works projects.

**House Bill 434**
Requires contractors to disclose entities having an interest in their contract with the state.

**House Bill 195/Senate Bill 143 – EMERGENCY**
Creates a new section of KRS Chapter 45A to prohibit governmental bodies from contracting with a contractor who engages in boycotting a person or entity with which Kentucky can enjoy open trade.

**Senate Bill 41**
Amends KRS 45A.695 to require contracting bodies to submit their legal services’ requests for proposals and final contracts to the secretary of the Finance and Administration Cabinet (FAC) for approval, along with documents related to the evaluation and scoring by the contracting body and amends KRS 45A.717 to give the secretary of the FAC the decision-making authority to settle matters for which a legal personal service contract has been awarded.

**Senate Bill 120**
Amends KRS 18A.115 to require any position in the unclassified service for which the authorized compensation is above state employee salary limitations be hired by personal service contract and subject to the provisions of KRS 45A.690 to 45A.725.

**Senate Bill 148**
Amends KRS 45A.425 to allow a city, urban-county government, or consolidated local government that has adopted the provisions of KRS 45A.343 to 45A.460 to dispose of surplus property using the procedures in KRS 82.083.

**Senate Bill 250**
Amends KRS 45A.385 to increase the small purchase procedure maximum to $50,000 for a county school district in a county with a consolidated local government adopted under KRS Chapter 67C; and amends KRS 160.375 to give a superintendent in such school district the sole authority for approving small purchases.

**Senate Bill 252**
Makes legislative findings of maximizing the use of KY technology services and requires the Commonwealth Office of Technology or other state agency to notify KY technology businesses of existing technology needs and services and to give preference to KY technology businesses prior to awarding a contract.
**Tips & Tricks**

**Tips and Tricks for Decluttering Your Desktop Files**
by Toni Simmons

If you’re like most people (or worse - like me!) you have a computer monitor, or two, with a chaotic scramble of icons staring at you every morning when you log in. I know, I know… it is organized chaos. At least it is in our minds. And we can find the file we need, eventually. But unless you’re a C personality type or one of those highly organized people, you need some simple organization to keep those free-range files from getting completely out of hand.

What happens when your real desktop is cluttered with paperwork, files, invoices, photos, etc.? You panic, scrambling through piles, and lose focus. Your computer is an extension of your real desktop. You need the background to be uncluttered and neat but you still need files handy at the click of a mouse.

**Step 1:** Change your background – I know the pictures of your kids, pets or your vacations are your inspiration! Choose a solid color, or subtle print. If you really have to have that photo of the beach, make it as clean and neutral as possible. Save the others for a screensaver or make a folder for those inspirational pics. Use dates to name the files (you’ll be thankful for that later.)

**Step 2:** Organizing Files and Folders – Create a file structure for your documents. You can create a virtual file cabinet folder, with multiple subfolders for each topic or type of document that you need on your desktop. This could be a big job depending on how much you need to organize.

Can’t face it immediately? A coworker, who knew I was trying to work on organization at home, gave me this simple and easy organization tip and when I say easy, I mean as easy as A, B, C. Try this method to clean up your workspace.

- A is for Active
- B is for Reference
- C is for Archive

Set up these three folders for starters then study your files and do a quick sort into one of the three. This will get you started, and you can add subfolders, or more folders as you go through them to get a more refined system. Build out or drill down as you’d like to make it work for you.

**Step 3:** Set Aside Time – If you are just starting your organization project, set aside 30 minutes to an hour each day to organize your files. Trying to do it all at once can be overwhelming which may result in you becoming discouraged and quitting. Organizing and filing items as they come in to keep current items in order while working on the older stuff when you have time will give you a sense of accomplishment because you will immediately see results.

Once you finally feel the relief from finishing the job, don’t revert to old habits! Take daily action on your files so you can maintain an organized desktop. This practice will be much better in the end to avoid additional time and effort to rebuild your organizational structure.
Not a member?
If you are not already a NIGP or KPPA member, please go to the following websites to join.
www.kppanigp.org
www.NIGP.org

Members in Motion
If you know of a KPPA member who has recently received an award, a certification, promotion, transferred, retired or have other general good news to share, please contact one of the Communications Committee members.
We want to recognize all accomplishments of our members!

Dates to Remember
- **March Procurement Month**
  March 13, 8:00 AM – 4:00 PM
  Capital Plaza Hotel, Frankfort, KY
- **NIGP Virtual Conference**
  March 27 – 29
- **Good Friday**
  April 19
- **Memorial Day**
  May 27
- **Reverse Trade Show**
  August 7
  Kentucky State University, Frankfort, KY
- **NIGP Forum 2019**
  August 25 – 28, Austin, Texas
  Early Bird Registration ends April 30th
- **KPPA 34th Annual Forum & Vendor Expo**
  November 13 – 15, Louisville, KY

About Our Organization
Kentucky Public Procurement Association (KPPA) membership is open to any public official, both elected and non-elected, representing Federal, State, County or City governments, colleges or universities, school systems and political subdivision jurisdictions.

KPPA’s purpose is to:
- Provide a professional forum for the exchange of ideas, research, and experiences among public procurement officials;
- Promote and encourage professional development and competence through continuing education, seminars and training of public officials;
- Promote cooperative relationships and programs among public procurement officials;
- Support and promote continuing improvements in the field of public procurement; and
- Support the principles and concepts of effective competition, increased public confidence and equitable treatment of all persons involved in public procurement.

Questions or Suggestions?
To recommend content, contribute information, or provide comments, please contact one of the KPPA Communications Committee members.

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