



Columbia Chapter, NIGP
818 SW Third Avenue
PMB 1499
Portland, OR 97204

www.columbiachapternigp.org

**EXECUTIVE BOARD MEETING
MINUTES
July 15, 2008; 11:30 am
Port of Portland**

1. CALL TO ORDER:

President Gretchen Harold called the Executive Board Meeting of the NIGP Columbia Chapter to order at 11:56 a.m. Members present were President Gretchen Harold, CPPB; Vice-President Denice Henshaw; Secretary Suzi Fulcher, CPPB; Pro D Don Hicks, CPPB; Meetings & Logistics Cindy Phillips; ICP Director Christine Moody, CPPB, CPPO; Past President, Kathleen Hinick, CPPB; OPPA Liaison Rob Rickard, CPPO, and Louise Tamiesie, CPPB.

2. OFFICER & COMMITTEE REPORTS:

- a) Secretary's Report: Moved, seconded, and approved to accept the notes as written.
- b) Treasurer's Report: David was not in attendance but sent word that the current account balance is \$26,580.00. He intends to deliver full current and up to date reports for April, May, and June to the Board by Monday July 21, 2008.
- c) Membership: Cinna'mon Williams was not in attendance and sent no report. Louise brought a box for Cinna'mon and left it with Gretchen for delivery of pick up.
- d) Topics: Denice Henshaw presented the following list of possible topics:
 - PSU Small Business Program
 - Learning Styles
 - Informal Procurement – round table
 - Darin Matthews presentation on web based classes
 - Sustainability
- e) Meetings & Logistics: Cindy Phillips reported that she has scheduled the October meeting for 10/9/2008 at the Stock Pot. No progress yet on scheduling new meeting locations and no reservation as of yet for the September meeting.
- f) ICP: Christine Moody reported that ICP is on break for the summer and she is waiting for confirmation from PPS on use of the conference room for next year.
- g) RVTS: Next year's RVTS will be held on March 18th, 2009. Nancy Albin and Christine Moody are working on finalizing the contract with the Salem Convention Center.

A CHAPTER OF THE
NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING



WWW.NIGP.ORG

h) Professional Development (ProD): Don Hicks was adamant about going on record with his gratitude and kudos to Linda Baumgartner and Bobbi Matthews for stepping up and helping to put together next years schedule of classes. Don is very grateful for the time and effort they put in and very happy with the upcoming classes which are:

- Fundamentals of Leadership and Management October 2-3, 2008
- Introduction to Public Procurement December 3-5, 2008. Don is attempting to adjust this date so it does not interfere with the December meeting.
- Legal Aspects of Purchasing February 9-11, 2009
- Effective Management of Construction Contracts February 23, 2009
- Sourcing in the Public Sector April 13-15, 2009

These classes are currently listed on the NIGP national website. All registration will be done through the national website. Columbia Chapter's website will provide a link and direct interested parties to the national site.

Don also said that OPPA would be doing classes for CPPB and CPPO this year. There was some discussion as to whether there would be enough participants for the CPPO class.

Don is now looking to develop a marketing strategy for the classes.

i) OPPA: Rob expressed kudos for Don and Mickey for their work in working so hard to put together programs for the chapters. He also announced that OPPA would compete in the Chapter Challenge at Forum and included that both OPPA and Columbia Chapter were finalists for national awards. Rob said that OPPA is financially healthy and they are currently focusing on ethics due to changes passed in the January legislature session.

OPPA has requested that Rob put together a request to have their rules and guidelines evaluated by the ethics advisory committee.

Rob shared the results of OPPA's Diversity Committee Survey and the OPPA NIGP class list for the upcoming year.

Lastly Rob initiated a discussion on OPPA using the Purchasing as a Second Language class at their September workshop. After some discussion on changes, audience, appropriateness, copyright, and other things the Board decided to let the OPPA Program Committee review the material and if they decide that they would like to use it the Board will negotiate a fee.

j) WEBSITE: Louise Tamiesie is updating as best she can, but is having trouble finding some of the background pages. She has posted the new calendar and asked for suggestions on content and organization. Louise also took pictures to post with officer biographies.

k) MARKETING: Suzi Fulcher and Kathleen Hinick were asked to have a draft of the mission statement for the August Board meeting. They are also to be working on updating the logo and drafting Marketing Committee purpose, duties, and responsibilities.

3. UNFINISHED BUSINESS:

- a) FORUM '08 UPDATES: Shirts for those attending Forum will be delivered to Kathleen Hinick by Friday 7/18 for pick by members. The final cost including set-up was \$454.00.
- b) COMMITTEE ASSIGNMENTS: Updated and ready to post to the website.
- c) THE 2008-2009 STRATEGIC PLAN: Updated and ready to post to the website.
- d) INTER-CHAPTER AGREEMENT: Kathleen Hinick continues to work on the Inter-Chapter Agreement which will have a general agreement to which we can add Exhibits for each specific event. These exhibits will clearly state who is responsible for what at each event.

4. NEW BUSINESS:

- a) MEMBERSHIP REALIGNMENT: Gretchen proposed to do away with the associate membership and realign the regular membership with a lower per member charge. She is still working on the proposal.
- b) OFFICER AND DIRECTOR HANDBOOK: Finished and updated on the website.
- c) MOVE OCTOBER GENERAL MEETING: Done; scheduled for October 09, 2008.
- d) MEMBER SURVEY: Formulate questions and format member survey by December 31, 2008.

The Meeting was adjourned at 1:15 p.m.

ACTION ITEMS:

- 1) David Laney – Updated Treasurer's reports
- 2) Denice Henshaw – Topics matched to dates with presenters
- 3) Cindy Phillips – Schedule meeting locations
- 4) Christine Moody – Confirm ICP meeting room for 08-09
- 5) Christine Moody – Finalize contract with Salem Convention Center for 2009 RVTS
- 6) Don Hicks – Re-schedule December class to avoid interference with the December meeting
- 7) Don Hicks - Develop a marketing strategy for the classes
- 8) Louise Tamiesie – Update website with Officer pictures and biographies
- 9) Suzi Fulcher and Kathleen Hinick - Draft the mission statement.
- 10) Suzi Fulcher and Kathleen Hinick - Draft Marketing Committee purpose, duties, and responsibilities
- 11) Kathleen Hinick – Complete Inter-Chapter Agreement
- 12) Gretchen Harold – Complete realignment proposal for Board consideration
- 13) Marketing and Membership Committees – Member Survey

Respectfully Submitted by Suzi Fulcher, Secretary NIGP Columbia Chapter

Columbia Chapter NIGP
Executive Board Meeting
Date: July 15, 2008
Time: 11:30 AM – 1:30 PM
Location: Port of Portland, Conference Room 1 South
Facilitator: Gretchen Harold, CPPB – President

MEETING AGENDA

REPORTS

Report	Presenter	Position
1. Meeting Minutes	Denice Henshaw/Suzi Fulture	Secretary
2. Finance	David Laney	Treasurer
3. Membership	Cinna'mon Williams	Membership Director
4. Topics	Denice Henshaw	Vice-President
5. Meetings and Logistics	Cynthia Phillips	Meetings and Logistics Director
6. Intergovernmental Cooperative Purchasing (ICP)	Christine Moody, CPPB, CPPO	ICP Director
7. Seminar update	Don Hicks, CPPB	Pro-D Director
8. OPPA Update	Rob Rickard, CPPO	OPPA Liaison
9. Website Updates	Mike Westerman, CPPO	Webmaster
10.		

UNFINISHED BUSINESS

1. Forum 08 Shirts	A shirt for CC for Forum
2. Committee Assignments	Revisions & updates
3. Strategic Plan	Summer Session

NEW BUSINESS

1. Membership Realignment	Discussion/Vote?
2. Officer Director Handbook	Revisions & updates
3. Move October General Meeting	Leadership Class Oct 2-3

UPCOMING EVENTS AND MEETINGS

2008 Annual Forum	July 26-30 @ Charlotte, NC
Special Summer Board Meeting	Aug 14 @ Port of Portland, 2-4 PM
Board Meeting	Aug 20 @ Port of Portland
General Meeting	Sept 4 @ TBD
Board Meeting	Sept 17 @ Port of Portland

Chapter	Class	Start Date	End Date	Instructor	Location
Columbia OPPA	CPPB Prep				
OPPA	Planning, Scheduling & Requirement Analysis	9/17/2008	9/19/2008		Public Service Bldg 255 Capitol St NE, Basement Conference Rm C Salem
Columbia OPPA	Managing your End-Users & Suppliers: It's All About Relationships	11/8/2007	11/8/2007	TBD**	Salishan -
Columbia OPPA	Developing and Managing RFPs	1/7/2009	1/9/2009		ODOT / Suite C
Columbia OPPA	Contract Administration	3/11/2009	3/13/2009		ODOT / Suite C
Columbia OPPA	Marketing 101 for Procurement Professional	5/13/2009	5/13/2009		Add to Spring Conference Facility
Columbia OPPA	Intro to Public Procurement	7/20/2009	7/22/2009	Robin Rickard	ODOT / Suite C
	**Think about this class. Go back to 5/29?				
	I want to look into having CPPB Prep in late August or early September.				
	I want to work with Washington for the CPPO Prep class since we have just a few people at a time that pursue this class.				
	Don Hicks of the NIGP Columbia Chapter suggested to me that we might want to have a sign up on our website that titled something like "I'm interested in taking the CPPO or CPPB class."				



July 8, 2008

Oregon Government Ethics Commission
Ron Bersin, Director
3218 Pringle Rd. SE, Suite 220
Salem, OR 97302-1544

Dear Mr. Bersin:

The Oregon Public Purchasing Association (OPPA) has a long tradition of providing training and educational opportunities to public purchasing staff dating back to the late 1960's. OPPA is made up of public purchasing professionals from all levels of government within Oregon. OPPA has consistently provided its members with training and direction to address those ethical situations that may confront them. We hold ourselves to the highest ethical standards.

With that in mind OPPA wants to assure that with the recent changes to Oregon Revised Statute 244, we continue to give our membership accurate ethical training and direction. The leadership of OPPA has put together some questions and scenarios that may confront our membership in the course of routine OPPA activities. Pursuant to ORS 244.284, we are requesting staff advice from the Oregon Government Ethics Commission. We would sincerely appreciate your analysis and recommendations to these questions and scenarios.

Please feel free to contact me directly at 503-986-2357 or at robin.rickard@state.or.us if you have any questions. Upon the completion of your analysis please direct your findings to me as well. Thank you in advance for your assistance with this important matter.

Sincerely,

Robin (Rob) J. Rickard, CPPO
Chief Procurement Officer for
Oregon Secretary of State

Cc: Kevin Yin, OPPA President



**Request for Staff Advisory Opinion
from the
Oregon Government Ethics Commission (ORS 244.284)
July 8, 2008**

Background

The Oregon Public Purchasing Association (OPPA) is a non-profit organization open to all public institution procurement and material management personnel including federal, state, county, municipal and township activities, public school systems, colleges, universities, hospitals, commissions, authorities, and any other political subdivisions, provided they spend most of their time involved in procurement or materials management functions. Because of the nature of the organization (i.e., restricted to public entities), all individuals possessing "regular" memberships within OPPA are considered "public officials" (ORS 244.020(13)). Other membership classifications offered by OPPA may or may not be considered "public officials," since they include retired, honorary lifetime, student, and transitional memberships.

Please note OPPA has neither legislative nor administrative interest, as defined in ORS 244.020(8).

OPPA Mission Statement: OPPA seeks to benefit its members' personal growth and benefit employers by inculcating best practices of the profession and increasing the members' value to their organizations through education, networking and outreach.

Pursuant to ORS 244.284, OPPA requests staff advice from the Oregon Government Ethics Commission regarding the following matters for those members, who are "public officials":

1. Scenario:

OPPA provides fee reductions, in whole or in part, to eligible members for: (1) covering the cost of high-ranking board members' registration and trip expenses for their attendance at the National Institute of Governmental Purchasing (NIGP) (OPPA is a local chapter of NIGP). These members are sent as representatives of OPPA, not their agency; (2) attendance by committee chairs and OPPA board members at OPPA workshops where they are representatives of OPPA and have official duties and responsibilities; and (3) scholarships in various amounts awarded to eligible members for educational purposes. Individuals attending national conferences are representatives of the Chapter. The value of these awards is variable and could range from as little as \$65.00 (for individual workshops), to \$2500 or more (cost of attendance at a national conference).

Statute:

ORS 244.100(2)(a) - Any organization or unit of government that provides a public official with expenses with an aggregate value exceeding \$50 for an event described in ORS 244.020(5)(b)(F) shall notify the public official in writing of the amount of the expense. The organization or unit shall provide the notice to the public official within 10 days from the date the expenses are incurred.

Question:

Pursuant to ORS 244.100(2)(a), is OPPA under an obligation to provide a written notice to the public official (i.e., OPPA member), within 10 days from the date the expenses are incurred, if the aggregate value exceeds \$50.00?

2. Scenario:

OPPA members (and non-members such as vendors and the public) participate in OPPA-sponsored raffles and silent auctions. (In most cases, all or some of the proceeds from these activities are donated to local charities.) OPPA members may choose to participate in these fund-raising events while attending an OPPA workshop/conference (i.e., they're in attendance as a "public official"), but the funds they choose to contribute in an effort to secure an item through the raffle/auction are theirs personally—not their agency's. The OPPA member may also be participating during "off hours," but they are in attendance at the workshop/conference as an official representative of their agency.

Question:

Is the OPPA member's participation in these fund-raising events on "public time" a violation of the Oregon Ethics Laws (i.e., is there a personal financial gain, if the amount exceeds \$50), even if it's their own funds being used? Additionally, is there any distinction drawn between "off hours" and "work hours" and does it affect whether an OPPA member may participate in these events?

3. Scenario:

Vendors sometimes choose to donate large items (>\$50.00) to OPPA's silent auctions or other fund-raising events, because they recognize and support OPPA's efforts to help charitable organizations.

Question:

If the OPPA member is the recipient, as a result of their personal contribution in the raffle/auction, of an item valued at >\$50, and the raffle/auction is also open to any other interested parties—vendors, catering staff, general public, etcetera is there an ethical violation to the OPPA member?

4. **Scenario:**

During the course of business, a public official drops his/her business card off at a vendor exhibit, and his/her name is randomly drawn, and the value of the item is >\$50.00.

Question:

Is it permissible, under the Oregon Ethics Law, to accept the item on behalf of the public agency? Is any other follow-up necessary on the part of the public official or OPPA?



Diversity Committee

Oregon Public Purchasing Association

An Oregon Chapter of the National Institute of Governmental Purchasing

June 2008

2008 Q1

We all live with the objective of being happy; our lives are all different and yet the same.

...Anne Frank

The OPPA Handbook for Officers, Board Members, and Committee Chairs describes the diversity committee as:

"The Diversity Committee shall seek to build a cohesive action plan that is designed to increase awareness of and sensitivity to the differences among OPPA's members and shall represent the Chapter in a professional manner at all times".

The OPPA Diversity Committee will explore the talented and diverse professional backgrounds of its membership.

Committee Members

The OPPA Diversity Committee currently has three members: Debbie Janke (Chair), Raul Reyes, and Lisa Cimino.

Small Agency?

**BIG
Agency?**

Debbie Janke, OPBC, works for the Oregon Department of Transportation as a Procurement and Contract Specialist in the ODOT Procurement Office. She has been a member of OPPA since 2006. Debbie worked for many years in administrative support positions. Until last year, she was president of the Salem chapter of IAAP (International Association of Administrative Professionals). Debbie has several years of public procurement experience and has been with ODOT for over 21 years.

Debbie is married and has two grown children and three grandchildren. Debbie enjoys painting, spending time with family, her new hot tub, and playing with her little dog Teddy. Debra.L.Janke@odot.state.or.us

Ready to Retire?

JUST STARTING
OUT?

Raul Reyes, CPPB, is a Procurement & Contract Specialist for the Oregon Secretary of State's office. Raul has been a member of OPPA since 1995. Raul has served on many committees during his procurement career and has worked with DAS SPO in the solicitation process and bid reviews of new price agreements. Raul landed his first purchasing position with the Employment Department back in 1995.

Raul is married with four children, the oldest son recently moved back to Salem from Boise Idaho, his second son is currently serving with the Army in Afghanistan, his third son will be a Senior in high school next year and his only daughter will be a Junior. Raul enjoys his family, hunting, fishing, camping, working on cars (working on cars is an excuse to get out of house work), and watching his kids play sports.

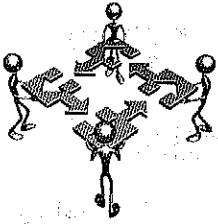
Raul.Reyes@state.or.us

EMPLOYEE?

Manager?

Lisa Cimino, OSPC & OPBC, works as a Procurement and Contract Specialist in the Oregon Employment Department Procurement Unit. Lisa has been a member of OPPA since 2005. Lisa also serves as a member of the OPPA Membership Committee. Lisa worked for many years for the California and Oregon Legislatures and joined the Employment Department in 1996. Lisa was hired as a Procurement Assistant in 2004 and a Contract Specialist in 2006.

Lisa and Paul have been married for 22 years and they have one daughter, Jessica Cimino who works for the ODOT Procurement Office. Lisa enjoys spending time with her family, traveling, reading, watching movies and working on craft projects with her daughter. Lisa.A.Cimino@state.or.us



Diversity Survey

The Diversity Committee has completed a survey that will allow OPPA to compile demographics of OPPA membership and develop programs that will promote a well-diversified chapter. We will also use this information to help our chapter report membership statistics to NIGP.

Survey Results (130 respondents):

1. What Age Range do you fall within?		
Answer Options	Response Percent	Response Count
20 - 25	0.0%	0
26 - 30	3.8%	5
31 - 35	6.2%	8
36 - 40	10.0%	13
41 - 45	10.0%	13
46 - 50	23.8%	31
51 - 55	26.2%	34
55 - Above	20.0%	26

2. Gender		
Answer Options	Response Percent	Response Count
Male	33.8%	44
Female	66.2%	86

3. How many years of public purchasing experience?		
Answer Options	Response Percent	Response Count
Less than 1 year	6.2%	8
1 - 3 years	9.2%	12
4 - 6 years	12.3%	16
7 - 9 years	20.0%	26
10 - 12 years	13.1%	17
13 - 15 years	11.5%	15
15 - 20 years	13.1%	17
20 - 30 years	12.3%	16
Over 30 years	2.3%	3

A community is like a ship; everyone ought to be prepared to take the helm.

...Henrick Ibsen



The Diversity Committee meets on the second Tuesday of each month from 11:00 to noon.

Location: ODOT Region 2 complex on Airport Road.

Building K Conference Room.

Next meeting is July 8.

Please Join Us!

4. How many years of non-public purchasing experience?

Answer Options	Response Percent	Response Count
None	40.0%	52
Less than 1 year	4.6%	6
1 - 3 years	18.5%	24
4 - 6 years	12.3%	16
7 - 9 years	8.5%	11
10 - 12 years	4.6%	6
13 - 15 years	1.5%	2
15 - 20 years	5.4%	7
20 - 30 years	3.8%	5
Over 30 years	0.8%	1

5. Number of Employees in your Procurement Department?

Answer Options	Response Percent	Response Count
Less than 5	37.7%	49
5 - 10	25.4%	33
11 - 15	10.8%	14
16 - 20	3.1%	4
21 - 30	6.2%	8
31 - 40	10.8%	14
Over 40	6.2%	8

6. What is the makeup of your procurement organization?

Answer Options	Response Percent	Response Count
Centralized	43.1%	56
Decentralized	10.8%	14
Mixed	46.2%	60

7. What is your current position?

Answer Options	Response Percent	Response Count
Management	25.4%	33
Non-management	74.6%	97

8. What current professional certifications do you hold? (130 respondents)

Oregon Procurement Basic Cert	31
Certified Professional Public Buyer	22
Certified Public Purchasing Officer	2
Certified Professional Public Buyer & Oregon Procurement Basic Cert	11
Certified Professional Public Buyer & Certified Public Purchasing Officer	4
Certified Public Purchasing Officer & Oregon Procurement Basic Cert	1

It is not enough to be busy; so are the ants. The question is: what are we busy about?

...Henry David Thoreau



There were also many other entries including the Oregon Contract Administration and Oregon Small Procurement Certifications as well as certifications in Professional Engineering, Architecture, Construction Documents, Project Management, and the Oregon State Bar. There were also several respondents who indicated they did not have any professional certification.

9. How Many Years Until You Retire?

There were 109 replies to this question.

0 – 5 years	26
6 – 10	26
11 – 15	23
16 – 20	20
21 – 25	9
26 – 30	5

Question 10 asked for input regarding the Diversity Committee philosophy statement:

“The Diversity Committee shall seek to build a cohesive action plan that is designed to increase awareness of and sensitivity to the differences among OPPA's members and shall represent the Chapter in a professional manner at all times.”

We received many replies with comments and suggestions. The committee will work on our philosophy statement at our next meeting. The committee, with assistance from the OPPA board, will better define the purpose and philosophy of the Diversity Committee. Stay tuned for more information within the next few weeks.

Questions?

Contact any of the committee members listed on page one of this newsletter.