



NIGP- Utah Chapter

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NIGP- Utah Chapter Officers:

President: Glendon Mitchell, C.P.M., CPPO

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Jared Gardner, C.P.M., CPPO

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Chapter President's Message

ARE YOU PREPARED?

Fellow Colleagues,

World events and recent catastrophes should give us pause as we read about and watch on TV the tragedies caused by natural and human-inflicted disasters. The realities of the tragedy in Haiti are haunting. Catching glimpses of the huge logistical challenges that country still faces distributing food, water, supplies and human services makes me wonder how I would and could respond as a procurement professional in a somewhat similar situation. As employees of public entities, it seems predictable in a disaster/emergency that the citizens of Utah and in our respective geographic areas would be turning to our organizations as well as the federal government hoping for aid and assistance. Even educational institutions could be impacted and their resources needed. Are we preparing for or working on plans to respond?



Glendon Mitchell- President

I propose three questions we each should be asking ourselves:

- Has my organizational leadership (policies, rules, plans, etc.) identified the role of procurement in dealing with emergencies?
- Does our procurement office have an emergency plan?
- Do I understand my procurement role in the event of an emergency and will I be prepared to function?

By conducting very informal discussions with several of our members, it seemed many organizations and procurement offices have a wide span of emergency planning; from relatively little to well-planned and evolving emergency planning. The focus of our March 16th chapter meeting will be on emergency issues as they relate to procurement. We will not be discussing first responder responsibilities such as fire, police, medical services, etc. Experts in the field and from selected procurement offices have been invited to instruct us and answer questions. The goal of the chapter officers and board of directors for this educational experience is not to create fear or alarm but rather to equip you with some simple tools to start or enhance your planning to function in the event of an emergency/disaster. We hope to see you on March 16th. You may bring a guest from your organization or reach out to other purchasing colleagues with an invitation to attend.

Thanks for all you do to enhance our profession,

Glendon Mitchell, President

NIGP Utah Chapter



“Great ability develops and reveals itself increasingly with every new assignment.”

-Baltasar Gracian

Utah Chapter News

PLEASE see the attached proposed changes to our chapter by-laws. A vote will be taken at our next chapter meeting to approve the changes.

DEADLINE for the UPPCC certification exam applications for the May 2010 testing period has been extended to Friday, February 26, 2010, due to the severe winter weather in Washington, DC. Good luck to those choosing to take the exam in May!

THE CHAPTER will be sending Greg Maynard, SLC School District, to attend the 1st Annual NIGP Region XI Leadership Summit on March 12, 2010 in Phoenix, AZ. We look forward to hearing his report and ideas from this meeting!

VOLUNTEER to serve on a chapter committee! If you are interested, please contact the committee chairperson listed below:

Committee Chairpersons

Honors & Awards: Paul Worthen (Granite SD) paul.worthen@granite.k12.ut.us

Financial: *Currently Looking for a Volunteer!*

Historian: Mindi Bos (Sandy City) mbos@sandy.utah.gov; 801-568-7148

Membership: Stephen Elms (Draper City) steve.elms@draper.ut.us; 801-576-6514

Marketing/Public Relations: Greg Maynard (SLCSD) greg.maynard@slc.k12.ut.us; 801-578-8264

Education: Traci Montano (UDOT), tmontano@utah.gov; 801-964-4534

Nominating: *Currently Looking for a Volunteer!*

Upcoming Meeting Dates

(All meetings are held at 9:00 AM at the SL County Building, room S1007 [2100 S. State] unless otherwise posted. PUBLIC PARKING is available in the parking structure if outside lots are full.)

March 16, 2010:

Emergency/Continuity of Operations:

Logistics plans and needs used at Sandy City, with case studies, successes or failures in real emergencies:

Ken Kraudy, Sandy City

“Go-Bags”- Do you have the resources you need to purchase critical goods and services in an emergency?

Joe Bryant, Salt Lake County

Panel Discussion: with Kent Kraudy, Sandy City; Mindi Bos, Sandy City; Greg Maynard, Salt Lake City School District; Jeff Gravier, Salt Lake County; Joe Bryant, Salt Lake County; and Karl Harward, Salt Lake City Corp.

May 18, 2010:

Topic and Speakers TBD

Classroom Corner

(Second of a three part article- Excerpts From "Time for an Ethics Reality Check/ Is Anyone Watching? (And Other Ethical Questions)" by Rob Rickard. Reprinted, with permission, from GoPro magazine, October/November 2009 issue. Copyright 2009 by Penton Media, New York, NY.)

Don't be fooled by nine common misconceptions about ethics. For this publication, the fourth through sixth misconceptions are listed; look for the remaining three in the next edition..

Misconception Number 4. "I can be objective!"

A purchasing manager from a Northwestern State had issued a request-for-proposal (RFP) for specialized services. After receiving the proposals, the manager met with the evaluation committee, coached the committee through the evaluation process and had them sign statements indicating they had no conflicts of interest in performing the evaluation. The committee returned their recommendation for award along with the scoring of each evaluator. After reviewing the recommendation and evaluation findings, the manager noticed an anomaly between the scoring of the evaluators and the chair of the committee. The recommended awardee was only scored high by the chair; the

other evaluator scores had indicated that another proposer should receive the award. The manager reconvened the evaluation team to discuss the recommendation. The other evaluators recommended a different award but had been encouraged by the chair to award the firm he scored high. Pressed about why the chair had favored one vendor, he said, "I know they are a good firm because my wife works there." The manager reminded him of the signed conflict-of-interest statement, but the chair insisted he was being objective. Further discussion finally convinced the chair that he indeed had a conflict of interest. His scores were removed and a new awardee was selected. The incident reminds us to always be sensitive to potential conflicts of interest and to deal with them even when we think we can maintain "objectivity."

Misconception Number 5. "As long as I am not receiving personal gain, it must be OK."

One local agency had a motor pool with a dedicated fleet of vehicles. The mission of the agency required considerable travel, so the fleet was justified. The motor pool occasionally reordered new vehicles from the state contract to replace older vehicles in the fleet. Upon seeing the state contract price in one requisition for 10 vehicles to replenish the fleet, the

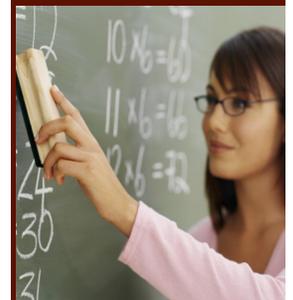
Director informed the purchasing agent and the accounting clerk that he was changing the quantity on the order from 10 to 11. The extra car would be for the director's personal use and not used for agency business. The director would write out a personal check for the amount when the vehicle was delivered. The vehicles were delivered, the director wrote the check, and took possession of the car. Everyone was happy ... or not! One employee of the agency did not think the transaction was right and contacted the ethics commission. After investigating the purchase, the commission found the director had violated ethics rules. The resulting conflict ended in court. The judge said, "But for your position as an employee of the government agency, you would not have had the opportunity to make that purchase. Therefore you violated the ethics rules." A civil penalty was assessed as well. Employees of a government entity should not use their position for any type of personal gain.

Misconception Number 6. "It will only be this one time."

Unethical behavior rarely starts with the "million dollar deal." After a small, innocuous action directs us down the path, it becomes harder and harder to change direction or reverse course, as a local athletic youth league

"Unethical behavior rarely starts with the 'million dollar deal' "

- Rob Rickard



Classroom Corner (cont.)

found out when it needed one of the parents to step up and serve in an unpaid bookkeeping position. A single mom who had one child in the athletic program volunteered to serve. One evening after collecting some of the fees, she stopped by the grocery store. Reaching into her purse, she realized she did not have her checkbook, so she "borrowed" from the cash of the athletic fund. The cash was quickly returned to the fund. But the next time, she forgot to return the money, although it was only a few dollars. A year and many dollars later, an investigation requested by others in the league revealed a significant shortage of funds in the account. Such are the dangers of "only this time" thinking.

As these examples show, it matters a lot how we analyze and respond to day -to-day occurrences, both big and small, in our lives. Ethical decision-making and ethical behavior are critical, both personally and professionally. When we use ethical decision-making practices in our personal lives, the carryover of those practices into our professional lives is easier and more effective. The principles for a strong ethical foundation are not complex:

- believe that you can make a difference and that it does matter;
- model ethical practices to tell everyone you are ethical and to create a pattern for them to follow;-- don't get caught up in the cloudy thinking that others are doing it, or that it will only be this one time
- remember that the end never justifies the means if it includes any form of ethical compromise.

In public purchasing, our lives and actions are in a fishbowl. Everything we do is transparent. Our actions are evaluated after the fact so that the outcome is already known. We need to ensure that all our decision-making processes are of the highest ethical standards. We not only need to know our rules, but we need to follow them. If they do not achieve the highest ethical outcomes, we need to change them. We need to use "best practices" in the industry such as multiple levels of review when financial decisions are made. As purchasing professionals, we must make a difference. We can model the ethical standards for others to follow. Mark Twain said: "Always do the right thing. This will gratify some people and astonish the rest!" Let's go out and astonish some people!

Special Notes/Announcements

Please see the newsletter attachment for proposed chapter by-laws changes.

Please be prepared to vote on the approval of these changes at our March 16, 2010 chapter meeting!



Special Notes / Announcements (cont).

NIGP Chapter Meeting Attendance Roll

As you know, attendance at NIGP Utah chapter meetings is self reported on a roll that is at each meeting. It is our understanding that the roll did not circulate through the entire group at the January meeting. You are welcome to mark your attendance at an upcoming meeting (March 16th), or you can email Steve Elms (Draper City) at: steve.elms@draper.ut.us .

There was not a roll at the EdPAC training meeting on Nov. 5, 2009 and you are welcome to report attendance as noted above. This information is especially important to those who are maintaining certifications.

Please take a minute to review your information as listed on the roll for accuracy including email address, phone numbers, etc.

Thank you in advance for checking the 'details'.

What's Your Problem?

As many of you may recall in our May meeting we held a discussion session where we discussed problems being faced by some of our organizations lead by Glendon Mitchell. We had many positive responses to this session and so we are implementing this discussion opportunity as a standing event in our membership meetings. This session will be known as "What's Your Problem?".

I will be leading this discussion session and would like to have input from our membership regarding what issues you are currently struggling with. Please email me (jbgardner@graniteschools.org) any issues you would recommend by September 18th.

Note: if I do not here from you, then I will simply use this as my own personal problem session. Trust me, you do not want to see this.

Jared Gardner
Board of Directors

Applications Currently Being Accepted for Chapter Scholarships.

Scholarships up to \$500 are available to chapter members in good standing for approved professional development coursework at institutes of higher education, or for NIGP LEAP courses.

Please visit our chapter website at <http://www.nigputah.org> for scholarship application, eligibility requirements, and instructions! Applications are due March 15, 2010.

For newsletter submissions or comments, please contact Tonya Hodges, Newsletter Editor:

Phone:: 801-578-8261 ; Email: tonya.hodges@slc.k12.ut.us

Special Notes / Announcements (cont).

Upcoming NIGP Webinars

(\$75 for Members/\$105 for Non-Members. Register at www.nigp.org)

- Thursday, Feb.. 11, 2010: *Another Role Model? The Public Purchaser as Peacemaker*
- Tuesday, March 16, 2010: *Preparing for the CPPB/CPPO Certification Exam*
- Tuesday, March 23, 2010: *Avoiding the Gavel: Using the UCC to Protect Your Agency*
- Tuesday, April 27, 2010: *Buying Software? What Clauses Are in Your RFP?*
- Monday, June 21, 2010: *Getting to Yes: Planning for Professional Negotiation*

Speaker Biographies (Selected)

Ken Kraudy- Emergency Management Coordinator, Sandy City, UT

Ken currently serves as the Emergency Management Coordinator for Sandy City, Utah. In that capacity he coordinates the emergency management function with city departments, maintains the Emergency Operations Plan, and Emergency Operations Centers, applies for federal grants, and conducts emergency management exercises.

He is the chairperson for the Sandy City Citizen Corps Council and the Sandy City Local Emergency Planning Committee (LEPC). One of his major roles is to develop partnerships with local businesses and community groups in order to enhance the city's preparedness for emergencies and disasters. He served as the 2006 president of the Utah Emergency Management Association (UEMA), and has served on the board of directors of the Utah Association of Contingency Planners (UACP)..

During the Hurricane season of 2004, Ken was deployed to two presidentially-declared disasters where he assisted with initial damage assessment and mass care efforts.

His career paths in the private sector have included assignments as a college instructor, corporate training director, retail store manager, and corporate human resources director. Ken is a Montana native. He served five years in the U.S. Marine Corps, and is a Vietnam veteran. He obtained a Masters degree in Educational Psychology from Brigham Young University. Ken and his wife, Marsha, have 4 children and 16 grandchildren, and live in Sandy, Utah.

Joe Bryant- Contracts Administrator, Salt Lake County

.Joe has worked in both the private sector and government purchasing. Private sector companies included Skaggs Home Center as a purchasing agent and a store manager, and U.S. Magnesium as a chemist and a buyer for over 15 years. In 2007 he came to Salt Lake County as a buyer and then accepted the contracts administrator position in 2008. He attended the University of Utah in the chemical engineering program and has a bachelor's degree in Business Management from Western Governors University. Joe is a Certified Purchasing Manager (C.P.M.). In the near future he plans to go scuba diving in Australia and hopes to see (while in a shark cage) a beautiful Great White Shark.

"Experience teaches only the teachable."

-Aldous Huxley