Message from the President

Terry McKee,
Procurement and IT Director at KCDC

In the last newsletter, I mentioned that this would be a busy year and that has been very true! Your ETPA leadership team works hard to bring you information, educational options and other opportunities in a cost conscious manner. They are a wonderful team and each of you should thank them for all they do to make ETPA successful. Among the activities and initiatives planned in 2018 are:

**Contract Licensure Session**
ETPA is sponsoring a session by Carolyn Lazenby, Executive Director of the State of Tennessee Contractor Licensing Board on April 24th. This session is important because so many small contractors do not understand the rules and then their bids are rejected. Information and registration is on etpanews.org.

**Introduction to Public Procurement Class**
More details elsewhere in this newsletter but the program committee, in response to member requests, is offering NIGP’s Introduction to Introduction to Public Procurement class at McGhee Tyson Airport on June 20-22nd.

**Business Matching 2018**
ETPA will host the 13th annual Business Matching Event on June 6th at Stratton Hall in Chattanooga (details are elsewhere in this newsletter). As you know this event serves at least three purposes. First and foremost, it is a great way for ETPA members to reach out to small, minority, woman and veteran owned businesses. For many of us, this is our major outreach for the year. Secondly, it is way to assist a charity partner with their efforts and this year we are partnering with the Chattanooga Area Food Bank. Finally, and very frankly, it is ETPA’s only real fundraiser. The proceeds from this event underwrite all of other events and generally make conferences free for each of us! We really need your help. This means by showing up at the event to represent your agency, by making small vendors aware of the event and by helping get sponsors/tradeshow booths sold.

**Fall Conference 2018**
ETPA’s Fall Joint Conference with TAPP is scheduled for October 25th and 26th at a great new location-the Fairfield Marriott in Pigeon Forge. ETPA’s Program Committee is also working to schedule a one-day class (Ethics: A Survival Kit for Public Procurement) on the day before the conference begins. The great news is that a grant from US Communities is paying for 20 ETPA members to attend the class. More details will be provided soon. Please register when the opportunity is posted.

**Mentoring Program**
ETPA has created a mentoring program to assist those new to the profession and those new to ETPA in acclimating to the group and to ETPA. Please see the insert in this newsletter for the information. Tom Seagle, Knox County government, has volunteered to chair this new committee. Like all functions, this activity requires volunteers so please step up!

It is my honor to serve our organization again in 2018 but I ask you to consider how you can serve ETPA to make it even better!

_Terry_
In case you haven’t heard, Hazel Orick Gibson of KCDC is now Hazel Orick Gibson, MBA. Congrats on earning your Masters of Business Administration from Tusculum University, all your hard work has paid off!

The UPPCC is pleased to announce the upcoming launch of its new Certification Management System (CertMS). This modern, user-friendly, cloud-based system will link applicants, candidates and certificants to their CPPO/CPPB records through an online self-service portal accessible from the UPPCC Website.

Year of the Public Procurement Professional

As noted in the January newsletter, 2018 is the Year of the Public Procurement Professional. ETPA challenges every member to increase your entity’s professionalism. Being a professional is much more than “checking the do’s and don’ts off a list.” There are many ways to increase our professionalism but here are some:

- Obtain your professional certification (such as CPPB/CPPO)
- Obtain certification for your agency (such as the OA4 or Pareto)
- Take NIGP’s Procurement Maturity Pathway assessment
- Implement steps to move further in the Maturity Pathway
- Active participation in Procurement Month (March)
- Participate in a NIGP free webinar during 2018
- Volunteer to serve in ETPA and NIGP
- Read professional journals (within and outside of procurement) regularly

If you do any three of the five italicized bullet points above in 2018, your name will be entered into a drawing for a free NIGP educational seminar in 2019.
America Needs Professional Public Procurement

Terry McKee, CPPO, CPPB, Knoxville’s Community Development Corporation

Public confidence in government is at record lows with Washington gridlock, extreme partisanship and scandal after scandal in governments across the world. The perception is that government cannot get anything done – and when it does accomplish something, it is not done right.

Public procurement, though not perfect, is one of the bright spots. Government agencies in America expend $6.3 trillion per year delivering services to citizens, and public procurement accounts for more than 30 percent of the nation’s gross domestic product.

Gov. Bill Haslam has declared March “Public Procurement Month” in Tennessee to acknowledge the importance of procurement and give recognition to those working daily to build trust in government processes and ensure purchasing is strategic, equitable and effective. Procurement affects the daily life of citizens across Tennessee. Whether driving, flying, attending school, visiting a library, playing in a park, riding a bus, obtaining a building permit or calling for a fire truck, public procurement officers make it possible.

Procurement is no longer a clerk placing orders and methodically marking items off a “to-do list.” Instead, today’s professional public procurement officer provides strategic procurement and assists the government and community by nimbly using taxpayers’ money for the betterment of its citizens. Leading organizations, private and public, incorporate procurement in the organization’s top-level strategy, equip procurement professionals with the necessary tools and set high expectations for conduct and performance to best serve clients and citizens.

The way a government conducts procurement reflects its overall quality. Professional public procurement promotes honesty and exposes and removes corruption, favoritism, fraud and waste. This is done by conducting the process in an open manner consistent with rules, regulations and good business sense. It also ensures every qualified business has an equal opportunity to win government contracts. With every bid award, there is one winner. If the procurement was open, fair and properly executed, most vendors are satisfied even if they lose the bid. When the process is not fair, open and accountable, cynicism and distrust grow, and the government’s reputation suffers.

The pressures and demands on public procurement officers are huge and conflicting – with complexities and competing goals that affect procurement – and the work often goes unacknowledged. Yet, procurement professionals choose to serve citizens, because good government builds better communities. Yes, sometimes public procurement officers fail to meet the best standards, but that is rare. More often than not, government scandals are the result of deals occurring outside of the procurement professionals’ authority and responsibility.

Public sector procurement plays a critical role in democracy by ensuring internal customers can effectively achieve the department’s mission, while serving as stewards of the citizens whose tax dollars bring to life the political will of the governing body. We share a sense of duty to ensure that the business of government is conducted properly.

Public procurement officers improve government operations and therefore improve life for citizens every day. We perform a vital role in furthering good democracy and building trust in government practices. That is public service at its finest – and there is a critical need for it today.

Reprinted from the Johnson City Press
I was reading an article by Gwen Moran on the website Fast Company where she recently discussed “The Best Mentors Ask These 8 Questions”. This was a thought provoking article and it first took me to those people who had invested into me to help me be successful. Men that I looked up to from coaches to adult men from church or others, but they all seemed to really care about me and whether they meant to or not they said something or carried themselves in a way that made me want to emulate them.

I am sure each one of you have had similar people in your life as well. I would venture to say that not all of us are motivated by the same things, so the path to success can be varied as much as how each of us define success. This was in fact the first question Ms. Moran says a good mentor asks, “What does success look like to you?” I thought this was a tremendous question. It beats the old interview question, “What are your goals?”. When you are forced to think about what your idea of “success” is, it can promote a better ability to identify priorities.

Another good question outlined was, “What is The Outcome You Want?” The ability to answer this one helps to further pin-point a direction when more than one option exists. Another question that is similar to those I’ve heard in the past, but has a more focused intent is, “What Do You Want To Be Different in Three to Five Years?” Looking at three years can help take more “bite-sized” steps towards a goal. The further out we look, the harder it is to see. Likewise, focusing on what you want to be different in your work, in life, in a relationship allows you to identify obstacles that might be keeping you from achieving what you desire.

The next question is obvious, “What are the obstacles you’re facing?” It may seem simple that we would already know what our obstacles are, but in truth we sometimes identify the wrong things as obstacles. We may say “this” person or “that” person is our problem and holding me back. In truth, we can sometimes be our own worst enemy because many of us chose a “familiar route” or a “known outcome”, but the real problem is we expect different results. Ms. Moran says a good mentor can help us see our true strengths and weaknesses by asking the right questions.

“What Can You Control?” follows next. Many times, we focus on the things we cannot control and this is counter-productive and only results in our own “pity-party”. We should focus on the things we have control over and this will lead to more positive steps and clearer thinking.

A good mentor leads a person to figure out things on their own through a series of questions that promote self-discovery. As we said earlier, sometimes we come to realize that there are more choices to choose from by asking the right question. Before a decision is made, we need to know all the options. Asking, “What are the options you’ve come up with?” is a good start to this process.

The next question a good mentor asks or says is, “Tell me more.” This is a great question for me as this is the process that helps us think through the options we have identified. We sort through them with a “pros” and “cons” concept to ultimately settle upon the best choice we have. It can help us identify wrong assumptions and biases we have that could be hindering our judgement without us realizing it.

Finally, a good mentor may ask us “What are you reading?” The question could be phrased to ask about interests or hobbies but the intent is to get to know the person being mentored. To understand how they “tic” can be a useful tool for a mentor in understanding them. Whether you’re the mentor or the mentee, I think these questions can benefit people in their quest for success. I hope you find it!
ETPA Mentorship Program

**Purpose**: To promote and retain membership and professional development of ETPA members through the exchange of skill sets, ETPA established a Mentorship Program.

**Duties**: Mentor duties will include assignment to new chapter members to encourage attendance at Chapter meetings and business activities as committee members/chairs, et cetera, overall acclimation of new chapter members to ETPA policies, procedures and opportunities, assignment to existing chapter members who request assistance in a particular professional or chapter related area, and frequent (no less than semi-monthly) contact with assigned Mentees in order to carry out the duties of a Mentor.

**Process**:

1. Annually, ETPA will establish a roster of members willing to act as Chapter Mentors.

2. Mentors shall be volunteers from the current roster of regular chapter membership. They shall be members for at least a period of one year and in good standing.

3. Service as Mentors shall be for period of one calendar year.

4. Roster will be established and maintained by the Mentoring Committee Chair.

5. Mentors and Mentees shall complete an information form to best match Mentors and Mentees.

6. Assignment(s) shall be designed by the Mentoring Committee.

7. Mentors will receive a service certificate and volunteer credit after successfully completing service.

8. Modifications to the Mentorship Program are authorized by a majority vote of the ETPAs’ Executive Board.

Details are posted on [ETPA’s webpage](#).

And please note that you do not have to be brand new to ETPA or to our profession to get mentored!
Member Spotlight

- Gail B. Roppo, Director of Procurement & Fleet Management
- Virginia Grosso, Procurement & Contract Manager
- Jerald Carpenter, Surplus & Fleet Manager
- Rhonda Waters, Procurement Specialist
- Jane Burley, Senior Buyer
- Lindsey Parrish, Senior Buyer
- Jamie Davis, Assistant Buyer

### Hamilton County, TN

**How large (population) is your agency jurisdiction / number of customers served annually)?**

Hamilton County has approximately 350,000 residents, is the fourth most populous county in Tennessee, and is 576 square miles in size. Hamilton County’s largest cities include Chattanooga, East Ridge, Soddy-Daisy, Red Bank and Hixson. Hamilton County Government, the Hamilton County Board of Education, the City of Chattanooga, TVA, Erlanger Hospital and a number of private companies including Unum, BlueCross Blue Shield, Volkswagen and Amazon comprise the major employers in Hamilton County.

**What is the makeup of your governing body?**

Hamilton County Government has nine (9) elected commissioners who serve four-year terms and make Hamilton County Government policy decisions. An elected County Mayor is responsible for the administrative functions of the government. Other elected officials include the Sheriff, District Attorney, Assessor of Property, Register, Trustee, County Clerk, Circuit Court Clerk, Criminal Court Clerk, Clerk & Master and Juvenile Court Clerk. Other constitutional offices include the Election Commission and Criminal, Sessions, Civil, Chancery, and Juvenile Court Judges.

While funding for the Hamilton County Schools is allocated in the Hamilton County budget, a separately elected nine (9) member Board of Directors govern the Department of Education operations and staff.

**Number of employees (agency wide)?**

Hamilton County has approximately 2,100 employees across the Hamilton County General Government offices and the offices of the elected and constitutional officials.

**Number of employees in Procurement?**

There are a total of 7 full time employees in the Procurement Department.

**What percentage of your Procurement professional staff is certified?**

Currently one (1) member of the Procurement staff holds a CPPB certification. Three (3) additional staff members are actively working on the preparatory course of study to obtain the CPPB certification and plan to take the exam as soon as all requirements are satisfied. One (1) additional staff member is actively working on the preparatory course of study to obtain the CPCP (Certified Purchasing Card Professional) offered by the National Association of Purchasing Card Professionals (NAPCP).

(Continued on next page)
What is the average tenure of your Procurement team?
On average, the tenure of the Procurement team with Hamilton County Government is 18 years, from the longest tenure of 39 years and the shortest 4 years. Tenure in the Procurement Department itself averages 9.5 years, ranging from 39 years to 6 months.

Does the agency have any certifications/accreditations (OA4, Pareto, AEP, et cetera)?
Hamilton County is a three-time recipient of the OA4 accreditation, from June 2010 through June 2019. In the spring of 2019 we will submit the required documentation for the next award cycle.

In addition to purchasing, what other functions are performed by the Procurement Department?
In addition to purchasing, the department had responsibility for the following:

- Contract Management
- Fleet Management
- Surplus Inventory Management
- Procurement Card (P-Card) Administration
- Fuel Card Administration (pending implementation this year)
- Finance Department Building Reception and Facilities administration

Number of Purchase Orders and Bids per year?
The Hamilton County Procurement Rules, last updated at the end of 2016, include the following thresholds relative to solicitations and quotes:

- Seals Bids, RFQs, and RFPs: Required if the annual expenditure is expected to be $25,000 or greater
- Three competitive written quotes: Required if the annual expenditure is expected to be between $2,500 and $24,999
- Single quote: Expenditures of less than $2,500 which can be handled either through Requisition or payment via Purchasing/Procurement Card

Authorized mechanisms supporting the acquisition of goods and services include:

- Purchase Orders
- Contract Unit Pricing (supported an Authorization to Pay Process)
- Procurement (P-Card) Card

Over the course of a year, the department handles approximately 200 sealed solicitations. Contract Unit Pricing Authorization to Pay processes are set up on approximately 60 contracts involving approximately 180 vendors with multiple invoices paid throughout the year (these are not processed via purchase orders). Approximately 1,200 purchase orders are issued throughout a given year. Our P-Card program has approximately 30,000 transactions a year.
Question

Does Tenn. Code Ann. § 12-4-107 permit the State, counties, cities, towns, or metropolitan governments to solicit or receive proposals or to enter into contracts for “Construction Management-at-Risk Services” for the construction of local correctional facility projects or additions to existing correctional facility buildings?

Opinion

No. Since the “Construction Management-at-Risk Services” contracts in question contemplate that the construction manager may itself perform at least some of the construction work, such contracts would not be permitted under Tenn. Code Ann. § 12-4-107(b) for local correctional facility construction projects.
Happy Retirement!

Sandy Crawford has served the City of Kingsport as Procurement & Contracts Manager Since 2005. Prior to that she served as Kingsport’s Assistant Procurement Manager for several years while Frank Moore served as Procurement Manager. Before joining the City of Kingsport Sandy worked in Private Sector Procurement as well.

Sandy has served the City of Kingsport faithfully and with distinction during her tenure. She has guided the Procurement Department through many changes that have streamlined processes and increased efficiency and effectiveness.

Some of her accomplishments include utilizing the City’s website to post bid advertisements, bids, quotes, RFP’s and bid opening minutes online, implemented an annual bid process for water/sewer maintenance & fleet warehouse inventory items, implemented document storage technology using Laserfische software, implemented emailing of purchase orders instead of printing and mailing or printing and faxing, raised the transaction limit on p-cards twice to $800 & $1,500. These are but a few of her accomplishments that have led to leaner and more efficient Department operations.

Sandy and her husband Bruce are avid Tennessee Football fans and long-time season ticket holders. She enjoys cheering for the VOLS and can be found at Neyland Stadium during home games!

Sandy, thank you for your service and for your commitment to our profession! Happy Retirement!
2017 ETPA Awards

Matt Myers, Knox County Director of Procurement, received the East Tennessee Purchasing Association 2017 **Manager of the Year Award** on February 8, 2018 for his leadership to Knox County Procurement. Myers has served Knox County for twenty (20) years as Buyer, Deputy Director, and most recently Director of Procurement.

Lynn Farnham, Purchasing Agent for Roane County, received the East Tennessee Purchasing Association 2017 **Volunteer of the Year Award** on February 8, 2018 for her numerous contributions to the ETPA organization. She has served as treasurer for more than ten years and has officially held an officer role for ETPA longer than any other member.

Dustin Shearin, Johnson County Purchasing Agent, was awarded the 2017 **Innovation Award** for the East Tennessee Purchasing Association on February 8, 2018. Shearin was honored for his role in bringing the benefits of reliable, high-speed internet connectivity to Johnson County, TN.
Legislative Committee Update

Lynn Farnham, CPPO, CPPB | Roane County | April 10, 2018

TAPP’s Legislative Committee was successful in getting one piece of legislation passed in the 2018 Session of the General Assembly. The bill allows local governments to purchase specialty vehicles, police cars, fire trucks, ambulances, etc. off of the GSA contract.

The bill reads:

AN ACT to amend Tennessee Code Annotated, Section 12-3-1201, relative to purchasing under federal general services administration contract

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Section 12-3-1201, is hereby amended by deleting from subsection (c) the language, “except motor vehicles” and substituting instead the language “except motor vehicles other than those manufactured for a special purpose as defined in § 12-3-1208”.

SECTION 2. This act shall take effect upon becoming law, the public welfare requiring it.

The committee worked on two other amendments. One having to do with the notification to the contractor of payments made to a retainage accounts and the one dealing with the purchase of used heavy highway equipment, dump trucks, etc. Both of these amendments met with a great deal of opposition and were not filed. The committee elected not to reintroduce any further amendments on this legislation.

The Tennessee Highway Officials Association was successful in amending TCA 12-3-1205 to allow local governments to purchase farm tractors, mowers, earth-moving machinery, and similar equipment and machinery using cooperative purchasing agreements, as long as the cooperative meets the requirements of TCA 12-3-1205.

2019 Session of the General Assembly

The committee has received one suggestion for next year. It is to amend the 1957 Purchasing Law, TCA5-14-111 that deals with filing multiple copies of purchase orders.

The committee needs more work! TAPP (and ETPA) have been able to make real changes in legislation that deal with procurement. It’s not the time to stop! TAPP has a seat at the table and it must be kept! So please, send your ideas to one of the co-chairs of the Legislative Committee, Lynn Farnham or Katie Branham Kerr.
2018 NIGP Forum:
It’s around the corner, and it’s on our turf!

Brian Wilcox, CPPO | City of Franklin | Middle Tennessee Representative on the NIGP Forum Committee

Hello ETPA membership!

As you no doubt know by now, the 2018 NIGP Forum and Products Exposition will be held August 19-22, 2018 at the Gaylord Opryland Hotel in Nashville. The annual Forum of NIGP – The Institute for Public Procurement – is the largest North American educational conference exclusively for individuals in public procurement. This is a once-a-year opportunity to engage in professional development and network with others in public procurement and the supplier community. Registration is now open for this annual professional development opportunity right here in our own state.

Please also encourage professional colleagues of yours, both within your own organization and in other organizations, who you think could benefit from attending Forum to consider taking advantage of this opportunity.

As the time draws nearer, the Steering Committee will be soliciting assistance from the membership of our three Tennessee-based NIGP chapters to volunteer at and prior to the 2018 NIGP Forum. Be on the look-out for opportunities to serve in a manner that fits your interest and availability. Meanwhile, if you are ready to volunteer your services, whether for a specific task you have in mind or with one of the areas of responsibility of the Local Planning Committee, then please send an e-mail to 2018ForumVolunteers@tappnews.com to notify Jerval Watson, volunteer coordinator for the 2018 NIGP Forum Local Planning Committee.

I hope you will join me in viewing the 2018 NIGP Forum as an exciting opportunity for our three chapters – and all Tennessee public procurement practitioners – to shine as we welcome our colleagues from around the world to Tennessee.
Calendar of Events

2018 is a BIG year for ETPA!

- April 24th: Contractors Licensing Information Session
- May 3rd: Second ETPA Quarterly Meeting, Kingsport, TN
- May 7th-19th: UPPCC Spring Certification Testing Dates
- June 6th: 2018 Business Matching Event, Chattanooga, TN
- June 13th: City of Knoxville, Annual City Business Breakfast
- June 20th – 22nd: Intro to Public Procurement, McGhee Tyson Airport
- July (Date TBD): Third ETPA Quarterly Meeting
- August 19th – 22nd: 2018 NIGP Forum, Nashville, TN
- October 25th – 26th: 2018 ETPA Fall Professional Development Conference, Pigeon Forge, TN (NIGP Class dates to be determined)

Happy Birthday!

<table>
<thead>
<tr>
<th>June</th>
<th>July</th>
</tr>
</thead>
<tbody>
<tr>
<td>17th</td>
<td>20th Matthew Marshall</td>
</tr>
<tr>
<td>Melissa Hays</td>
<td>20th Debbie Chadwick</td>
</tr>
<tr>
<td>19th</td>
<td>Artie Pritchard</td>
</tr>
<tr>
<td>23rd</td>
<td>David Griffin</td>
</tr>
</tbody>
</table>

2018 Officers and Chairs

- President: Terry McKee
- Vice President: Karen Smitherman
- Secretary: Crystal Key
- Treasurer: Lynn Farnham
- Professional Development Chairs: Valerie Harless, Heather Whitehead
- Membership Committee Chair: Hazel Orick Gibson
- Mentoring: Tom Seagle
- Recognition Committee Chair: David Griffin
- Newsletter Committee Chair: Jolene Combs
- Reverse Trade Show: Bonnie Woodard, Ellen Wentworth
- Webmaster: Crystal Key, Penny Owens
- Nominating Committee Chair: Brent Morelock
- Social Media Chair: Julie Maxwell
- Photographer: Julie Maxwell
- Professional Association Outreach: Dustin Shearin
State of Tennessee
Board for Licensing Contractors

Information Session for Small Businesses

Date: April 24, 2018  Time: 1:00 pm. to 3:00 p.m.

Speaker: Carolyn Lazenby, Executive Director of Tennessee’s Board for Licensing Contractors

Location: In the Board Room at Knoxville’s Community Development Corporation (KCDC) at 901 N. Broadway, Knoxville, Tennessee 37917

Cost: Free!

Do you want to learn how to properly submit bids for local government construction contracts while complying with the licensing requirements from the State of Tennessee’s Board for Licensing Contractors?

Do you know that failure to comply with the rules from the State of Tennessee’s Board for Licensing Contractors may result in your bid being nullified?

Do you have questions to ask so you understand the rules better?

Do you want to learn more about the different types of licenses and classifications?

Do you have questions about getting a contractor’s license? Or using the online licensing system to apply or renew a license?

If so, come hear Carolyn Lazenby speak and answer your questions!

Please reserve a seat today by going to:

www.etpanews.org

Co-sponsored by the East Tennessee Purchasing Association
May 3, 2018—2nd Quarterly Meeting

Date: May 3, 2018
Time: 3:00 p.m.—Dinner & business meeting to follow speaker
Cost: $27.00 per attendee (menu details to follow soon)
Location: The ChopHouse
1704 North Eastman Road
Kingsport, TN 37664
423.247.1704
Directions: Google Maps

Educational Topic: TBD
Speaker: Mike Billingsly (bio on next page)

Registration: Use ETPA’s webpage www.etpanews.org to register and pay by February 5th at Noon. If necessary, you may fax your registration to Lynn Farnham (865) 376-4318 or email her at lynn.farnham@roanecountytn.gov. Payment may be made at the meeting, but please fax your registration form so we may R.S.V.P. at the restaurant. If you do not use the ETPA webpage, mail checks (payable to the East Tennessee Purchasing Association) to Lynn Farnham, ETPA Treasurer, Roane County Purchasing, 200 East Race Street, Suite #3 Kingston, TN 37763.

NOTE: Submission of a registration form obligates payment whether or not you attend the event.

Name: _______________________________ Agency: _______________________________
Phone: ___________________ Fax: _______________ Email: ___________________________

Name: _______________________________ Agency: _______________________________
Phone: ___________________ Fax: _______________ Email: ___________________________

Name: _______________________________ Agency: _______________________________
Phone: ___________________ Fax: _______________ Email: ___________________________

Name: _______________________________ Agency: _______________________________
Phone: ___________________ Fax: _______________ Email: ___________________________

Name: _______________________________ Agency: _______________________________
Phone: ___________________ Fax: _______________ Email: ___________________________
The Venue

Menu details to follow soon - $27.00/Per Person

For more information contact Valerie Harless vharless@johnsoncitytn.org 423-975-2716

The Speaker

Mike Billingsley

Mr. Billingsley has been a lawyer since 1980. For a number of years he was in private practice handling a variety of matters including insurance defense, employment relations, and public law. He was appointed by the Tennessee Supreme Court as a hearing officer for the Board of Professional Responsibility, and he served in that capacity for five years.

He has taught courses at community colleges, including Law and Banking, Business Law, and Real Estate Law. He regularly makes presentations at state wide association meetings on risk management, school law, employment law, and municipal law. He also speaks at national association meetings.

Since 1994 he has served as the full time city attorney for Kingsport, Tennessee, where he oversees the legal and risk management functions for the city. He represents the city and its school system in legal matters. He is a past president of the Kingsport Bar Association and the Tennessee Municipal Attorneys Association. During his tenure he has twice served as the acting city manager for Kingsport.
ETPA’S ANNUAL BUSINESS MATCHING & TRADESHOW EVENT June 6, 2018

The 13th Annual ETPA Business Matching & Tradeshown Event will be held at Stratton Hall, 3146 Broad Street, in Chattanooga 37408, from 9:00 until 12:00 (followed by a lunch for governmental attendees and tradeshows vendors).

This premier event showcases East Tennessee and northeast Georgia area businesses, large or small. It’s an opportunity for businesses to meet governmental agencies, create relationships to build future business opportunities, learn about “doing business” with the entities and to meet with private sector vendors. Get registered today!!

WAYS TO PARTICIPATE:

FREE Business Attendee
Register, attend and see the Government Reps and Tradeshows Vendors. The show packet includes the contact list & a list of anticipated bid opportunities for the fiscal year.

Optional: Lunch with government purchasing agents and trade show vendors for $30

Support the Chattanooga Area Food Bank
Bring non-perishable food items like canned fruits and vegetables, cornmeal, flour, grits, pasta, rice, canned meats, dry beans, juice, oats, peanut butter and soups to the event.

Donate online at http://www.chattfoodbank.org/involved

Tradeshows Vendor
Register for a booth in the Tradeshows to display your goods & services plus attend an exclusive lunch with the Governmental Agencies.

Sponsorships
Sponsor a meal, session or the event in general - see the registration page for more information

ETPA is partnering with the Chattanooga Area Food Bank to collect nonperishable food items for needy families in the area.

DON’T MISS THIS EXCITING OPPORTUNITY

REGISTER TODAY AT WWW.ETPANEWS.ORG
# Treasurer’s Report

## Lynn Farnham, CPPO, CPPB | Roane County

## Treasurer's Report

### January - December 2018

<table>
<thead>
<tr>
<th>Month</th>
<th>Beginning Balance</th>
<th>Revenue</th>
<th>Expenses</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>$22,875.94</td>
<td>$2,358.00</td>
<td>$(421.79)</td>
<td>$24,812.15</td>
</tr>
<tr>
<td>Feb</td>
<td>$24,812.15</td>
<td>$1,223.46</td>
<td>$(746.94)</td>
<td>$25,288.67</td>
</tr>
<tr>
<td>Mar</td>
<td>$25,288.67</td>
<td>$306.00</td>
<td>$(204.29)</td>
<td>$25,390.38</td>
</tr>
<tr>
<td>Apr</td>
<td>$25,390.38</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>$25,390.38</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jun</td>
<td>$25,390.38</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul</td>
<td>$25,390.38</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug</td>
<td>$25,390.38</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep</td>
<td>$25,390.38</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td>$25,390.38</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td>$25,390.38</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td>$25,390.38</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Balances by Fund as of 3/31/18

<table>
<thead>
<tr>
<th>Fund</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$5,236.73</td>
</tr>
<tr>
<td>Business Matching</td>
<td>$4,940.78</td>
</tr>
<tr>
<td>Fall Conference</td>
<td>$4,458.37</td>
</tr>
<tr>
<td>2018 NIGP Forum</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Scholarship</td>
<td>$7,254.50</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$23,890.38</strong></td>
</tr>
</tbody>
</table>

### Agency Members 2018

- City of Knoxville
- City of Morristown
- City of Oak Ridge
- Hamilton County
- Hamilton County BOE
- Johnson County BOE
- Knox County
- KUB
- City of Cleveland
- City of Clarksville
- City of Bristol
- City of Alcoa
- City of Chattanooga
- City of Morristown
- Morristown Housing Authority
- Oak Ridge City Schools
- Public Building Authority
- City of Decatur, AL
- Roane County
- Sullivan County
- University of TN, Chattanooga
- University of TN, Knoxville

### Membership Info for 2017

<table>
<thead>
<tr>
<th>Category</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIGP &amp; Chapter Members</td>
<td>75</td>
</tr>
<tr>
<td>Chapter Only Members</td>
<td>34</td>
</tr>
<tr>
<td>Retired Members</td>
<td>22</td>
</tr>
<tr>
<td><strong>TOTAL MEMBERS</strong></td>
<td><strong>131</strong></td>
</tr>
</tbody>
</table>
50% OFF
ETPA LOGO CLOTHING

(All in stock items only)
Get yours now and it will be delivered to the May Quarterly Meeting.

Send email to dgriffin@ktnpba.org for your item/sizing availability.
Snapshots

Don’t forget you can view these and many more pictures on ETPA’s Facebook page!

Members met at Calhoun’s at Turkey Creek in Knoxville on February 8th.

Matt Chappelle of the Christman Company spoke on Construction Projects and Insurance.

The 2017 ETPA Award recipients were recognized.
Snapshots

Tennessee Chapter leaders from ETPA and TAPP met with other Chapter Ambassadors and Chapter Officers across the United States in Herndon, Virginia on February 22-24, 2018, for NIGP’s 5th Annual Leadership Development Symposium.

The City of Johnson City celebrated Public Procurement Month with a Mayoral Proclamation!
Snapshots

“All Aboard the Procurement Express...Last Train to Clarksville” TAPP members met in Clarksville, TN on April 12-13, 2018, for the 2018 Spring Professional Development Conference.