Terry McKee,
Procurement Director at KCDC

How will you fill 2017’s blank slate? Perhaps you want to try some new colors and designs this year? I hope so since that works well with my definition of a professional. To me a professional includes the idea of constant learning, growth and contributions to the profession. I know that we all struggle with time demands, stress and our responsibilities. However, if we want to improve our profession and be key players within our organizations, we have to improve ourselves continually. We have a responsibility to our employers to improve ourselves and the processes and outcomes at our organizations. Let me suggest a few ideas for you to consider in 2017:

- Offer suggestions on what you would like to see in ETPA this year to the officers and chairs
- Use NIGP’s free online tool to examine the maturity level of your procurement organization
- Read a procurement blog
- Take a class through ETPA
- Read NIGP’s Values and Guiding Principles
- Budget for and attend ETPA’s quarterly and annual meetings!
- Volunteer to assist ETPA in some way at least once in 2017
- Seek agency accreditation from NIGP (OA4 or Pareto)
- Read NIGP’s “Global Best Practices”
- Write a procurement blog
- Read at least one of NIGP’s Research Papers
- Implement MEASURE to document the savings your organization achieves
- Obtain your CPPB or CPPO certification
- Invite an ETPA colleague that you don’t know well out to lunch!
- Budget for and attend NIGP’s Forum in Salt Lake City-early bird registration is now open
- Volunteer to help write one Global Best Practice
- Make Friends with ETPA on Facebook and link to ETPA on LinkedIn

My point is that we all need to give back to our profession and to our organizations. There are a myriad of ways to do so. If you need help finding a way to volunteer or to give back, let’s talk! If you want more information about any of the concepts above, contact me.

I look forward to working with you in 2017 to enhance ETPA and our profession.

See you on the 16th!

Terry
The Buyer’s Flyer
February 2017

**JANUARY**
5th—Janice McClelland  
9th—Linda Blackburn  
27th—Jay Garrison

**FEBRUARY**
3rd—Penny Owens  
4th—David Rose  
16th—David Carmody  
20th—Lyn Majeski

**MARCH**
9th—Dorothy Moss  
26th—Robert Minter  
29th—Susan Huskey  
31st—Debbie Talley

**APRIL**
11th—Dedra Partridge  
15th—Wanda Hayes  
19th—Boyce Evans  
21st—Hazel Orick Gibson

**MAY**
17th—Diane Woods  
27th—Bree White  
28th—Debbie Dillon

**JUNE**
17th—Leo Bradshaw  
19th—Artie Pritchard  
23rd—David Griffin

---

**SAVE THE DATE**

**THERE ARE LOTS OF GREAT THINGS HAPPENING THIS YEAR!**

- **February 16th**  
  1st ETPA Quarterly Meeting

- **April 5th**  
  NCMA Training Opportunity

- **April 5th-7th**  
  (Tentative)  
  NIGP: Legal Aspects of Purchasing Class

- **May 1st—13th**  
  UPPCC Spring Exam Dates

- **May 3rd—5th**  
  TAPP Spring Conference

- **June 8th**
  2nd ETPA Quarterly Meeting

- **July 20th**
  Business Tradeshows

- **August 10th**
  3rd ETPA Quarterly Meeting

- **August 27th-30th**
  NIGP Annual Forum

- **October 16th—28th**
  UPPCC Fall Exam Dates

- **October 25th-27th**
  ETPA Fall Conference

*Don’t miss it: ETPA will hold its First Annual Awards Ceremony for Manager, Buyer, and Volunteer of the Year-To be held at the February 16th First Quarterly Meeting in Chattanooga*
ETPA NEWS

MEMBER SURVEY 2017

The Program and Professional Development Committee has created a survey to ascertain the membership’s desires for classes and training during 2017. Survey completion requires a few minutes of your time but your input is invaluable to us as we plan 2017. Go to: [https://www.surveymonkey.com/r/3WNS6QB](https://www.surveymonkey.com/r/3WNS6QB) to take the survey. The survey will be open through 02-28-17. ETPA will give a meeting/dinner voucher to the one name drawn from all who complete the survey. The voucher is good for one person at one regular ETPA quarterly meeting in 2017.

CONGRATULATIONS!

- Susan Huskey of Loudon County was named Purchasing Director last March after serving 18 years as Senior Buyer.
- Carolyn Collins of KCDC retired on December 31, 2016 after 27 years of faithful service.
- Hazel Orrick-Gibson, formerly of Anderson County, officially joined the KCDC Purchasing staff in January as the new Purchasing & Materials Specialist.
- Julie Maxwell of the City of Knoxville was promoted from Principal Secretary to Procurement Specialist in December.
- Tim Woods, Surplus Property Officer for the City of Knoxville, was recently recognized by the Knoxville News Sentinel for his outstanding job of selling surplus property, check out the full article on page 4.

<table>
<thead>
<tr>
<th>2017 LEADERSHIP TEAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
</tr>
<tr>
<td>Vice President</td>
</tr>
<tr>
<td>Secretary</td>
</tr>
<tr>
<td>Treasurer</td>
</tr>
</tbody>
</table>
| Professional Development Committee Co-Chairs | Valerie Harless, City of Johnson City  
Heather Whitehead, Knox County |
| Membership Committee Chair | Hazel Orick Gibson, KCDC |
| Recognition Committee Chair | David Griffin, PBA Knox County/City of Knoxville |
| Newsletter Committee Chair | Jolene Combs, City of Johnson City |
| Reverse Trade Show | Penny Owens, City of Knoxville  
Pamela Cotham, City of Knoxville |
| Nominating Chair | Brent Morelock, City of Kingsport |
| Social Media/Photographer Chair | Julie Maxwell, City of Knoxville |
| Legislative Committee Co-Chairs | Pamela Cotham, City of Knoxville  
Lynn Farnham, Roane County |
| Outreach to Other Professional Associations Chair | Dustin Shearin, Johnson County |
KNOXVILLE’S TRASH IS OTHERS’ TREASURE, AND CITY REVENUE

Situated along a corner of Lakeshore Park is a large brick fortress that is nondescript and uninviting. Inside, however, the city holds random treasures in what has become its discard pile.

Crates full of leather-bound vintage ice skates, 20-year-old soap box derby cars, a worn-out piano from the Knoxville Coliseum, a striped couch, enough Christmas wreaths for a whole town and rows and rows of desks and filing cabinets fill the space. All of it is for sale or will be soon.

Tim Woods is Knoxville’s surplus property manager and runs its GovDeals program, an eBay-style online bidding site that allows cities to sell excess property to individuals. Woods has manned the program for 4 1/2 years and surpassed $2 million in sales earlier this year.

“I fight for every dollar for the city ... You want to maximize the revenue for the city,” Woods said. “I try to run it like it’s my own business and that’s what I enjoy.”

Woods and Boyce Evans, Purchasing Agent for the city, gave a reporter a tour of the filled warehouse earlier this month.

When a city department no longer needs a chair, or a whiteboard or a desk, they send it to surplus property and it gets stored in the warehouse up to 90 days – during which time any other city department can claim it.

If no department claims the item, Woods will put the item up for auction on GovDeals for two weeks. Money gathered goes into the city’s debt service fund, Evans said.

“The taxpayers need to know that they pay taxes and it comes to us and we buy a lot of things with it for operating the city and so forth, but when we get done with it, it doesn’t get thrown in the trash or something,” Evans said. “If there’s any value hardly at all to it, we sell it.”

Most all of the customers Woods sells to are individuals.

“Most of it is private customers ... almost 100 percent,” he said. “I do have a lot of repeat customers. I have a lot of customers that do this for a living.”

Recently, Woods sold an old 35-foot Christmas tree the city no longer needed to a hay farm in Georgia. Price tag: $6,500.

At another property, on the east side of town, Woods has a parking lot full of police-seized vehicles and other vehicles that are sold. Earlier this month was a 2006 Chevrolet service truck with a missing windshield. The highest bid last week was $7,552.

Evans said there are guidelines for what can be sold and who can buy it. The city can’t sell any police equipment to private individuals, only to other police departments. City employees can bid on items, but only if they sign an affidavit claiming they had nothing to do with the piece being listed as surplus.

Woods said his trained eye can find value in random items, like old stackable cabinets that were going to be thrown out, which he sold for $400 each. He smiled at the piano, which hasn’t been put up for sale yet.

“Being the Civic Coliseum, there’s no telling what famous artist may have played there. Maybe Billy Joel played ‘Piano Man,’” he said laughing.

Thoughts by your ETPA Recognition Chair, David Griffin

“In the largest sense, people are attracted to that which is celebrated, and people do what they are celebrated for.” (Dr. Don Clifton, The Gallop Organization, Best Practices in Workplace Recognition, 2004) An environment with positive reinforcement allows that environment to function at a much higher level.

A study done of 4th and 6th graders conducted in 1925 by Dr. Elizabeth Hurlock, wanted to investigate the impact of praise and criticism on student’s future performance. She divided the participating children into three groups.

1. Those in the first group were identified by name and praised in front of the classroom for their good work.
2. Those in the second group were also identified by name in front of the class, but they were criticized for their poor work.
3. Those in the third group were completely ignored, although they were present to hear the others being praised and scolded.

Students in both the praised and criticized groups did better after the first day. After that, the scores of those who were criticized began to decline; by days 3 and 4 they were performing on par with those who had been ignored.

The improvement experienced by the students who had been praised, on the other hand, continued on day 3 and was sustained through the end of the study. By the fifth day of the experiment the overall improvement by the group was: Praised: 71%; Criticized: 19%; Ignored: 5%.

The benefits of establishing a culture of recognition extend beyond the egos of the individuals being recognized. Positive emotions are contagious. An environment rich in recognition produces such emotions spontaneously, creating an “upward spiral” to organizational success. This was demonstrated in that classroom over 90 years ago, and is true of kids and adults today.

In a study done by GSA, federal managers pointed out that individuals who enter into “public service” careers are often motivated by their attraction to a larger mission, and frequently they are paid less than their counterparts in the private sector. Many believe that public employees may, on average, have a greater need to be recognized than private employees. It was mentioned that the media may recognize public employees but that they tend to present extreme cases, either by glorifying or censuring public servants and failing to recognize the middle ground. “Sometimes I think the nation confuses {all government workers} with Congress. They look at Congress as being government employees and say ‘Oh, all of that Washington stuff is a mess,’ but unfortunately, we get lumped into that same brush stroke of criticism. On the other hand, others noted that it may be worse to be ignored entirely. Many times, the efforts of those in supporting roles within government are not respected or appreciated.

If you’re in a position to recognize people for their work or responsible in creating a productive work environment, you might consider these thoughts. ETPA will make presentations at the next quarterly meeting (Feb. 16) for Manager of the Year, Buyer of the Year and Volunteer of the Year. I look forward to seeing you there and celebrating people in the procurement profession.

This article was edited from information taken from the following link:
POLITICS AND PROCUREMENT
Kristy Varda, Purchasing Supervisor, Frederick County Public Schools, VA

I have always liked to say “There is no place for politics in procurement.” but realistically we all know that this is just not true.

Thankfully in most of my procurements, politics has had little to no influence, but every now and then you have procurement that you just cannot keep the politics out of it.

So how do you mitigate the politics and ensure that there is no conflict of interest? You stick to your procurement policies and follow your procurement code making sure all of your “i’s” are dotted and “t”s” crossed.

As we completed a procurement that had political influence I was asked to assist the end user in preparing a memo that summarized the evidence that we followed policy and were still ensuring that the District had flexibility going forward. The generated memo stated the procurement facts, detailed whom and what was evaluated, showed evidence of negotiations, sited the paragraphs of the subsequent contract that allowed for changes or termination, and showed how the contract would be monitored going forward.

Making sure you have a good grasp of your procurement policies and procedures, working closely with your end users and above all deep breaths will get you through the added work, stress and attention when politics become involved in procurement.

Happy Friday! Stay Warm!

Be sure to check out more of Kristy’s posts on her Wordpress blog Procurement Rulz at https://procuremenrulz.wordpress.com/

NIGP’s NSite Purchissues section also features Kristy’s blog posts along with other blogs, discussions, and valuable information! Check it out here: Nsite Purchissues
# 2016 Treasurer’s Report

By Lynn Farnham

## January - December 2016

<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>$16,468.43</td>
<td>290.56</td>
<td>(2,472.15)</td>
<td>14,286.84</td>
</tr>
<tr>
<td>Feb</td>
<td>14,286.84</td>
<td>1,389.53</td>
<td>(3,046.43)</td>
<td>12,629.94</td>
</tr>
<tr>
<td>Mar</td>
<td>12,629.94</td>
<td>839.98</td>
<td>(1,831.05)</td>
<td>11,638.87</td>
</tr>
<tr>
<td>Apr</td>
<td>11,638.87</td>
<td>889.71</td>
<td>(78.15)</td>
<td>12,450.43</td>
</tr>
<tr>
<td>May</td>
<td>12,450.43</td>
<td>2,342.86</td>
<td>(780.45)</td>
<td>14,012.84</td>
</tr>
<tr>
<td>Jun</td>
<td>14,012.84</td>
<td>4,275.00</td>
<td>(1,754.95)</td>
<td>16,532.89</td>
</tr>
<tr>
<td>Jul</td>
<td>16,532.89</td>
<td>10,050.00</td>
<td>(9,677.79)</td>
<td>16,905.11</td>
</tr>
<tr>
<td>Aug</td>
<td>16,905.11</td>
<td>1,824.00</td>
<td>(179.31)</td>
<td>18,549.80</td>
</tr>
<tr>
<td>Sep</td>
<td>18,549.80</td>
<td>3,756.10</td>
<td>(2,059.15)</td>
<td>20,246.75</td>
</tr>
<tr>
<td>Oct</td>
<td>20,246.75</td>
<td>8,000.00</td>
<td>(8,575.47)</td>
<td>19,671.28</td>
</tr>
<tr>
<td>Nov</td>
<td>19,671.28</td>
<td>2,663.50</td>
<td>(15,412.29)</td>
<td>6,942.49</td>
</tr>
<tr>
<td>Dec</td>
<td>6,942.49</td>
<td>12,400.00</td>
<td>(1,570.95)</td>
<td>17,771.54</td>
</tr>
</tbody>
</table>

## 2016 STATS REPORTED TO NIGP

- Membership:
  - Chapter/NIGP Members: 78
  - Chapter Only Members: 25
  - Retired Members: 20
  - Total Membership: 123

## 2016 AGENCY MEMBERS

- Anderson County
- City of Kingsport
- Knox County
- Chattanooga Housing
- City of Knoxville
- Knoxville Utilities Board
- Blount County
- City of Morristown
- Loudon County
- City of Alcoa
- City of Oak Ridge
- Maryville City Schools
- City of Bristol
- Hamblen County
- Oak Ridge City Schools
- City of Chattanooga
- Hamilton County
- Public Building Authority
- City of Cleveland
- Johnson County
- Roane County
- City of Decatur, AL
- Johnson County BOE
- Sullivan County
- City of Elizabethton
- Kingsport City Schools
- Union County
- City of Johnson City
- KCDC
- University of Tennessee
### Agency Spotlight

City of Johnson City

Members: Debbie Dillon, Valerie Harless, Jolene Combs

---

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

Population of approximately 65,000

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

Mayor, Board of Commissioners, City Manager

**Q- Number of employees (agency wide)**

Approximately 1,100

**Q- Number of employees in Procurement?**

3

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

100% who are eligible for certification

**Q- What is the average tenure of your Procurement team?**

12.3 years

**Q- Does the agency have any certifications/accreditations (OA4, Pareto, AEP, et cetera)**

2015, 2016 UPPCC Agency Certification

**Q- In addition to purchasing, what other functions are performed by the Procurement Department?**

Online surplus/confiscated property auctions, administer cell phone program

**Q- Number of Purchase Orders and Bids per year**

1,200 Purchase Orders, 110 Bids/RFPs, 27 Formal Quotes (between $10,000 and $25,000 threshold)
February 2017—1st Quarterly Meeting

Date: February 16, 2017
Time: 3:00 p.m.—Dinner & business meeting to follow speaker
Cost: $26.00 per attendee (menu on following page)
Location: The Acropolis Grill
2213 Hamilton Place Blvd.
Chattanooga, TN 37421
Directions: Google Maps

Educational Topic: Active Shooter in the Workplace
Speaker: Lt. Jody Mays, Hamilton County Sheriff’s Department

Registration: Use ETPA’s webpage (www.etpanews.org) to register and pay by February 13th. If necessary, you may fax your registration to Lynn Farnham (865) 376-4318 or email her at lynn.farnham@roanecountytn.org. 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: ________________________________
SALAD
Southern Pecan
Mixed greens tossed with pecan balsamic vinaigrette, gorgonzola cheese, craisins, and sugar pecans

Signature Greek
Mixed greens, tomatoes and cucumbers with feta cheese, Kalamata olives and pepperoncini, spiced with herbs and tossed in our Greek dressing

ENTRÉE
Steak and Shrimp
Grilled filet with grilled shrimp skewers over mashed potatoes and asparagus

Greek Lemon Chicken
Sautéed boneless chicken breast in lemon caper sauce with artichoke hearts, mushrooms and sundried tomatoes served over linguine

Shrimp and Grits
Gulf shrimp, Andouille sausage, Tasso ham, onions, roasted red peppers over Riverview Farm grits

Grilled Fresh Salmon Filet
Fresh hand-cut salmon with rice, sautéed green beans, and buerre blanc

*Vegetable Lemon Pasta  Angel hair pasta tossed with olives, asparagus, fresh tomatoes, basil, roasted garlic, mushrooms, lemon juice, olive oil and topped with fresh parmesan

DESSERT
Strawberry Cake
Chocolate Lover’s Cake

The Acropolis Grill
2213 Hamilton Place Blvd.
Chattanooga, TN 37421
Looking to become certified or strengthen your professional skills? Take advantage of NIGP’s webinar offerings.

CURRRENTLY SCHEDULED

Feb 08
Webinar - Protests: New Public Procurement Practice
Dates: 08 Feb, 2017

Feb 22
Webinar - Doing It Right...Outstanding Agency Accreditation (Not for Contact Hours)
Dates: 22 Feb, 2017

Mar 07
Webinar - Chapter Scholarships: Where do we begin? (Not for Contact Hour Credit)
Dates: 07 Mar, 2017

Mar 14
Webinar - Chapter Engagement: Preparing Leaders for Success (Not for Contact Hour Credit)
Dates: 14 Mar, 2017

Mar 15
Webinar - A Bulletproof Story with Creative Flourish: From How Much You Cost to the Value You Create
Dates: 15 Mar, 2017

Mar 29
Webinar - Performance-Based Infrastructure for the Public Sector
Dates: 29 Mar, 2017

GENERAL WEBINAR INFORMATION

- 90 Minutes (60-70 minutes of content followed by a Q&A session)
- 1 contact hour
- FAQs
- VolPFactSheet
- How to Download Webinar Recordings

PRICING

Members
Complimentary

Non-Members - $190
(Includes a one-year complimentary NIGP membership for eligible individuals)

http://www.nigp.org/grow-professionally/education/webinars
SNAPSHOTS
Photos by Julie Maxwell
2016 Fall Professional Development Conference
October 26th - October 28th Pigeon Forge, TN
This year’s Fall Conference Social was a huge success, we had a record number of attendees! Everyone seemed to enjoy the First Annual Cornhole Championship and cookout on the patio.
Roundtable Session  
November 17th, 2016 Knoxville, TN

ETPA member who are new to the profession got the opportunity to learn some of the basics from those who have been around the purchasing block a time or two.

This was also an opportunity for those who have been around any length of time to ask questions and share solutions for some of the more difficult situations we all encounter.
New Members Welcome Breakfast
January 10th, 2017 Knoxville, TN

New ETPA members were invited to join ETPA officers for breakfast at The Egg & I.
meme

/mēm/ a humorous image, video, piece of text, etc., that is copied (often with slight variations) and spread rapidly by Internet users.

This month’s memes are brought to you by Hazel Orick Gibson, KCDC
SAVE THE DATE!
The largest educational conference exclusively for public procurement professionals. **Registration opens soon**...

**Did you know?**
Utah's nickname is The Beehive State. The honeybee is the state insect of Utah.