

**NIGP**  
**GRAND CANYON CHAPTER**  
Meeting Minutes

DATE: November 8, 2007

HOSTING AGENCY: Mohave County

**ATTENDEES:**

Scott Richardson – Coconino County  
Mark DiBlasi – MESC  
Tom Peeler – MESC  
Lyle Block – Lake Havasu City

Dawn Foster – City of Prescott  
Nancy Colbaugh – MESC  
Craig McKee – MESC

**TELECONFERENCE ATTENDEES**

Kim Arrondale – FUSD  
Merrill Menta – Coconino County  
John – Navajo County

Bill Brannen – FUSD  
Chris – Navajo County

Note: If I missed anyone in attendance, please email me at [dawn.foster@cityofprescott.net](mailto:dawn.foster@cityofprescott.net) for a most humble apology from Scott ☺

**DISCUSSIONS**

1) Membership –

- a. Welcome Packet - Rick and co. are creating a membership certificate which will be included in the Membership Package. Current members will also receive their certificate once Rick and co. have completed them.
- b. Scott will email the spreadsheet of “Paid Membership” so you can check if your agency has submitted payment.
- c. Scott will check to see if the previous meeting’s minutes must be approved at each subsequent meeting.

2) Webpage

- a. Kim will be able to work more extensively on this in December. Let’s get some email addresses, bios and pictures to her so she can have them ready to post once the website is completed. Two notes: the bio must have at least a grain of truth in it somewhere and the picture must be of you.
- b. Some suggested links: co-op contracts, agency on-line bids (if yours are on your agency webpage), by-laws, members’ bios with contact info and a working calendar to track Chapter and National events.
- c. Events calendar - If anyone would like to recommend a good Events Calendar for our webpage, please forward the information to either Bill or Kim for review to ensure it’s compatible.

3) Chapter Business –

- a. Chapter Shirts Available – tan polo shirts, imported from Flagstaff, elegantly crafted and embroidered are available for purchase. Contact Val Barrett at Coconino Community College to purchase one for a nominal fee of \$25.50. Folks, this is truly

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a bargain and will never go out of style – you can be assured of value for years to come.

b. Education

- Our Chapter can host the CPPB or CPPO certification exam for those interested in taking the written portion.
- Scott will contact Barbara Jewitt (Thanksgiving week tentatively) to mail certificates to him for members who attended the Regional Conference.
- Classes have been tentatively scheduled (see 11/8/07 Agenda). If you need a particular class (especially for certification), please let Scott know.

4) December Meeting – will be hosted by Coconino County in Flagstaff. Marcheta Gillespie, Deputy Director for the City of Tucson, will be visiting us at the meeting on Thursday, December 13<sup>th</sup> at 1:00 PM.

5) January Meeting – will be hosted by the City of Prescott. Date TBA and lunch will be provided for those who would like to partake so, mark your calendars!

6) General Purchasing Discussion

A. What's hot in solicitations?

1. Mohave County – Electronic Revenue Collection payment solution
2. Coconino County – Assessor Treasurer System
3. Coconino County – IT Strategic Plan
4. City of Prescott – Beverage Marketing Partnership Proposal

B. Job Order Contracting

1. Must have itemized list (MESC uses RS Means for unit pricing)
2. State set limit at \$1M but each agency can set its own limit

C. Local Preference

1. Supreme Court ruled that the agency must have a disparity study to determine if a disparity actually exists and then can only do a matching set aside to 'even out' the disparity.
2. Agencies can, however, calculate the sales tax collected by the agency from local vendors and apply that as a credit for comparison purposes to determine true cost of goods.