

Tampa Bay Area Chapter: Professional Development

The Tampa Bay Area Chapter (TBAC) promoted professional development in many formats during calendar year 2019. In keeping with its mission statement, it worked to promote excellence in public procurement through education, certification, and technical assistance for those who spend governmental funds in the Tampa Bay Area. The following areas of professional development are examples of where TBAC went above and beyond in promoting professional development for its membership.



NIGP Professional Seminars

Four (4) one-day NIGP seminars were offered throughout the year at the Tampa International Airport Central Warehouse Conference Room location, which is centrally located for members. Seminars presented included:

- Financial Analysis for Procurement Professionals on February 22nd
- Managing Your End Users and Suppliers on April 26th
- Procurement Challenges: A Solution Seminar on June 14th
- Total Cost Analysis for Best Value Decisions on October 29th



Each year, the TBAC Board survey's members in the Fall to determine interest on which classes they may want to see offered in the coming year. The subject matter offered in 2019 was diverse and offered members an additional fourth seminar from what had been offered in previous years. This was done somewhat because the seminars offered were all one (1) day, instead of the usual mix of two (2) and three (3) day courses.

The Board ensured that members have the capability to attend these important face-to-face learning experiences by providing a forty percent (40%) reimbursement subsidy to members, or their employer, after successful completion of the course. Seminars were well attended and generally have between 15 – 25 members register.

Quarterly Chapter Educational Luncheons

TBAC members met quarterly in 2019 in the format of a educational luncheon and meeting. These meetings were held on the first Friday of March, June, September and December. While the Programs Committee chair always managed to make the luncheons a fun and lively affair, the Board also offered guest educational speakers at each luncheon with exception of the December Holiday meeting. Educational speakers and subject matter for the chapter luncheons included:



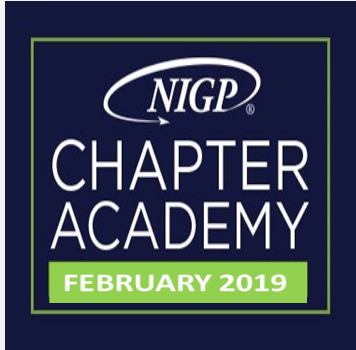
- Joe Benjamin – NIGP Chapter Ambassador update
- Ronald Kimley, Senior Manager of Organizational Development and Training with the Hillsborough County Aviation Authority – Organizational Development and Frontline Customer Service Delivery



- David Duhn -Taking Small Steps to Big Success

Members who attended these educational luncheons were able to include these educational forums for credit towards Scholarship Program points and recertification.

NIGP Leadership Development Symposium/Chapter Academy



For the first time, TBAC sent two (2) Board Officers to the NIGP Leadership Development Symposium/Chapter Academy. While TBAC traditionally sends its Vice President to the symposium, the new format and content introduced in 2019 encouraged the Board to allow a second member to attend. Vice President, Tara Camp and Secretary, Rhonda Simmons attended this event. Content themes included Member Engagement, Program Planning and Development, and Volunteerism. Attending sessions as a team allowed Tara and Rhonda to discuss and review what they learned at the end of each day and then formalize new and innovative approaches for the Board's consideration. Ideas the Board implemented

from this experience included:

- Creation and updating of Social Media pages – the Communications chair took on this additional responsibility in March 2019.
- Creation of a Social Media Chair position – Duties to start in January 2020
- Review of the existing Strategic Plan for 2020-2023 to incorporate member engagement.
- Addition of a “Member Spotlight” section to the Quarterly Chapter newsletter. The President and Vice President were highlighted in 2019.
- Purchase of a “Welcome Banner” for the RTS and Trade Show, which was used at both events.
- Purchase of Board Member Chapter Shirts, which were worn at all events.
- Creation of the Value of Volunteering video – Currently posted on the Chapter website <https://www.nigp-tampabay.org/Value of Volunteering>

First Timer Scholarship



The Board offered the initial “First Timer Scholarship” opportunity in 2019. The intent of this scholarship program is to motivate procurement professionals to network with other procurement professionals and continue their education in Public Procurement. The scholarship program awarded one (1) applicant with a scholarship to attend the NIGP Forum in August 2019, held in Austin, Texas. The scholarship covered the cost of early bird registration for the full conference, airfare and four (4) hotel nights. Requested information from the applicants who met established criteria included an essay, resume, demonstration of volunteering for the chapter and a letter of recommendation from their manager or someone familiar with their work.

The TBAC Board reviewed applicants and selected Michael Mitchell to attend the 2019 Forum in Austin. Michael is a City of St. Petersburg employee who had attended a couple meetings previously, and even was a candidate to be the Chapter Secretary for 2019. Michael provided an update at the September 2019 Chapter Luncheon to the membership on his extremely positive experience at Forum, and highly recommended other Chapter members attend a Forum in the



future. Since that event and opportunity, Michael ran and was elected as the 2020 Membership Chair position and has become highly involved in the Chapter.

Certification

Like all chapters, TBAC promotes certification of its members and encourages obtainment of the CPPB and/or CPPO certification. Members who obtained their CPPB or CPPO in October 2018 or May 2019 were recognized at a Quarterly Chapter Luncheon and presented a Chapter polo shirt, hardcover NIGP notebook and NIGP pen. Members recognized for obtaining their certification included Christy Aulicino, CPPB, Tampa International Airport, Dawn Fisher, CPPB, City of St. Petersburg, Kathryn Dougherty, CPPB, City of Oldsmar, Christine Jones, CPPB, DeAnna Anderson, CPPO, City of Tampa and Stacy Gundry, CPPB, Tampa Bay Water.



The Board also promotes CPPB and CPPO certification by reimbursement to its members. Fifty percent (50%) of recertification costs were reimbursed to members or agency in 2019. Additionally, at the November Strategic Planning meeting, the Board approved a one hundred percent (100%) reimbursement of the total cost of certification going forward in 2020.

Scholarship Program

The lynchpin of the TBAC Professional Development platform is its Scholarship Program. The Chapter Vice President oversees record keeping, approval, distribution and redemption of scholarships. For years, Chapter members have been able to take advantage of fantastic opportunities to attend the NIGP Forum, Florida Association of Public Procurement Officials (FAPPO) Annual Spring Conference and Annual Fall Workshop, Face-to-Face and online NIGP Seminars, NIGP CPPB/CPPO Assessment and numerous other professional development opportunities through the Scholarship Program. In 2019, the TBAC Board looked for additional opportunities for members to attend Procurement related conferences on scholarships such as NAPCP. The TBAC Board made a change to the existing Scholarship Procedure and Scholarship form for "Other Procurement Related Conference" which had a not-to-exceed amount that matched the NIGP Forum scholarship.



As part of the Scholarship Program, TBAC members are afforded the opportunity to earn points by volunteering for Chapter events such as the annual Reverse Trade Show, Spring Golf Event or Trade Show, as well as selling booths or sponsorships to suppliers to attend these events. Members also earn points by attending Chapter Educational Luncheons/Meetings, volunteering to be an Officer or Standing Committee (Board) member, assisting with Chapter hosted seminars, teaching a Chapter Workshop/Educational meeting, teaching a FAPPO or NIGP workshop or educational meeting, having an educational article published in the Chapter newsletter and being certified as a CPPO, CPPB, CPM, CPCM, CPSM or CPCP. Additionally, points are allotted for being an active member of various NIGP or related committees and for being a member of NIGP.

The Scholarship Program is very popular among members and demand for volunteering spots is high. To make things as fair as possible for all potential volunteers, the Board used a software (instead of drawing from a hat) in 2019 to make random selections of those chosen for volunteer spots for the major events including the Trade Show, Golf Event and Reverse Trade Show.

Mission: To promote excellence in public procurement through education, certification and technical assistance for those who spend governmental funds in the Tampa Bay Area



Members take advantage of the educational and professional development opportunities offered by the Chapter and 2109 was no exception. Approximately ten percent (10%) of TBAC members attended Forum either in person or via Forum V-Con and the majority went on scholarship. TBAC issued approximately \$38,000.00 in scholarships towards member attendance to Forum.

TBAC sent three (3) members to FAPPO's Annual Spring Conference and one (1) member to the NAPCP Annual Conference scholarship through scholarship.

In total, TBAC issued \$42,705.89 in scholarship awards in 2019.

The Scholarship Program has a very significant impact on Chapter members gaining valuable education and training to assist them in their professional positions. Six (6) members earned their CPPB or CPPO certification in 2019 and numerous others earned recertification. Those members not only were certified enhancing their professional status but were able to use the Scholarship Program to meet requirements for certification and recertification.

The Chapter mission for Professional Development is "to create educational and professional development opportunities for members annually." At the November 5, 2019 Strategic Planning Workshop, the Board reviewed the 2019 Professional Development Annual Goals. All goals were accomplished over the course of the year and included:

- Survey member for educational opportunities
- Host and subsidize a minimum of four (4) NIGP course in various locations
- Host an annual Reverse Trade Show
- Host training during quarterly membership meetings/luncheons
- Recognize newly certified professionals at the Quarterly Chapter Luncheons
- Provide scholarships to members toward certification and recertification.

At that same Strategic Planning Workshop, several innovative ideas were introduced for consideration including:

- Promote and educate members on NIGP's Pathways
- Coordinate study groups for CPPB/CPPO prep
- Post NIGP webinar presentation to the Chapter website
- Coordinate with other local agencies to participate in W/MBE outreach
- Create a banner display listing all members with certifications to be displayed at all Chapter events
- Hold a silent auction at the annual Reverse Trade Show. All proceeds would go towards scholarships for members seeking certification.
- Create a quarterly Lunch-n-Learn (separate from Quarterly Chapter Luncheons)

Based on the formats and programs described throughout this document, all goals were met or exceeded in 2019. TBAC has a long history of promoting professional development and had another excellent year with exciting opportunities for its membership. The Chapter looks forward the innovative ideas introduced at the Strategic Planning Meeting for 2020 to 2022, along with other innovations to afford its membership the best professional development opportunities available in the procurement profession.