“It doesn't matter what you did or where you were... it matters where you are and what you're doing. Get out there! Sing the song in your heart and NEVER let anyone shut you up!!”

— Steve Maraboli, Life, the Truth, and Being Free

The “changing of the guard”, also referred to as “guard mounting”, is a formal ceremony at important institutions across the world in which sentries who provide guard duties are relieved by a new batch of sentries. The ceremonies are often elaborate with precise movements and verbiage that is always the same. In the United States, for example, a permanent guard is mounted at the Tomb of the Unknown Soldier. A single member of the 3rd U.S. Infantry Regiment follows a meticulous routine on their watch as the guard marks a 63 foot march in 21 step sequences around the tomb, to signify that the Guard stands between the tomb and any possible threat. This process continues for 1 to 2 hours at which time they are relieved by a relief commander or an assistant relief commander, who are the only ones who can wear their rank insignia, and the guard that will take their place. Twenty-one was chosen because it symbolizes the highest military honor that can be bestowed – the 21-gun salute... the significance of the soldier “walking the mat” without rank insignia is so they never outrank what the Unknowns were or may have been... equal just the same. The Tomb has been on round the clock patrol, 24 hours a day, 7 days a week since July 3, 1937.

Here at PPANO, our “changing of the guard,” is symbolic in its own right and takes place every two years, when our President concludes his/her tenure and hands over the gavel to the Vice President to begin their two year service to the Chapter. The President then assumes more of an advisory role on the Board and the new President and the newly elected Board of Directors are sworn into office as the leadership team for the next two years. This year is also significant because with the exception of our soon to be “Immediate Past President”, Charlie Rosol... every member of the initial leadership team of the Northern Ohio Branch of CO-OPP which became PPANO in 2014, has been relieved of their service by new sentries that have grown from the ranks of our membership to take more active roles in the organization. That is exciting news for PPANO, because it means that the foundation that was put in place is still thriving and PPANO will continue to grow in the years to come.

Think about what you gain by coming to a PPANO General Membership Meeting or to one of the PPANO sponsored events or Professional Development opportunities that are made available to you. Our mission is to “serve our members throughout the northern Ohio region by providing meaningful professional development and networking opportunities, geared toward securing the public trust through the promotion of ethical and effective standards in public sector purchasing.” We accomplish that by getting more involved, by volunteering our service in any capacity to the Chapter to watch it grow, and, by utilizing the great resources that are afforded to us with our membership to make us more usable in our own entities. This is YOUR TIME, membership of PPANO... to exercise your opportunity to get involved in your Chapter like never before and to be part of the next wave of stewards who have learned from the leadership that preceded us to never grow stagnant... to not have our thirst for professional development quenched, and, to just not be completely satisfied yet... there’s still plenty more we can do. Mark your Calendars now and be part of another PPANO journey on Tuesday, November 13th at our Annual General Membership Meeting. This is YOUR TIME to shine.

~Steve Sammons
MEETING SCHEDULE

Tuesday, November 13, 2018

PPANO Annual General Membership Meeting
8:00am - 12Noon
3rd District Police Station
Community Room
4501 Chester Avenue
Cleveland, Ohio 44103

8:00am: REGISTRATION and BREAKFAST
9:00am: CALL TO ORDER

“Building Employee Engagement”
Presented by Marilee MacCaskill of Dale Carnegie Training

*Please note, REGISTRATION to the PPANO Annual General Membership Meeting is available through November 13, 2018. MEMBERS and Non-Members are FREE to attend this event.

Thursday, November 15, 2018

CO-OPP November General Membership Meeting - ANNUAL LUNCHEON
8:30am - 2:00pm
The Boathouse at Confluence Park
679 West Spring Street
Columbus, Ohio 43215

*Please note, REGISTRATION to the CO-OPP ANNUAL LUNCHEON is available through November 15th. MEMBERS are FREE and Non-Members are $50.00 to attend this event.

PROFESSIONAL DEVELOPMENT

Wednesday, January 23-24, 2019

Managing Your End Users and Suppliers: It’s All About Relationships
8:00am - 5:00pm
Greater Cleveland Regional Transit Authority
1240 West 6th Street
Cleveland, Ohio 44113

Instructor: Darin Matthews, FNIGP, CPPO, CPSM
**What's Going On With The PPANO Education Committee?**

**Big Plans In The Works For 2019!**

<table>
<thead>
<tr>
<th>One Day Classes</th>
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<tbody>
<tr>
<td>- Managing End Users and Suppliers: It’s All About Relationships - January 23, 2019 (confirmed)</td>
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<tr>
<td>- How to Buy Performance Results – November 13, 2019</td>
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<tr>
<td>- Practical Specification Writing – October 16, 2019</td>
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<thead>
<tr>
<th>Two Day Classes</th>
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<tbody>
<tr>
<td>- Customer Service: The Key to Success in Public Procurement – February 20-21, 2019</td>
</tr>
<tr>
<td>- Risk Management in Public Contracting – May 22-23, 2019</td>
</tr>
<tr>
<td>- Fundamentals of Leadership and Management – March 21-22, 2019</td>
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<tr>
<th>Three Day Classes</th>
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<tr>
<td>- Strategic Procurement Planning – June 19-21, 2019</td>
</tr>
<tr>
<td>- Developing and Managing RFPs – September 18-20, 2019</td>
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**LOOK FOR MORE ANNOUNCEMENTS AND DETAILS AS THESE CLASSES GET CONFIRMED WITH NIGP!!!**

PPANO HAS ALSO PARTNERED WITH CORPORATE COLLEGE FOR THE GENERAL MEMBERSHIP MEETINGS IN 2019. CORPORATE COLLEGE WILL BE PRESENTING FOUR (4) 1 ½ HOUR SESSIONS ON **PROFESSIONAL DEVELOPMENT: APPLYING LEAN TO THE PUBLIC SECTOR.**

<table>
<thead>
<tr>
<th>SESSION 1</th>
<th>What is Lean: Introduction of Lean for Office and Service.</th>
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<tbody>
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<td>SESSION 2</td>
<td>8 Wastes</td>
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<tr>
<td>SESSION 3</td>
<td>5S and Kaizen</td>
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<tr>
<td>SESSION 4</td>
<td>Panel Discussion</td>
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(MORE INFORMATION TO FOLLOW)
### SESSION 1 – What is Lean: Introduction of Lean for Office and Service

“In the office and service environments, Lean improvement activities focus on eliminating waste and speeding up the process (workflow). This is accomplished by eliminating idle time, bureaucracy, and unnecessary redundancy.”

- Discuss why Lean Office and Service is important to an organization’s long-term success.
- Learn the basics of Lean Improvement methodology (5 principles).
- Workflow Activity

### SESSION 2 – 8 Wastes

“Producing anything that the customer doesn’t want or need is waste. Learn about the waste that is hidden, or taken for granted, in office and service environments.”

- Spaghetti Diagram Exercise
- Gemba: Muda Walk Activity
- Discussing and finding ideas for improvements within their own organizations (relating to purchasing processes)
- Conduct Gemba Walk at your organization and report back at the next session

### SESSION 3 – 5S and Kaizen

“5S is a technique that results in a workplace that is clean, uncluttered, safe and well organized. A 5S environment has ‘a place for everything and everything in its place’, with all tools and materials ready where and when they are needed. Learn how 5S can help reduce waste and optimize productivity in any work environment. Also, learn the concept of Kaizen – to take a part of a process, improve it and put it back together.”

- Numbers Game or Card Game Activity
- Transactional Kaizen event discussion

### SESSION 4 – Panel Discussion

“Members will gather together to learn from and with an esteemed panel that utilize the principles and culture of lean on a daily basis. In this meeting, panelists will share insights and experiences of continued improvement in the purchasing/procurement industry.”

- Participants will receive a Certificate of Completion and receive Continuing Educational Units (CEUs) 0.6 from Cuyahoga Community College’s (Tri-C) Corporate College for the successful completion of the workshop. End-of-workshop evaluations will be conducted either paper-based or electronically.

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Make it a point to be present at every General Membership Meeting in 2019 to take advantage of this exciting 4 Session Workshop.
## CHAPTER OFFICERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Organization</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlie Rosol</td>
<td>President</td>
<td>Cleveland Metroparks</td>
<td><a href="mailto:crosol@ppano.org">crosol@ppano.org</a></td>
</tr>
<tr>
<td>John Highman</td>
<td>Vice President</td>
<td>City of Canton</td>
<td><a href="mailto:jhighman@ppano.org">jhighman@ppano.org</a></td>
</tr>
<tr>
<td>April Locker</td>
<td>Secretary</td>
<td>City of Cleveland</td>
<td><a href="mailto:ppano2014@earthlink.net">ppano2014@earthlink.net</a></td>
</tr>
<tr>
<td>Louis Catalusci</td>
<td>Treasurer</td>
<td>Greater Cleveland Regional</td>
<td><a href="mailto:lcatalusci@ppano.org">lcatalusci@ppano.org</a></td>
</tr>
<tr>
<td>Shawn Becker</td>
<td>Member At Large</td>
<td>Greater Cleveland Regional</td>
<td><a href="mailto:sbecker@ppano.org">sbecker@ppano.org</a></td>
</tr>
<tr>
<td>Mark Evangelista</td>
<td>Immediate Past President</td>
<td>RETIRED</td>
<td><a href="mailto:markevangel@twc.com">markevangel@twc.com</a></td>
</tr>
<tr>
<td>Thomas Patterson</td>
<td>CO-OPP President</td>
<td>City of Westerville</td>
<td><a href="mailto:thomas.patterson@westerville.org">thomas.patterson@westerville.org</a></td>
</tr>
</tbody>
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## COMMITTEE CHAIRS

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
<th>Organization</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Awards &amp; Scholarship Committee</td>
<td>Garey Burt</td>
<td>Lake Erie Correctional Institute</td>
<td><a href="mailto:Garey.Burt@odrc.state.oh.us">Garey.Burt@odrc.state.oh.us</a></td>
</tr>
<tr>
<td>Budget &amp; Finance Committee</td>
<td>John Highman, CPPB</td>
<td>City of Canton</td>
<td><a href="mailto:jhighman@ppano.org">jhighman@ppano.org</a></td>
</tr>
<tr>
<td>Education Committee</td>
<td>Tiffany Johnson-White</td>
<td>City of Cleveland</td>
<td><a href="mailto:twhite@cityofcleveland.oh.us">twhite@cityofcleveland.oh.us</a></td>
</tr>
<tr>
<td>Membership Committee</td>
<td>Diana Anthony</td>
<td>Ohio Turnpike Commission</td>
<td><a href="mailto:danthony130@yahoo.com">danthony130@yahoo.com</a></td>
</tr>
<tr>
<td>Public Relations Committee</td>
<td>Steve Sammons</td>
<td>City of Columbus</td>
<td><a href="mailto:swsammons@columbus.gov">swsammons@columbus.gov</a></td>
</tr>
<tr>
<td>Events Committee</td>
<td>Charlie Rosol</td>
<td>Cleveland Metroparks</td>
<td><a href="mailto:crosol@ppano.org">crosol@ppano.org</a></td>
</tr>
<tr>
<td>Rules Committee</td>
<td>Mark Evangelista</td>
<td>MBA, CPPO, C.P.M. RETIRED</td>
<td><a href="mailto:markevangel@twc.com">markevangel@twc.com</a></td>
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</table>
PPANO ANNUAL GENERAL MEMBERSHIP MEETING

Tuesday, November 13, 2018
3rd District Police Station
Community Room
4501 Chester Avenue
Cleveland, Ohio 44103
8am – 12Noon

REGISTRATION and BREAKFAST

CALL TO ORDER – Charlie Rosol – President

OFFICER REPORTS
President & Events Chair – Charlie Rosol
Vice-President & Budget Chair – John Highman
Secretary – April Locker
Treasurer – Lou Catalusci
Member At Large – Shawn Becker

COMMITTEE REPORTS
Awards & Scholarships – Garey Burt
Education – Tiffany Johnson
Membership – Diana Anthony

ELECTION OF 2019-2020 OFFICERS

AWARD PRESENTATION BY PRESIDENT

ELECTION RESULTS AND SWEARING IN OF OFFICERS

SHORT BREAK followed by SPEAKER

Building Employee Engagement

Presented By: Marilee MacCaskill of Dale Carnegie Training

Dale Carnegie’s Employee Engagement research shows that the number one reason people leave a company, and the number one reason people stay, is due to their relationship with their manager. How are you at building relationships with your people? In this 60-minute workshop, we will learn a time-tested tool for getting to know your people – what their values are, what motivates them, and how to treat them to help them be their best.

ADJOURN
ONLINE COURSE SPRING SCHEDULE:

Contract Administration in the Public Sector.
Dates: January 9th – March 15th, 2019
Start Time: 12Noon
Contact Hours: 24.0
Instructor:
Mrs. Renee A. Rogers, CPPO, CPPB, C.P.M.

Developing and Managing Requests For Proposals (RFP’s).
Dates: February 14th – April 11th, 2019
Start Time: 12Noon
Contact Hours: 24.0
Instructor:
Mr. Ronald King, CPPO, CPPB, VCM, VCO

Fundamentals of Leadership and Management.
Dates: March 8th – May 3rd, 2019
Start Time: 12Noon
Contact Hours: 16.0
Instructor:
Ms. Lynda Allair, CPPO

ONLINE COURSE SPECIFICS:

On a weekly basis, learners will be required to:

- Complete reading assignments from the textbook and other articles provided within the course. Participants may always read ahead.
- Respond to discussion questions posted by the instructor on the discussion board. Participants answer with a well thought-out response and also comment on other students’ responses.
- Collaborate within a team to complete and submit an online assignment, allowing participants to apply contract administration principles to situations. Individuals are responsible for contributing fully to the group assignments.
- Complete a self-assessment that reviews the terminology and concepts introduced during the week.

At the end of the eight weeks, participants must achieve a passing score of 70% on the final exam.
Exciting NEWS From NIGP:

Inaugural Virtual Conference

November 8 & 9, 2018
12:00PM - 5:30PM EST

Attend this 2 half-day event to:

- Enjoy seven prerecorded sessions from Forum 2018
- Ask questions of presenters
- Network with peers without having to travel
- Gain 7 contact hours

Special Introductory Pricing:

- 2018 Forum Attendees - FREE
- NIGP Members - $39.95
- Non-Members - $69.95 (JOIN NIGP TODAY to take advantage of the member pricing and so much more)

If you are interested in this opportunity and have any questions, contact NIGP at 800-367-6447 x0, or email registrationinfo@nigp.org.
THE SEVEN CLASSES INCLUDED ARE:

Contract Administration: Beginning with the End

*David Nash, CPPO, CPPB*
*Retired, Formerly City of Fort Lauderdale*
*Sunrise, FL*

Improving the Bid: Understanding Qualifications, Responsiveness, and Responsibility

*Stacy Gregg, CPPO, CPPB*
*Procurement Manager,*
*SC State Fiscal Accountability Authority*
*Columbia, SC*

Scoring Success: Developing Successful Scoring Methodologies

*Stacy Adams, CPPB*
*Deputy State Procurement Officer*
*State of SC Division of Procurement Services*
*Columbia, SC*

Preparing for Disaster: Procurement During an Activated Emergency

*Jason Reed*
*Purchasing Coordinator*
*City of San Mateo*
*San Mateo, CA*

Women in Procurement: Songs of Strife and Success

*Marcheta Gillespie, CPPO, CPPB, C.P.M., CPM,*
*Retired/MG Procurement Consulting, LLC,*
*Tucson, AZ*

Avoiding Bad Apples: Preparing Your Proposal Evaluation Committee

*Victor Leamer, CPPB*
*Buyer III*
*Spokane County, WA*

Communicating Success: Sharing Procurement Professionally

*Rena Jackson, CPPB, CPCP*
*Strategic Partnerships and Analytics Supervisor King County*
*Seattle, WA*
## NIGP COURSE ALIGNMENT TO THE UPPCC BODY OF KNOWLEDGE

<table>
<thead>
<tr>
<th>DOMAIN I</th>
<th>PROCUREMENT ADMINISTRATION</th>
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</table>
| Procurement Administration    | • Contract Administration in the Public Sector  
                                 • Developing and Managing Requests for Proposals in the Public Sector  
                                 • Fundamentals of Leadership & Management  
                                 • Introduction to Public Procurement  
                                 • Legal Aspects of Public Procurement  
                                 • Sourcing in the Public Sector  
                                 • Strategic Procurement Planning |
|                               | **DOMAIN II**                                                                                 |
| Sourcing                      | • Contract Administration in the Public Sector  
                                 • Developing and Managing Requests for Proposals in the Public Sector  
                                 • Introduction to Public Procurement  
                                 • Legal Aspects of Public Procurement  
                                 • Sourcing in the Public Sector  
                                 • Strategic Procurement Planning |

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<tr>
<th>DOMAIN III</th>
<th>NEGOTIATION PROCESS</th>
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</table>
| Negotiation Process            | • Contract Administration in the Public Sector  
                                 • Developing and Managing Requests for Proposals in the Public Sector  
                                 • Legal Aspects of Public Procurement  
                                 • Sourcing in the Public Sector |

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<thead>
<tr>
<th>DOMAIN IV</th>
<th>CONTRACT ADMINISTRATION</th>
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</table>
| Contract Administration        | • Contract Administration in the Public Sector  
                                 • Introduction to Public Procurement  
                                 • Legal Aspects of Public Procurement  
                                 • Strategic Procurement Planning |

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<thead>
<tr>
<th>DOMAIN V</th>
<th>SUPPLY MANAGEMENT</th>
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</table>
| Supply Management              | • Introduction to Public Procurement  
                                 • Sourcing in the Public Sector  
                                 • Strategic Procurement Planning |

<table>
<thead>
<tr>
<th>DOMAIN VI</th>
<th>STRATEGIC PROCUREMENT PLANNING</th>
</tr>
</thead>
</table>
| Strategic Procurement Planning | • Introduction to Public Procurement  
                                 • Strategic Procurement Planning |

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The BURN to Learn!
I am not continuing as secretary for PPANO and will pass the duties, responsibilities and fun on to the next member. It is very important to an organization to grow with fresh officers, in my humble opinion. It is with mixed feelings that I step back from a leadership role but know it is time to make room for new Board members.

Over the years I have served our chapter by making coffee and buying the snacks to writing agendas, minutes and other tasks. When the Northern Oho Branch of CO-OPP decided to move forward and form a chapter Jim Hardy asked me to serve. There was a lot of work to this endeavor which involved NIGP, the staff in VA and our members. The people I worked with taught me some valuable lessons without that goal. The experience will serve me well in the future.

Helping write the manual, by laws, goals and other documents for this chapter took many hours and discussion with the men who had a vision. When possible I served on committees to help with a task or event. My hope is the time I took to form PPANO helped lead us to the place we are today. I like to think my passion for the profession and personal skills shared made a difference. The next person will have other skills to share and PPANO will grow even more.

As the world changes, and our profession attempts to keep up, I know PPANO will become more important to the agencies and individual members. Networking and training are valuable and this is a great forum to find contacts. You all have skills and specialties to share; I hope more members will have a rewarding experience like mine.

April Locker
Secretary
aka “PPANO Mom”
As fall comes to a close and we head into the winter months, it is a time of transition not only of seasons but also for PPANO. In November, we will elect a new Board, and I will take the role of PPANO President. As with any transition, it is a time to recognize past successes and plan for future growth.

I would like to personally thank each and every member of the outgoing Board for their time and service. Many of the outgoing Board members have been with the organization since its inception in 2014 and are owed a huge debt of gratitude for their vision, leadership, and service. The bar has certainly been set high, and the incoming group has a high standard to live up to.

That said, I know that they will be up to the challenge as we have a group of candidates who are well qualified and impassioned about the group and the public procurement profession as a whole! Even if you are not running for an office or seeking a position as a Committee Chair, I challenge you to also be thinking about how PPANO can grow and how you can contribute. **As with any well-functioning organization, our strength is with our members and our diverse background of experiences and ideas.**

I ask that each of you work with the new Board to come up with new ideas as to how we can build on past successes and create future opportunities! I plan to be saying this quite frequently over the next two years, but if you have any questions, ideas, concerns, or issues that need addressed, please let me know as I look forward to serving as your next PPANO President!

**John M. Highman, Jr., CPPB**  
*PPANO President-Elect*

Director of Public Service  
Office of the Mayor  
218 Cleveland Ave. SW  
Canton, OH 44702

Tel: (330) 438-4305  Fax: (330) 489-3282
PPANO Members,

Fall is upon us and we are getting ready for the holiday season.

It’s hard to believe that this is my last “Rosol Report”. I’m truly blessed and honored to have served as your President over the last two years. PPANO continues to grow financially and membership continues to hold steady. I’m confident the new Board will continue to serve us well.

On November 13th PPANO will elect a new Vice President, Treasurer, Secretary and Member-At-Large to serve as our officers for 2019-2020. John Highman whom is the current Vice President will assume the role as President in 2019.

I encourage all members to attend the November 13th membership meeting to help elect our new officers, enjoy a delicious breakfast and listen to the final presentation from Marilee MacAskill with Dale Carnegie.

PPANO hosted the 5th Annual Golf Outing on September 14, 2018 at Big Met Golf Course. A huge thank you to the Events Committee (Charlie Rosol, John Highman, Gus Katsas, Shawn Becker, Kim Hawkins, and Cynthia Tetterton-Williams) for planning and organizing this event.

Fourteen (14) teams comprised of a variety of vendors competed for first place and all players had a chance to win $25,000 for a hole-in-one contest. Unfortunately no one shot a hole-in-one. I would like to send a thank you to the numerous vendor sponsorships and their donation of prizes for the raffle. Also, a special thank you to Parkerfotos Photography (photos at the event), Minotas Trophies & Awards (donation of trophies), and Signs PDQ (donation of all signage) who provided these services and products at no charge.

Please utilize the Professional Development Assistance funds (PDA’s) to attend a class, forum, NIGP registration, etc. These funds are available to YOU our members. It doesn’t take much to get a few hundred dollars.

As we move forward I encourage all of you to get involved at some level. Join a committee, attend a class, volunteer at a PPANO event, etc. PPANO values your time, commitment, and passion to keep us thriving.

Thank you.

Charlie Rosol, CPPO, CPPB
PPANO President
Procurement Manager
216-635-3225 (Office)
216-635-3286 (Fax)
clevelandmetroparks.com

Compass Points – News for the Public Purchasers Association of Northern Ohio